



Checklist - Visa Renewal 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 year work visa Must have minimum of 4 consecutive blank pages Copy of Current Work Visa 	Employee	120 days prior work visa expiration date Upon 1 st outreach from assigned counselor	SASBU-HREA assigned expatriate Counselor
<input type="checkbox"/> Fill out <u>Angola Entry Form</u> indicating SASBU Sponsor Manager	Employee	120 days prior work visa expiration date Upon 1 st outreach from assigned counselor	SASBU-HREA assigned expatriate Counselor
<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	120 days prior work visa expiration date Upon 1 st outreach from assigned counselor	SASBU-HREA assigned expatriate Counselor
<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	120 days prior work visa expiration date Upon 1 st outreach from assigned counselor	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	120 days prior to visa expiration date after 1 st outreach assigned counselor	SASBU-HREA assigned expatriate Counselor

Contact your SASBU assigned Expatriate Counselors SASBU-HRExpatriateTeam@chevron.com