

## **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.

**INVESTORS; P1500**

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.**