## BRIEF ON PROCESS FOR NGO STAFF COMING TO SOUTH SUDAN

On 19 October 2020, the Ministry of Interior issued a **Ministerial Order banning the issuing of visas upon arrival**. “All foreigners who are wishing to visit should go to the Republic of South Sudan embassies/missions in their respective countries or get their visas online through e-visa portal accessible at [www.evisa.gov.ss](http://www.evisa.gov.ss)”, the order reads. Read the full document on <https://docs.southsudanngoforum.org/regulation/circulars/ministerial-order-banning-issuing-visas-upon-arrival>. The Forum is still accepting Travel Requests for NTF Approval. Pending clarification from the RRC on the Ministerial Order for the Banning of Visas on Arrival, the processing of visas on arrival through the Forum is currently suspended. Individual organisations are welcome to process visas through the online portal in the interim, for which NTF approval is still required.

The NGO Forum submits travel requests for NTF approval once a week to the RRC, on Wednesdays. For inclusion in a Wednesday batch of applications, please send your applications to Sidonia on [office-internship@southsudanngoforum.org](mailto:office-internship@southsudanngoforum.org), copying [nngo-states@southsudanngoforum.org](mailto:nngo-states@southsudanngoforum.org) and [comms@southsudanngoforum.org](mailto:comms@southsudanngoforum.org), by the end of Tuesday.

Note that starting from beginning of September 2020 those who have valid visa and work permit need not apply for NTFC clearance; this includes those travelling from Uganda. The process outlined in this document therefore only concerns people without valid visas and/or work permits.

Please find the **travel request template** for staff coming to South Sudan on the NGO Forum website <https://docs.southsudanngoforum.org/regulation/guidance-documents/travel-request-template-ngo-staff-intending-fly-south-sudan>. **Attachments that should accompany the Travel Request Forms** for international staff coming into South Sudan are the following:

1. Passport biodata page of the NGO Staff in COLOR.
2. Copy of ID of existing staff.
3. Cover letter by Country Director or Executive Director of the NGO.
4. 2 Passport size photos. If unavailable, the passport page will be enough.

Also:

* In the cover letter, please indicate the **job title** of incoming staff.
* For “Proposed Day of travel” in the Travel Request Form, we recommend members to write “Depending on approval” instead of mentioning any specific travel date, due to unpredictable processing timeframes.

**Additional information:**

* People must present valid COVID-19 free certificates at the time of arrival to South Sudan. The COVID-19 free certificate must be in English language. Ensure that the certificate specifies PCR testing as this has been required by certain airlines, notably Ethiopian. The Undersecretary and the Spokesperson of the Ministry of Health have communicated verbally to the NGO Forum that the validity of COVID-19 free test results for international travels and entry into South Sudan is 72 hours when practically feasible, and up to a maximum of 5 days.
* For humanitarians bringing their families, COVID-19 Certificates are NOT required for infants.
* Upon arrival to South Sudan, despite staff having a certificate of COVID-19 negativity, staff must go through 14 days quarantine. We advise that Q14 Tracking Templates are filled for internal record purposes. You may find the Tracking Template here: <https://docs.southsudanngoforum.org/regulation/guidance-documents/pre-travel-q14-procedure-sops-and-templates>.
* The RRC Deputy Chair has requested that NGOs plan well and submit multiple requests at once, rather than submitting multiple requests separately within a short time span. He has expressed that multiple submissions from one NGO within for example a week, shows lack of planning and seriousness from the side of NGO. The Forum therefore asks members to compile and submit requests at greater intervals whenever possible.

The travel request process, which **only applies to people who do not have valid visas**, now looks as follows:

NGOs submit travel requests to the NGO Forum by the end of Tuesdays

NGO Forum submits travel request to the RRC on Wednesdays

The RRC submits travel requests to Vice President’s Office.

The Office of the Vice President issues an Addendum granting special permission to enter South Sudan.

The Addendum, together with other required support documents listed on the online application portal, is used to apply for e-visa on [www.evisa.gov.ss](http://www.evisa.gov.ss)