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Department of Immigration and Citizenship  
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GABORONE

## REPUBLIC OF BOTSWANA

### DEPARTMENT OF IMMIGRATION AND CITIZENSHIP

#### GENERAL REQUIREMENTS FOR VISA APPLICATIONS

1. FULLY COMPLETED VISA APPLICATION FORM 1 (APPLICANT)
2. APPLICANT'S CERTIFIED COPIES OF PASSPORT PAGES – (Showing Validity, Photograph & History)
3. TWO RECENT COLOURED Passport Size Photos
4. COVERING LETTER FROM HOST.
5. IF PREVIOUSLY APPLIED FOR VISA PLEASE ATTACH THE COPY OF THE OUTCOME.
6. IF COMING BY ROAD PLEASE SPECIFY ON THE COVERING LETTER
7. TRAVEL SCHEDULE/ FLIGHT ITINERARY/BOOKINGS

NB: COPIES OF DOCUMENTS CAN BE CERTIFIED BY ANY COMMISSIONER OF OATH

#### ADDITIONAL REQUIREMENTS:

##### VISITORS VISA:

- a) P300 Single Entry for a period up to 3 months
  - b) P500 Multiple Entry for a period up to 3 months
  - c) P1500 Multiple Entry for a period over 3 months to 2 years for dependants of residents
1. SWORN STATEMENT/AFFIDAVIT FROM THE HOST (Personal Appearance of the Host for Oath)
  2. COPIES OF MARRIAGE /BIRTH CERTIFICATES – (SPOUSE/DEPENDENTS)
  3. A CERTIFIED COPY OF HOST'S NATIONAL IDENTITY/ RESIDENCE & WORK PERMIT/ EXEMPTION CERTIFICATE
  4. CERTIFIED COPIES OF ORDINATION CERTIFICATES FROM RELIGIOUS LEADERS
  5. RETURN VISA OR RESIDENCE PERMIT FROM COUNTRY OF RESIDENCE

##### BUSINESS VISA:

- a) P500 Single Entry- For a period up to 3 months
  - b) P1000 Multiple Entry – For a period up to 3 months
  - c) P1500 Multiple Entry- For a period of 6 months to 1 year
1. BUSINESS PROFILE/ LETTER OF INVITATION FROM HOST ORGANISATION
  2. MEETING SCHEDULE (If coming to attend or organize a meeting)
  3. CERTIFIED COPIES OF TRADE LICENSE, CERTIFICATE OF INCORPORATION, SHARE CERTIFICATE OF HOST IF OPERATING A BUSINESS

### EMPLOYMENT VISA

a) Gratis

1. COPIES OF WORK AND RESIDENCE PERMITS/ EXEMPTION CERTIFICATE FROM THE COMMISSIONER OF LABOUR
2. LETTER OF EMPLOYMENT OR CONFIRMATION OF EMPLOYMENT

### INVESTORS VISA

a) P1000 Multiple Entry for a period up to 6 months

b) P2500 Multiple Entry for a period up to 5 years

1. COPIES OF WORK AND RESIDENCE PERMITS
2. CERTIFICATE OF INCORPORATION, TRADE LICENSE, SHARE CERTIFICATE & LIST OF DIRECTORS.

### TOURIST VISA

a) P300 Single Entry for a period up to 1 month

b) P 500 Multiple Entry for a period up to 3 months

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

### STUDY VISA

a) Gratis

1. ADMISSION LETTER
2. FINANCIAL CONFIRMATION (SOURCE OF INCOME FOR THE SCHOOL FEES)
3. STUDY PERMIT

### TRANSIT VISA

b) P300 Single Entry for up to 1 week

c) P500 Multiple Entry for up to 3 months

d) P1500 Multiple Entry for up to 3 years for Tour Operators and Transporters

1. COMPANIES /INDIVIDUAL LETTER
2. RETURN VISA OR PROOF OF RESIDENCE AND VISA FROM COUNTRY OF DESTINATION

NB: COPIES OF ALL REQUIRE DOCUMENTS SHOULD BE CERTIFIED  
UPON COLLECTION OF OUTCOME PLEASE BRING DOCUMENTS OF IDENTIFICATION AND  
ORIGINAL PAYMENT RECEIPT.