**Invitation letter – by private individuals**

***Sponsorship and accommodation***

The invitation letter is the letter from Angola serving as proof of the grounds of the travel of the visa applicant. The invitation letter is drafted in Portuguese by a private individual (temporarily) resident in Angola or by a representative of the entity with a seat in Angola. The letter must contain the addresses of the private individual and the place of stay of the applicant in Angola.

The signee can also declare he/she will be responsible for the costs possibly incurred by the applicant.

**Requirements of the letter: lay-out, signature and legalization**

□ 1. Addressed to the Consulate-general of Angola in Rotterdam

□ 2. Dated, at a maximum of three months prior to the start of the visa application process

□ 3. Signed by the signee (private individual)

□ 4. Acknowledged by an Angolan notary public (the signature of the signee has to be acknowledged)

□ 5. If applicable: The signature of the notary public must be legalized by the Ministry of Foreign

Affairs (MIREX)

**Requirements of the letter: content**

□ 1. Declaration of the invitation

□ 2. The type of visa requested

□ 3. Grounds of the visit

□ 4. Details of the private individual: complete name, nationality, date and place of birth, passport

 number, dates of issuance and validity of the passport, etc.

□ 5. Personal details of the applicant

□ 6. Relation between the private individual and the applicant

□ 7. Envisaged period and place of stay of the applicant

**Attachments of the letter - of the private individual:**

□ 1. In case of an Angolan citizen: the copy of the national identity card (front and back)

□ 2. In case of a non-Angolan citizen: the copies of the passport and the visa of the long stay (Work

 Visa, Residence Visa, Temporary Stay Visa or Residence Card)

**Example of an invitation letter by private individuals**

Ao

Consulado Geral da República de Angola

Roterdão - Holanda

\_\_\_\_ (Place), aos \_\_\_\_ (date)

Referência: Pedido de Visto \_\_\_\_ (type of visa)

Exmo. Senhor/ Exma. Senhora,

Eu, \_\_\_\_\_\_\_\_\_\_ (complete name of the private individual), venho por este meio solicitar a V. Exa. que se digne a ordenar a emissão de um visto \_\_\_\_\_\_\_\_\_\_ (type of visa) para visitar a República de Angola ao \_\_\_\_\_\_\_\_\_\_ (complete name of the applicant), meu / minha \_\_\_\_\_\_\_\_\_\_ (relation with the applicant) abaixo identificado/a, que pretende deslocar-se a Angola ao meu convite para \_\_\_\_\_\_\_\_\_\_ (grounds of the travel) para o período previsto de \_\_\_\_\_\_\_\_\_\_ (dates of stay).

O meu nome completo é \_\_\_\_\_\_\_\_\_\_, nascido aos \_\_\_\_\_\_\_\_\_\_ (date) em \_\_\_\_\_\_\_\_\_\_ (place of birth), Município \_\_\_\_\_\_\_\_\_\_, Província \_\_\_\_\_\_\_\_\_\_, filho(a) de \_\_\_\_\_\_\_\_\_\_ e de \_\_\_\_\_\_\_\_\_\_, portador(a) do Bilhete de Identidade nº \_\_\_\_\_\_\_\_\_\_, emitido em \_\_\_\_\_\_\_\_\_\_ (place of issuance), aos \_\_\_\_\_\_\_\_\_\_ (date of issuance), pela \_\_\_\_\_\_\_\_\_\_ (authority that issued the document), e válido até \_\_\_\_\_\_\_\_\_\_ (date of validity), estado civil \_\_\_\_\_\_\_\_\_\_, profissão \_\_\_\_\_\_\_\_\_\_ e residente de \_\_\_\_\_\_\_\_\_\_(home address).

Escrevo esta carta para sustentar o pedido de visto do cidadã(o) \_\_\_\_\_\_\_\_\_\_ (complete name of the applicant), nascido aos \_\_\_\_\_\_\_\_\_\_ (date), em \_\_\_\_\_\_\_\_\_\_ (place of birth), de nacionalidade \_\_\_\_\_\_\_\_\_\_, portador(a) do passaporte com número \_\_\_\_\_\_\_\_\_\_, emitido em \_\_\_\_\_\_\_\_ (date), válido até \_\_\_\_\_\_\_\_\_\_ (date), que tem a profissão de \_\_\_\_\_\_\_\_\_\_(profession).

Informo ainda que o/a mesmo/a ficará hospedado/a no \_\_\_\_\_\_\_\_\_\_ (name and address of the place), que será portador(a) de um bilhete de passagem ida e volta e que me responsabilizo por todas as despesas inerentes à sua estadia, bem como ao seu eventual repatriamento. Os meus contactos são \_\_\_\_\_\_\_\_\_\_ (phone number, email, etc.), ficando desde já à vossa disposição para qualquer esclarecimento que julguem necessário.

Ciente de que este assunto merecerá da vossa parte o devido tratamento, queiram aceitar os meus melhores cumprimentos.

Atenciosamente

\_\_\_\_\_\_\_\_\_\_ (name and signature of the private individual)