



The Institute of
Internal Auditors
Tanzania



African Federation of
Institutes of Internal Auditors



THE 10TH AFIIA CONFERENCE



**15th to 19th
April 2024**



**AICC - Arusha,
Tanzania**



The institute of internal
auditors tanzania



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InstituteofInternal
AuditorsTanzania



IIATanzania



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ABOUT AFIIA

AFIIA was established in May 2009 to provide a unified voice of the members of the African Continent on common issues, to collaborate in a manner which will best serve the interest of all African IIA members, and to promote and develop an effective internal audit profession supported by strong, recognised institutes.

MISSION

To promote the internal audit profession in Africa by building relationships with relevant stakeholders, providing platforms for collaboration, providing support to member institutes and assist in ensuring the growth of the local institutes in each of the African countries.

VISION

To be the unified voice of the internal audit profession in Africa.

Key objectives:

1. To assist in the development of strong, well-recognised and self-sufficient institutes, under the IIA banner, in each of the countries on the continent.
2. To promote internal audit to be recognised as an indispensable profession by key stakeholders on the continent.
3. To facilitate collaboration and joint projects among member institutes that would benefit all African IIA institutes.
4. To ensure the long-term sustainability of AFIIA.

VALUE PROPOSITION

1. Creating a unified voice for Internal Audit on the continent.
2. Building relationships with key stakeholders on the continent that may have a profound impact on the profession.
3. Providing platforms that enable collaboration and leveraging off the economies of scale.
4. Providing avenues for the mentorship of upcoming or struggling institutes.



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ABOUT IIA TANZANIA

The Institute of Internal Auditors (IIA) Tanzania is a Professional Association that brings together internal audit practitioners and other interested parties in internal auditing in Tanzania. IIA Tanzania aims to create awareness of the contemporary role of internal audit, promote adoption and application of the International Professional Practice Framework (IPPF) and advocate globally accepted and recognized Internal audit professional certifications. Institute of Internal Auditors (IIA) Tanzania was registered in 2007 under the Societies Act, Cap 337 of the Laws of Tanzania [2002 Revised Edition] with registration No. S.A 14680.

IIA Tanzania is an affiliate to The Global Institute of Internal Auditors (IIA) which is an international professional association of more than 200,000 members established since 1941. As a member of the global fraternity of the Institutes of Internal Auditors, IIA Tanzania reaps the advantage of IIA's global leadership in Certification, education, research and professional.

guidance for the worldwide community of internal audit professionals. IIA Global is the only institution that provides universally applicable International Standards for the Professional Practice of Internal Auditing as well as the Code of Ethics to promote an ethical culture in performing Internal Auditing. Other than a global affiliation, IIA Tanzania is a member of African Federation of the Institutes of Internal Auditors (AFIIA) and it hosts AFIIA Secretariat.

VISION

Leading institute in promoting Internal Auditing.

MISSION

To improve the quality of Internal Auditing through value adding services to members and other stakeholders.

OUR CORE VALUES

- * Professionalism
- * Innovation
- * Team Work
- * Accountability
- * Sustainability
- * Collaboration



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THE 10TH AFIGA GOVERNANCE FORUM

Venue: Arusha International Conference Centre **Date:** April 15-16, 2024

This event is a two-day forum for Board Members, Audit Committee Members, Chief Executive Officers, Senior Management and Chief Audit Executives. At this most critical time in the lives of all organizations, the leader's role in the survival of institutions cannot be over-

emphasized. The workshop will also provide a perfect environment for association and the creation of partnerships. Participants are drawn from diverse backgrounds but are like-minded practitioners interested in broadening the horizons for institutional growth.

Governance Forum Fees

| EVENT | REGISTRATION CATEGORY | MEMBERS | NON-MEMBERS |
|-------------------------|-----------------------|-----------|-------------|
| AFIIA GOVERNANCE FORUM | EARLY BIRD | \$ 300.00 | \$ 350.00 |
| | REGULAR | \$ 350.00 | \$ 400.00 |
| GOVERNANCE & CONFERENCE | EARLY BIRD | \$ 750.00 | \$ 950.00 |
| | REGULAR | \$ 850.00 | \$ 1,000.00 |

The Early bird rate is applicable until December 31,2023

THE AFIGA UNIVERSITY

Venue: Arusha International Conference Centre **Date:** April 15-16, 2024

The University is a two-day master class for Practicing Internal Auditors and persons interested in building a sterling career in Internal Auditing. The master

class focuses on the technical skills that the professional Internal Auditor requires to stand out among his/her peers.

AFIGA University Fees

| EVENT | REGISTRATION CATEGORY | MEMBERS | NON-MEMBERS |
|-------------------------------|-----------------------|-----------|-------------|
| AFIIA UNIVERSITY | REGULAR RATE | \$ 120.00 | \$ 150.00 |
| AFIIA UNIVERSITY & CONFERENCE | REGULAR RATE | \$ 620.00 | \$ 750.00 |

The Early bird rate is applicable until December 31,2023

THE 10TH AFIIA CONFERENCE

Venue: Arusha International Conference Centre **Date:** April 17-19, 2024

The theme "Beyond Boundaries: Make the Difference" suggests a focus on breaking through limitations, crossing barriers, and going above and beyond to create a positive impact or effect change. It encourages individuals or groups to think innovatively and act in ways that surpass conventional constraints or expectations.

Conference Fees

| EVENT | REGISTRATION CATEGORY | MEMBERS | NON-MEMBERS |
|-----------------------------------|-----------------------|-----------|-------------|
| 10 TH AFIIA CONFERENCE | EARLY BIRD | \$ 500.00 | \$ 600.00 |
| | REGULAR | \$ 550.00 | \$ 650.00 |

The Early bird rate is applicable until December 31, 2023



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KEY SPEAKERS



Sally - Anne Pitt

IIA Global Board
Chairman



Anthony Pugliese

IIA President and Chief
Executive Officer



Prof. P.L.O Lumumba

Consultant LUMUMBA
& LUMUMBA Advocates
and PLO LUMUMBA Foundation



Dr. Zelia Njeza

President IIA
Tanzania - Host



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Key Topics for Discussion:

- Ethical Leadership: The beacon of integrity in fighting corruption and fostering accountability.
- Agile board leadership: Swift responses to today's challenges to make the difference.
- Corporate Governance in the Era of ESG: Internal Audit's Contribution to ESG Initiatives.
- Combatting Fraud in the Digital Era: A proactive Internal Audit Approach.
- Auditing with Heart: Cultivating Responsibility and a Culture of Accountability through Human-Centric Approaches.
- Leading Through Turmoil: Internal Audit's Impactful Role in Crisis Management.
- Cyber Vigilance: Internal Audit's Contribution to Data Privacy and Cybersecurity.
- Agile Thinking, Auditing Excellence: A Paradigm Shift (Think Different).
- Innovate or Stagnate: Mastering Digital Transformation in Internal Audit.
- Redefining Organizational DNA: Internal Audit's Pivotal Role in Fostering Risk and Strategy - Centric Cultures.



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Who should attend?

Audit Committee Members, Board members, Parliamentary Oversight Committees, Managing Directors, CEOs, Senior Management, Accounting Officers, CFOs, Chief Audit Executives, Internal Auditors, Principal Internal Auditors, Risk Managers, Risk Officers, Accountant /Finance Procurement, Administration, IT/IS and other professionals of diverse backgrounds who are desirous of world-class professional development.



Your Conference registration will afford you:

- Up to 32 CPE credits (All delegates)
- Admission to all sessions (All delegates)
- Access to lunch & daily refreshments (In-person delegates only)
- Official presentations (All delegates)
- Opportunities to interact with exhibitors and sponsors in the exhibit hall (All delegates)



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Fees Payment

All payments shall be payable to the “Institute of Internal Auditors Tanzania”. All participants should deposit their fees, before the event, into the IIA Tanzania Bank Accounts;

Account Name: **The Institute of Internal Auditors Tanzania**

Account Number: **011103028262 (TZS) and 011105013080 (USD)**

Bank Name: **National Bank of Commerce Ltd**

Bank Branch: **Corporate Branch**

Branch SWIFT Code: **NLCBTZTX**

Address: **P.O Box 72243, Toure Drive Masaki, Kinondoni, Dar Es Salaam**



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TOUR:

To discover the enchanting beauty, heritage and culture of Tanzania, IIA Tanzania has organised exciting tours on 17th April and 20th April 2024 to the most famous Tarangire National Park Ngorongoro Crater and National Park, as well as the Arusha city tour. Get ready for unforgettable experiences and memories!

Tour Fees

Tarangire National Park USD 150
Ngorongoro National Park USD 200

Tour fee will afford you:

- Game Drive to your preferred destination
- Breakfast
- Picnic Lunch

Do not afford to miss it!

Cancellation Policy

Cancellation charge of 20% Will be charged if written notification for cancellation is received on or before 18th March 2024. No refund shall be remitted for cancellation after 18th March 2024.



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Registration

Visit www.iiatanzania.or.tz or
email to info@iiatanzania.or.tz; and
For enquiry Call on
+255 22 2602979/+255 684460777 or
watsapp +255 684460777

Scan Code



The Institute of
Internal Auditors
Tanzania

THE INSTITUTE OF INTERNAL AUDITORS TANZANIA

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VISA GUIDELINES

IMPORTANT NOTICE:

- i. There are two options to obtain Tanzania Visa. These are Online Visa Platform and On-Arrival Visa Platform. However, it is recommended to use online Visa platform;
- ii. Applicants of Visa are strongly advised to read carefully the **Visa Guidelines** before making an application;
- iii. Visa applicants are advised to make their applications through the Official Tanzania Immigration website (www.immigration.go.tz) **ONLY** and **Not** through any other links;
- iv. Any applicant of Visa is assumed to have **read, understood and agreed** to the **Terms and Conditions** available on the Visa Portal and stipulated in the **Disclaimer**;
- v. Applicants must ensure that their passports have a validity of at least *six months* and at least one unused visa page before submitting their application;
- vi. Applicant is expected to apply for a right category of visa. If the applicant is not sure about the type of visa he/she requires, he/she is advised to seek guidance through the e-mail: info@immigration.go.tz
- vii. Visitors who wish to come for **holiday or Tourism** are advised to apply for **Ordinary Visa**. However, **holders of American passports who come for holiday or tourism will have to apply for Multiple Entry Visa**;
- viii. Applicants who are Not Americans, and wish to apply for Multiple Visa are *strongly advised to read carefully and observe the requirements* for Multiple Visa,
- ix. Any Visa wrongly applied or which lacks sufficient attachment(s) may be rejected;
- x. **No refund** will be made in respect of any rejected Visa application;
- xi. The Visa applications will be processed within **ten days**, therefore applicants are strongly advised to observe the stipulated time frame while making their applications;
- xii. After making payments, applicants are required to **wait for approval** of their Visa before they start their journey, even If the stipulated time frame expires;
- xiii. Approval notifications will be sent to applicants' e-mails. If for any reason, the applicant does not receive Visa notification within the specified time, he is advised to download the **Visa Grant Notice** through the following link: <https://eservices.immigration.go.tz/visa/checkapplicationstatus> ;

- xiv. The Tanzania Immigration Services Department may give or withhold reasons for rejection of Visa to the applicant;
- xv. Applicants whose nationals fall under **Referral Visa category** are **not eligible for on arrival Visa platform. They must apply Online.** Before getting approval of their Visa, **they are not advised to pay for flight tickets or hotel accommodation.** They may only make flight booking or make hotel reservations; payments should only be done after they get approval for their Visa. Also, such applicants are advised to apply at least two months before their date of travel;
- xvi. The list of countries which fall under **Referred Visa** *may change* at any time; therefore, applicants are advised to review this list on our website from time to time.
- xvii. Visa regulations and conditions may be subject to change at any time without prior notification to the applicants.

Note:

It should be noted that the possession of Visa is not a final authority to enter the United Republic of Tanzania. The Immigration Officer at the Entry point may refuse a holder of visa to enter, if he is satisfied that the holder is unable to fulfil Immigration entry requirements or if the presence of such person or visitors in the United Republic of Tanzania would be contrary to the National Interests.

Also, Visitors MUST show their Return Ticket upon arrival

TYPES OF VISA

There are six types of visa valid for entry into Tanzania

ORDINARY VISA (SINGLE ENTRY VISA)

This visa is granted to foreign national for the purposes of Visit, Tourism, Leisure, Holiday, attending Conference, Humanitarian and charity activities, Family Visit, Health Treatment or any other purpose as may be determined by the issuing authority. Its validity does not exceed 90 days for a single entry.

In this case, all visitors who wish to come to Tanzania for tourist purposes are required to apply for this Visa, except USA nationals who are required to apply for Multiple Visa.(due to bilateral agreement between the two countries).

BUSINESS VISA

Business visa may be issued for a period not exceeding 90 days to foreign nationals who wish to enter in the United Republic of Tanzania for one of the following purposes:

- To conduct special assignments such as fixing/repairing machines or to run short term training, etc.
- To conduct short time professional roles such as auditing accounts, making feasibility studies, establishing professionals and business contacts, making arrangements for investments during the start-up period etc;
- To conduct any other short term lawful business-related task recognised by the laws of the country and as may be determined by the issuing authority.

IMPORTANT NOTE FOR BUSINESS VISA:

- i. The maximum validity for business Visa is 90 days;
- ii. Business Visa is issued on a single entry basis. It cannot be used to re-enter the country after the holder leaves the country;
- iii. The Business Visa should not be taken as a substitute for Residence Permit. If for any reason, the activity or assignment for which the guest comes will exceed 3 months, then a guest is advised to obtain Residence Permit instead of Business Visa.

. MULTIPLE ENTRY VISA

Multiple Visa may be issued to American nationals (due to bilateral agreements between Tanzania and America) who wish to come for such purposes like Holiday/Tourism, visiting friends and relatives or attending a conference, as they are not entitled for Ordinary Visa. This implies that, USA passport holders who visit Tanzania for tourism or holiday **MUST** apply for Multiple Visa even If they come for single entry.

For American nationals who wish to come for business purposes, they are advised to read the Business Visa Section above.

Multiple Visa may also be issued to Directors of Companies registered in Tanzania who do not reside in the country, Persons engaged in Bilateral Meetings, Spouses married to Tanzanians/Residents, Government Consultants, Representatives of International NGOs and any other person as may be determined by the Commissioner General of Immigration or Commissioner of Immigration Zanzibar.

However, Non Resident Directors **MUST** upload proof showing they are Directors of Company registered in Tanzania. The required proof in this regard is a document from BRELA (This is the Competent Authority responsible for registration of companies in Tanzania) and the document name is called BRELA SEARCH. Therefore, the applicant (in this regard Director) should consult his company and obtain this document to be uploaded in his Online Application for multiple Visa.

Applicants who apply for Multiple Visa under the umbrella of projects or bilateral meetings with the Government Ministries or Institutions, should obtain a covering letter from respective Government Ministries or Institutions, and upload such letters in their applications. Failure to observe this procedure may render their applications to be rejected.

Applicants for Multiple Visa under family visit category are required to upload proof of relationships with their family members. In this case, certificate of marriage (for proof of relationship with regards to spouses) or birth certificates (for proof of relationship with regard to children) is required.

Validity and Stay Duration of Multiple Visa

Multiple Visa may be issued with a validity of maximum 12 months. However, the maximum stay duration is three months. This means, the holder of Multiple Visa cannot stay in the country for twelve (12) consecutive months. Instead, in each visit a holder may stay in the country for a maximum period of three months.

NB:

- i. Applicants who are not American citizens and who wish to apply for Multiple Visa MUST ensure they possess and upload justifiable documents for respective category of Multiple visa as listed in the Visa Portal;
- ii. Applicants whose countries fall under referral Visa are not advised to apply for Multiple Visa;

TRANSIT VISA

This Visa may be issued to foreign nationals for the purpose of transiting through to another destination outside the United Republic for a period not exceeding seven days. The applicant of this visa may be required to provide proof of a Visa of the destination country and/or onward ticket.

NB:

Transit Visa is strictly intended for those travelers whose purpose of entry is just to pass through Tanzania to other country, and cannot be used for tourism or other purposes.

GRATIS VISA

This visa may be issued to a holder of diplomatic, services or official passport or Travel Document of recognized International Organization who is on official duty and their Dependents. It can be also issued to a holder of ordinary passport or Travel document as it may be directed by the Commissioner General of Immigration and Commissioner of Immigration Zanzibar.

NB:

Applicants of Gratis Visa who wish to submit their applications online must be holders of Diplomatic Passports, and are required to upload invitation letter from Ministry of Foreign Affairs and East African Cooperation, biographic data page and cover page or any page which shows that the passport attached is diplomatic

STUDENT VISA

Student visa is granted to foreign national who enters the Country for the purpose of Academic conducts such as Research Students, Intern, Volunteering, Exchange students and Prospective Students who have obtained admission in registered Institutions in Tanzania. The validity of this Visa is categorised in two, the first category is for applicants whose academic programs do not exceed 90

days, for which the visa fee is 50 USD. And the second category is for those whose academic programs exceed 90 days, for which the Visa fee is 250 USD.

Applicants whose countries do not require Visa to enter Tanzania, and who wish to come for academic purposes will have to apply for Student Pass.

NB:

The validity of Visa for applicants who come for language courses will not exceed six months.

Referral Cases

There are some countries which their nationals cannot obtain Visa on arrival. These countries fall under the so called Referral Visa Category. The list of these countries is available on our website (in the Visa Information Section), and may be reviewed from time to time.

PROCEDURE FOR REFERRAL VISA CATEGORY

Applicants from this category **MUST** submit their Visa applications Online, and should wait until their applications are approved before starting their journey. These applicants are further advised to submit their applications at least 1 month before their travel date. Having an invitation letter or a request letter for visa from the Host is an added credibility of their application. This letter, if available **MUST** be uploaded in the Online Visa Application and **NOT** to be sent by email as a separate document. The letter may be uploaded separately or merged with the Itinerary of the Trip and uploaded in the Return ticket field.

If the Visa is approved, the holder **MUST** come with the actual return ticket upon arrival. If the Host wishes to write a request letter to support his guest's application, the letter should be addressed to the Commissioner General of immigration, If the guest will visit mainland Tanzania, or addressed to Commissioner of Immigration, Zanzibar, if the guest will be visiting Zanzibar. If the guest wishes to visit both, then the address of the letter should regard the first destination.

NB:

- i. Applicants whose nationals fall under this category are not advised to pay for flight tickets or make payments for any reservations in Tanzania before they get approval for their Visa.
- ii. Also, applicants under Referral Visa Category are Not advised to apply for Multiple Visa.

STATELESS AND REFUGEES:

Stateless persons and Refugees who hold Vienna Convention documents also fall under Referral Visa category, and are required observe the Referral Visa Category procedure indicated above.

LIST OF COUNTRIES WHOSE NATIONALS REQUIRE REFERRAL VISA.

1. Afghanistan
2. Azerbaijan
3. Bangladesh
4. Chad
5. Djibouti
6. Eritrea
7. Equatorial Guinea
8. Iran
9. Iraq
10. Kazakhstan Republic
11. Kyrgyz Republic (Kyrgyzstan)
12. Lebanon
13. Mali
14. Mauritania
15. Niger
16. Nigeria
17. Pakistan
18. Palestine
19. Senegal
20. Somalia
21. Sri Lanka
22. Somali land
23. Syria
24. Sierra Leone
25. Tajikistan
26. Turkmenistan
27. Uzbekistan
28. Yemen and
29. Stateless persons or persons with refugee status.

LIST OF COUNTRIES WHOSE NATIONALS DO NOT REQUIRE VISA TO ENTER THE UNITED REPUBLIC OF TANZANIA.

1. Antigua & Barbuda
2. Anguilla
3. Ashmore & Cartia Islands
4. Bahamas
5. Barbados
6. Bermuda
7. Belize
8. Brunei
9. British Virgin Islands
10. British Indian Ocean Territory
11. Botswana
12. Burundi

- 13.Cyprus
- 14.Cayman Islands
- 15.Channel Islands
- 16.Cocos Islands
- 17.Cook Islands
- 18.Christmas Islands
- 19.Democratic Republic of Congo (DRC)
- 20.Dominica (Commonwealth of Dominica)
- 21.Falkland Islands
- 22.Gambia
- 23.Ghana
- 24.Gibraltar
- 25.Grenada
- 26.Guernsey
- 27.Guyana
- 28.Heard Island
- 29.Hong Kong
- 30.Isle of Man
- 31.Jamaica
- 32.Jersey
- 33.Kenya
- 34.Kiribati
- 35.Lesotho
- 36.Malawi
- 37.Montserrat
- 38.Malaysia
- 39.Madagascar
- 40.Malta
- 41.Mauritius
- 42.Macao
- 43.Mozambique
- 44.Nauru
- 45.Niue Island
- 46.Norfolk Island
- 47.Namibia
- 48.Papua new Guinea
- 49.Rwanda
- 50.Romania
- 51.Samoa
- 52.Seychelles
- 53.Singapore
- 54.Swaziland
- 55.Solomon Island
- 56.St. Kitts & Nevis
- 57.St. Lucia
- 58.St. Vicent
- 59.St. Helena
- 60.South Africa

- 61. South Sudan
- 62. Trinidad & Tobago
- 63. Turks & Caicos
- 64. Tokelau
- 65. Tonga
- 66. Tuvalu
- 67. Vanuatu
- 68. Uganda
- 69. Zambia
- 70. Zimbabwe

REQUIREMENTS FOR VISA

ORDINARY (SINGLE ENTRY) VISA

An application of Ordinary Visa should be accompanied with the following;

- Copy of the applicant's valid passport (biographic data page);
- Return ticket of the flight;
- Dully filled in declaration form
- 50 USD visa fee.

MULTIPLE VISA (DIRECTOR)

- i. A recent passport size photo of the applicant;
- ii. Copy of the applicant's valid passport (biographic data page);
- iii. Return Ticket of the flight;
- iv. A covering letter from the company;
- v. A copy of registration certificate/certificate of compliance of the company;
- vi. BRELA SEARCH Document (Proof of being a Director from BRELA)
- vii. 100 USD Visa fee;

MULTIPLE VISA (CONSULTANCY WITH GOVERNMENT MINISTRIES/BILATERAL AGREEMENTS)

- i. A recent passport size photo of the applicant;
- ii. Copy of the applicant's valid passport (biographic data page);
- iii. Return Ticket of the flight;
- iv. A covering letter from respective government Ministry or Institution; OR
- v. A covering letter from the Ministry of Foreign Affairs and East African Cooperation describing the bilateral agreement;
- vi. 100 USD Visa fee;

MULTIPLE VISA (FAMILY VISIT)

- i. A recent passport size photo of the applicant;

- ii. Copy of the applicant's valid passport (biographic data page);
- iii. Return Ticket of the flight;
- iv. An invitation letter from the spouse or child to whom the visit is made;
- v. Attached marriage certificate (If applicant visits a spouse); or birth certificate If applicant visits his child/children;
- vi. Valid passport or national ID of the spouse or child If applicable or valid Residence Permit If the wife or child is resident
- vii. 100 USD Visa fee;

MULTIPLE VISA (USA NATIONALS VISITING FOR HOLIDAY/TOURISM)

- i. A recent passport size photo of the applicant;
- ii. Copy of the applicant's valid passport (biographic data page);
- iii. Return Ticket of the flight;
- iv. 100 USD Visa fee;

MULTIPLE VISA (OTHER)

Any Multiple visa applied online which will not fall in the categories indicated above, MUST be supported by the following attachments:

- i. A recent passport size photo of the applicant;
- ii. Copy of the applicant's valid passport (biographic data page);
- iii. A permission letter from the Commissioner General of Immigration or commissioner of Immigration, Zanzibar;
- iv. Return Ticket of the flight;
- v. 100 USD Visa fee;

BUSINESS VISA

- Copy of the applicant's valid passport (biographic data page);
- Return ticket of the flight;
- 250 USD visa fee.
- A work contract or any proof of the work/assignment to be performed within a period not exceeding three months; or

TRANSIT VISA

- Copy of the applicant's valid passport (biographic data page);
- 30 USD visa fee.
- An entry visa and/or onward ticket to the intended country of destination;

STUDENT VISA

- Copy of the applicant's valid passport (biographic data page);
- 50 USD, 250 USD or 550 USD Visa fee depending on the category and duration.

- Covering letter from the host institution/college where the foreign student will be hosted, the letter must detail the course/field and duration of the programme to be attended
- An open return ticket

Visa Application for Referral Cases

Applicants who fall under *Referral Visa* category **MUST** apply their Visa Online; they cannot obtain Visa on arrival. Their Visa process may take longer time than other Visa applicants. They are advised to submit their applications at least two months in advance before their travel date.

Further, they are advised to attach an introduction letter and any other document of their host (whether an individual or company) while applying. If applicable. If they come for tourism purpose, it is recommended to obtain a covering letter from a registered credible company and it must be uploaded online along with other relevant documents for consideration. The introduction/covering letter may be attached in any attachment field along with other documents as a single PDF file,

After submission of application, applicants are advised **not** to start their journey until they get confirmation that their Visa are approved. They are further advised **not** to make payments for any booking or reservations made.

VISA FEES

| SN. | TYPE OF VISA | VISA FEE |
|-----|--------------------------|----------|
| 1. | ORDINARY VISA | 50 USD |
| 2. | MULTIPLE ENTRY VISA | 100 USD |
| 3. | BUSINESS VISA | 250 USD |
| 4. | TRANSIT VISA | 30 USD |
| 5. | STUDENT VISA | 50 USD |
| | | 250 USD |
| | | 300 USD |
| | | 550 USD |
| 6. | GRATIS VISA (DIPLOMATIC) | GRATIS |

IMPORTANT NOTE:

Students who wish to visit the United Republic of Tanzania for various academic purposes for a period not exceeding three months may be issued a student Visa for a fee of 50 USD. Whereas those who come for the same purpose for a period exceeding 3 months will pay 250 USD, 300 USD and 550 USD depending on the category chosen and will be issued with a Student Visa for a period not exceeding 2 years.

NB:

Applicants for Students Visa exceeding 3 months should be of the age from 18 years and above. If the applicant is below 18 years, then his parent or guardian must either be a Tanzanian citizen or hold a Residence Permit.

VISA PAYMENT METHODS

An Applicant can make payment of visa fee online through one of the following methods:

- By Visa card or By Master card;
- By Swift transfer (i.e. depositing money directly into bank account at the bank counter).

After making fee payment, an Applicant will receive a notification that his payment has been received. He/she will wait for Approval of Visa before starting the journey.

HOW TO APPLY FOR A VISA ONLINE:

- Visit the Immigration Services Website (www.immigration.go.tz)
- Click “e-services” button;
- Select and click “e-Visa Application Form”;
- Upload and attach the applicant’s scanned relevant documents for the Visa;
- Then, the applicant will receive an e-mail message containing User Identification Number (that may be used to track the application online);
- After completion of filling an online visa application form, the applicant will have to pay for a for respective visa fee;
- Upon successful payment, the applicant will submit his application;
- Lastly, the applicant will receive a message of confirmation of his application being received.

HOW TO TRACK VISA APPLICATION STATUS

After successfully submitting the application, an applicant may track the progress of his application by using his ID Number, which is given during the application stage. To track the application, applicant will go back to the Visa Application System, then click the Visa Status button.

NOTIFICATIONS

Applicants may be notified progress of their applications through respective emails they filled while filling their applications online. However, it is recommended that applicant track progress of their applications periodically as described above.

ENQUIRY WHILE MAKING VISA APPLICATION

An applicant may at any time enquire to seek clarification or guidance regarding Visa process through the following e-mail: info@immigration.go.tz

SUMMARY/IMPORTANT NOTES:

- i. All visitors wishing to come for tourist purposes are required to apply for ordinary visa EXCEPT American nationals (USA Passport holders) who are required to apply for Multiple Visa;
- ii. If an applicant wishes to visit both Tanzania Mainland and Zanzibar, he/she is advised to select his first destination while filling the form
- iii. The nearby Embassy is regarded as the Embassy closest to where the applicant is while applying for Visa, and If required, the applicant may be called to appear physically to that Embassy for interview;
- iv. Every Passport holder is required to have his/her own Visa application submitted.in this case, even minors who are filled in their parents' Visa applications must have their own separate Visa applications submitted;
- v. Once Visa application is submitted, no further changes may be done and effected to such applications. If for any reasons there will be some mismatch in information on the issued visa or flight changes which affects the arrival or departure date, the applicant will communicate this to the relevant immigration authority for guidance or assistance;
- vi. Business Visa is not a substitute for Residence Permit. As such, it cannot be extended nor renewed while the holder is still in the country;
- vii. Applicants of Multiple Visa who are not USA national are strongly advised to read carefully and observe requirements for each category of Multiple Visa as stipulated in the [Visa Guidelines](#). Any application lacking required attachment(s) will be disqualified.
- viii. Multiple Visa is not supposed to be used as a Residence Permit. The holder can stay at a maximum for 3 months in each visit. This **does not mean that**, a holder should be staying for 3 months, leave for a while and come back for another 3 months.
- ix. Transit Visa is strictly for applicants who wish to pass through the United Republic of Tanzania to other countries and MUST be supported by onward ticket and Visa (If applicable) to such other country. Visiting Tanzania for tourism for few days does not warrant applicant to apply for Transit Visa.
- x. All applicants (travellers) MUST show their return ticket upon arrival.
- xi. Applicants whose countries fall under Referral Visa are advised to observe the Visa Procedure for [Referral visa Category](#);

CONTACTS:

The Commissioner General of Immigration Services,

Po.Box 1181,

4Mwangosi Road,

Dodoma.

Tel: +255 2850575, 2850576, 2850569

E-mail: info@immigration.go.tz or visatanzania@immigration.go.tz

Website: www.immigration.go.tz

ZANZIBAR

Commissioner of Immigration Services (Zanzibar),

Po.Box 1354,

Zanzibar.

e-mail: prozanz@immigration.go.tz

Tanzania Tourist Board

1. Royal Tour

☐ [TANZANIA: THE ROYAL TOUR – YouTube](#)

2. Tanzania Country

☐ [Tanzania Country Video 3MINUTES VIDEO – YouTube](#)

3. Tourist Map

☐ [tourist-map-2b.pdf \(qr1.be\)](#)

4. Southern Tanzania Visitors Guide

☐ [southern-tz-visitors-guide-2021_low-res_53.pdf \(qr1.be\)](#)

Health Pre arrival guidelines

1.Yellow Fever

The government of Tanzania requires proof of yellow fever vaccination upon arrival if you are traveling from a country with risk of yellow fever. A complete list of these countries is available at <https://www.cdc.gov/yellowfever/maps/index.html>.