

For Official Use Only:

File Number:

APPLICATION FOR A VISA



REPUBLIC OF BOTSWANA
IMMIGRATION ACT
(Cap. 25:02)
(Regulation 5(1))

Form 1



Photo
3cm x 4cm

1. Name (In full):

Surname:

Please use block letters and black ink only

First Name:

Middle Name:

Previous/Malden Surname:

2. Age:

Y Y Y

Date of Birth:

D D M M Y Y Y Y

Country of Birth:

Place of Birth:

Sex: Male Female

Marital Status: Single Married Divorced Separated Widowed

3. Nationality (state name of country):

4. (a) Type of Visa required

Ordinary Continuous Transit

4. (b) Number of Entries

Single Multiple

5. Address in Botswana:

Town/Village:

Street/Ward:

Plot/House No:

6. Address in Country of Domicile:

Country:

Town/Village:

Street/Ward:

Plot/House No:

7. Occupation:

Qualifications:

8. Proposed Length of Stay on whether traveling in transit without break of journey: _____ days.

9. Reasons in full for wishing to travel to the Republic of Botswana

(Satisfactory evidence will be required as to the object of the proposed journey. Employees of firms or persons acting on behalf of firms must produce certificates from their employers as to the nature and physical address of the business on which they are proceeding abroad. Bankers reference may be required):



REQUIREMENTS FOR BOTSWANA VISA APPLICATION

1. FULLY COMPLETED APPLICATION FORM
2. APPLICANT CERTIFIED COPIES OF PASSPORT PAGES: PAGES SHOWING PARTICULARS /VALIDITY/PHOTO.
3. COVERING LETTER FROM THE HOST.
4. A CERTIFIED COPY OF HOST'S OMANG/RESIDENCE PERMIT/WORK PERMIT/EXEMPTION CERTIFICATE/CITIZENSHIP CERTIFICATE.
5. CERTIFIED COPIES OF CERTIFICATE OF IN CORPORATION/TRADE LICENCE/SHARE CERTIFICATE OF HOST IF OPERATING BUSINESS (EXCEPT FOR TOURIST).
6. IF PREVIOUSLY APPLIED FOR VISA PLEASE ATTACHE COPY OF VIAS OUTCOME.
7. CERTIFIED COPIES OF RELEVANT QUALIFICATIONS EXCEPT VISITORS & TOURISTS.
8. TRAVEL SCHEDULE/FLIGHT ITINERAY/PROFF OF ACCOMODATION BOOKINGS.
9. LETTER OF CONFIRMATION OF EMPLOYMENT/ONTRACT OF EMPLOYMENT OR OFFER LETTER(FROM HOST AND VISITOR
10. IF TRAVELLING BY ROAD SPECIFY IN YOUR COVERING LETTER.
11. IF ACOMPANIED BY DEPENDANTS ATTACH CERTIFIED COPIES OF BIRTH CERTIFICATES/MARRIAGE CERTIFICATE.
12. A PASSPORT SIZED PHOTO.
13. A NON REFUNDABLE FEE EQUIVALENT TO EQUIVALENT TO P500.00. (R520.25)

Visa fee

""PLEASE INDICATE YOUR CONTACT DETAILS""

R560.25

VISITORS

1. AN AFFIDAVIT MADE BY THE HOST FROM IMMIGRATION ONLY THEN FAXED TO THIS OFFICE.
2. CERTIFIED COPIES OF ORDINATION CERTIFICATE FOR RELIGIOUS LEADERS.
3. BUSINESS PROFILE IF GOING TO ESTABLISH BUSSINESS.
4. COPY OF RETURN VISA/AIR TICKET OR RESIDENCE PERMIT TO COUNTRY OF RESIDENCE.

BUSINESS

1. BUSSINESS PROFILE IF GOING TO ESTABLISH BUSSINESS.
2. LABUOR CLEARANCE /EXEMPION IF GOIN FOR A MONTH OR MORE.
3. MEETING SCHEDULE IF GOING FOR MEETINGS.



EMPOLMENT

- 1. WAIVER FROM DEPARTMENT OF LABOUR AND SOCIAL SECURITY OR COPIES OF WORK AND RESIDENCE PERMIT
- 2. EMPLOYMENT OFFER LETTER

INVESTORS

- 1. COPIES OF WORK AND RESIDENCE PERMIT.
- 2. CERTIFIED COPIES OF CERTIFICATE OF INCORPORATION/TRADE LICENCE/SHARE CERTIFICATE/LIST OF DIRECTORS AND BANK STATEMENT.

TOURISTS

- 1. TOUR PLAN OR COPY OF TOUR SCHEDULE.
- 2. CONFIRMATION OF ACCOMODATION BOOKINGS.

""""ALL COPIES SHOULD BE CERTIFIED""""

DIPLOMATIC / OFFICIAL PASSPORT HOLDERS

- 1. APPLICATION FORM.
- 2. COPIES OF
 - (a) PASSPORT PAGES WITH PARTICULARS /PHOTO/EXPIRY DATE
 - (b) COPY OF RESIDENCE PERMIT OF COUNTRY OF ACCREDITATION.
 - (c) PHOTO.

""NO FEE""

SUBMISSION OF APPLICATIONS: 08:30 - 12:00 HRS

MONDAY TO FRIDAY

Tel : 012 420 9640
 Fax : 012 342 1845 / 0773

PHYSICAL ADDRESS: BOTSWANA High Commission
 24 Amos Street
 COMBEN
 PATROLIA