



Date: 18<sup>th</sup> March 2024

**DFAIC External Circular**

<b>To:</b>	All Government Department & Agencies, Regional and International Organizations & Development Partners
<b>From:</b>	Mr. Yvon Basil – Director, DFAIC
<b>Subject:</b>	Special Category Visa Notice
<b>Date:</b>	18 <sup>th</sup> March 2024
<b>Reference:</b>	DFAIC External Circular No. 2

In reference to the Vanuatu Immigration Visa Regulation Order No.180 of 2011, Section 10 paragraph 37 subclause (a)(i). The Department of Foreign Affairs & International Cooperation hereby wish to inform Departments/Ministries/Line Agencies of the requirements of Special Category Visa in line with the Immigration Act No. 17 of 2010.

The requirements are as follows:

- 1) **Attach a cover letter from a Government Department/Agency**
- 2) **Ensure that the SCV application form is completed**
- 3) **Attach a Police Clearance**
- 4) **Attach Medical Certificate**
- 5) **Attach Marriage Certificate (If applicable)**
- 6) **Attach Bio – data page (Passport Copy)**
- 7) **Dependents can be accompanied by their Spouse's to Vanuatu. (Ensure that they are NOT ALLOWED to seek any Job opportunity in Vanuatu. Since it is against the Immigration ACT).**

Time frame: Department of Foreign Affairs & International Cooperation & Immigration Department

- 1) **Total number of working days of (SCV) is: (10 days)**
  - i) **The Department of Foreign Affairs & International Cooperation (DFAIC) takes (5) working days in facilitating the SCV, commencing from the day the Application is lodged.**

GOUVERNEMENT DE LA  
RÉPUBLIQUE DE VANUATU

DÉPARTEMENT DES  
AFFAIRES ÉTRANGÈRES ET  
DE LA COOPÉRATION  
INTERNATIONALE



GOVERNMENT OF THE  
REPUBLIC OF VANUATU

DEPARTMENT OF  
FOREIGN AFFAIRS AND  
INTERNATIONAL  
COOPERATION

- ii) **The Department of Immigration and Passport Services takes (5) or more working days before issuing the Approved Special Category Visa.**

Note:

- 1) Incomplete SCV application form **WILL NOT BE PROCESSED** starting from this day onwards.
- 2) Late Application form **CANNOT BE PROCESSED.**
- 3) Ensure to submit the SCV application earlier in order to meet DFAIC and Immigration Department timeframe.
- 4) Please do follow up with DFAIC after (5) working days prior to lodging of SCV application.
- 5) Also please do follow up directly with the Immigration Department after (5) working days from their end.
- 6) Validation of Special Category Visa can take up to (5) years maximum and not beyond.
- 7) **Clearance can be issued to applicants travelling in for (1- 5 days or 1 week) specifically to attend meetings/trainings/workshops. (Therefore this means that clearance can only be given to Exempt countries that can be seen from the Immigration website (<https://immigration.gov.vu>))**
- 8) **Documents that are needed to be submitted for clearance are: Cover letter, Bio – data page, Police Clearance, itinerary (Return e – ticket).**

To ensure that our work is transparent and smooth, please respect and consider our requirements and timeframes, so that we can facilitate a smooth entry for all TA's, Consultants, Staff's, Officers etc..

Thank you for your understanding and cooperation.

Yours sincerely,



Mr. Yvon Basit  
Director

Department of Foreign Affairs & International Cooperation

PMB 9051, Port Vila, Republic of Vanuatu, Tel: (+678) 33180, Fax: (+678) 26547, e-mail: [mofa@vanuatu.gov.vu](mailto:mofa@vanuatu.gov.vu)