

DOCUMENT CHECKLIST

ALGERIA WORK VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – 5 to 15 working days

Express service – N/A

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

- Order form fully completed and signed**
- Visa application fully completed and signed plus one copy**
- 2 x passport photo - professional photos only on pale grey background**
- Letter of repatriation issued by Algerian Department of Labour**
- Original contract**
- Work permit**
- Passport plus 2 copies of every page. Travcour UK Ltd will charge an additional £10.00 for applications sent without the copies in order to do them for you.**
- Non British passport holders MUST be resident in the UK in order to apply. You will need to supply a UK utility bill in order to prove this or a UK residency card/visa where applicable.**
- Travel insurance is also mandatory for the citizens of the following countries:**
Australia, Austria; Belgium; Canada, Czech Republic, Denmark, Estonia, Finland, F.Y.R. of Macedonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands (The), New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden & Switzerland
- For a Temporary Work Visa, the work contract cannot exceed 90 days of provisional work authorisation delivered by the services in charge of employment in Algeria. A letter from the UK employer will also be required stating the position held by the applicant and the purpose of the visit.**

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.

الجمهورية الجزائرية الديمقراطية الشعبية
PEOPLE'S DEMOCRATIC REPUBLIC OF ALGERIA

المركز:
Post :

نوع التأشيرة
Visa type

طلب تأشيرة
VISA APPLICATION

اللقب Family name	الاسم First name	صورة Photo
الإسم قبل الزواج Maiden name	إسم آخر Other name	
تاريخ و مكان الميلاد Date and place of birth	في Country	
أب Father's name	أم Mother's name	
الحالة العائلية Marital status(*)	مطلق Divorced	أنثى F
الجنسية الحالية Present nationality	أرمل Widow (er)	ذكر الجنس M
العنوان الشخصي Personal address	الجنسية الأصلية Nationality of birth	
	Tel	

الزوج husband-wife	الاسم First name	خاص بالإدارة For office use only
اللقب Family name	الجنسية Nationality	رقم الطلب Application Number
تاريخ و مكان الميلاد Date and place of birth	Country	تاريخ الإيداع Received on

Children الأاطفال To be filled only if the child is on your passport and traveling with you لا يملأ إلا في حالة سفر الأولاد			
الاسم و اللقب Family name – First name	تاريخ الميلاد Date of birth	مكان الميلاد Place of birth	الجنسية Nationality

Type of travel document	طبيعة وثيقة السفر Ordinary Passport	وثيقة أخرى (توضيح) other document (give precision)
رقم Passport number	الصادر Issued on	ينتهي في Expire on
	Authority	

تأشيرة مطلوبة للدخول (*) Visa solicited for (*)	مرة واحدة 1 entry	مرتين 2 entries	عدة مرات Multiple entries	تاريخ الدخول Date of entry
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المهنة occupation	المستخدم employer	الضريبة المستحقة Tax
العنوان المهني Company address		

في حالة عبور In case of transit	الوجهة النهائية What 's final destination	تاريخ صدور التأشيرة Issued on
هل لديكم تأشيرة دخول لهذا البلد (*) Do you have a visa for this country (*)	نعم yes	لا no
العنوان أثناء الإقامة Address during your stay		التاريخ المحدد للاستعمال Expiry date
غرض الإقامة Purpose of stay		
مدة الإقامة Length of stay	30 يوم 30 days	90 يوم 90 days
	Others	آخر

هل سبق لكم الإقامة بالجزائر Have you been already to Algeria	نعم yes	لا no
كم How many times?	في أي تاريخ When ?	مدة الإقامة Length of stay

لتتزم بمغادرة الإقليم بعد انقضاء أجل التأشيرة التي ستمنح لي و بعدم قبول أي عمل مأجور أو غير مأجور خلال إقامتي، و بعدم الإقامة بصفة عفائية I undertake to leave the Algerian territory at the expiration of the visa, and to refuse any employment being paid or not, during my stay, and do not establish there هام تملأ جميع الخانات بحروف واضحة، في حالة خطأ أو عدم ملأ بعض الخانات لن يرد عن طلبكم

IMPORTANT :All categories must be completed in CAPITAL LETTERS in case of mistake or omission, your demand will be rejected.
(*) put the Cross in the category corresponding to your answer.

التاريخ، و أمضاء المعني(صاحب الطلب)
DATE and APPLICANT'S SIGNATURE