

011-2864483  
Director General/Registrar

011-2888424  
Director

011-2884612  
Asst. Director

011-2877376  
Office

011-2884612  
Fax



**මහජන ආරක්ෂක අමාත්‍යාංශය**  
**பொதுமக்கள் பாதுகாப்பு அமைச்சு**  
**Ministry of Public Security**

VSSO/NGO/VISA/  
General/01

Your No.

08.2024  
16

රාජ්‍ය භෞමික සංවිධාන පිළිබඳ ජාතික ලේකම් කාර්යාලය-14 වන මහල, සුහුරුපාය, බත්තරමුල්ල.

அரசு சார்பற்ற நிறுவனங்களுக்கான தேசிய செயலகம் - 14<sup>ஆம்</sup> மாடி, சுஹரமுபாய், பத்தரமுல்ல.

**National Secretariat for Non-governmental Organizations - 14<sup>th</sup> Floor, Suhurupaya, Battaramul**

විද්‍යුත් තැපෑලේ මගින් ඇතුළත් E-mail:ngosecretariat.gov@gmail.com

To the Head of the Organization,

**Visa Recommendations by the NGO Secretariat**

This is to inform you about the current situation regarding the visa issuing system of the Department of Immigration and Emigration and the temporary measures being implemented by the NGO Secretariat.

**1. Suspension of e-Visa Process**

The e-Visa process is currently suspended due to an interim order granted by the Supreme Court on 02/08/2024. Consequently, the forwarding of e-Visa documents for short-term visits of expatriates to the Department of Immigration and Emigration by this Secretariat is temporarily halted until the e-Visa system is restored.

**2. Temporary Measures for Short-term Entry Visas**

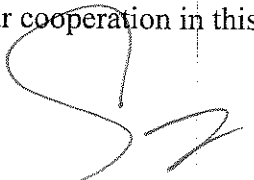
As a temporary measure, this Secretariat will start recommending short-term entry visa applications to facilitate the requirements of NGOs and INGOs. To apply, please submit the following documents along with the **short term entry visa** Application at least 30 days prior to the visit:

- Request letter
- Copy of passport
- Appointment letter/invitation letter/service extension letter
- Work schedule or itinerary related to official engagements

**3. Visa Recommendations for Other Applications**

The process for entry visa applications, residence visa applications, and extension of residence visa applications based on work permits for expatriates of registered NGOs remains unchanged as stipulated in Circular No. 09. Please submit the necessary documents at least one month prior to the expatriate's arrival date. Note that the clearance process from the Ministry of Defense may take more than three weeks.

Your cooperation in this regard is highly appreciated.

  
**Sanjeewa Wimalagunaratna**  
Director General/Registrar

CC- Controller General Department of Immigration,  
District Secretaries,  
District NGO Coordinators

**Department of Immigration & Emigration**  
**Application Form for Recommendation of Short-Term Entry Visa**  
**Part I**

Particulars of the Applicant (to be filled by the applicant -in block letters –applicable for both principal applicants and dependents)

1. Name with Initials :.....
2. Name in Full:.....
3. Address:
  - i. Permanent address overseas  
.....  
.....
  - ii. Address in Sri Lanka:  
.....  
.....
4. Contact details:(If the application is for an entry visa overseas information should be provided. Others should provide information in Sri Lanka)
  - a) Telephone:.....
  - b) Fax:.....
  - c) E-mail:.....
5. Nationality:.....  
Former nationalities and any dual citizenship of the applicant holds:  
.....
6. Date of Birth and Age: .....
7. Sex (male/female):.....
8. Civil status (Single/Married/Divorced/Widowed):.....
9. Relationship to the Principal Applicant.....  
(Applicable for dependents only)
10. Applicant's qualifications to engage in the particular job (specially for the technical staff):

Attach copy of Bio Data of the Applicant

**Note: The Country Representative or the Head of NGO and other Management Staff, working in Colombo HeadOffice, of a foreign NGO registered in Sri Lanka can submit the original letters of appointments, invitation letter, Service extension letter, Work Schedule or itinerary related to official engagement.**

11. Passport Details:
  - I. Name as given in the Passport .....
  - II. Passport Number .....
  - III. Nationality .....
  - IV. Date of issue .....
  - V. Date of Expiry .....

12. Country or Countries where the applicant was residing during last five years.

(information of countries where the applicant was residing for more than one month should be indicated)

Name of the Country	Period	Address
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

13. Request for Short Term Entry visa

- I. Country of Departure: .....
- II. Date of Departure.....
- III. Expected date of arrival.....

14. Certification

I certify that the particulars given above are true and correct to the best of my knowledge. I am aware that my visa will be cancelled if the above information is found incorrect by the Government of Sri Lanka or that I have violated the laws of Sri Lanka including the instructions applicable to this application during the period of my stay in Sri Lanka.

.....  
Signature of the Applicant Name:..... Date:

## Part II

### 15 Information about the Organizational (To be filled by Head of the organization)

NGO/INGO);

i. Name of the Organization/NGO.....

ii Address: .....

iii. Registration Number: .....

iv Contact details a) Telephone Number.....

b) Fax Number..... (c) E-mail: .....

v. Name of the Expatriate.....

vi. Post held by the Expatriate.....

vii. Terms of Reference/Job description of the post (lists should be attached)

viii. Duration of Employment: From.....to.....ix. Period of

Visa recommended for the applicant: From.....to.....

Maximum period of visa recommendation should not exceed a period of one year

x. Type of employment (paid/un paid employee/volunteer) .....

xi. Total income of the applicant per month Rs. /US\$. .....

xii. Addresses of the work station/in Sri Lanka,

Work station Administrative District

.....

.....

### 16 Recommendation of the Head of the Organization/NGO: If the applicant is the head of the Organization, the head of the Administration should recommend the application

I recommend the request of Mr./Ms./Rev.  
..... for short-term entry visa from  
.....to.....to work in the post  
of.....subject to the following  
requirements.

- a) I undertake to ensure that the applicant has not been / is not / will not be engaged in any unlawful or political activity. I undertake to inform any unlawful activity of the expatriate immediately to the National Secretariat/Controller-General/ Immigration and Emigration of Sri Lanka and to the Mission of my country in Sri Lanka (applicable only for foreign NGOs) to take appropriate action for such an unlawful activity of the expatriate and request to cancel the visa issued to the Expatriate.
- b) I will inform immediately to the Director of the National Secretariat, of the leaving of the expatriate from the organization or termination of service, while recommending cancellation of visa issued to the expatriate.
- c) I ensure that no employment is provided to the dependents of the expatriate in the organization or in any other governmental, private or non-governmental establishment.
- d) I certify that the particulars given above are true and correct.
- e) I undertake capacity building of locally recruited staff in order to take over the functions of the expatriate and terminate the assignment of the applicant at the end of this assignment.

Name of the Head of the NGOs/INGOs:..... Title:

.....Signature..... Date.....

(Seal of the Organization).

### Part III

(For the use of the NGO Secretariat)

File. No.....

Recommendation of the National Secretariat for Non-governmental organizations

Controller General  
Department of Immigration and Emigration

The.....(Name of the organization) has been registered under No .....in terms of the Voluntary Social Services Organizations (Registration and Supervision) Act No. 31 of 1980 as amended by Act Number 8 of 1998. Reports and information have been duly submitted in terms of the provisions of the above Act. I have no objection for issuance of short-term entry visa for Mr./Ms./Rev/Miss ..... from ..... to as may Be recommended by the Ministry of Public Security.

1.2.1 Director General/Registrar  
National Secretariat for Non-Governmental Organizations

Date:

(Official Seal)

**Note-1: Director General of the National Secretariat should forward the original application to the Department of Immigration and Emigration.**

**Note-2: Director General should examine all the information given in the application along with the instructions on each part of the application form and submit the recommendation accordingly.**

**Note-3: Director General should take appropriate action to inform the relevant authorities about misconduct, unlawful acts or political activities of any visa holder.**