

## **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.

## **ADDITIONAL REQUIREMENTS!**

### **VISITORS; (a) 3 MONTHS and below – P 1,000.00**

#### **(b) More than 3 MONTHS TO 2 YEARS – P 1,500.00**

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; P 1,500.00**

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; P 1,000.00**

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

### **INVESTORS P 1,500.00**

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

### **TOURISTS; P 500.00**

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

**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.**