

REQUIREMENTS FOR VISA APPLICATIONS

1. FULLY COMPLETED IMMIGRATION SUPPLEMENTARY FORM 1. [**By Applicant**]
2. APPLICANT'S CERTIFIED COPIES OF PASSPORT PAGES - [**Showing Validity, Photograph & History**]
3. TWO RECENT COLOURED **Passport Size Photos**
4. COVERING LETTER FROM THE HOST.
5. A CERTIFIED COPY OF HOST'S NATIONAL IDENTITY/RESIDENCE & WORK PERMIT/EXEMPTION CERTIFICATE.
6. CERTIFIED COPIES OF TRADE LICENCE, CERTIFICATE OF INCORPORATION, SHARE CERTIFICATE OF HOST IF OPERATING A BUSINESS [**Except for tourists**]
7. IF PREVIOUSLY APPLIED FOR VISA PLEASE ATTACH THE COPY OF THE OUTCOME.
8. EMPLOYMENT/ BUSINESS - RELEVANT INFORMATION/DOCUMENTS IS REQUIRED - [**Offer/Invitation Letter, Contract & Confirmation of employment including Relevant Qualifications**].
9. IF COMING BY ROAD PLEASE SPECIFY ON THE COVERING LETTER & INCLUDE CONTACT DETAILS [**Address & Phone**]
10. TRAVEL SCHEDULE /FLIGHT ITINERARY/BOOKINGS.

NB: ALL THOSE USING EMERGENCY TRAVEL DOCUMENTS SHOULD FIRST VERIFY IF THEY REQUIRE VISAS TO VISIT BOTSWANA EVEN IF THEY APPEAR ON THE LIST OF VISA EXEMPTED COUNTRIES.

ADDITIONAL REQUIREMENTS!

VISITORS; (a) 3 MONTHS and below - P1000.

(b) More than 3 MONTHS TO 2 YEARS - P1500

1. SWORN STATEMENT/AFFIDAVIT FROM THE HOST [**Personal Appearance of the Host for oath**]
2. A COPY OF HOTEL/LODGE BOOKINGS or RESIDENTIAL ADDRESS OF THE HOST.
3. COPIES OF MARRIAGE/BIRTH CERTIFICATES - [**Spouse/dependents**]
4. CERTIFIED COPIES OF ORDINATION CERTIFICATES FOR RELIGIOUS LEADERS.
5. RETURN VISA or RESIDENCE PERMIT FROM COUNTRY OF RESIDENCE
6. COPIES OF ADMISSION LETTERS AND/OR STUDY PERMIT FOR CHILDREN OF RESIDENTS SCHOOLING OUTSIDE BOTSWANA

BUSINESS; P1500

1. BUSINESS PROFILE IF COMING TO ESTABLISH BUSINESS.
2. LABOUR EXEMPTION CERTIFICATE IF COMING FOR A MONTH OR MORE.
3. MEETING SCHEDULE {**If coming to attend or organize meeting**}
4. CONFIRMATION OF EMPLOYMENT/ RELEASE LETTER FROM EMPLOYMENT

EMPLOYMENT; P1000

1. WAIVER FROM DEPARTMENT OF LABOUR OR COPIES OF WORK AND RESIDENCE PERMITS.
2. EMPLOYMENT OFFER LETTER OR CONFIRMATION OF EMPLOYMENT.

INVESTORSP1500

1. COPIES OF WORK AND RESIDENCE PERMITS.
2. CERTIFICATE OF INCORPORATION, TRADE LICENCE, SHARE CERTIFICATE & LIST DIRECTORS.
3. FINANCIAL STATEMENT.

TOURISTS; P500

1. TOUR PLAN OR COPY OF TRAVEL SCHEDULE.
2. HOTEL BOOKINGS.

STUDY VISA; P500

1. Admission Letter
2. Financial confirmation (source of income for the school fees)
3. Study permit
4. Visa from country of residence

TRANSIT VISA; P500

1. Company / individual letter
2. Return Visa or proof of residence and visa for country of destination.

NB: COPIES OF ALL REQUIRED DOCUMENTS SHOULD BE CERTIFIED BY RELEVANT AUTHORITIES.

PLEASE PROVIDE CONTACT DETAILS FOR COMMUNICATION PURPOSE.

UPON COLLECTION PLEASE BRING DOCUMENTS OF IDENTIFICATION AND ORIGINAL PAYMENT RECEIPT.