

## **Gratis Diplomatic/ Official Courtesy Visa Requirements**

- (1) Duly filled and signed Gratis/Official Courtesy visa application form and work history form (Diplomat, UN, EU, EC Official)
- (2) Two recent Colour photos with white-colored background (Scanned photos are not allowed)
- (3) An original diplomatic passport or laissez-passer(LP) passport with at least 6 months validity.
- (4) A copy of official passport (or) LP passport photo page.
- (5) For GOC applicants, it is necessary to attach a Note Verbale from their respective Ministry's/ Organization's Invitation letter from Myanmar for a purpose of their visit.
- (6) For DGOC applicants, it is necessary to attach a Note Verbale of assignment order to Myanmar by their respective countries.
- (7) Flight Ticket.

## **Visa Information**

- DGOC/ GOC Visa will be issued in line with the approval from Myanmar Ministry of Foreign Affairs.
- Visa service by post or same day service is not available.

## **Office Hours of Visa Section**

|  |                                  |                                  |
|--|----------------------------------|----------------------------------|
| Submission Time of application form<br>(10:00-12:00) | Afternoon Break<br>(12:00-14:00) | Collection Time<br>(14:00-16:00) |
|--|----------------------------------|----------------------------------|

## **Photograph quality**

The photographs must be:

- Taken within the last 6 months
- 35-40 mm in width
- Close up of your head and top of your shoulders so that your face takes up 70-80% of the photograph
- In sharp focus and clear
- Of high quality with no ink marks or creases
- Show you looking directly at the camera
- Show your skin tones naturally
- Have appropriate brightness and contrast
- Be printed on high quality paper, and at high resolution  
(Photographs taken with a digital camera must be high quality colour and printed on photo-quality paper)

## **Style and Lighting**

- Be colour natural
- Show your eyes open and clearly visible, no hair across your eyes
- Show you facing square to the camera, not looking over one shoulder (portrait style) or tilted, and showing both edges of your face clearly
- Be taken with a plain light- coloured background
- Be taken with uniform lighting and not show shadows or flash reflections on your face and no red eye

## **Glasses and head covers**

If you wear glasses:

- The photograph must show your eyes clearly with no flash reflection off the glasses, and no tinted lenses (if possible, avoid heavy frames wear lighter framed glasses if you have them)
- Make sure that the frames do not cover any part of your eyes

Head covering:

- Are not permitted except for religious reasons, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.

## **Expression and Frame**

Your photographs must:

- Show you alone (no chair backs, toys or other people visible), looking at the camera with a neutral expression and your mouth closed.