



Checklist - 1st Time Visa Application Documents for Expatriates on Rotation Assignment

What	Who	When	Where
<input type="checkbox"/> Passport <ul style="list-style-type: none"> 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 Must have minimum of 4 consecutive blank pages 	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> Fill out Angola Entry Form indicating SASBU Sponsor Manager	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> 3 (three) passport-size color photos <ul style="list-style-type: none"> 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 	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> * College Diploma and Professional Certificate	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> * Updated Curriculum Vitae (Career History) on company's letterhead	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> * Original Criminal Police record (Statement by applicant's local police department of country of residence)	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> * Original Medical Certificate from country of residence or nationality	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group



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<input type="checkbox"/> Declaration of Commitment (Declaração de Compromisso)	Employee	Upon accepting job offer in Angola	Houston Global Immigration Group
<input type="checkbox"/> Letter of invitation (LOI)	SASBU-HREA 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"> completed in Portuguese, signed by the employee and fully approved by SASBU HR Manager 	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	SASBU-HREA assigned expatriate Counselor

- ❖ Upon accepting the offer, employees must send package of required documents at once to the immigration group attn. Abdiel Smith (AbdielSmith@chevron.com) and Julieta Belen (julieta.belen@chevron.com).
- ❖ (*) Items that need to be translated and legalized in home country or country of residence. Global Immigration group in Houston will assist you on this requirement.
- ❖ Upon translation and legalization, Global Immigration Group will forward documents to your SASBU HR Expatriate Assigned Counselor.
- ❖ Ministry of Petroleum and Mineral Resources (MIREMPET) processes visa application packages may take ~ 6 weeks before approval and issuance of Letter of Invitation (LOI).
- ❖ LOI will be sent to Immigration group via DHL which takes ~ 7 business days.
- ❖ Paperwork and LOI are submitted to consulate, which takes about 10 working days.
- ❖ For non-US Applicants Global Immigration Group will advise how to proceed.