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## VISA APPLICATION PROCEDURE AND DOCUMENTARY REQUIREMENTS FOR ENTRY TO COTE D'IVOIRE

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Visas for entry to Cote d'Ivoire can only be processed and obtained, in person, through the visa section of the Embassy of Cote d'Ivoire located at :

**9 Marlborough Avenue, Ottawa, K1A 8E6, Ontario.  
613.236.9919**

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### PROCEDURE

All visa applicants must complete the official visa application form which can be obtained directly from the Embassy or downloaded from the embassy website [www.canada.diplomatie.gouv.ci](http://www.canada.diplomatie.gouv.ci)

All applicants are required to present themselves in person at the Embassy in Ottawa, having first made an appointment with the visa office and paid the processing fee and be in possession of the following documents in support of their application:

1. An original receipt for payment of the visa fee
2. An appointment confirmation note
3. A completed and signed visa application form
4. A photograph of the applicant (50 x 70m)
5. A current passport that has a minimum of six months validity available plus a photocopy of the first three pages
6. An International Health Certificate of vaccination against Yellow Fever
7. Proof of a return ticket or a detailed travel itinerary from an accredited source

The process by which a visa for Cote d'Ivoire will be issued involves fingerprinting and an iris recognition scan as well as a personal interview with each applicant. Therefore it is suggested that sufficient time be allocated prior to travel to Cote d'Ivoire to allow for an appointment to be confirmed and travel to the Embassy organized.

In addition to the documentary requirements noted above, under the following circumstances, additional documentation may be required:

**1. Minors**

- (a) unaccompanied by either parent : A notarized authorization signed by both parents
- (b) accompanied by only one parent : A notarized authorization signed by the non-traveling parent
  
- (a) A Letter of Invitation
- (b) Confirmation of a hotel reservation
- (c) Evidence of financial assets sufficient to meet costs of more than C\$125 per day for each day of the proposed stay

**3. Tourist Visa**

- (a) Confirmation of hotel reservation
- (b) Proof of financial assets sufficient to meet costs of more than C\$125 per day for each day of the proposed stay

**4. Private Visit Visa**

- (a) Letter of Invitation
  
- (b) Confirmation of hotel reservation

**5. Official Mission/Conference**

- (a) Letter of Invitation from the host organization or Ministry
- (b) Confirmation of hotel reservation
- (c) Copy of Mission Itinerary or Conference Program

## **6. Study and/or Research Visa**

Evidence of enrollment in a university or public institution of learning

- (a) Most recent scholastic transcript or copy of degree obtained
- (b) Copy of housing lease or confirmation of residence lodging within a university
- (c) Proof of financial assets in excess of C\$2500 or evidence of a scholarship indicating the amount and duration of the scholarship
- (d) Health Insurance Certificate covering the period while in Cote d'Ivoire

## **HOLDERS OF OFFICIAL PASSPORTS**

Holders of diplomatic or government passports qualify for Courtesy Visas (Visa de Courtoisie) and are therefore exempt from the payment of consular or visa fees and need only provide the following documents:

- a. A "Note Verbal"
- b. A completed and signed visa application form
- c. A photograph of the applicant (50 x 70m)
- d. The mission agenda

## **VISA FEES**

Payment of all visa fees must be tendered in Euros only

Processing of application.....	€ 100
Interview fee.....	€ 5
Processing the online payments.....	€ 5
 Total fee.....	 € 110

## **METHODS OF PAYMENT**

1. Privileged method: Online through the secure website platform with the use of a bankcard, VISA or MasterCard
2. Other methods of payment: (These will occasion longer processing times) :

- (a) Wire transfer via SWIFT bank transfer system. The applicant arranges a wire transfer from their bank using the codename “Happydoo”. Once received, an email confirmation will be sent to the applicant and should be photocopied and accompany the application.
- (b) International Postal Money Order: These are available at all Canada Post outlets and should be made out to “Happydoo”. A copy should be made of the receipt portion of the money order and accompany the application documentation.

Visa applicants seeking additional information or clarification may address their questions during office hours to:

<b>Embassy of Cote d’Ivoire in Ottawa</b>	<b>:</b>	<b>613.236.9919</b>
<b>Consulate of Cote d’Ivoire in Montreal</b>	<b>:</b>	<b>450.474.5811</b>
<b>Consulate of Cote d’Ivoire in Toronto</b>	<b>:</b>	<b>416.366.8490</b>
<b>Consulate of Cote d’Ivoire in Calgary</b>	<b>:</b>	<b>403.244.9468</b>
<b>Consulate of Cote d’Ivoire in Vancouver</b>	<b>:</b>	<b>604.266.1971</b>