

Permanent Mission of Botswana to the United Nations in Geneva  
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1202 Geneva  
SWITZERLAND



REPUBLIC OF BOTSWANA

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#### APPLICATION FOR VISA: GENERAL REQUIREMENTS

1. Fully completed Application for Visa Form. (*Enclose Covering letter with applicants contact details*)
2. Certified copies of passport pages of applicant (*showing validity and photograph of bearer, certified copies to be signed that it is a true copy by a registered Justice of the Peace*).
3. 2 Recent Passport size photos (*with applicants name behind*).
4. Covering/Invitation letter from the Applicant host/Company in Botswana confirming the nature of visit.
5. A certified copy of the host, national identity/residence permit, work permit/exemption certificate/naturalization certificate.
6. Certified copies of certificate of incorporation, trade license, share certificate of host if running a business (*except for tourists*)
7. **A NON-REFUNDABLE FEE (refer to Botswana Visa Fees).**
8. If previously applied for visa, **PLEASE ATTACH THE COPY OF VISA OUTCOME**
9. Copies of RELEVANT qualifications except for visitors and tourists.
10. If entering by road, specify point of entry in covering letter including your contact telephone numbers.
11. Travel schedule/flight itinerary/hotel bookings.
12. Letter of confirmation of employment/contract of employment or offer letter
13. Return completed form I and above required documents as well as payment to the above mailing address
14. Once the Visa Application is approved and you are notified by this office, the applicant should make arrangement for the Passport to be sent to the Botswana Mission in Geneva. Please also include a self addressed, pre-paid courier envelope for safe return of your passport.

#### PLUS: VISITORS

1. Sworn statement from the host (personal appearance of the host to fill the affidavit)
2. A copy of hotel/lodge bookings or state residential address where the applicant will be staying
3. Copies of certified marriage and birth certificates (*in case of married couples/dependants*)
4. Certified copies of ordination certificates of religious leaders
5. Business profile if coming to establish a business (*host*)
6. Return visa or residence permit from the country of residence

#### BUSINESS

1. Business profile if coming to establish a business
2. Certified copies of ordination certificate for religious leaders
3. Labour clearance/exemption if coming for a month or more
4. Meeting schedule (coming to attend or organize a meeting)

#### EMPLOYMENT

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

#### INVESTORS

1. Copies of work and residence permits
2. Certified copies of certificate of incorporation, trade license, share certificate, list of directors, bank statement

#### TOURISTS

1. Tour plan or copy of travel schedule
2. Confirmation of bookings at hotels/lodges

**ALL COPIES SHOULD BE CERTIFIED AND PLEASE DON'T FORGET TO INCLUDE CONTACT NUMBERS**