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இலங்கை சிவில் விமானப் போக்குவரத்து அதிகார சபை
Civil Aviation Authority of Sri Lanka

“සැමට සුදැකි සහ කාර්යක්ෂම අහසක්”
“அனைவருக்கும் ஆபத்தற்ற திறன்மிக்க ஆகாயம்”
“Safe and Efficient skies for all”

අංක 152/1, මිනුවන්ගොඩ පාර, කටුනායක
152/1, மினுவாங்கொடை வீதி, கட்டுநாயக்க
Minuwangoda Road, Katunayake

දිනය :
திகதி :
Date :

15 July 2019

මගේ අංකය :
எனது இல :
My Ref. No. :

AT/03/03/01/22

Ref. No. CAASL/AT/02/2019

DIRECTIONS

(ISSUED BY DGCA UNDER CIVIL AVIATION ACT NO.14 OF 2010)

Issued by

DGCA & CEO

Classification

Important

Issued to

All Airlines, General Sales Agents, Travel Agencies and Aviation Training Schools

Subject

Visa Recommendations for Expatriate Employees of Local and Foreign Airlines, General Sales Agents of Airlines, Travel Agencies (Ticketing Agents) in Sri Lanka and Students of Aviation Training Schools – **Initial and Extension**

Legal Reference

This direction is issued under the powers vested in the Director General of Civil Aviation in terms of **Section 120 and 121 of the Civil Aviation Act No. 14 of 2010 and Paragraph 5.12 of National Civil Aviation Policy of Sri Lanka**

Description of the direction

1. This Authority has observed that foreign airlines, General Sales Agents (GSA) and some airlines employ foreign nationals based in Sri Lanka in different job functions in their airline operations. Whilst the Civil Aviation Authority of Sri Lanka (CAASL) encourages airlines, GSAs and Travel Agents as much as possible to employ Sri Lanka nationals for all possible positions, the Sri Lanka Aviation Policy permits the granting of approvals for a limited number of expatriates to be employed in your organizations.

Quote – Aviation Policy

5.12 *Airlines' Expatriate Staff: Airlines will be permitted to employ expatriate management/technical workers based on sufficient justification and in accordance with applicable guidelines. In any event, a foreign airline may have two expatriate staff in the commercial area, and two in technical areas. Any additional expatriate staff may be employed subject to approval of the Director General of the CAASL.*

Unquote

2. In addition, this Authority is aware that Aviation Training schools approved by this Authority enroll foreign students for training courses conducted locally.
3. According to the directions of the Controller General of Immigration and Emigration, expatriates who are to be employed in Private Organizations and foreign students following courses in private educational institutions in Sri Lanka and their dependents, if applicable must have received recommendations from the line ministry which is responsible for the subject of training for issue of entry and residence visa.
4. The Civil Aviation Authority of Sri Lanka has been entrusted for the grant of recommendations through the line ministry for visa applications of aviation industry expatriates and foreign students.
5. All airlines, GSAs, Travel agents and Aviation related Training Organizations are hereby instructed to obtain recommendations from the Civil Aviation Authority prior to applying for Entry Visa or Residence Visa (Initial and Renewal both) for expatriates and foreign students by providing the following documents along with the duly completed form which is attached hereto.

A. For Entry Visa

1. Dully Filled Form CAASL/AT/009A
2. Appointment letter/Transfer Letter/ Course Enrolment document
3. Certified copy of the Passport data page
4. Job Description/Course Description

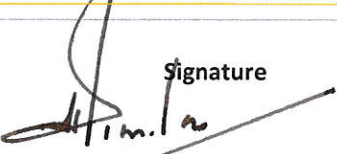
B. For Residence Visa

1. Dully Filled Form CAASL/AT/009A
 2. Certified copy of the appointment letter or transfer letter OR letter of extension for the period of contract in Sri Lanka (for renewal) OR Course Enrolment document
 3. Certified copy of the Passport detailed page
 4. Certified copy of the Entry Visa
 5. Clearance letter/No objection letter from the embassy in Sri Lanka of residence country (Pilots and Piloting Students only)
 6. Adequate justification for the employment of foreign national instead of Sri Lanka Nationals (The justification must be signed and endorsed by the accountable manager of the organization)
6. One form should be used for one expatriate and applicable fees should be paid for each expatriate separately. A Student is exempted from payments but an administrative fee of Rs. 1,000/- (plus taxes) will be charged.
 7. When applying for recommendations for dependents separately, all the above particulars must be provided along with the dully filled form and applicable fees.
 8. If the expatriates and dependents wishes to renew the residence visa, they must provide this Authority all the above particulars along with the duly filled form and applicable fees.
 9. Competent Authority for visa issuance is solely independent from the recommendation of the Civil Aviation Authority and the final decision for granting/rejecting of visa for expatriates and dependents is the discretion of the Controller General of Immigration and Emigration.
 10. Requests for recommendations should be submitted to the Air Transport and Economic Affairs Section of the Civil Aviation Authority of Sri Lanka with sufficient lead time as early as possible as it may take at least 5 working days to process the recommendations.
Therefore applicants are strongly advised to apply early.

11. Duly completed forms should be forwarded to the Director General of Civil Aviation along with a Covering Letter addressed to him.
12. All the residence visa recommendations will be issued after a face to face interview conducted by a panel of officers of this Authority and a date and time will be notified through the accountable manager of the Airline, GSA or Travel Agency. Interview notification for students will be conveyed via the educational institution.
13. CAASL has the right to request any additional information, data or documents not mentioned above upon the recommendations of interview panel (if any).
14. Payments can be made to the Authority from 0845hrs to 1500hrs on all working days by cash or cheque. Online payment facility is also available for customer convenience.

**Action
Required**

For Strict compliance

 <p>Signature H.M.C. Nimalsiri Director General of Civil Aviation & Chief Executive Officer</p>	<p>Form CAASL/AT/009/20A</p>	<p>Nil</p>
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APPLICATION FOR VISA RECOMMENDATION

CIVIL AVIATION AUTHORITY OF SRI LANKA

Paste the Photograph
here

- Please fill the form in block capital letters clearly
- Use blue ballpoint pens only
- Attach all the required documents along with this application form.
- The photograph should be a recently taken, clear "Passport Size" one.

Visa type requested

- Entry Visa
 New Residence Visa
 Renewal of Residence Visa

Nature of Applicant

- Employment
 Student

1.	Name of Organization (Name of the Airline /Agency /Flying School/ Other)				
2.	Passport Details of Applicant	Passport Number			
		Country of Issue			
		Date of Issue			
		Date of Expiry			
		Type	Official/Diplomatic/ UN/ Normal		
		Other Valid Passports (if any) - Attach a copy	Passport Number		
			Have used the passport for previous visa applications		
	Country of Dual Citizenship (if any)				
3.	Name in full (As mentioned in the passport)				
4A.	Any Other Name(s)				
4B.	Father's Name				
4C.	Mother's Maiden Name				

5A.	Date of Birth		5B.	Place of Birth (<i>City and Country</i>)	
6.	Nationality		7.	Country of Residence	
8.	Gender		Male		Female
9.	Address in Country of Residence				
10.	Personal Email Address				
11.	Approximate dates of Entry and Departure				
12.	Place in Sri Lanka to Stay/ Address				
13.	Marital Status		<i>Married / Unmarried / Engaged / Divorced / Separated</i>		
14.	Details of Spouse	Name			
		Passport Details	<i>Number</i>		
			<i>Date of issue</i>		
			<i>Expiry Date</i>		
		<i>Nationality</i>			
15.	Children	Name	Passport Number	Age	

Details of Previous 3 Visits to Sri Lanka				
Period	Purpose	Resided Location	Employer Name/ Flying School	Visa Reference
16.				
17.	Has your visa request to Sri Lanka been rejected previously (Yes/No) If Yes, give reasons for rejections			
Countries Visited within last five (5) years				
	Country	Period	Purpose	
18.	1.			
	2.			
	3.			
	4.			
	5.			

19.	Description of your job/ studies in Sri Lanka (<i>Capacity, Job Functions, Responsibilities OR the course you wish to follow and why you selected Sri Lanka for study etc.</i>)	
20.	I hereby certify that the above details and the documents submitted are true and accurate. I also understand that the non-submission of accurate information can result in the rejection of my application.	
	Applicant's Signature	Date
21.	Certification of Organization/School	
	<p>I hereby certify that the above applicant is an employee of (<i>Company Name</i>) as (<i>Position Name</i>) And I recommend his application above for the (<i>Entry/Residence</i>)visa recommendations.</p> <p>I hereby certify that the above applicant is a student of (<i>School Name</i>) to follow (<i>Course Name</i>) And I recommend his application above for the (<i>Entry/Residence</i>)visa recommendations.</p> <p>Name of Accountable Manager: Capacity/Position: Email Address: Telephone Number: (Office and Mobile): Fax Number:</p> <p>Signature: Company Seal Date:</p>	

Document Checklist			
Please (√) submitted documents		Applicant √	CAASL √
21. Entry Visa	Copy(ies) of the Passport(s)		
	Job Description/Course Description		
	Appointment letter/Transfer Letter/ Course Enrolment document		
	Photograph		
	Embassy Recommendation Letter (for pilots and student pilots only)		
New Residence Visa	Copy(ies) of the Passport(s)		
	Job Description/Course Description		
	Appointment letter/Transfer Letter/ Course Enrolment document		
	Photograph		
	Entry Visa Copy		
	Embassy Recommendation Letter (for pilots and student pilots only)		
Residence Visa Renewal	Copy(ies) of the Passport(s)		
	Job Description/Course Description		
	Appointment letter/Transfer Letter or Extension of period letter/ Course Enrolment document		
	Photograph		
	Previous Residence Visa Copy		
	Embassy Recommendation Letter (for pilots and student pilots only)		
Signature of applicant			

Office Use Only

Name of Applicant :

Date of Interview :

No	Name of the Interviewer/ Observer	Designation	Comments/ Approval	Signature & date

Remarks

Date of Payment	
Amount Paid	
Receipt Number	