



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

BUSINESS: P1500 = CHF 150.45.-(includes meetings and conferences)

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 organise meeting**)
4. Confirmation of employment/release letter from employment

INVESTORS P1500 = CHF 150.45

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

EMPLOYMENT: P1000 = CHF 100.30

1. Waiver from department of labour or copies of work and residence permits
2. Employment offer letter or confirmation of employment

VISITORS:

- a. Less than 3 months – P1000 = **CHF 100.30.-**
- b. 3 months to 2 years – P1500 = **CHF 150.45.-**

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

TOURISTS: P500 = CHF 50.15

1. Tour plan or copy of travel schedule
2. Hotels bookings

NB:

- **Copies of all required documents should be certified by relevant authorities**
- **Please provide contact details for communication purpose.**
- **Bank details for the payment of Visa fees**

UBS SA
CASE POSTALE
CH 1211 GENEVE 2
MISSION OF BOTSWANA
ACCOUNT NO: 0279 – 205793.01A
IBAN: CH 23 0027 9279 2057 9301A
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- **Upon collection please bring documents of identification and original payment receipt.**