



REPUBLIC OF BOTSWANA

TELEPHONE : +32 2735 2070 FAX : +32 2 735 6318 E-mail: boteur@gov.bw	EMBASSY OF BOTSWANA AND MISSION TO THE EUROPEAN UNION AVENUE DE TERVUREN, 169 1150 BRUSSELS BELGIUM
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REQUIREMENTS FOR VISA APPLICATIONS

N. B. All documents submitted should be in English or supplemented by an official English translation.

1. Fully completed visa application form (*Immigration Supplementary Form 1*) [by applicant].
2. Valid passport.
3. Applicant's certified copies of the passport (showing validity, photograph & history);
4. Copy of Identity Card.
5. Two recent coloured passport size photos.
6. Visa application letter written and signed by the applicant.
7. Covering letter from the host.
8. Travel schedule /flight itinerary/bookings.
9. A certified copy of host's national identity/residence & work permit/exemption certificate.
10. Certified copies of trade license, certificate of incorporation, share certificate of host if operating a business (except for tourists).
11. Employment/ business - relevant information/documents are required (offer/invitation letter, contract and confirmation of employment, including relevant qualifications).
12. If coming by road, please specify on the covering letter & include contact details (address & phone).
13. Copy of the bank transfer for the visa fees stating the name of the applicant [for visa application fees, see schedule of visa fees on the Embassy's website www.botswana-brussels.com (this fee is not refundable)].

ADDITIONAL REQUIREMENTS

Visitors

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.

Business

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).

Employment

1. Waiver from the Department of Labour or copies of work and residence permits.
2. Employment offer letter or confirmation of employment.

Investors

1. Copies of work and residence permits.
2. Certificate of incorporation, trade license, share certificate & list of directors.
3. Financial statement.

Tourists

1. Tour plan or copy of travel schedule.
2. Hotel bookings.
3. Letter of invitation and/or letter from a travel agency stating that the trip, including accommodation, etc., has been fully paid for.
4. If coming by road, please specify on the covering letter & include contact details (address & phone).

**N.B: 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.**

Payment

Payment of the visa application fee should be made by bank transfer to the following account:

Embassy of Botswana
ING Schumann Branch
IBAN: BE 42 3100 0050 1254
Swift Code: BBRUBEBB

N.B. All bank charges are to be paid by the applicant.

Please note that processing of the visa application may take up to 4 weeks, or longer. The embassy advises that applicants do not post passports via ordinary mail in order to avoid losses. In the event that your passport is to be collected by courier, you are to make your own arrangements at your own cost with a courier company. The working hours of the Embassy are Monday to Friday, 0900hrs – 1300hrs and 1415hrs – 1700hrs.