

Republic of Botswana

Visa Note & Fees

Tourist

- ✓ The Applicant should have a passport valid for at least 6 months from the date of entry (one set of photocopy).
- ✓ One visa application form (photocopy allowed).
- ✓ Two recent passport-size photographs.
- ✓ A photocopy of the passport on A 4 size, should be attested by the Gazette officer.
- ✓ Typed Covering letter from your employer on business letterhead, with contact details, stating that a leave of absence has been granted, purpose and duration of the trip, and that you will be returning to your current job. If you are self-employed, include a copy of your business license and tax return. For students, please submit an official letter from your school indicating that you are in good standing and that you are registered for the upcoming semester. If you are retired please submit proof of your retirement fund.
- ✓ A copy of the Work Permit, Residence Permit, Or Copy of National Identity Card, Passport copy of the Host.
- ✓ A sworn statement from the Host (done at Botswana Immigration Department or Police Station).
- ✓ Proof of funds like International credit card copy and foreign currency endorsement on passport.
- ✓ Onward country visa.
- ✓ Confirmed air ticket.
- ✓ Hotel confirmation in Botswana.
- ✓ Certified bank statement for last 2 months.
- ✓ A detailed travel itinerary.
- ✓ Personal presence of the applicant is mandatory.
- ✓ Visa processing takes 9 to 12 days.

Visa Category

Visa Fee

Visa fee is (NON refundable)

Rs.4770

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Business

- ✓ The Applicant should have a passport valid for at least 6 months from the date of entry (one set of photocopy).
- ✓ One visa application form (photocopy allowed).
- ✓ Two recent passport-size photographs.
- ✓ A photocopy of the passport on A 4 size, should be attested by the Gazette officer.
- ✓ Typed personal covering letter from the applicant addressed to the Embassy of Botswana, explaining the purpose of the trip, dates of travel, cities to be visited, and place of accommodation.
- ✓ Employment letter from your employer on business letterhead, with contact details, stating that a leave of absence has been granted, purpose and duration of the trip, and that you will be returning to your current job. If you are self-employed, include a copy of your business license and tax return. For students, please submit an official letter from your school indicating that you are in good standing and that you are registered for the upcoming semester. If you are retired please submit proof of your retirement fund
- ✓ A profile of the Company.
- ✓ An original Invitation letter from Botswana Company explaining the purpose of the trip, dates of travel and guaranteeing sufficient funds.
- ✓ A copy of the Work Permit, Residence Permit, Or Copy of National Identity Card, Passport copy of the Host.
- ✓ Proof of funds like International credit card copy and foreign currency endorsement on passport.
- ✓ Certified bank statement for last 3 months.
- ✓ Confirmed air ticket.
- ✓ Detailed traveled itinerary.
- ✓ Hotel confirmation from Botswana.
- ✓ Personal presence of the applicant is mandatory.



- ✓ Visa processing takes 9 to 12 days.

Visa Category

Visa Fee

Visa fee is (NON refundable)

Rs.4770

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Download Visa Forms

- ✓ [Business](#)
- ✓ [Tourist](#)