



WASHINGTON, DC

Visa Requirements BOTSWANA

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least one blank visa page and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and I-94.
- Two completed and signed visa application forms (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary.
- Copy of a recent bank statement. Account numbers can be blacked out for privacy; do not obscure other information.

BUSINESS TRAVELERS must also include:

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.

NOTES:

U.S. citizens do not require visas to Botswana for trips of less than 90 days.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	14 Business Days	21 Business Days
Tourist - Single Entry	\$147.00	\$107.00
Business - Multiple Entry	\$167.00	\$127.00

G3 Processing Fees

Visa Type	14 Business Days	21 Business Days
Tourist	\$80.00	\$55.00
Business	\$90.00	\$60.00



Traveler Information

1. Traveler Name _____
Date of Birth _____
2. Traveler Name _____
Date of Birth _____
3. Traveler Name _____
Date of Birth _____
4. Traveler Name _____
Date of Birth _____

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Attention: _____
Company Name: _____
Street Address: _____
Apt. /Suite: _____
City: _____
State: _____ Zip Code: _____
Home Phone: _____
Office Phone: _____
Mobile Phone: _____
Fax Number: _____
Contact Email: _____

Please provide an email address so we may contact you with shipping and status updates.

Special Notes or Instructions:

[Empty box for special notes or instructions]

Send This Form and All Required Documents To:

G3 Washington, DC:
703.276.8472 Phone
888.883.8472 Toll Free
703.524.3374 Fax
info@g3visas.com

Attn: Visa Department
3300 N Fairfax Drive
Suite 220
Arlington, VA 22201

www.g3visas.com

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with passport processing.

Travel Details

Date of US Departure: _____
I must have my passport no later than: _____
Other visas or passport services requested:
[Empty box]

Return Shipping

Passports will be returned via Federal Express.

Select One:

- 3 Business Day Delivery \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery** \$80.00
Saturday Delivery** \$40.00
Same Day Delivery** Please Call
International Delivery** Please Call

** These services may not be available for all delivery locations.

Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:

- Credit Card
Check (company or certified)
Established Corporate Account

Billing, Project or Reference Code or Account # _____

Total Fees from Visa Requirement Sheet:

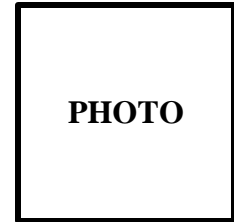
Table with columns: Fee, x # of Travelers, Total. Rows: Embassy Fee, G3 Processing Fee, Shipping Fee, Subtotal, Add 5% fee for credit card processing, Total Payment Enclosed.

For Payment Via Credit Card:

American Express, Discover, MasterCard and Visa only

Name as it appears on card: _____
Account Number: _____
Expiration Date: _____ Billing Zip Code: _____
Security Code: _____

Cardholder Signature: _____



REPUBLIC OF BOTSWANA

VISA APPLICATION

-
1. Surname:
2. First Name (s)
3. Sex M F 4. Date of Birth.....D/.....M/..... Yr.
5. Place of Birth:
6. Nationality:
7. Marital Status:

For Official Use

Visa No:

Receipt No:

Issued/refused

On:

by:

Valid until:

Refusal reviewed by:

-
8. Type of Passport Ordinary Passport
 Other Document
- No. of Entries: Multiple Single
- Passport number.....
- Issued on.....D/.....M/.....Yr. in (place).....
- Valid until.....D/.....M/.....Yr. Name of issuing Country/Authority.....

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9. Address in country of domicile
..... Tel: ().....
10. Occupation..... 11. Present Employer.....
12. Proposed length of stay in Botswana without break.....
13. Means of support during your stay.....
14. At what address will you stay in Botswana.....
.....

15. Proposed date of departure from Botswana.....D/.....M/.....Yr.
16. Reasons in full for wishing to travel to 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 certification from their employers as to the nature of the business on which they are proceeding abroad. Banker reference will be required*)
17. Have you ever been ordered to leave or ever been prohibited from entering Botswana or other country?

YES NO

If YES, give details.....

18. Have you ever been sentenced to any period of imprisonment either without the option or in default of payment of a fine in any country?

YES NO

If YES, give details.....

19. Do you have permission to return to your country of domicile? YES NO

Residence permit Permit Number..... Valid until.....D/.....M/.....Yr
 Re-entry Visa Visa Number..... Valid until.....D/.....M/.....Yr

20. **DECLARATION**

I declare that the above particulars given by me are true in substance and fact. I am aware that any false declaration may result in denial of entry into Botswana even after the visa has been granted.

Signature..... Date.....D/.....M/.....Yr

If this application has been prepared by a travel agency or another person on behalf of the applicant, the agent or person should indicate name and address of agency or person with appropriate signature of individual preparing the form

Name and address of Agency/person preparing form

.....

If other than applicant) Signature..... Date.....D/.....M/.....Yr

Sample Business Letter from U.S. Company

*****Please print your business letter on company stationery*****

June 1, 2009

Consulate General of *(Country you are traveling to)*

Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) is planning a business trip to (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Overseas Company Name

Street Address

City, Country Zip code

Telephone number

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)

Senior Vice President

East Coast Promotions, Inc.