

IMMIGRATION ACT
(Cap. 25:02)

IMMIGRATION (VISA) REGULATIONS, 2014
(Published on 28th March, 2014)

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SCHEDULES

IN EXERCISE of the powers conferred on the Minister of Labour and Home Affairs by section 60 of the Immigration Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Immigration (Visa) Regulations, 2014. Citation

2. In these Regulations, unless the context otherwise requires — Interpretation
“authorised officer” means a person authorised by the Minister to issue a visa;
and
“holder” means the person to whom a visa is granted and who is the holder of a valid travel document.

3. Subject to regulation 6, no document shall be a travel document for the purposes of the Act unless it contains, or has annexed to it, a valid and current visa issued in accordance with these Regulations. When visa required to enter Botswana

4. (1) A visa shall be — Types of visas

- (a) a diplomatic Visa
- (b) an official visa;
- (c) an employment visa;
- (d) a business visa;
- (e) an investment visa;
- (f) a tourist visa;
- (g) a visitor’s visa;
- (h) a study visa;
- (i) a transit visa; or
- (j) an emergency visa.

(2) A diplomatic visa shall be a visa authorising the holder of a diplomatic passport, on diplomatic duty, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

Countries
which
do not
require visa

Exemptions

(3) An official visa shall be a visa authorising the holder of an official passport, on official duty, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

(4) An employment visa shall be a visa authorising the holder, for purposes of employment, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

(5) A business visa shall be a visa authorising the holder, for purposes of business, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

(6) An investment visa shall be a visa authorising the holder, for purposes of investment, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

(7) A tourist visa shall be a visa authorising the holder, for purposes of tourism, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

(8) A visitor's visa shall be a visa authorising the holder, for purposes of attending a social event or visiting relatives, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

(9) A study visa shall be a visa authorising the holder, for purposes of study, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

(10) A transit visa shall be a visa authorising the holder to pass through Botswana in transit to some other countries and shall be valid for such period as may be endorsed on the visa by the authorised officer.

(11) An emergency visa shall be a visa authorising the holder, on emergency grounds, to enter Botswana on such number of occasions and for such periods as may be endorsed on the visa by the authorised officer.

5. No visa shall be required by a national of a country listed in Schedule 1 who is the holder of a valid passport issued in that country unless the Minister, by notice published in the *Gazette*, declares that such person is required to obtain a visa.

6. (1) The following persons shall not require a visa —

- (a) travellers by air when the traveller holds a through ticket to a destination outside Botswana and passes through Botswana in direct transit; and
- (b) such persons or class of persons as the Minister may from time to time exempt.

(2) No visa shall be required by holders of Interpol e-passports or by members of the Diplomatic Service of foreign states or by foreign consular officers *de carrere* accredited to Botswana.

(3) A person who holds a travel document other than a full national passport shall not be exempted from obtaining a visa.

7. (1) A person wishing to obtain a visa shall make an application to an authorised officer and shall produce to the officer —
- (a) a fully completed Form 1 set out in Schedule 2;
 - (b) a certified copy of the passport showing validity period of not less than six months and photograph of the bearer;
 - (c) two coloured passport size photos (40mm x 30mm);
 - (d) a letter from the host or accommodation bookings;
 - (e) a re-entry permit to the country where he is ordinarily resident if such a permit is required by that country; and
 - (f) such other information as may be required.
- (2) An application under subregulation (1) shall be accompanied by a non-refundable fee set out in Schedule 3 or the equivalent thereof in round figures in the currency of the country in which the visa is obtained, being a country in which a Botswana Mission is situated:
- Provided that no charge shall be made for visas issued to nationals of countries which do not charge fees for visas issued to Botswana nationals.
- (3) An authorised officer may approve or reject an application for a visa and notify the applicant in writing.
- (4) A person affected by the decision of the authorised officer under subregulation (3) may lodge a new application after the expiry of three months immediately after the date of the rejection.
- (5) A visa shall be in Form 2 set out in Schedule 2.
- (6) No visa fee shall be payable —
- (a) by diplomatic officers of foreign governments, the United Nations or other international organizations travelling on official business;
 - (b) by nationals of countries which do not charge visa fees to Botswana nationals; and
 - (c) by servants of persons mentioned in regulation 6 (2) and holders of a diplomatic visa when travelling alone on their way to or from posts at which they are or have been employed.
- (7) A visa issued out under regulation 7 (5) shall be valid for a period stipulated under Schedule 4.
8. A *laissez-passez* issued by an international organisation recognised by the Government of Botswana shall be sufficient proof establishing the nationality and identity of the applicant for the purposes of regulation 7 (1).
9. Statutory Instrument No. 32 of 1967 is hereby revoked.

Application
for visa

laissez-passez

Revocation
of No. 32 of
1967

SCHEDULE 1

Countries Which Do Not Require Visas From Botswana (*regulation 5*)

All commonwealth countries (except Bangladesh, Ghana, India, Nigeria, Pakistan and Sri Lanka)
Angola
Antigua & Barbuda
Argentina
Australia
Austria
Bahamas
Bahrain
Barbados
Belgium
Belize
Brazil
Brunei Darussalam
Bulgaria
Cameroon
Canada
Cuba
Chile
Costa Rica
Croatia
Cyprus
Czech Republic
Denmark
Dominica
Dominican Republic
Estonia
Finland
France
Gambia
Germany
Greece
Grenada
Guyana
Holy Sea
Hong Kong
Hungary
Iceland
Ireland
Israel
Italy
Jamaica
Japan
Kenya

Kiribati
Kuwait
Latvia
Lesotho
Liechtenstein
Lithuania
Luxembourg
Malawi
Malaysia
Maldives
Malta
Mauritius
Mexico
Monaco
Mozambique
Namibia
Nauru
Netherlands
New Zealand
Norway
Oman
Papua New Guinea
Paraguay
Peru
Poland
Portugal
Qatar
Republic of Ireland
Romania
Russia
Saint Kitts & Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marico
Saudi Arabia
Seychelles
Sierra Leone
Singapore
Slovak Republic
Slovenia
Solomon Islands
South Africa
South Korea
South Sudan
Spain
Swaziland
Sweden
Switzerland
Tanzania

Tonga
Trinidad & Tobago
Turkey
Tuvalu
Uganda
United Arab Emirates
United Kingdom
USA
Uruguay
Vanuatu
Venezuela
Yugoslavia
Zambia
Zimbabwe

For Official use only:

APPLICATION FOR A VISA



Form 1

File Number:

IMMIGRATION ACT
(Cap. 25:02)
(Regulation 7(1))

1. Name (in full):
Surname:

Please use block letters and black ink only

First Name:
Middle Name:
Previous/Maiden Surname:



Photo
3cm x 4cm

2. Age:

Date of Birth:

V Y Y Y D D M M Y Y Y Y Y Y

Country of Birth:

Place of Birth:

Sex: Male ☐ Female ☐ Marital Status: Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐

3. Nationality (state name of country):

4. (a) Type of Visa required

Diplomatic ☐ Official ☐ Employment ☐ Business ☐ Investment ☐ Tourist ☐ Visitor ☐ Study ☐ Transit ☐ Business ☐ Emergency ☐

4. (b) Number of Entries

Single ☐
Multiple ☐

5. Address in Botswana:

Town/Village:

Street/Ward:

Plot/House No:

6. Address in Country of Domicile:

Country:

Town/Village:

Street/Ward:

Plot/House No:

7. Occupation:

Qualifications:

8. Proposed Length of Stay on whether traveling in transit without break of journey: days.

9. Reasons in full for wishing to travel to the Republic of Botswana

(Satisfactory evidence will be required as to the object of the proposed journey. Employees of firms or persons acting on behalf of firms must produce certificates from their employers as to the nature and physical address of the business on which they are proceeding abroad. Bankers reference may be required):

10. Requested Validity Period of Visa From

D	D	M	M	Y	Y	Y	Y	Y	Y

To:

D	D	M	M	Y	Y	Y	Y	Y	Y

11. References in Country of Destination (with Names, Physical Address, Telephone No. Residence Permit No, ID No):

(1)	(2)
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12. Please indicate what money or cash (amount) will be at your disposal during your visit:

USD

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 EUR

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 ZAR

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 Other:

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13. Particulars of Passport or other travel documents which should be submitted with this Application.

Number:

--	--	--	--	--	--	--	--	--	--

 Place of Issue:

--	--	--	--	--	--	--	--	--	--

Date of Issue:

D	D	M	M	Y	Y	Y	Y	Y	Y

 Date of Expiry:

D	D	M	M	Y	Y	Y	Y	Y	Y

Return Visa to:

D	D	M	M	Y	Y	Y	Y	Y	Y

14. Preferred method of communication:

E-mail ☐

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SMS ☐ Cell phone Number:

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 Telephone Number:

--	--	--	--	--	--	--	--	--	--

Post ☐ Present Postal Address:

Country:

--	--	--	--	--	--	--	--	--	--

Town/Village:

--	--	--	--	--	--	--	--	--	--

P.O. Box/P. Bag:

--	--	--	--	--	--	--	--	--	--

Post Office Location:

--	--	--	--	--	--	--	--	--	--

I DECLARE that the above particulars given by me are true in substance and in fact

Date:

D	D	M	M	Y	Y	Y	Y	Y	Y

Signature of Applicant:

AT LEAST FOURTEEN DAY'S NOTICE should be given for each application.

NOTE: Any visa granted on this application will be subject to compliance with the Immigration Act and Regulations of the Republic of Botswana.

FORM 2
(*regulation 7 (6)*)

REPUBLIC OF BOTSWANA

1000111035

PLACE OF ISSUE

VALID FROM

VALID UNTIL

DOCUMENT NO

TYPE

SIGNATURE

OFFICIAL NAME

PASSPORT NO

SEX

DATE OF BIRTH

NATIONALITY

1000111035

SCHEDULE 3
Fees
(*regulation 7 (2)*)

<i>TYPE OF VISA</i>	<i>AMOUNT (BWP)</i>
Diplomatic Visa (DV)	Gratis
Official Visa (OV)	Gratis
Employment Visa (WV)	500
Business Visa (BV)	700
Investment Visa (IV)	1500
Tourist Visa (TV)	500
Visitor's Visa (VV)	3 months and below 500 Above 3 months 1000
Study Visa (SV)	500
Transit Visa (TRV)	500 for up to 3 months, 1000 For beyond 3 months
Emergency Visa (EMV)	1500

SCHEDULE 4

Validity Periods for Visa (*regulation 7 (7)*)

<i>TYPE OF VISA</i>	<i>VALIDITY</i>
Diplomatic Visa (DV)	as per the official assignment up to 2 years
Official Visa (OV)	as per the official assignment up to 2 years
Employment Visa (EV)	6 months
	Volunteers, up to 1 year or as per the assignment
Business Visa (BV)	up to 1 year
Investment Visa (IV)	up to 5 years
Tourism Visa (TV)	up to 1 month
Visitor's Visa (VV)	3 months or up to 2 years for dependents of residents
Study Visa (SV)	up to 3 months
Transit Visa (TRV)	1 week or up to 3 years for transporters and tour operators

MADE this 26th day of March, 2014.

HON. EDWIN J. BATSHU,
Minister of Labour and Home Affairs.