



## Applying for a Journalist Visa and Media Permit

### Who needs a journalist visa and media permit?

Anybody travelling to Ethiopia with a view to reporting on a given situation or story. This can be in the form of professional film-making photography, NGO blogs, news outlets, documentaries etc. If you are unsure if you need this kind of visa please contact Hannah **by emailing** [press@ethioembassy.org.uk](mailto:press@ethioembassy.org.uk)

Please be aware only UK nationals can apply through the London Embassy, with the following exceptions:

- EU nationals living in the UK (please also provide proof of residence with your application e.g. council tax bill).
- Non-EU nationals living in the UK (please provide a scan of your residency permit with your application).

If your team is multinational (and does not qualify within the exceptions above) you will need to apply separately through the various Embassies responsible for each team member, which may take longer.

### How to apply:

In order to apply for a visa and permit you must contact the Embassy **at least 21 days in advance**, (though please be aware that applications can take longer than this) by emailing the following documents to [press@ethioembassy.org.uk](mailto:press@ethioembassy.org.uk) :

- ⇒ **Formal application letter** on headed paper and signed, stating:
  - The purpose of visit and the kind of report the correspondent intends to carry out as well as locations to be visited including dates and times (these may be approximate)
  - Details of the travelling journalist(s)/crew members including their full name, nationality, passport number and role
  - For film crews, the letter should also include the title (working title) of the film, a script or synopsis, where you plan to film with dates, and a statement of production costs
- ⇒ Scan of each correspondent's **passport**
- ⇒ A **kitlist** including the serial numbers of equipment being taken.
- ⇒ **Background** of the media organisation or individual

### Notes:

If you have been commissioned by a third party or charity/NGO, you will also be required to submit supporting letters from the company involved, including the company profile, in addition to the list above.

If you are working with any organisations/companies in Ethiopia, a signed invitation letter on headed paper will also be necessary stating the names/passport numbers of the group travelling, the purpose of the trip and an approximate itinerary.

If you are travelling as a freelance journalist, you will also need to submit a CV of your work.

If a film crew plans to carry out filming or photography from a plane or helicopter, permission must be sought in advance from the Civil Aviation Authorities.

Additional supporting documents may be requested at the Embassy's discretion.

### **Next steps:**

After submitting your application, you will be required to come to the Embassy for a **briefing** with the Press Office. For film crews, this can be the director/producer. For charities/NGOs taking in a journalist/film crew to Ethiopia, you will be required to accompany the journalist, director or photographer to the briefing.

After this the Press Office will send your application on your behalf. The application will go to the Government Communications and Affairs Office (GCAO) and then on to Immigration.

### **Picking up your visas:**

Once the application has been approved by both offices, the Embassy will receive confirmation and you can pick up your visas (which will be **valid from the date of issue**). Please note that each visa will be granted for a certain number of days based on the application letter. This can sometimes prohibit travelling to other countries before travelling to Ethiopia but after having picked up the visas.

The following documents are needed when picking up visas:

- ⇒ Passport
- ⇒ Photocopy of passport
- ⇒ Completed visa application form found [here](#) with passport sized photograph
- ⇒ £28 (payable in cash, by postal order or banker's draft)
- ⇒ The original documents used for your application.

### **Permits:**

On arrival in Ethiopia, crews can pick up their media permit at the Government Communications Affairs Office, Media Licensing Department with two recent passport size photographs of each crew member and the relevant fee to accompany the application. The cost of a media permit is a tiny percentage of the production costs.

### **After your trip:**

**After completing your trip, you will be expected to send a copy of the report you have filed to the Press Office. This can be in the form of a news story, an article, film, photos, etc.**