

EMBASSY OF BOTSWANA
Lennestraße 5
10785 Berlin



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VISA APPLICATION REQUIREMENTS

1. A fully completed Visa Application Form. [**Form 1**]
2. Copy of the first 3 pages of your Passport
3. Two recent coloured passport size photos
4. Covering letter from the host in Botswana/ letter from a travel agency stating the planned trip / Hotel reservation in Botswana
5. A certified copy of host's national identity/residence permit/work permit/exemption certificate/naturalization certificate.
6. Certified copies of trade license, certificate of incorporation, share certificate of host if operating a business [**Tourists Excepted**]
7. If previously applied for visa please attach the copy of the outcome.
8. Employment/ Business Visa - relevant information/documents is required - [offer/invitation letter, contract & confirmation of employment including relevant qualifications].
9. **Visa Application Fee: See Schedule of Fees (Attach a copy of funds transfer)**
10. Travel schedule /flight itinerary/bookings.
11. Visa Application Letter written and signed by the applicant.
12. All documents MUST be in English.

Tourists; €50.00

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

NB: 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 original payment receipt and your passport.