# <u>Procedure for obtaining a visa through the Cameroon E-visa</u> <u>platform</u>

## For those requiring a courtesy visa

**For information:** Courtesy visas will be granted to official Passports (Diplomatic, Service and special). To this end, you will either submit the physical files to the nearest Diplomatic Mission or Consular Post, or send the following documents to the email address: visas@cmaeociyaounde2024.cm:

- The verbal note of visa application
- The mission order
- The copy of the passport
- The proof of accreditation

# For paid visa applications

### **Prerequisites**

You must have the following items in your possession:

- 1) A computer or Android phone
- 2) An internet connection
- 3) A valid passport
- 4) A VISA or MASTERCARD bank card or a correspondent in Cameroon who can make the payment by ORANGE MONEY or MTN MOBILE MONEY
- 5) Separately scan the supporting documents for the visa application

#### **Procedure**

### 1) Online pre-registration by the applicant

First of all you need to access the platform <u>https://evisacam.cm/</u> or <u>https://evisacam.com/</u>On the platform's homepage you can either create an account or log in if you already have one. This page is illustrated as follows:



Once logged in, you access the page for managing your visa applications, and you click on "Visa applications":



You will be taken to a new page where you must click on "New request"



You will then access the visa application form in which you must complete all the fields marked in red "\*". This form is illustrated as follows:

Demande de visa									
Remplissage du formulaire	Téléchargement de do	cuments Résumé	Paiement	Décision d'approbation					
VISA. INFORMATIONS SUR LE DEMANI POSIE CONSUMIRE, GOIVEIRI IMPERAIL	DEUR venienii: se rendre avec le doci	ווופוונ ע מעוטוגאנוטון עב עבווערמועב עב עוגמ	Poste Consulaire, doivent s'y rendre avec le en lighe, au point o entree uu pays, en vue u Poste Consulaire, doivent s'y rendre avec le	ויי ו טטוביוווטיו טע יואַם.					
INFORMATIONS SUR LE DEMANI	DEUR								
Nom		Prénom(s)	Nom de jeune fil	Nom de jeune fille					
Date de naissance JJ/MM/AAAA	Ö	Lieu de naissance	Pays de naissan	ce v					
Nationalité actuelle	~	Nationalité d'origine	✓ Autre nationalité						
				Réalisé par <b>Manana ReDeas</b>					

After completing the form, you save it and then go to the page for uploading supporting documents. This page is illustrated as follows:

🤾 т	ÉLÉCHARGER DOCUMEN	×							
	Remplissage du formulaire	Téléchargement de documents	Résumé	Paiement	Décision d'approbation				
ľ	DOCUMENTS Type de document  Description du document								
	Image: Selectionner le type de document que vous souhaitez télécharger.								
	Ketour       Étape suivante >								
	DOCUMENTS TÉLÉCHARGÉS								

After uploading all supporting documents, click on "Next step". You will be taken to the page to verify your information. If everything is correct, click on "Finalize and pay".



#### 2) Payment of fees online

It is done via various methods including: Master card and Visa. Following this operation, the applicant receives a notification of the proof of payment by email or SMS a few minutes later. If you do not receive it in your email, please check your spam. If you have not received anything in your spam, go to the page for managing your visa applications to download your proof of payment. This document is illustrated as follows:



#### 3) Processing the request

It is carried out by the Diplomatic Mission or the Consular Post that is legally competent or geographically close. For applicants from areas far from the Posts and where there is no coverage, an online visa issuance authorization with a QR Code closes this phase. For those residing in the city where the competent Post is located, an automatically generated notification is sent to them by email or SMS to make an appointment for the biometric enrollment formality. Either procedure takes place within 72 hours after pre-enrollment. This period is 24 hours in the context of an express procedure. The document containing the QR Code is illustrated as follows:



#### 4) Affixing the visa

It is carried out either at the Border Post of Entry for holders of authorization 6 for issuing visas online, or at the competent Diplomatic or Consular Post for applicants who have completed their biometric enrollment there. I would like to point out here, for the benefit of the members of the Diplomatic Corps present here, that the visa procedure that I have just outlined, with regard to the applicant for an entry visa to the national territory, is the same for courtesy and diplomatic visas. It should be noted, for applications for diplomatic, service and courtesy visas, that the procedure consists of either submitting the physical files to the nearest Diplomatic Mission Consular sending address or Post, or them via the email visas@cmaeociyaounde2024.cm for processing by the dedicated teams