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Botswana work permit application form pdf

Botswana work permit requirements. How to get a work permit in botswana. Botswana work permit cost.

When you decide to open a location in Botswana, you need to obtain a work permit for every foreign employee. Unfortunately, the work permit application process in Botswana is notoriously difficult, and ambiguous regulations can quickly lead to frustration.



When you decide to open a location in Botswana, you need to obtain a work permit for every foreign employee. Unfortunately, the work permit application process in Botswana is notoriously difficult, and ambiguous regulations can quickly lead to frustration. Officials and the country's Immigration Board also have the authority to create further requirements and decisions on a case-by-case basis. Types of Work Visas in Botswana Botswana has one work visa, also known as a work permit, for all foreign employees working in the country under the Employment of the Non-Citizens Act. Employers cannot engage an employee unless they hold a valid Botswana work permit or a certificate of exemption. The Immigration Board reviews all permits, then issues an appropriate validity period. Typically, employees can renew their permits by going through the initial application process again. Requirements to Obtain Botswana Work Visas While the Botswana government recognizes the importance of foreign talent, the application process includes numerous requirements and ambiguities that often weigh down employers and applicants. As an employer, you must show Proof that you tried to recruit Botswana citizens first Proof of a job advert that listed candidate requirements, contact details, a minimum advertising period, and an exclusive period during which only Botswana citizens are allowed to apply for the position. A CV and passport-size photos of potential candidates. Certified copies of key documents, including birth, marriage, and educational certificates, all translated into English. A medical report. Certified copies of a valid passport. Four passport-size photos. An applicable labor form. The Immigration Board may have additional requirements depending on the specific occupation. For example, some jobs require registration with professional bodies as well as specific documentation. Application Process After filling out an application and compiling the documents listed above, employees must submit their application and fee to an authorized officer. The officer will review the application, make a recommendation, and even call the applicant in for an interview if necessary. If they approve, the officer will forward the application for consideration with the Regional Immigrants Selection Board. They can meet at any stage to request more information. They'll also put more emphasis on a program that trains a Botswana citizen to replace the non-Botswana worker. In total, it takes about 30 working days from the first submission of the application to receipt of a Botswana work permit.

- ☒ Standard Visitor visa
- ☐ Marriage Visitor visa
- ☐ Permitted Paid Engagement visa
- ☐ Tier 4 (General) student visa
- ☐ Tier 4 (Child) student visa
- ☐ Tier 4 (Chevening, Marshall and Commonwealth scholars) student visa
- ☐ Short-term student visa
- ☐ PBS Dependent - Partner Visa
- ☐ PBS Dependent - Child Visa
- ☐ Other visas, including study, work and Parent of a Tier 4 Child

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All travelers coming from or passing through countries declared yellow fever infected areas must have a certificate showing that they got the yellow fever vaccine. The government also recommends all individuals be vaccinated for malaria. Note that all visa fees are non-refundable, and personal checks are not accepted.

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As an employer, you must show: Proof that you tried to recruit Botswana citizens first Proof of a job advert that listed candidate requirements, contact details, a minimum advertising period, and an exclusive period during which only Botswana citizens could apply Proof that the advert circulated for at least 14 days and that applications were open only to Botswana citizens during that period Proof that the advert is no older than six months Employees have their own separate requirements, including: A valid job offer reflected in an employment contract or appointment letter A work application CV/Certified copies of key certificates, including birth, marriage, and educational certificates, all translated into English A medical report Certified copies of a valid passport Four passport-size photos An applicable labor form The Immigration Board may have additional requirements depending on the specific occupation. For example, some jobs require registration with professional bodies as well as specific documentation. Application Process After filling out an application and compiling the documents listed above, employees must submit their application and fee to an authorized officer. The officer will review the application, make a recommendation, and even call the applicant in for an interview if necessary. If they approve, the officer will forward the application for consideration with the Regional Immigrants Selection Board. They can meet at any stage to request more information. They'll also put more emphasis on a program that trains a Botswana citizen to replace the non-Botswana worker. In total, it takes about 30 working days from the first submission of the application to receipt of a Botswana work permit. If the application gets turned down, your employees can appeal the decision. This process is common, and the National Immigrants Selection Board will follow the review process for all appeals. Many believe that appeals are common as a way for the government to gain another revenue stream. It's P 1,500 for the initial work permit application. Renewal of a work permit An exemption certificate Replacement of a work permit Botswana recommends certain shots as part of the Botswana working visa application process. All travelers coming from or passing through countries declared yellow fever infected areas must have a certificate showing that they got the yellow fever vaccine. The government also recommends all individuals be vaccinated for malaria. Note that all visa fees are non-refundable, and personal checks are not accepted. All copies of the required documents need to be notarized for acceptance by the Immigration Board. Learn More About Globalization Partners Need to onboard international employees right now?



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Types of Work Visas in Botswana

Botswana has one work visa, also known as a work permit, for all foreign employees working in the country under the Employment of the Non-Citizens Act. Employers cannot engage an employee unless they hold a valid Botswana work permit or a certificate of exemption.

The Immigration Board reviews all permits, then issues an appropriate validity period. Typically, employees can renew their permits by going through the initial application process again.

Requirements to Obtain Botswana Work Visas

While the Botswana government recognizes the importance of foreign talent, the application process includes numerous requirements and ambiguities that often weigh down employers and applicants. As an employer, you must show:

- Proof that you tried to recruit Botswana citizens first
- Proof of a job advert that listed candidate requirements, contact details, a minimum advertising period, and an exclusive period during which only Botswana citizens could apply
- Proof that the advert circulated for at least 14 days and that applications were open only to Botswana citizens during that period
- Proof that the advert is no older than six months

Employees have their own separate requirements, including:

- A valid job offer reflected in an employment contract or appointment letter
- A work application
- A CV
- Certified copies of key certificates, including birth, marriage, and educational certificates, all translated into English
- A medical report
- Certified copies of a valid passport
- Four passport-size photos
- An applicable labor form

The Immigration Board may have additional requirements depending on the specific occupation. For example, some jobs require registration with professional bodies as well as specific documentation.

Application Process

After filling out an application and compiling the documents listed above, employees must submit their application and fee to an authorized officer. The officer will review the application, make a recommendation, and even call the applicant in for an interview if necessary. If they approve, the officer will forward the application for consideration with the Regional Immigrants Selection Board. They can meet at any stage to request more information. They'll also put more emphasis on a program that trains a Botswana citizen to replace the non-Botswana worker.

In total, it takes about 30 working days from the first submission of the application to receipt of a Botswana work permit. If the application gets turned down, your employees can appeal the decision. This process is common, and the National Immigrants Selection Board will follow the review process for all appeals. Many believe that appeals are common as a way for the government to gain another revenue stream. It's P 1,500 for:

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- Renewal of a work permit
- An exemption certificate
- Replacement of a work permit

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–For this particular location, Globalization Partners may offer support processing certain work visas and permits. Contact us today to assess your specific needs.

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The employment visa is issued to individuals who wish to travel to Botswana for purposes of employment, internship, research, work, or voluntary services.

This visa is issued with a validity period of six months and is extendable with justification. All foreigners who require visas to enter Botswana are eligible for this service.

How do I get this service? Go to any immigration office (contact information listed below), Botswana embassy or consulate to fill and submit Form 1 (Application for Visa in person. Submit the required documents (listed below) with the application form. Check the outcome of your application from the office where the application was submitted after seven (7) working days. An approval/rejection letter is sent to the office where the application was made. If the Visa application is approved, it will be printed at that office where the application was made or if not printed the applicant can travel with the approval letter as proof of a Visa to Botswana and the Visa will be printed at the Airport/Immigration Ports of Entry.

What supporting documents are required? The following documents are required to be submitted with the application form, where applicable:

- Certified copy of page 1 and 2 of passport showing validity period not less than six (6) months.
- Two (2) recent coloured passport size photos.
- Covering letter indicating reasons for visit.
- Flight itinerary and accommodation bookings or residential address in Botswana.
- A re-entry permit to the country where the applicant is ordinarily resident if such a permit is required by that country.
- Waiver from Department of Labour.
- Employment contract or confirmation letter of employment if applicable.
- Offer letter of volunteer position if applicable.
- Proof of financial means of support for volunteers if applicable.

For extension of a valid visa - a letter of justification and a copy of previously issued visa.

How long will this service take? It takes 7-14 working days. The cost associated with this service is as follows:

- Single entry- for a period up to 3 months BWP500.00(US \$50)
- Multiple entry- for a period up to 3 months BWP 1, 000.00(US\$100)
- Multiple entry - for a period of up to six months BWP 1,500.00(US\$150)

Where can I obtain this service? All Regional Immigration Offices, District Immigration Offices and Missions Abroad. Department of Immigration and Citizenship Ministry of Nationality, Immigration and Gender Affairs Tel. (+267) 361 1300 Toll Free. 0800 600 777 Opening hours: 7:30 to 12:45, and 13:45 to 16:30, Monday to Friday, except public holidays.