



## Checklist - 1<sup>st</sup> Time Visa Application for Residents & Dependents

What	Who	When	Where
<input type="checkbox"/> <b>Passport</b> <ul style="list-style-type: none"> <li>○ Scanned copy of photo I.D page of applicant's Eighteen (18) months passport validity is the minimum acceptable by the Angolan Immigration Authority to stamp 1-year work visa</li> <li>○ Must have minimum of 4 consecutive blank pages</li> </ul>	Employee/Dependents	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> <b>Fill out <u>Angola Entry Form</u> indicating SASBU Sponsor Manager</b>	Employee/Dependents	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> <b>3 (three) passport-size color photos (Sample link)</b> <ul style="list-style-type: none"> <li>○ Size 2"x2", color, with white background. All photos should be taken in a button down shirt with collar. Polo shirts are NOT acceptable. The shirt needs to be buttoned to the top button. Do not smile or show teeth in your photos</li> </ul>	Employee/Dependents	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> <b>* College Diploma and Professional Certificate.</b>	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> <b>* Updated Curriculum Vitae (Career History) on company's letterhead</b>	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> <b>* Original Criminal Police record (Statement by applicant's local police department of country of residence)</b>	Employee/Dependents (*)	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> <b>* Original Medical Certificate from country of residence or nationality</b>	Employee/Dependents	Upon accepting job offer in Angola	Houston Global Immigration Group



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<input type="checkbox"/> Declaration of Commitment (Declaração de Compromisso)	Employee/Dependents (**)	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> * Birth certificate for children only <ul style="list-style-type: none"> <li>○ Must be authenticated/notarized by the Angolan Embassy/Consulate in your country</li> </ul>	Dependents	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> Marriage certificate <ul style="list-style-type: none"> <li>○ Must be authenticated/notarized by the Angolan Embassy/Consulate in your country</li> </ul>	Dependents	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> Letter of invitation (LOI)	SASBU-SME Team assigned expatriate Counselor	Upon completion of visa package	Houston Global Immigration Group
<input type="checkbox"/> <u>Work Contract</u> <ul style="list-style-type: none"> <li>○ completed in Portuguese, signed by the employee and fully approved by SASBU HR Manager</li> </ul>	SASBU-HREA assigned expatriate Counselor	30 days after employee accepts job offer in Angola	SASBU-HREA assigned expatriate Counselor
<input type="checkbox"/> Job Analysis Form signed by employee Sponsor and SASBU HR Shared Services Manager	SASBU-HREA assigned expatriate Counselor  Supervisor	30 days after employee accepts job offer in Angola	Houston Global Immigration Group

- Upon accepting the offer, employees must send package of requires documents at once.
- (\*) Items with asterisk need to be translated and notarized in home country or country of residence. Global Immigration group in Houston will assist you.
- (\*\*\*) Criminal records only required for dependents = > 18 years old
- Upon accepting the job offer, have those documents sent to Global Immigration Group to Abdiel Smith (AbdielSmith@chevron.com) and Julieta Belen (julieta.belen@chevron.com).
- Global Immigration Group will forward documents to your SASBU HR EA assigned Counselor.
- For non-US Applicants Global Immigration Group will advise how to proceed.
- **ALNG OPCO contacts:**
  - Abiud Santos, E-mail: axxi@alngopco.com or at tel.: 226422833; cell.:932473222
  - Carla Muchacho, E-mail: camo@alngopco.com
- **ALNG SOMG contacts:**
  - Herzla Dinz, E-mail: hdfn@alngsomg.com Ext.: 346-3074