

Recommendation of Visa for Clergy and Religious Representatives

According to the rules and regulations implemented by the Department of Immigration and Emigration, Ministry of Buddhasasana, Religious and Cultural Affairs, Please be kind enough to take the following matters in to consideration on applying recommendation letters of Visa for Clergy and Religious Representatives.

02. The following documents are essential in applying for Visa Recommendation

For Entry Visa

- For **Catholic parties**, the recommendation letter from the **Bishop of the relevant Diocese** and for **Christian parties**, the recommendation letter from the **National Christian Council**.
- The recommendation letter from the relevant Congregation/Church or religious organization.
- The correctly filled and certified application of the Ministry of Buddhasasana, Religious and Cultural Affairs.
- The correctly filled and signed **Personal Particular Clearance Form**
- The original of the **Police Clearance Report** issued by the applicant's birth country. (If the applicant has resided for more than 06 months in another country, Police Clearance Report should be taken from the current residing country)
- A copy of the applicant's valid passport. (page containing applicant's information and the last stamped page)

For Residence Visa

- For **Catholic parties**, the recommendation letter from the **Bishop of the relevant Diocese** and for **Christian parties**, the recommendation letter from the **National Christian Council**.
- The recommendation letter from the relevant Congregation /Church or religious organization.
- The correctly filled and certified application of the Ministry of Buddhasasana, Religious and Cultural Affairs.
- A copy of the applicant's valid passport. (page containing applicant's information and the last stamped page for Entry)

For Extension of Residence Visa

- For **Catholic parties**, the recommendation letter from the **Bishop of the relevant Diocese** and for **Christian parties**, the recommendation letter from the **National Christian Council**.
- The recommendation letter from the relevant Congregation /Church or religious organization.
- The correctly filled and certified application of the Ministry of Buddhasasana, Religious and Cultural Affairs.
- The correctly filled and signed **Personal Particular Clearance Form** A copy of the applicant's valid passport. (page containing applicant's information and the last stamped page for Residence)

- **The parts of the Personal Particular Clearance Form mandatory to be filled, should not be kept empty.** (The purpose of the visit, the details of the sponsors, the duration of the stay etc..)
- The above mentioned documents should be complete. Please be aware that incomplete applications or documents can be rejected.
- **Please be kind enough to bring 04 photocopies of each of the above mentioned documents along with the originals.**

03. On issuing recommendations for the above mentioned Visa types, the duration of validity of the Visa will be recommended as 01 month for Entry Visa, 01 year for Residence and Extension of Residence Visa. For this, the **applicant's passport should be valid for 06 months post the recommended visa validity period.**(Please be aware that on occasions where the prior condition is not fulfilled, the recommended duration of validity of the Visa will be adjusted accordingly)

04. As the process of obtaining clearance takes time, please submit the necessary documents to the Ministry of Buddhasasana, Religious and Cultural Affairs through the Department of Christian Religious Affairs, **at least 03 months prior** to the date of Visa expiry or the date of expected arrival to Sri Lanka.

➤ On obtaining clearance, **please refrain from submitting the relevant documents directly to the Ministry of Defense or Ministry of Buddhasasana, Religious and Cultural Affairs**

➤ The Ministry of Buddhasasana, Religious and Cultural Affairs has advised the applicants not to give frequent calls to the Ministry and Defense Ministry during the time period taken to obtain clearance, and to refrain from entering the premises of the Ministry of Defense during this time period.

➤ The applicants should refrain from trying to obtain clearance through various leaders, sponsors or higher officials.

➤ Please use the application (Personal Particular Clearance Form) issued by the Ministry of Defense according to the new methodology, on applying for clearance.

05. Please note that the **above procedures and regulations can be subjected to changes in the future** according to the rules and regulations implemented by organizations as the Department of Immigration and Emigration and the Ministry of Defense.

If there is any doubt or problem regarding the above mentioned matters, please call 011-2665584 and be clear before coming to the department with the applications.

PERSONAL PARTICULAR FORM FOR THE CLEARANCE

1. Family name :- XXXXXXXXXXXXXXXXXXXX					Passport Size Photograph to be attached (Front appearance <small>25mm x 45mm</small>
2. First Name :- XXXXXXXXXXXXXXXXXXXX					
3. Middle name :- XXXXXXXXXXXXXXXXXXXX					
4. Maiden name, if any :- XXXXXXXXXXXXXXXXXXXX					
5. Date of Birth :- XXXXXXXXXXXX			6. Place of birth :- XXXX		
7. Nationality at birth :- XXXXXXXXXXXX			8. Religion :- XX	9. Faction/Group :- XX	
10. Present Nationality :- XX			11. Sex :- XX		
12. Marital status : *	Single		Married		Separated
				Widow(er)	Divorced
13. Permanent address and Telephone No. *Please write your address in your Country		14. Present address (if different) and Telephone/Fax No. *Please write your address in Sri Lanka		15. Office Telephone No. Office Fax No. E-mail: *Official Details	
16. Passport Number *		17. Type of Passport:- *		18. Previous Passport Numbers :- * If Have	
19. Account Details (Mandatory to fill) * Please Write Necessary Answer (Don't Write Not Applicable)					
Name of the Bank		Country	Type of Account	Account Number	Date opened
20. Details of Spouse/Spouses/Children's/NO(Children above the age of 10 years):- * Please Write Necessary Answer (Don't Write Not Applicable)					
Spouse/Spouses					
Full Name		Date of Birth	Passport No	Current Address	
Children * Please Write Necessary Answer (Don't Write Not Applicable)					
Full Name		Date of Birth	Passport No	Current Address	

21. Have you taken up legal permanent residence status in any country other than that of your nationality?
 If answer is “yes”, which country? YES/ NO *

22. Knowledge of Languages / Language Proficiency	Reading	Writing	Speaking
*			

23. EDUCATIONAL QUALIFICATIONS (GIVE FULL DETAILS) – Please give exact titles of degrees translated to English. If you need more space attach additional pages. *

Name, Place and Country	Attended		Degrees and Academic Distinctions Obtained	Main stream of Study
	From	To		

24. EMPLOYMENT RECORDS: Starting with your present post, list in reverse order every employment you have had. If you need more space attach additional page

***Please write your Employment or Service Records (Don't Write Not Applicable)**

Title of Your Post:	Year of Service in the Post:
Country:	

25. Details of the ‘Visit’ (mandatory to fill) ***Please fill all Details**

A. Exact Purpose of the visit to Sri Lanka

*** Please write Purpose of the visit Clearly (explain in full details)**

B. Programme of the visit (In Detail)

*** Please write the programme of your visit in Sri Lanka with full details**

C. Commencement and Termination of the Program :

Date and Duration : ***Please write time duration clearly as from DD/MM/Y to DD/MM/YY (please use only this format to give the duration any other format is unacceptable)**

D. If the purpose is related to lecturing/facilitation, Preaching, explain the suitability and qualification of yourself to fulfill this purpose :- *

E. Highest Qualification acquired in the relevant field :- *

26. Expected duration of Stay in Sri Lanka?

From : * DD/MM/YY... To : * DD/MM/YY.....

• DETAILS OF STAY IN SRI LANKA :-

a. Main Sponsor's Name :- XXXXXXXXXXXXXXXXXXXXX

b. Address/ Addresses :- XXXXXXXXXXXXXXXXXXXXX

c. Contact Numbers :- XXXXXXXXXXXXXXXXXXXXX

d. Email/ Web addresses :- XXXXXXXXXXXXXXXXXXXXX

e. Passport Number/ NIC No :- XXXXXXXXXXXXXXXXXXXXX

f. Country of Issue :- XXXXXXXXXXXXXXXXXXXXX

27. Co - Sponsor Details (If available) * If unavailable write "no co-sponsor"

Full Name	PP NO/NIC (ID Card No)	Current Address & Email	Telephone No:	Business Or Occupation

28. Additional Accommodation Places during your stay in Sri Lanka. *

Place	Full Address	Telephone No:

29. Tentative Itinerary of the Visit (In detail) *

Duration/Date	Place	Purpose

30. Whether you travel alone to Sri Lanka? *

YES

NO

31. If 'NO' provide details of Companions *

Name	PP No:	Relationship

32. Amount of currency brought to Sri Lanka: USS *

33. Countries you have visited from 2009-2016. If you need more space attach additional pages.

*

Country	Duration		
	Date	Period of Stay	Purpose of the visit

34. Have you visited Sri Lanka previously (provide details)

*

Duration	PP No.	Places visited / Addresses of stayed	Purpose of visit

35. HAVE YOUR EVER BEEN ARRESTED, INDICTED, OR SUMMOND INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES NO

If “yes”, mention the details.

*

36. Have you been refused by any country? If yes,provide details for further verification.

*

37. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

Date : _____*

Signature : _____*

**** Every part of the form should be filled. Do not leave any part empty.**

****Try to avoid writing “not applicable”. Instead write the reasons for not being able to fill that part.**

**** Use the given format to write the duration of stay or programme. Do not write “one year, two year, until transferred etc...”**

****Do not use tipex or use any other correction fluid. If you made a mistake strike out that part and place your signature next to it.**

****Fill the original form correctly (with the photo) and then make 4 photocopies.**

****Do not write on the photocopies using pen/pencil.**

****** PLEASE FOLLOW THE INSTRUCTIONS AND FILL THE FORM CORRECTLY AND CAREFULLY.**

VISA CHECK LIST

Passport No.

Contact No.

Document Received Date

1. Visa Type

- a. Entry -
- b. Residence -
- c. Extension of Residence -

2. Recommendation Letter -
(Address to Department and Ministry)

3. Passport Copy (5 Copies) -

4. Last Renewal Visa Copy -
(5 Copies)

5. Police Clearance (If Entry Visa) -
(With 4 Photo Copies)

6. Ministry Application Form -
(With 4 Photo Copies)

7. Personal Particular Form For the Clearance (With 4 Photo Copies)

a. Photo -

b. Permanent Address (Field No 13) –

c. Present Address (Field No 14) -

d. Type of Passport (Field No 17) -

e. Details of the 'Visit' –

A	
---	--

B	
---	--

C	
---	--

D	
---	--

E	
---	--

(Field No 25)

f. Expected Duration of Stay in Sri Lanka (Field No 26)
From

--

 To

--

g. Details of Stay in Sri Lanka -

a	
---	--

b	
---	--

c	
---	--

d	
---	--

e	
---	--

f	
---	--