

## **Embassy of the Federal Democratic Republic of Ethiopia in Stockholm.**

### **Application Structure for Journalists for Film Shooting and Reporting in Ethiopia.**

Journalists and Film Crews residing in the Kingdom of Sweden, and other Nordic Countries, wishing to travel to Ethiopia are hereby encouraged to contact the Embassy of the Federal Democratic Republic of Ethiopia in Stockholm during working hours of the Embassy. The request for the permit must be submitted to the Embassy in a formal written letter at least **15 WORKING DAYS PRIOR TO TRAVEL** of film shooting crews or journalists to Ethiopia. This condition is a requirement not only for issuance of business visas but also for the purpose of earlier transfer of pertinent documents to the Government Communication Affairs Office (GCAO).

Please note that all journalists and film crews must apply for a business visa, which is given only prior to travel. **Please use a visa application form.**

In order to apply for a visa and permission to carry out their duties in Ethiopia, journalists, film crews and other media organization members travelling to Ethiopia in a professional capacity must submit the following:

1. Introduction about request:
  - a. A formal letter addressed to the Embassy requesting for the permit
  - b. Brief introduction of the film shooting Media/Institution/Group/ Individual and the purpose of the visit.
2. Content of the application:
  - a. The name of the film making organization/unit/individual,
  - b. The name, passport number and nationality of the film shooting crew or the Journalist.
  - c. Arrival and departure dates of the Journalist, film crew members
  - d. The purpose of the film, the visit and the title of the Film.
  - e. A copy of the film script along with its synopsis if the production is a feature film,
  - f. A synopsis of the film if the production is documentary film,
  - g. Duration of the film shooting process and the exact location chosen for the film shooting in Ethiopia,
  - h. Estimated cost of producing the film,
  - i. Name and address of the contact person including telephone numbers and e-mail of the partner organization, team or individual in Ethiopia, if any.
3. The applicant should also submit together with the above:
  - a. List of equipments needed for shooting the film in Ethiopia,
  - b. Two passport size photographs of each film shooting team members,
4. All applicants who wish to use an aircraft for shooting a film in the territories of Ethiopia must obtain a flight permit from the Ethiopian Civil Aviation Authority
5. Applicants are required to appear before the Office of Government Communication Affairs, Foreign Media Accreditation Department, to effect the stipulated payment and obtain the permit.

6. All members of the film shooting team need to obtain their Journalist Visas from the Embassy, here in Stockholm.

7. Arrival and departure to and from Ethiopia must be specified (Flight No/ Date/Time) up on presenting the application documents to the Embassy.

**Notes:-**

- Journalists travelling to Ethiopia are advised to come to the Embassy for a brief meeting with the Press Office, prior to their departure to Addis Ababa.
- On arrival back from the trip all journalists/film crews are expected to send a copy of the report they have filed to the Press Office. This can be in the form of a news story, an article, film, etc.
- If you are applying as a film crew from a charity, you will be required to submit a supporting letter from the client seeking your service, company profile and CVs of the crew, in addition to the list above.
- Incomplete visa request form or payment will not be processed.
- Please include your agent's address in Ethiopia to process your application.

**Payment:-**

**Bank Account**

- Bank Giro no. 521-8235 write message instead of OCR No. OR SEB Bank IBAN No. SE575000 0000 0527 7110 6248, Bic-Code ESSESESS
- Attach your payment receipt. If you pay for some other person, write the full name of the person on the receipt to who the payment is made.
- Those who come to the Embassy in person can pay only in cash.
- Only Swedish kroner is acceptable.
- Do not send cash by post. We don't accept cheques, visa or any credit card and other currencies.

**Notes:-** Most fees are for processing. Hence, any amount of money paid to The Embassy account is not refundable regardless of the outcome of the application, including extra payments.

**Service fee for Business Visas**

Type of the visa		Type and Period of the visa		Payment fee
For Media (Journalist)	JV	1 month	Single visa	348 SEK

**Postage and postage fee**

- Applicants must send (enclose) a pre-paid and a self-addressed envelope.
- Therefore, applicant from Sweden must enclose a prepaid and pre-addressed envelope (write the full postal address of the receiver on the envelop) with stamps of 104SEK.
- We do not accept any payment for postage fee.

**2. Applicants from Denmark, Finland, Iceland and Norway**

- As an applicant in one of the above-mentioned countries the visa fee, the postal transfer charges and bank transfer commission shall be paid in advance through Bank Giro no. 521-8235 write message instead of OCR No. OR SEB Bank IBAN No. SE575000 0000 0527 7110 6248, Bic-Code ESSESESS

### Postage and postage fee

- We do not accept any payment for postage fee. Therefore, applicants must send (enclose) a pre-paid and a pre-addressed envelope.
- Therefore, applicant from outside Sweden must enclose a self-addressed envelope (write the full postal address of the receiver on the envelope) together with 12 International coupons for the weight up to 100 grams or 14 International coupons for the weight up to 250 grams to enable us to send back your passport by registered mail to your address.

### Service fee for Business Visas

<b>Types of Visa</b>	<b>Types of Visa</b>	<b>Single for 1 Month</b>	<b>Single for 3 Months</b>	<b>Multiple for 3 months</b>	<b>Multiple for 6 months</b>	<b>Multiple for 1 year</b>
Business or Investment Visa	I-V	250		330	500	995
Business Visa for Government Officials	G.I.V	165		665	995	
Employees for Private Foreign Companies	W.V	330	500	665		
Employees for Government Foreign Companies	G.V	250	330	500		
Non Governmental Organizations	N-V	500				
Employees for Regional and International Organizations	R-I	415	580	750		
Conference, Meetings, Workshops and Seminars	C-V	250				
Journalist and Media	J-V	330				
Employees for Local Private Companies	P-E	250	415	665		

### **NOTES: -**

- The visa will be processed after the money is appeared in the embassy account and this would take up to 5 days. The mailing time takes between 3 to 4 days for Sweden and 4 to 5 days for other countries. Hence, it is advisable to send the visa application at least 10 days ahead of the departure date upon receiving the notification for filming permission from the Embassy.
- Do not send cash. We don't accept cheques, visa card and other currencies. Cash (i.e. only Swedish kroner) is acceptable if the applicants or courier collects the passport in person.
- Attach your payment receipt (write the full postal address of the receiver on the receipt).
- Any amount of money paid in excess of the required amount is not refundable.

For further information and initial enquiries, please contact the Embassy.

Please also visit the Government Communications Affairs Office website for further information:  
[www.gcao.gov.et](http://www.gcao.gov.et)