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Ministry of Public Security

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எனது இல.  
My No. } VSSO/NGO/VISA/  
In./Circular

ඔබේ අංකය  
உமது இல.  
Your No. }

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திகதி  
Date } .03.2023  
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அரச சார்பற்ற நிறுவனங்களின் தேசிய செயலகம் - 15<sup>ஆம்</sup> மாடி இ சுருறுபாய பத்தரமுல்லை.  
National Secretariat for Non-governmental Organizations - 15<sup>th</sup> Floor, Suhurupaya, Battaramulla.

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Internal Distribution Only  
Circular No 09

To all District Coordinators and the Officers of Visa Division of the Head Office

Providing Visa Recommendations for the expatriates who arrive to work in NGOs

This circular is issued to further clarify the points mentioned in the Internal Administration Circular No. 01/2008 issued to provide visa recommendations to the foreigners who arrive to work in NGOs registered under the Social Services Organizations (Registration and Supervision) Act No 31 of 1980.

The main objectives of this circular are,

1. To prevent delays in issuing visa recommendations.
2. To provide support and facilities to the expatriates who arrive to work in NGOs to carry out their duties without difficulties.

This circular should be enforced with immediate effect.

The National Secretariat for Non- governmental Organizations provides visa recommendation only for the NGOs registered in this Secretariat. Further, this Secretariat is not providing recommendations for visa extensions to the expatriates who arrive via certain types of business visa and also tourist visa.

Procedure for providing visa recommendations;

1. Types of visa:
  - I. Entry Visa
    - a. Short Visit

This visa type will be recommended for less than one month.

- b. Entry Visa

This visa type will be recommended for one month period from the date of arrival.

- II. Residence Visa

This visa type will be recommended for a minimum period of one year after the expire of entry visa.

02. After checking all required documents along with dully filled visa requests district coordinators should be forwarded them to the Head Office.

03. Visa recommendations for 12 months or for a sufficient period as decided by the Director General will be provided only for the expatriates who are working in the organizations that have been submitted progress reports, action plans, updated staff details, asset reports, cash flow statement, etc.

04. It is possible to provide visa recommendation for another one year period with the approval of the Secretary to the Ministry of Defence to the expatriates who completed 3 years of the service. Therefore, the organization must provide a letter explaining the need for further service along with the visa application.

The following documents are required to be submitted for visa recommendations.

S/N	Document	Work Permit	Short Visit	Entry Visa / Prior Visa	Residence Visa	Extension of Work Permit	Extension of Residence Visa
01	Request letter	√	√	√	√	√	√
02	2 Applications (Visa /Work permit)	√	-	√	√	√	√
03	A copy of the passport	√	√	√	√	√	√
04.	A copy of the last visa page	-	-	-	√	√	√
05	Police clearance	√	-	√	-	-	-
06	Bio data	-	-	√	-	-	-
07.	Copies of educational certificates	-	-	√	-	-	-
08.	Appointment letter /service extension letter/invitation letter	-	√	√	-	-	√
09	3 passport size photos	-	-	√			
10.	Work schedule	-	√	√	-	-	-
11.	Marriage certificate & birth certificate (including dependants)	-	-	√			
12.	A letter to confirm the submission of action plan / progress report	-	-	√	-	√	√

Short-term entry visa can be applied **online** through the website [www.eta.gov.lk](http://www.eta.gov.lk) and is issued to those who are visiting for educational purposes, conferences and monitoring and evaluation purposes. This request should be submitted along with passport copy, appointment letter /invitation letter and work schedule should be submitted. (Accordingly, details of the visa applicants should be sent to the Department of Emigration and Immigration.)

05. After checking the above mentioned documents, clearance should be called from the Ministry of Defence for all visa recommendations other than short term visa. Visa recommendations will not be issued until we received the clearance reports.

06. However, considering the inconvenience faced expatriate due to visa expiry, visa recommendations can only be given for a period of not more than 2 months as per the previous clearance report until the new clearance report is received.



Sanjeewa Wimalagunaratna  
Director General / Registrar