

## REQUIREMENTS FOR BUSINESS VISA

1. VISA FEE P1500
2. FULLY COMPLETED COPIES OF PASSPORT PAGES {SHOWING VALIDITY, PHOTOGRAPH & HISTORY AND CERTIFIED BY THE ISSUING AUTHORITY}.
3. TWO RECENT COLOURED PASSPORT SIZE PHOTOS.
4. COVERING LETTER FROM THE HOST.
5. A CERTIFIED COPY OF HOST'S RESIDENCE & WORK PERMIT/EXEMPTION CERTIFICATE.
6. CERTIFIED COPIES OF TRADE LICENSE, CERTIFICATE OF INCORPORATION, AND SHARE CERTIFICATE OF HOST IF OPERATING A BUSINESS {EXCEPT THOSE COMING FOR MEETINGS, CONFERENCES AND SPORTS ACTIVITIES}.
7. IF PREVIOUSLY APPLIED FOR VISA PLEASE ATTACH THE COPY OF THE OUTCOME.
8. TRAVEL SCHEDULE /FLIGHT ITINERARY/BOOKINGS.
9. MEETING SCHEDULE {IF COMING TO ATTEND OR ORGANIZE A MEETING}.

**NB: ALL THOSE USING EMERGENCY TRAVEL DOCUMENTS SHOULD FIRST VERIFY IF THEY REQUIRE VISAS TO VISIT BOTSWANA EVEN IF THEY APPEAR ON THE LIST OF VISA EXEMPTED COUNTRIES.**

## PROVISION FOR VISA ON ARRIVAL

Please be informed that the Botswana Immigration services has organised to provide Visa on arrival for all delegates that require visa to enter Botswana. **Kindly note that this applies for ONLY the delegates that do not have the Botswana Embassy in their country.**

Please see below, the information and/documents needed to be able to process your visa applications upon arrival:

1. Visible visa application form
2. Coloured passport size photo
3. Certified passport pages, showing validity, photograph, history and front page.
4. Invitation letter from host
5. Flight Itinerary/bookings
6. Number 11 of the application form - Reference in the country of destination, please write the following: box1. Mr Tutu Bakwena, +26771366000, [tbakwena@burs.org.bw](mailto:tbakwena@burs.org.bw) and box 2. Ms Victoria Maphanyane, +26771417255, [vmaphanyane@burs.org.bw](mailto:vmaphanyane@burs.org.bw).

**Please send the documents required to the above mentioned people in point number 6.**