

Botswana Immigration Checklist 2023

requirements to process visas, work and
residence permits



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Read this first!!!

I hope that you will find this free quick reference to required documents for processing visas and immigration permits in Botswana useful. In the 21st Century, unprecedented numbers of people are taking up residence in a foreign country.

However, immigration processes can be overwhelming. To minimize unpleasant immigration related experiences I have written a comprehensive guide for Botswana bound immigrants.

The Immigrant's Guide to Botswana is meant for individuals and entities intending to travel, move or honor an invitation to Botswana, together with their local hosts.

The Guide will surely save you time and money. It is designed to assist you in planning, managing and presenting your immigration matter to Botswana authorities. It addresses the laws, procedures and necessary documentation pertaining to all types of visas, work and residence permits available in Botswana.

Thank you for downloading this free Checklist and do not hesitate to contact us for any matter.

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*Your comprehensive guide to
Botswana immigration processes.*



LEARN MORE

Botswana Immigration Checklist

Introduction

Making an immigration application involves paperwork relating to your biographical profile, qualifications and other attributes.

In order to get [assistance from IntoBotswana on immigration matters](#), we will require that you provide certain information about yourself and your activities in the country. Some of the documents are also required by the state immigration authorities of Botswana to process your application.

This Checklist begins with a list of common or standard documents required for purposes of immigration applications in Botswana that cut across all types of visas and permits, then each type of application will be enunciated according to its requirements.

Please read the Checklist carefully and feel free to contact us for clarification.

Thank you,
Lesedi Bamponye

Author

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Required documents

Standard for all applications

The following is a list of common or standard documents for purposes of immigration applications in Botswana that cut across all types of visas and permits:

- Certified copy of valid passport biographical page (minimum of six months validity)
- Passport size photos 30x40 mm, with white background
- Certified copy of birth certificate or age/birthdate affidavit in lieu thereof
- Certified copy marriage certificate where applicable
- Proof of relevant qualifications and experience - CV/resume, references and applicable registrations with professional bodies

Employment applications

- Offer of employment or signed job contract
- Proof of vacancy advertisement
- Training and Localization Plan - 'understudy system'

Residence and visit applications

- Invitation from host
- Particulars of the host in Botswana - identity, address, contact
- Means of sustenance while in Botswana
- Itinerary while in Botswana in case of business visitors

Business applications

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- Proof of business incorporation in Botswana
- Proof of business statutory and regulatory compliance
- Proof of investment
- Business plan

Requirements specific to each application

The standard list is for various applications. The Checklists below expands it by including additional requirements specific to a particular type of application.

Visas

- Completed form 1
- Certified copy of passport
- Application letter motivating for the application, clearly stating purpose of entry and intent to depart Botswana at the end of the visit
- 2x passport size photos
- If previously applied for visa to Botswana attach copy of outcome of last application
- Travel itinerary -road/flight -including local destination address
- A re-entry permit to the country where the applicant is ordinarily resident if such is required by that country

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Additional requirements specific to each visa type

In addition to the standard ones, more documents are required depending on the type of visa sought:

Visitor's visa

- Letter of invitation from host
- Host particulars: identity, address and contacts
- Business profile if host is a resident of Botswana operating business
- Affidavit by the host/sworn statement (template available from immigration), signed by host
- Certified copy of marriage certificate in case of spouse (partnership not recognised)
- Proof of means of livelihood while in Botswana

Tourism visa

- Tour plan
- Confirmations from tour operators e.g. hotel, lodges, transporters etc.

Study visa

- Proof of admission into a local learning institution

Employment visa

- Proof of approved work permit application or employment waiver granted by the Commissioner of Labour & Social Security (Government of Botswana)
- Employment contract or confirmation of employment
- Proof of means of livelihood while in Botswana in case of volunteers

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Business visa

- Business profile if coming to establish or scout for business
- Proof of business registration and or ownership / shareholding in Botswana if applicable
- Short-term work permit from Department the Labour and Social Security (Government of Botswana)
- Business itinerary while in Botswana, e.g. invitations or confirmations of meetings, seminars, conferences etc.
- Proof of business operations other than in Botswana
- Personal financial statement

Investment visa

- Business profile if coming to establish or scout for business
- Proof of business registration and or ownership / shareholding in Botswana if applicable
- Short-term work permit from Department the Labour and Social Security (Government of Botswana)
- Business itinerary while in Botswana, e.g. invitations or confirmations of meetings, seminars, conferences etc.
- Proof of business operations other than in Botswana
- Personal financial statement

Transit Visa

- Application letter clearly stating reason for transit
- Travel itinerary and accommodation bookings or residential address in Botswana
- Details of final destination as proof that journey will continue after transit period
- Transporters and tour operators/guide to produce proof of cross-border operating licence.

Work permits

Employment work permit

- 2x completed Form 16
- 1x completed Form 15
- 1x completed Form 3
- Certified passport copy
- 3x passport size photos (30x40mm)
- Certified copy of birth certificate/affidavit in lieu of certificate
- Proof of qualifications
- CV / Resume
- proof of experience - reference letters from previous employer(s)
- Proof of vacancy advertisement not older than 6 months
- Applicant's response to the vacancy advertisement
- Signed copy of employment offer letter or contract
- Justification for the permit by the employer
- Record of recruitment process including identified citizen understudy
- Training & localisation plan- employing entity
- Proof of employer existence e.g. company/organisational registration certificates

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Emergency work permit

Up to three (3) months Emergency Work Permit

- 2x completed form 10
- 2x passport size photos
- Copy of job advert not older than six (6) months old if applicable
- Proof of response to call for vacancy by candidate where applicable
- Proof of qualifications
- Motivation for the application clearly stating purpose and duration required
- Contract of employment or appointment letter
- Proof of work to be undertaken

Requirements unique to certain professions

Extra Heavy Duty Driver

- Proof of licensing & accreditation of the driver
- Registration and permits books for vehicles, trailers
- List of vehicles and transport permit numbers

Farm Worker and Seasonal Agricultural Worker

- Proof of farming activity from Ministry of Agriculture e.g. farm certificate /title deed / lease / brand etc.
- Identity of employing entity - individual / business / organization

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Accreditation, Registration, Practice Licenses

Medical Field

Appropriate accreditation or registration with:

- Botswana Nursing Council
- Midwifery Council of Botswana
- Botswana Health Profession Council or the Ministry of Health

Teaching Field

- Permission to Teach - Ministry of Education
- Qualification evaluation from the Botswana Qualification Authority (BQA)

Accountants

- Clearance from the Botswana Institute of Chartered Accountants (BICA)

Footballer

- Clearance from the Botswana Football Association or Premier League

Pilot

- Clearance from the Civil Aviation Authority of Botswana

Engineers

- Registration with the Engineers Registration Board of Botswana

Renewal of employment work permit

The same requirements apply for purposes of renewing an employment work permit. However, renewal is not automatic, and justification is still expected especially the impact or results of the Training and Localization Plan that should have been implemented during the tenure of your work permit.

New business work permit

- 2x completed Form 16
- Completed Form 15
- Completed Form 3
- Certified passport copy
- 3x passport size photos (30x40mm)
- Certified copy of birth certificate/affidavit in lieu of certificate
- Qualifications and business experience
- Proof business registration in Botswana, including statutory compliance e.g. licensing and taxation
- Business premises -title deed or lease agreement
- Business plan with projections for new applications
- Company / business profile
- Proof of investment - finance and assets
- Business service/supply contracts if available

Renewal of business work permit

- 2x completed Form 16
- Completed Form 15
- Completed Form 3
- Certified passport copy
- 3x passport size photos (30x40mm)
- Certified copy of birth certificate/affidavit in lieu of certificate
- Qualifications and business experience
- Proof business registration in Botswana, including statutory compliance e.g. licensing and taxation
- Business premises -title deed or lease agreement
- Company / business profile
- Proof of investment - finance and assets
- Business service/supply contracts if available
- Business financial reports e.g. 3 months bank statement, audit and valuation etc.
- List of employees, their contacts, identities, position titles and a sample employment contract
- Employee 3 months payroll printout / register
- Proof of corporate social investment

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Residence Permits

Dependents

children, spouse, elders over 65 years old

- Completed Form 15
- Completed Form 3
- Certified passport copy
- Certified copy of birth certificate/affidavit in lieu of certificate
- 2x passport size photos
- Certified copy of marriage certificate if a spouse
- Children's birth certificates (max. 25 years age)
- Letter of support from principal -confirm and commit to application
- Principal's work and residence permits copies or National Identity if principal is citizen of Botswana
- Principal's bank statement (3 months)
- Proof of residence
- Proof of admission to a local learning institution if of schooling age
- For elders over 65 years old principal or host must demonstrate nature of relationship

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Study permit

- Completed Form 15
- Completed Form 3
- Certified passport copy
- Certified copy of birth certificate/affidavit in lieu of certificate
- 3x passport size photos
- Proof of admission to local learning institution
- Proof of sponsorship/payment of tuition fees
- Proof of means of living in Botswana
- Letter of support from principal/parent/sponsor/guardian if applicable
- Proof of residence

Immigrant residence permit

- Completed Form 15
- Completed Form 3
- Certified passport copy
- Certified copy of birth certificate/affidavit in lieu of certificate
- 3x passport size photos
- Clearance letter from Botswana Tribal Authority (Chief / Kgosi) that oversee your area of residence
- Sponsorship letters/ affidavits from locals stating relationship with applicant
- Proof of means of livelihood in Botswana
- Proof of previous residence in Botswana where applicable
- Letter of justification for the status by applicant

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Exemption Certificate

Principal

- Completed Form 3A
- 2x completed Form 4
- Certified passport copy
- CV / Resume
- 3x passport size photos (30x40mm)
- Certified copy of birth certificate/affidavit in lieu of certificate
- Qualifications and business experience
- Academic and professional certificates if available
- Proof of registration OR accreditation with professional bodies where applicable
- Proof of vacancy advertisement not older than 6 months
- Applicant's response to the vacancy advertisement
- Proof of experience - reference letters from previous employer(s)
- Signed copy of employment offer letter or contract
- Justification for the permit by the employer
- Record of recruitment process included identified citizen understudy
- Training & localisation plan- employing entity
- Proof of employer existence e.g. company/organisational registration certificates
- Proof that employing entity is exempted
- Support letters from institutional sponsors

Exemption Certificate - Inclusion of dependents

- Completed Form 3A
- Certified passport copy
- Letter of support from principal
- Certified copy of marriage certificate in case of spouse
- Certified copies of birth certificates in case of children (max. age of 18) or legal proof of guardianship
- School admission/confirmation if of schooling age
- For any other dependent, demonstrate nature of dependency

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Permanent Residence

Permanent residence - business operator

- Completed Form 21
- Certified copy of passport
- 2x passport size photos
- Proof of residence in Botswana for minimum of 5 years
- Copies of current work and residence permits (6 months minimum validity)
- Personal tax record for period resided in Botswana
- Letter of motivation by applicant
- Certified copy of birth certificate/affidavit in lieu of certificate
- Qualifications and business experience
- Proof business registration in Botswana including statutory & regulatory compliance e.g. licensing and taxation
- Business premises -title deed or lease agreement
- Company profile
- Company valuation report(s)
- Business financial statement(s)
- List of assets and their value
- Staff payroll -3 months
- Workman's compensation
- Corporate social responsibility investment

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Permanent residence - employee

- Completed Form 21
- Certified copy of passport
- Proof of residence in Botswana for minimum of 5 years
- Copies of current work and residence permits (6 months minimum validity)
- Personal tax record for period resided in Botswana
- 3x passport size photos
- Certified copy of birth certificate/affidavit in lieu of certificate
- Proof of qualifications and experience
- Proof of qualifications: academic and professional certificates if available
- Proof of registration OR accreditation with professional bodies where applicable
- Letter of motivation by applicant
- Proof of experience - reference letters from previous employer(s)
- Proof of current employment
- Proof of employer existence e.g. company/organisational registration certificates
- Support letters from sponsors e.g. employer

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Permanent residence - inclusion of dependents

- Completed Form 21
- Certified passport copy
- certified passport copy
- Letter of support from principal
- Certified copy of marriage certificate in case of spouse
- Certified copies of birth certificates in case of children (max. age of 18) or legal proof of guardianship
- School admission/confirmation for dependents of schooling age
- For elders over 65 years old principal or host must demonstrate nature of relationship

Permanent residence - immigrants/dependents/missionaries

- Completed Form 21
- Certified copy of passport
- Proof of residence in Botswana for minimum of 5 years
- Copies of current work and residence permits (6 months minimum validity)
- Personal tax record for period resided in Botswana
- 3x passport size photos
- Certified copy of birth certificate/affidavit in lieu of certificate
- Letter of motivation by applicant
- Proof of means of support
- Proof of self-sufficiency e.g. bank statement
- Proof of qualifications and experience where applicable
- Proof of missionary activity for Missionaries

Schedule of Fees

[Visas - Fees according to duration](#)

[Permits Fees Schedule](#)

About Author



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Botswana immigration and business consultant, political strategist and Chief Executive of IntoBotswana. Former Immigration Officer, (Government of Botswana).

While I do not decide on your immigration case, I advise on the best immigration option for you, prepare your case to avoid administrative errors as well as represent you before

immigration authorities.

I have experience of consulting and collaborating with state entities and agencies on behalf of individuals and organisations to deliver a positive immigration outcome.

Out of that experience and my technical understanding of Botswana immigration I developed *The Immigrant's Guide to Botswana*.