



## IMMIGRATION DIVISION REPUBLIC OF THE MARSHALL ISLANDS

### A. GENERAL REQUIREMENTS FOR APPLICATIONS FOR VISAS

1. Generally, an application for a visa should consist of the following:
  - (i) Completed application form (with two recent passport size photos)
  - (ii) Passport (valid for at least 6 months)
  - (iii) Supporting documents (refer to requirements below)
  - (iv) Receipt – to show payment of application fee
  
2. Complete applications and supporting documents should be submitted to:

The Director  
Immigration Division  
5<sup>th</sup> Floor, Mako Building  
Majuro

Or sent to:  
The Director  
PO Box 890  
Majuro  
Republic of the Marshall Islands, 96960.
  
3. An application with **all** requested documents may take up to 14 days to process. If an application is *incomplete* or further supporting documentation is requested, the application may take up to 21 days to process.

### B. PERSONS EXEMPTED FROM VISA REQUIREMENTS

(i) ***PERSONS EXEMPTED FROM VISA REQUIREMENTS:***

Persons in the following categories are EXEMPT from the requirement to obtain visas:

**Citizens of:**

- ✓ United States
- ✓ Palau
- ✓ FSM

**Also exempt:**

- ✓ Diplomats
- ✓ Members of International Organizations granted exemption from entry procedures by the Republic (under the International Organizations Act)
- ✓ Member of a visiting force, including civilian component

- ✓ Member of the crew or passenger on any cruise ship or private vessel that will remain in the Republic for less than 7 days
- ✓ Member of the crew of any commercial aircraft that will remain in the Republic for less than 14 days
- ✓ Member of the official staff or household of a Diplomat
- ✓ Spouse or dependent child of any exempted person referred to above

These citizens may enter the Republic and remain in the Republic for the duration of time indicated on their visa issued upon arrival. A person may apply for an extension of a visa. The documents required will depend on the type of visa that the person is applying for. (Refer to the documents listed in **Section C** below.)

**(ii) CITIZENS WHO ARE ELIGIBLE TO BE ISSUED WITH VISITORS VISAS UPON ARRIVAL:**

Citizens from the following countries who intend to visit the Republic (as tourists) may be issued with visitors visas UPON ARRIVAL in the Republic.

- ✓ All Pacific Forum Member Countries, including Australia and NZ
- ✓ Canada
- ✓ European Union (includes UK)
- ✓ South Korea
- ✓ Japan
- ✓ Taiwan
- ✓ Philippines

A tourist visa is only valid for 30 days. However, a person may apply for an extension of a visitor's visa upon application to the Director of the Immigration Division. An extension of a visitor's visa may only be for a further 60 days. Refer to **Section D** for more details.

**(iii) CITIZENS WHO MUST APPLY FOR VISAS PRIOR TO ARRIVAL:**

Citizens from ALL OTHER countries not listed in B(i) or B(ii) above must apply for visas PRIOR TO entering the Republic.

**C. CHECKLIST OF SUPPORTING DOCUMENTS  
(FOR THOSE CITIZENS WHO MUST APPLY PRIOR TO ARRIVAL)**

When making an application for a visa, the following supporting documents should be submitted in addition to the general documents referred to in **Section A** above:

**VISITOR'S VISA**

Purpose: for tourists and visitors intending to stay in the Republic for up to 90 days  
Maximum validity: 90 days

- ✓ **Letter from applicant** – stating the purpose and duration of visit
- ✓ **Police record** – must be dated within last 3 months
- ✓ **Health clearance** – must show person is free from HIV/Aids and TB; dated within last 3 months

## **WORK VISA**

Purpose: for those intending to work in the Republic

Maximum validity: 2 years

**The Labor Division will contact the Immigration Division directly regarding an applicant's work visa or entry approval.**

## **BUSINESS VISA**

Purpose: for those intending to conduct trade or business-related activities with a business in the Republic.

Maximum validity: 2 years

- ✓ **Letter from applicant** – indicating purpose and duration of visit; should attach any documents to show that visit is related to business
- ✓ **Copy of Foreign Business License or Articles of Incorporation**
- ✓ **Police record** – must be dated within last 3 months
- ✓ **Health clearance** – must show person is free from HIV/Aids and TB; dated within last 3 months

## **GENERAL VISA**

Purpose: for spouses and dependents of persons legally working in the Republic and for other general purposes not included in other visa types.

Maximum validity: 2 years

- ✓ **Letter from applicant** – stating the purpose and duration of visit. If the application is made by a spouse/dependent of a person working in the Republic, the letter should state name and details of the spouse working in the Republic.
- ✓ **Police record** – must be dated within last 3 months
- ✓ **Health clearance** – must show person is free from HIV/Aids and TB; dated within last 3 months
- ✓ **Birth certificate** – to show that the dependent is a child of a person working in the Republic
- ✓ **Marriage certificate** – to show that applicant is a spouse of a person working in the Republic

Note: a birth certificate or marriage certificate is only required if the person is applying as a dependent or spouse.

## **DIPLOMATIC VISA**

Diplomats are generally exempted from obtaining visas prior to arrival. However, from past experience, diplomats have sometimes requested a visa to facilitate their entry into other countries prior to arriving in the Republic. Therefore, this so that a Diplomat may be issued with a visa upon arrival.

Maximum validity: 2 years

- ✓ **Diplomatic Note** – from the RMI Ministry of Foreign Affairs indicating purpose and duration of visit
- ✓ **Passport pages** – showing identification

### **RESIDENCE VISA**

Purpose: for long term residents in the Republic who are not naturalized or hold RMI passports but would like to obtain long term entry approval. Also intended to facilitate the entry of foreign business investors who intend to invest long term in the Republic but are not naturalized citizens.  
Maximum validity: 5 years

- ✓ **Certificate of Actual Residence** – issued by the AGs office, evidencing residence in the Republic for five years or more.
- ✓ **Police record** – must be dated within last 3 months
- ✓ **Health clearance** – must show person is free from HIV/Aids and TB; dated within last 3 months

Note: the Certificate of Actual Residence issued under this visa category is not the same as the Certificate issued to naturalized citizens under the Citizenship Act.

### **STUDENT VISA**

Purpose: for those intending to study in the Republic  
Maximum validity: 1 year

- ✓ **Letter from school or college** – a letter issued by the head of the school or college in the Republic stating that the applicant has been accepted to enroll in the upcoming academic year; the letter should also state the course and duration
- ✓ **Police record** – must be dated within last 3 months
- ✓ **Health clearance** – must show person is free from HIV/Aids and TB; dated within last 3 months

### **TRANSIT VISA**

Purpose: for those who intend to transit via the Republic to another country.  
Maximum validity: 3 days

- ✓ **Letter from applicant** – the letter should state the duration and scheduled date of transit
- ✓ **Copy of the itinerary** – showing outbound travel from the Republic

Upon arrival, the person will be required to present his or her outbound ticket.

### **Requirements for Supporting Documents**

All supporting documents should be original or certified copies of the original. All foreign language documents must be translated by a registered company or organization offering translation services.

## D. EXTENSIONS OF VISAS

- ✓ A person who has been granted with a visa (excluding transit visa) may apply for an extension prior to the expiration of the visa.
- ✓ Supporting documents required for most visa types will be the same as those listed in C above.
- ✓ A person who has been granted with a 30 day tourist visa and who is applying for an extension of that tourist visa will not be required to submit any further documentation.
- ✓ A person that has entered the Republic on a yacht or private vessel requesting permission to remain in the Republic for more than 90 days should apply for a General Visa. The supporting documents required are those documents listed under this visa type in **Section C**.
- ✓ Applications should be submitted at least 10 working days before the expiration of the current visa.

## E. APPLYING FOR A CHANGE IN IMMIGRATION STATUS

A person may apply for a change in immigration status by:

- (i) exiting the Republic and submitting documents required for the new visa; or
- (ii) remaining in the Republic and paying a penalty fee in addition to submitting the documents required for a particular visa type.

Note: a person who chooses to exit the Republic and submit an application for a new visa must *wait* until the visa is issued before re-entering the Republic.

## F. REQUIREMENTS FOR PERSONS ARRIVING AT SEA PORTS OF ENTRY

### (i) *Prior to Arrival*

The captain of a vessel *must* notify the Immigration Division of the date/time of entry and provide the crew/passenger list at least 24 hours before entering the Republic.

### (ii) *Requirements upon arrival*

Upon arrival, incoming passengers and crew will be processed by an Immigration Officer. The same exemptions and entry requirements listed under **Section C** will apply to persons arriving by sea. The following documents must be presented to Immigration Officers for processing of entry approval:

### **Visitors on Yachts**

- ✓ **Completed Arrival (Blue) Card**
- ✓ **Passport**

### Crew on Fishing Vessels

- ✓ **Inbound/Outbound Form (to be filled out by Fishing Master or Captain)**
- ✓ **Seamans Book**
- ✓ **Passport - showing identification**

Fishing crew are generally not required to present visas on arrival. However, they will be required to apply for **SHORE PASSES** from the Director of the Immigration Division prior to coming onto land. The Captain of a Ship (or ship's agent) should forward the list of names of fishing crew wishing to obtain shore passes together with the crew list at least 24 hours prior to arrival.

#### *(iii) Requirements upon departure*

The Captain of the vessel must ensure that all passengers and crew are aboard the vessel on the date of departure. Strict penalties will apply if on the date departure, passengers or crew fail to leave the Republic.

#### *(iv) Crew members arriving on a vessel but intending to leave by air*

Those crew members intending to leave the Republic by air should apply for a transit visa as soon as possible after arriving in the Republic. The following documents should be presented to the Director of Immigration:

- ✓ **Outbound ticket**
- ✓ **Seamans Book**
- ✓ **Passport - showing identification**

### **G. ALIEN REGISTRATION REQUIREMENTS**

Each year, all non-RMI citizens in the Republic are required to register with the Immigration Division. The requirements are:

- ✓ **Submission of a completed alien registration form**
- ✓ **Payment of \$50.00 fee**
- ✓ **Police record** – only required every 2 years
- ✓ **Health clearance** – required annually; must show person is free from HIV/Aids and TB

## H. PAYMENT OF BONDS

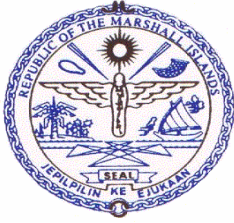
### *Payment of Bonds*

A person applying for a visa under **Section A** may be required to pay for a bond as a prerequisite for the issuance of the visa. The bond will depend on the person's point of origin (refer to Bond Schedule for current rates). The bond is intended to cover the cost to the Government of deporting a person if that person does not voluntarily leave the Republic at the expiration of his or her visa.

### *Refund of Bonds*

After departing from the Republic, a person may apply for a refund of his or her bond by submitting the following documents:

- ✓ **Letter from the applicant** - stating the name under which the bond was paid and date of departure from the Republic;
- ✓ **Receipt** - for payment of bond.



## IMMIGRATION DIVISION REPUBLIC OF THE MARSHALL ISLANDS

### APPLICATION PROCEDURE & CRITERIA

SUBMIT APPLICATION form + supporting documents  
+ Receipt showing payment of FEE



Review by Director of Immigration Division



### APPROVAL CRITERIA

*In determining whether or not to issue a visa, the issuing officer will only issue a visa if, based on the application & supporting documents he or she is satisfied that the applicant:*

- ❖ is of an acceptable standard of character:
- ❖ is of an acceptable standard of health:
- ❖ has not been deported or removed from the Republic:
- ❖ has not been deported or removed from any other country:
- ❖ has not been convicted of an offence punishable by the Courts to a term of imprisonment of 3 months or more:
- ❖ will only remain in the Republic for the purpose and duration for which the visa will be granted:
- ❖ is not a security risk to the Republic.

*The issuing officer may, before determining the application, require the applicant to:*

- ❖ pay a bond:
- ❖ produce travel tickets or evidence of onward travel arrangements as the officer thinks necessary to determine the application:
- ❖ produce such other photographs, documents, evidence and information as the officer thinks necessary to help determine the application:
- ❖ appear before the issuing officer or contact such officer for a telephone interview:
- ❖ undergo such further medical examination as may be required.

*A visa will not be issued to any person who:-*

- ❖ has been convicted of any offence for which that person has been sentenced to imprisonment for a term of 12 months or more;
- ❖ has been issued with a Deportation Order;
- ❖ has previously been removed or deported from the Republic or other country;
- ❖ the Minister has reason to believe has engaged in, claimed responsibility for, or is likely to engage in an act of terrorism in the Republic or any other country.
- ❖ does not substantially meet the criteria set out in (1) or (2) above.

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NOTIFICATION OF APPROVAL  
FROM IMMIGRATION

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NOTIFICATION OF DENIAL  
FROM IMMIGRATION

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Visa/Permit/Extension is issued

↓

PAY BOND

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Person ENTERS the Republic

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Person EXITS the Republic within prescribed time

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APPLICANT APPLIES  
FOR BOND REFUND

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BOND IS REFUNDED  
(within 14 days)

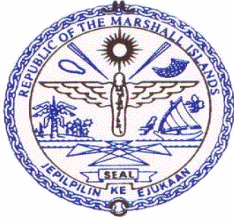
**FOR FURTHER INFORMATION PLEASE CONTACT:**

**Director of Immigration**

Ph: (692) 625-8633 or 247-8633

Fax: (692) 625-5614

Email: [rmiimmig@ntamar.net](mailto:rmiimmig@ntamar.net)



## IMMIGRATION DIVISION REPUBLIC OF THE MARSHALL ISLANDS

The following fees and bonds are current as of April 2008. All fees and bonds should be paid to the Ministry of Finance, Capital Building, Majuro. The original receipt issued by the Ministry of Finance should be provided to the Immigration Division as evidence of payment.

### SCHEDULE OF FEES

APPLICATION TYPE	FEE
Application for a residence visa	USD 150.00
Application for a diplomatic visa	Free of charge
Application for a business visa	USD 150.00
Application for a work visa	USD 150.00
Application for a (new) visitor's visa A person issued with a 30-day visitor's visa upon arrival will not be charged.	USD 150.00 OR Free of Charge
Application for extension of a visitor's visa	USD 25.00
Application for a student visa	USD 150.00
Application for a transit visa	USD 50.00
23Alien Registration	USD 50.00
Application for transfer of a visa to new passport or identity document	USD 100.00
Application for change of immigration status	USD2,000

### SCHEDULE OF BONDS

REGION OF ORIGIN	BOND
The Pacific region – includes American Samoa, Australia, Fiji, French Polynesia, Guam, Kiribati, Federated States of Micronesia, Palau, Saipan, Samoa, Solomon Islands and Tonga.	1000
The Caribbean and Iceland	1,200
Asia, Japan, Indonesia, the Philippines and Papua New Guinea	1,500
The United Kingdom	2,000
Western Europe, Eastern Europe, Middle East, India, Pakistan, Africa	2,500