

Embassy of the Commonwealth of The Bahamas
Havana, Cuba
3006, 5th Ave /30 & 32, Miramar, Playa

25th of November, 2021

*This guide can be updated with new versions if the system or process changes.
Please make sure you are reading the last version*

*For more info contact us at:
(+53) 7 206 9918/19*

e-mail: embahamas.havana@gmail.com o yellow_elder@outlook.com

Embassy's website: <https://bahamasembcuba.com/>

e-visa application website: <https://mofa.gov.bs/evisa-online-services/>

Dear users:

The Ministry of Foreign Affairs of The Bahamas is updating its visa process from manual application to online's. The online system is still being under programming and going through changes as problems and requirements come up. We understand that there are many doubts and some logistic problems for customers to manage the new system's requirements as technology is complicated sometimes. Also, customers are used to the old methods and takes time to adapt to new processes. However, development prevails. The Ministry will keep working hard to make the system friendly and adapt it to customers and for each case of visa requirements. The Embassy of The Bahamas in Havana have made this guide to drive you, as much as it is possible, through the application for your visa.

We hope this guide help you!

For e-visa application you will need:

- A computer with internet access
- A scanner
- A flash drive (optional)

E-VISA APPLICATION STEPS

At the moment, only those Cubans who have a Bahamian sponsor or person with legal status in The Bahamas may apply for the visa. However, some applications from persons who need to travel to The Bahamas to attend a medical or consular appointment at one of the diplomatic offices or hospitals located in the country are analyzed with favorable criteria. In that case, during your application, you must provide, along with the rest of the required documents, proof of your travel intentions and a person to serve as a sponsor from abroad. If you are among those who do not have a Bahamian sponsor, we recommend that you contact the Consular Division of the Ministry of Foreign Affairs in The Bahamas and discuss your situation before applying, as consular fees paid online are non-refundable.

e-Visa Division-Ministry of Foreign Affairs of The Bahamas (contacts):

- Phone: +1-242-356-5960
- E-mail address: mofabahamas@bahamas.gov.bs

THE FOLLOWING GUIDE HAVE BEEN CREATED UNDER THE CUBAN APPLICANTS CRITERIA E-VISA APPLICATION STEPS

1-. Before starting the online application, be sure to gather all required supporting documents for your particular case. Applications are personal and independent, even minors must apply separately from their parents or legal tutor. Each person carries an application and, consequently, an online consular tax payment.

SUPPORTING DOCUMENTS

SECTION I- Applicant Documents:

- Photocopy of the main page of your valid passport
- Photocopy of identity document (both sides) or minor's ID
- A passport-type photo (digital)
- Job letter (if you work) **
- Photocopy of your business license (for the self-employed) **
- Bank statement (if you have one) **
- Police record (except minors) **
- Ticket with flight / itinerary reservation date
- Medical certificate **
- Copy of visas from previous trips to The Bahamas (especially if you are applying for multiple-entries visa)

SECTION II- Applicants with a consular or medical appointment in The Bahamas:

- All the documents mentioned at SECTION 1 that apply and the following*
- Evidence of the appointment at the consular or medical facility
- Evidence of the migratory process that the applicant is going through at certain consular institution in The Bahamas
- A signed letter (in English) explaining the purpose of your trip to the Bahamas
- A signed letter (in English) from a sponsor abroad that can economically finance or support your travel and a Bank statement from the same person

SECTION III- TRAVELING WITH CHILDREN:

- All the documents mentioned at SECTION 1 that apply and the following*
- Birth certificate **
- Legal authorization of minors to travel **

SECTION IV- Bahamian or person with legal status in The Bahamas SPONSOR DOCUMENTS:

- Photocopy of the main page of the passport
- Photocopy of the NIB (National Insurance Board)
- Bank statement
- Invitation letter
- Police record
- Utility bill

Letter from employer or business license in the case of privates

All documents with Spanish content must be officially translated. Check marked above with two asterisks (**) those that generally require translation.

Supporting documents uploaded to the system must be scanned and saved in pdf format (document size cannot exceed 450 kb).

The photo must be digital, in JPEG, PNG or BMP format (size between 15 kb- 7584 kb or between 480 pixels wide by 640 pixels high).

The system only allows uploading up to 12 documents per person/application.

All documents must be scanned, complying with the size and format parameters explained. They must be legible and ready before starting the online application.

We recommend the following:

- Make a list of the documents you need to upload according to your particular case (use the pdf checklist provided on our website).
- Gather them, scan them, name them, make sure they comply with the format and size requirements and organize them by folders if you are applying for more than one person.
- Check the quality of the documents (they must be legible)
- Save them on a flash drive or other storage device, ready to upload until you can apply online or send them to your sponsor to apply for you.
- Apply.

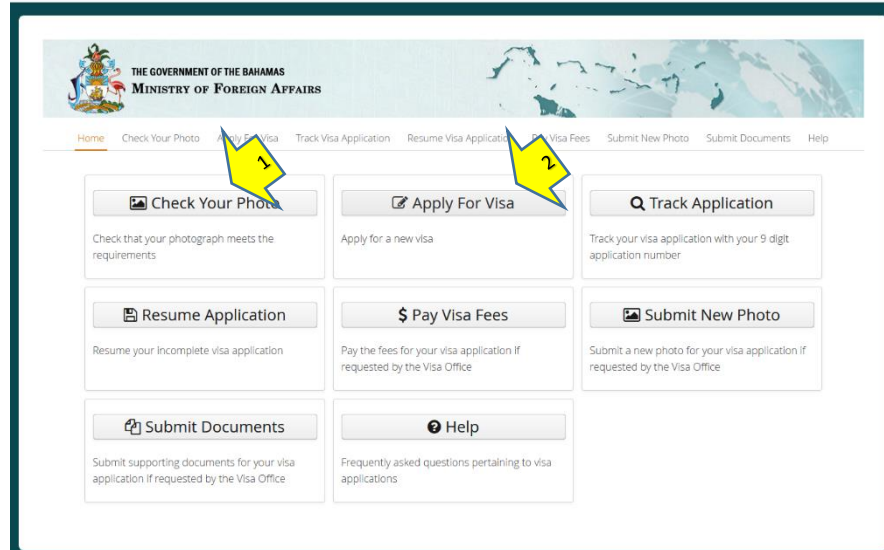
2-. THE ONLINE APPLICATION (pre-steps)

Go to the following url: <https://mofa.gov.bs/evisa-online-services/>

The screenshot shows the 'VISA APPLICATION CHECKLIST' form. It includes a dropdown menu for 'Select your country of citizenship' (labeled with arrow 1), a 'Valid passport' checkbox (labeled with arrow 2), a 'Type of Visa selected' section with radio buttons for 'Self Sponsored Visitor Visa' (labeled with arrow 3) and 'Seaman's Visa', an 'Entry type selected' section with radio buttons for 'Single Entry' (labeled with arrow 4) and 'Multiple Entry', and a 'Valid Credit or Debit Card' checkbox (labeled with arrow 5). There are also checkboxes for 'Acceptable recent digital photograph in jpg', 'Acceptable Scanned Supporting Documents in PDF', and 'Valid Credit or Debit Card (Mastercard, Visa or American Express)'. A 'View Supporting Documents' button and an 'ACCESS ONLINE APPLICATION' button are also visible.

- Scroll down to screen shown, select your country as applicant: CUBA (see arrow 1) and tick on the options they show according to your case (2).

- There is no sponsored visa option for the moment so, even you are not self-sponsored, tick that option to proceed (3).
- While selecting multiple or single visa (4) remember that, multiple entries requires that you have visited Bahamas at least 3 times before and you will need to send your previous visas and travels as a supporting document.
- Once you click on everything, the button **ACCESS ONLINE APPLICATION** will turn available so click it (5). That will lead you to the following url: <https://evisa.mofa.gov.bs/bs-evics-entitlement-online-ui/>



Unless you want to check your picture before applying (1), then click on **APPLY FOR VISA**

THE GOVERNMENT OF THE BAHAMAS
MINISTRY OF FOREIGN AFFAIRS

Home Check Your Photo **Apply For Visa** Track Visa Application Resume Visa Application Pay Visa Fees Submit New Photo Submit Documents Help

Apply For Visa

Find out if you can apply online

Does the applicant's nationality require a visa to enter The Bahamas? [?](#)
 Yes No

Is the application for a visitor or seaman visa?
 Visitor Seaman Other

Is the applicant being sponsored by a...?
 Sponsored Self-Sponsored

Is the applicant's passport valid for at least six months from their intended date of travel to The Bahamas?
 Yes No

You can apply for a new visa online.
 Please ensure you have the following before starting your application:
 Digital passport compliant photo [?](#)
 Required supporting documentation [?](#)
 Credit card

If you don't have everything you need, you can start your application, then use the 'Save Application' button during the application process to save your incomplete application locally and return to it at a later time.

Start Application

- Comply with the selection that the system shows to you according to your case
 - In the option where it says **SPONSORED** or **SELF SPONSORED** click on the second option (1) even that is not your case (sponsored option is not available yet, but we are processing sponsored ones using the only option available)
- Click at the bottom on **START APPLICATION**

3-. THE FORMS

THE GOVERNMENT OF THE BAHAMAS
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Apply For Visa

Getting Started

Getting Started

Applicant's Information

Visa type: VISITOR

Surname: *

Given name(s): *

Date of birth (DD-MM-YYYY): * DD-MM-YYYY

Nationality: *

Passport number: *

Previous Next

Exit Application

- Fill the boxes according to what they request using your official documents' data. Some boxes are optional and some are mandatory (shown in red with the symbol *). Some you can freely write and some have an arrow at the end to display and choose (1).

- Once you finish filling the page, press the “Next” button at the right bottom (2) to comply the next information required.
- There is a step scale at the top part that will show you the stages that you passing and about to go to (3)

- Remember that even someone else could be filling this application for you, it is supposed that this it is being filled by the applicant. So, the “Preferred Appointment Details” will be filled taking in count that the applicant is in Cuba (1). This part will be used in case the applicant required an interview at the Embassy in Havana.
- If, for any reason, the applicant needs to stop the application, click on “Save Application” (2) before closing the tab. The system will save the information uploaded and will send a link to an address in the computer storage so you can recover it in another moment (not recommendable right now). The best way is to start and finish the application from once.
- Applicant will go through different tabs where information regarding: the application itself, personal information, passport, contacts (personal contact, emergency contacts, staying address and contact in the Bahamas), employment/school, family (spouse, parents, children), travel and some additional information will be required. Please, make sure you have access all those details while filling the forms in each tab.

- Once you finish filling the tabs, it is time to upload documents, starting for the picture. Click on the button: “*Select Photo*” (1) and find the picture that you already got for your application.
- Wait until the system uploads and analyses the picture's quality and size. If the picture is good, the system will show a green check mark and you can move further.

Next step is “*Upload Documents*”. For this tab you better have all your basic and supporting documents ready: named and organized in a file in your computer or a flash drive so you can upload them in order and without missing any. Here is when you will use what this guide recommended at the very beginning. We repeat: **If the documents are not between the recommended sizes and formats you will not be able to upload them and this will delay the process unnecessarily.**

Add Document

Upload Supporting Document

Select Document

No document selected

Supporting Document Details

Document type: *

Document number:

Document issue date (DD-MM-YYYY):

Issue place:

Owner of document: APPLICANT

Surname: * ANDUIZA

Given names: * AILEEN

Date of birth (DD-MM-YYYY): * 09-12-2019

Nationality: * CUBAN

Country of birth: * CUBA

Comment:

Cancel Save

- Press “Add Document” button (See 1 in the previous screenshot). It will pop a new window for each document.
- Press “Select Document” (2) button and find the first document you want to upload.
- Fill the information required, related with each document that you will upload.
- *Document number* (3) is the legal code or number that some documents have, although it is not a mandatory box as some doesn’t bring any code or number.
- *Owner of the document* (4) you have to be clear if the document you are uploading is the sponsor’s or the applicant’s. The system will show the applicant’s by default, but this has to be change and filled according to each case. i.e. Letter of invitation is the sponsor’s, Passport pages could be the sponsor’s or the applicant’s.
- *Comment* (5) is a space to make any extra comment about the uploaded document if the applicant deems necessary.

Apply For Visa

1 Getting Started 2 Enter Details 3 Upload Photo 4 Upload Documents 5 Review Application 6 Submit Payment 7 Confirmation

Upload Documents

Submitted supporting documents must adhere to the specified requirements. The Visa Office reserves the right to request a new supporting document if deemed necessary.

- pdf format
- each document must not exceed 450 KB
- no more than 12 documents may be attached.

For a visitor visa: Please upload a clear, scanned image of your passport photo page.

For a list of supporting documents refer to the [Government of Namibia's website](#)

Supporting Documents

Add Document Edit Document Delete Document View Scan

Owner Of Document	Document Type	Document Number	Document Issue Date	Place
APPLICANT	BIRTH CERTIFICATE	1	02-Dec-2019	

Previous Next

Save Application Exit Application

- If, after uploading, there is something you need edit or delete, click once on top of the selected document until it turns blue (1) and use the buttons on top according what you need to do (2).
-

Apply For Visa

Getting Started | Enter Details | Upload Photo | Upload Documents | **Review Application** | Submit Payment | Confirmation

Review Application

Personal Information

First Name: MICHAEL
 Surname: ANDRADA
 Other names: ALEJANDRO
 Sex: FEMALE
 Nationality: CUBAN
 Date of birth (dd-mm-yyyy): 05-Dec-1978
 City of birth: HAVANA
 Country of birth: CUBA

[Edit Personal Information](#)

Contact Details

Address:

Address Type	Street Address 1	Street Address 2	Postal Code	City	State/Region	Postal Code	Country
PERMANENT ADDRESS	CARRETERA 423			HAVANA			CUBA

Home phone number: 5058076
 Mobile phone number: 5058204
 Work phone number: 5058204
 Email: ANDRACAT@GMAIL.COM

[Edit Contact Details](#)

Application Information

Visa type: TOURIST
 Date of arrival (dd-mm-yyyy): 24-Dec-2022
 Preferred Visa Office to attend appointment: HAVANA, CUBA

[Edit Application Information](#)

Applicant Declaration

I, by checking this box, have read and agree to the terms and conditions provided in complete and accurate to the best of my knowledge. Any conditions required after submission of my application may vary.

I agree

[Previous](#) [Confirm and Pay](#)

[Save Application](#) [Exit Application](#)

- Next step is to review all the information you have filled.
- Scroll down, check and edit if necessary (1).
- Read the “Applicant Declaration”, tick on I agree (2).
- Click on “Confirm and Pay” (3).

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Apply For Visa

Getting Started | Enter Details | Upload Photo | Upload Documents | Review Application | **Submit Payment** | Confirmation

Submit Payment

Notice: All visa fees are non-refundable. Kindly ensure that all information is authentic and complete and that all requirements are met to legally qualify for a Bahamian visa. If you are applying for a **MULTIPLE** entry visa you **MUST** have uploaded scans of 3 previously issued single-entry Visas as supporting documents for your application.

Processing Type

Priority: STANDARD
 Visa entry type: SINGLE
 Visa duration: 1 MONTH
 Document fee: SINGLE-ENTRY VISA

Payment Required

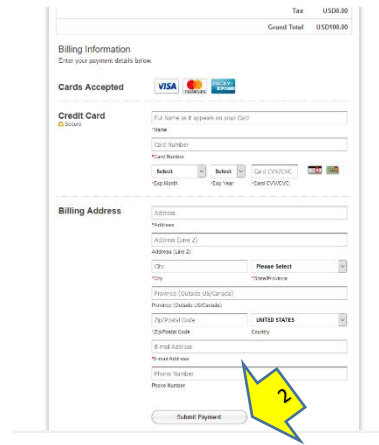
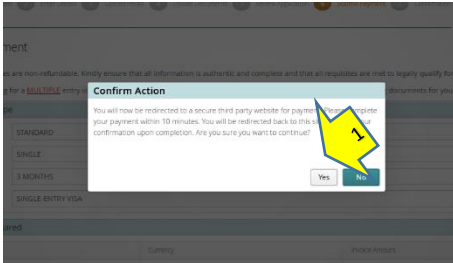
Description	Currency	Invoice Amount
SINGLE-ENTRY VISA	UNITED STATES DOLLAR	\$150.00
Total	UNITED STATES DOLLAR	\$150.00

[Previous](#) [Continue to Payment](#)

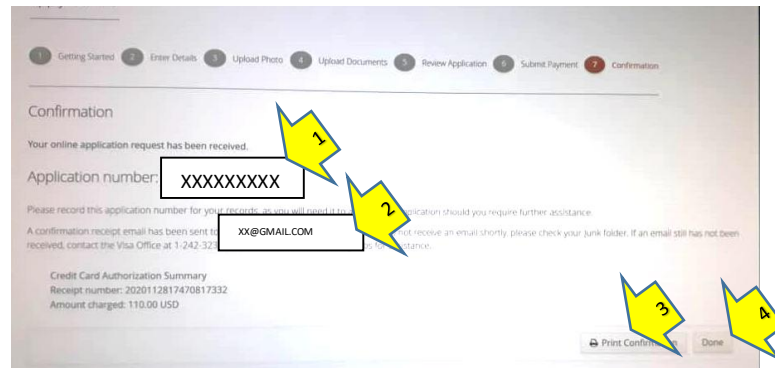
[Save Application](#) [Exit Application](#)

- Fill the information in the next tab (remember not everybody can apply for multiple visa. Make sure you comply with the requirements if that is your case) (1)

- The system will show the fees for the visa application. That money is no refundable no matter the visa outcome (2).
- Click on “Continue to Payment” (3).

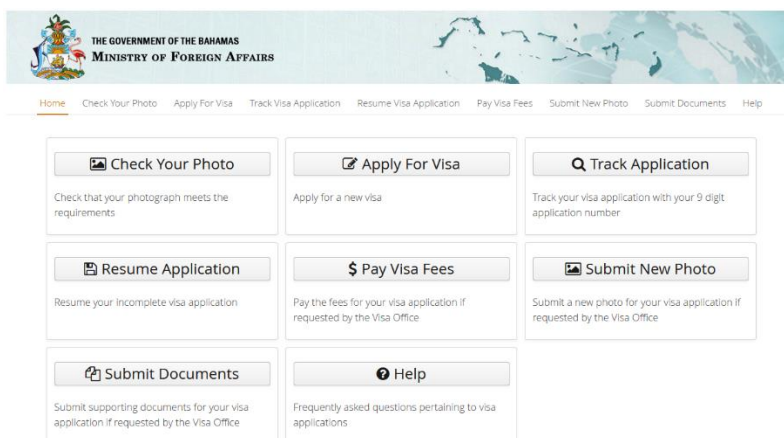


- A WARNING WINDOW will pop up, explaining that you are about to go to a third secure page for payment. Press “YES” to continue (1)
- Fill the payment information as usually for online payments using your debit or credit card.
- Once you finish, click on “Submit Payment” at the bottom (2).



- Last tab will show an Application number (9 digits). Keep it for further references to your application or for tracking it online.
- All the information, extra document required and the visa outcome will be sent to the e-mail address that you gave to the system before (2).
- “Print Confirmation” is not available right now.
- Press “Done” to finish the process (4).
- Wait for any response via email

3-. IF THE MINISTRY OF FOREIGN AFFAIRS DEEMS IT NECESSARY TO REQUEST ADDITIONAL SUPPORTING DOCUMENTS



- You may receive an e-mail requesting extra documentation.
- Go to the link: <https://evisa.mofa.gov.bs/bs-evics-entitlement-online-ui/>
- Click on SUBMIT DOCUMENTS (1)

The image shows a screenshot of the 'Submit Documents' page. At the top, there is a progress indicator with three steps: 1 Find Application (highlighted in orange), 2 Upload Documents, and 3 Confirmation. Below the progress indicator, the page title is 'Submit Documents'. Underneath, there is a section titled 'Find Application'. A note states: 'If you have already submitted a visa application and the Visa Office has requested updated or additional documents for your application, enter your application information below to verify your application and start the document submission process.' Below the note is a form titled 'Application Information' with the following fields: 'Surname: *' (text input), 'Given name(s): *' (text input), 'Date of birth (DD-MM-YYYY): *' (text input with a calendar icon and a yellow lightning bolt icon with the number 2 pointing to it), and 'Application number: *' (text input). A 'Next >' button is located at the bottom right of the form.

- Fill in the data with the applicant's information and the 9-digit application number previously assigned to you (2).
- Click "Next" and upload the extra documents requested by the Consular Division in the same way as you did during your application. You will only be allowed to upload the number of pdf documents requested by the visa office in The Bahamas.
- When you have finished uploading the documents, press DONE and EXIT APPLICATION.
- Wait for the visa outcome.

4- IF THE VISA IS GRANTED

Government of The Commonwealth of The Bahamas
Ministry of Foreign Affairs

Electronic Entry Visa (EEV)

Dear [REDACTED]

SAMPLE

The Ministry of Foreign Affairs is pleased to advise you that your visa application has been approved.

You have been issued an Electronic Entry Visa (EEV), which is valid for **MULTIPLE** entry(ies) to The Bahamas during the period of **25 March 2021 to 24 March 2022**.

This EEV contains important information. Upon arrival in The Bahamas, you must present this EEV and your passport to the Immigration Officer for verification. Your passport details must be consistent with the details provided on your application.

Passport Details		EEV Details	
Surname	[REDACTED]	Application date	22 March 2021
Given name(s)	[REDACTED]	Visa number	024896607
Date of birth	[REDACTED]	Visa type	VISITOR
Gender	FEMALE	Entry type	[REDACTED]
Nationality	CUBAN	Issue Date	25 March 2021
Passport number	[REDACTED]	Expiry Date	24 March 2022
Country of issuance	CUBA		
Issue date	17 November 2015		
Expiry date	17 November 2021		

NOTICE:

- Print and retain an extra copy of this EEV for your records.
- Possession of this EEV does not automatically grant entry to The Bahamas.
- The Government of The Bahamas reserves the right to revoke and/or cancel this EEV at its sole discretion.
- The EEV is not valid with other identification documents and is non-transferable.
- This EEV is valid exclusively for entry into The Bahamas. EEV holders should verify if transit visas are required when travelling through other countries en route to The Bahamas.
- For urgent matters, contact the EEV help line at: **1-242-323-5578** or by email: visaoffice@bahamas.gov.bs

Carriers: For additional information, refer to the International Air Transport Association (IATA) TIMATIC reference.

- A document like the one shown above will be sent to your e-mail if your visa is approved. Print it in letter format and bring it with your travel documents to the airport in Cuba and The Bahamas.
- **REMEMBER THAT THE TRAVEL VISA IS NOT THE ONLY DOCUMENT REQUIRED FOR TRAVEL. ONCE YOU HAVE YOUR FLIGHT DATE, YOU MUST APPLY FOR A HEALTH VISA. TO LEARN ABOUT THE HEALTH VISA PROCEDURES IN YOUR CASE, VISIT THE RESPECTIVE PAGE ON OUR WEBSITE: <https://bahamasembcuba.com/health-visa-visa-de-salud/> OR ON THE BAHAMAS MINISTRY OF TOURISM WEBSITE: <https://travel.gov.bs/>**

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