

# Welcome to Bosnia and Herzegovina! Welcome to Sarajevo Business Forum (SBF) 2022

SARAJEVO  
BUSINESS  
FORUM '22



## HOW TO GET A VISA for Bosnia and Herzegovina to attend SBF 2022



- 1 Register for SBF 2022** by filling in the on-line registration form which is available on the following website <http://www.sarajevobusinessforum.com> via the Registration link.
- 2 Complete the registration process by uploading a clear and readable scanned copy of the first two pages of your passport** latest by April 20<sup>th</sup> 2022.
- 3 Wait for SBF Registration Team** to complete the procedure to issue a certified invitation letter from the authorized government institution.
- 4 Once you receive the certified invitation letter from SBF Registration Team contact the Embassy of Bosnia and Herzegovina and apply for a visa.**

Visas for entry into Bosnia and Herzegovina are issued by the Embassy of Bosnia and Herzegovina in your country. In order to obtain a visa you need to submit a certified invitation letter together with your passport and other required documents to the relevant Embassy of Bosnia and Herzegovina.

SBF Registration Team will assist registered participants of SBF 2022 in obtaining the certified invitation letters so that they can apply for a visa and attend SBF 2022. This process may take up to one month, on average. Therefore, we recommend for you to initiate this procedure well in advanced – latest by April 20<sup>th</sup> 2022!

# 1

## REQUEST SUPPORT FROM THE SBF 2022 REGISTRATION TEAM TO RECEIVE A CERTIFIED INVITATION LETTER

To receive the certified invitation letter with the support of the SBF Registration Team you need to **Register on-line for SBF 2022** by completing two simple steps:

### STEP 1:

#### PROVIDE DETAILS FOR ALL MANDATORY FIELDS IN THE REGISTRATION PROCESS

First you must **register for SBF 2022** by filling in all fields in the on-line registration form which is available on the following website <http://www.sarajevobusinessforum.com> via the Registration link. It is critical that you completely and accurately fill out all the required information, most importantly:

- Full name (first and last) of one parent
- Position in company / institution
- Company / Institution name
- Company / Institution address
- Highest level of education obtained (degree title)
- Which B&H Embassy will the visa request be submitted to (in which country)

**IF YOU DO NOT REGISTER CORRECTLY AND COMPLETE ALL THE REQUIRED FIELDS, THE SBF REGISTRATION TEAM WILL NOT BE ABLE TO INITIATE THE PROCESS OF ISSUING A CERTIFIED INVITATION LETTER.**

### STEP 2:

#### UPLOAD REQUIRED SUPPORTING DOCUMENTS IN THE REGISTRATION PROCESS

Second you must **complete the on-line registration process for SBF 2022** by uploading scanned copies of the first two pages of your passport in JPEG or PDF format.

Kindly **upload a clear and readable scanned copy of the first two pages of your passport.**

In case the first two pages of your passport do not include details regarding your passport expiration date, please also include a scanned copy of the passport page that does contain the expiry date.

If you have a residence permit, please upload a scanned copy together with the first two pages of your passport.

**IF YOU DO NOT UPLOAD A SCANNED COPY OF YOUR PASSPORT AS REQUESTED ABOVE, THE SBF REGISTRATION TEAM WILL NOT BE ABLE TO INITIATE THE PROCESS OF ISSUING A CERTIFIED INVITATION LETTER.**

After you have provided us with the required information and a scanned copy of your passport, please wait for SBF Registration Team to complete the procedure to issue a certified invitation letter from the authorized government institution. The procedure of issuing a certified invitation letter lasts about one month on average so please make sure to complete your registration details on our website and send us your passport copies well in advanced.

**APRIL 20<sup>TH</sup> 2022 IS THE FINAL DEADLINE FOR COMPLETING THE ABOVE DESCRIBED STEPS – THUS SUBMITTING A REQUEST FOR ISSUING OF A CERTIFIED INVITATION LETTER FOR ATTENDING SBF 2022.**

# 2

## SUBMIT APPLICATION TO THE RELEVANT EMBASSY OF BOSNIA AND HERZEGOVINA TO RECEIVE YOUR ENTRY VISA

SBF Registration Team will send a scanned copy of the certified invitation letter to the email address you provided during the registration process, as soon as it is approved by the authorized government institution.

Once you receive the certified invitation letter the next step you need to do is **contact** the Embassy of Bosnia and Herzegovina that you have listed during the registration process and **apply for a visa** to be issued.

Please be aware that Embassies have their own procedures and rules for issuing visas that you need to adhere to. We would also like to stress that following the Embassy procedure is not a guarantee that a visa will be approved or issued.

### NOTES:

- Nationals of those countries which are required to have a visa when visiting Bosnia and Herzegovina can enter Bosnia and Herzegovina without a visa if they already have a valid multiple-entry visa or a residence permit issued for any of the Schengen Countries, members of the European Union, the United Kingdom or the United States of America. The length of stay in Bosnia and Herzegovina under these conditions is limited to 30 days!
- It is not possible to obtain a visa for Bosnia and Herzegovina upon arrival to the airport or any other border crossing into the country.

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