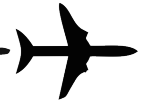


BOTSWANA



- Visas are not required by South African passport holders
- Visa are not required by British passport holders
- Visas are not required by E.C. passport holders
- Visas are not required by all Commonwealth countries except Ghana, Nigeria, Sri Lanka, Pakistan and Bangladesh)
- **For all other visas and permits please see the Botswana Government website <http://www.gov.bw/Ministries--Authorities/Ministries/Ministry-of-Labour--Home-Affairs-MLHA/Tools--Services/Services--Forms/Requirements-for-VISA-application/>**

REQUIREMENTS (for those needing visas)

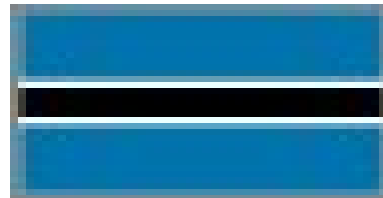
NB NB NB: The embassy requires 3 documents that are to be faxed directly to the embassy FROM THE COMPANY IN BOTSWANA... BEFORE the application is submitted. These documents are : The Invitation, The Trade License and the Certificate of Incorporation. The passenger applying for the visa is to then CALL THE EMBASSY in Johannesburg to see if they have received the 3 documents from the company in Botswana. Once the Embassy in JNB has received the documents from Botswana, THEN ONLY can the application be sent to the Embassy.

REQUIREMENTS: (For those needing visas)

- One fully completed visa form (Immigration supplementary Form 1)
- Passport (the original passport has to be submitted) plus certified copies of the information pages of the passport. Passports to be valid for more than 6 months at the time of visit.
- Copy of SA permanent permit/work permit/study permit or entry permit or copy of permit of country of residence.
- A letter of invitation from the host/company in Botswana or confirmed hotel bookings/or tour itinerary.
- 1 colour passport photo with owners name on the back.
- A certified copy of hosts national identity/residence permit/exemption certificate/naturalization certificate

REQUIREMENTS MAY DIFFER DEPENDING ON THE TYPE OF VISA BEING APPLIED FOR AND THE PASSPORT THE PASSENGER IS HOLDING.

NOTE: • All customers are expected to appear in person for the purpose of fingerprinting. • All invitation letters from companies are to be accompanied by :-The Trading Licence and Certificate of Incorporation • In a situation whereby the applicant is invited for holiday purposes by a Director of a certain company, the Company Share Certificate is to be attached.



BOTSWANA



Visitors: (in addition to the above requirements):

- Affidavit from immigration department
- Return visa or residence permit and return ticket from country of residence
- Business profile if coming to establish a business
- A copy of hotel/lodge bookings
- Personal appearance of the host to fill an affidavit if he/she is in the RSA
- Copies of certified marriage and birth certificates
- Certified copies of ordination certificates for religious leaders

NB THESE DOCUMENTS MUST BE FAXED DIRECTLY TO THE CONSULATE FROM THE HOST IN BOTSWANA.

Details of an Invitation Letter:

- Should be in the form of a formal letter addressed to the offices by the host.
- Letter should be dated.
- The purpose of visit should be clearly explained.
- Details of the letter should state a request for the visa on behalf of the applicant.
- Type of visa to be stated ie single or multiple entry.
- The proposed duration of stay in Botswana to be stated.
- The residential address of the host in Botswana to be included.
- The letter should bare the name(s) and surname of the host together with the signature.

NBNB All invitation letters not meant for business purposes would not be accepted on a business letterhead.

Invitation for Business purposes:

- The same information as above should be indicated and the introduction should show the relationship between the two companies regarding their duties and what the applicant is specifically being invited for.
- All business letters should be written on a letterhead for the company.

PROCESSING TIME

- 14 working days