How to get your CTA visa (for volunteering) as of 2013

This guide should hopefully tell you exactly what you need to do in order to get your visa when you arrive at The Amani Centre. It will take 3 trips to immigration and you can always ask a member of staff to help should you need (i.e. Elly or Bahati). We did manage it ourselves though.

Where is immigration?

The immigration office is on the road towards Dar es Salaam. You should see a sign on the left about 50 metres after Msamvu bus station. It is a blue building slightly off the road to the left.

Before you go

Ask Vero (the secretary at Amani) for the Visa form. You will need to photocopy this and fill in the form twice. You will also need 3x passport photos (if you haven't brought any with you, don't worry, you can get some at many shops in town). You will also need $200 (again – don't worry if you don't have any, you can get money exchanged in town).

You will need to ask Vero to type a letter which includes:

- The dates you are volunteering (bear in mind, the visa lasts 3 months, so if you are staying longer, just make the dates 3 months long and then you can renew at a later date)
- Why your work is beneficial to the centre
- The Amani Centre stamp
- A signature from Father Beatus

Please note: The CTA visa is $200 and NO MORE. Do not allow immigration to tell you that you need to pay more, even when you are renewing the visa. Also be aware that you do NOT have to purchase another tourist visa when you are renewing your CTA visa.

Trip 1 to immigration: Take the letter, passport photos and forms to immigration. The officer will write out a form which you will need to take to the bank to make the payment.

You will then need to go to the bank to pay the $200. The immigration officer will tell you which bank to go to. Make sure you keep all receipts of payment.

Trip 2 to immigration: Take the receipt of payment and your passport to immigration early (i.e. at 09:00). They will take the bank receipt and your passport. They will provide you with a slip to say that you have paid.

Trip 3 to immigration: You will need to return later in the day to retrieve your passport and Visa.