



RUFORUM AGM

PARTICIPANTS VISA & TRAVEL GUIDE

Lusaka, Zambia | Nov. 30 – Dec. 4, 2026





PASSPORT

VISA APPLICATION

Check Visa applications to Zambia

The Government of Zambia places travellers into three categories:

- Visa Exempt Nationals
- Visa on Arrival Nationals
- Nationals requiring a Visa before Travel

1. Nationals Exempt from Visa Requirements

Citizens of a large number of countries and territories do not require visas to enter Zambia. These include nationals from Angola, Argentina, Australia, Austria, Botswana, Canada, China, Croatia, Denmark, France, Germany, Ireland, Israel, Italy, Japan, Kenya, Lesotho, Malawi, Malaysia, Mauritius, Mozambique, Namibia, New Zealand, Norway, Poland, Portugal, Qatar, Saudi Arabia, Seychelles, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Tanzania, Uganda, United Arab Emirates, United Kingdom, United States of America, Zimbabwe, and many other countries and territories.

2. Nationals eligible for Visas on arrival or through Zambian missions abroad

Citizens of certain countries may obtain a visa upon arrival in Zambia or apply through Zambian Embassies and High Commissions abroad. These countries include, among others:- Belarus, Bolivia, Brazil, Burundi, Chile, Colombia, the Democratic Republic of Congo, the Republic of Congo (Brazzaville), Cuba, Djibouti, Ecuador, El Salvador, Eritrea, Georgia, Ghana, Haiti, Kazakhstan, Mexico, Mongolia, Myanmar (Burma), Nicaragua, Paraguay, Peru, Puerto Rico, Russia, Rwanda, Thailand, Uruguay, Venezuela and Western Sahara.

In order to obtain visa on arrival, the visitor must have full information of his/her host and be able to provide physical address where he/she will be staying for the duration of their stay. They must also have at least six months validity on their passports from the date of entry and the passport must also have at least 3 full blank pages.

3. Nationals required to obtain a visa prior to travel

Nationals of the following countries are required to obtain a visa before travelling to Zambia:- Afghanistan, Algeria, Armenia, Azerbaijan, Bangladesh, Benin, Burkina Faso, Cambodia, Cameroon, Central African Republic, Chad, Egypt, Equatorial Guinea, Ethiopia, Gabon, Gambia, Guinea-Bissau, Guinea-Conakry, India, Indonesia, Iran, Côte d'Ivoire, Jordan, North Korea, Kyrgyzstan, Lebanon, Libya, Macau, Mali, Mauritania, Nepal,

Niger, Nigeria, Pakistan, Palestine, Philippines, Senegal, Sierra Leone, Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Timor-Leste, Togo, Tunisia, Turkmenistan, Uzbekistan, Vietnam and Yemen.

a. Visa type – Business visa – Single entry

b. Visa Cost:- Single-entry visa – **US\$ 50**
Multiple entry – **US\$ 80**

c. The process involves:

- i. Creating an account.
- ii. Completing the online visa application form through the portal [Immigration portal](#).
- iii. Uploading supporting documents.
- iv. Paying the visa fee online.
- v. Receiving an approval letter by email.

d. Mandatory Documents

- i. Recent Passport-Sized Photograph
 - a. Clear colour photo on a plain background.
- ii. Passport Bio-data Page
 - a. Copy of the passport showing personal details.
 - b. Passport should have:
 - At least 6 months' validity from date of entry.
 - At least 3 blank pages.
- iii. Return ticket
- iv. Proof of accommodation
- v. Official invitation letter from the host organisation
- vi. Proof of legal registration for the host institution https://agm.ruforum.org/travel_guide.php?doc=unza-registration&dl=1
- vii. Cover Letter prepared by the applicant (written on the applicant's organization/ company letterhead).

Addressed to:

The Director General of Immigration, Zambia, stating :-

- Purpose of travel;
- Conference name;
- Dates of attendance;
- Duration of stay;
- Who will meet travel and accommodation costs.

TRAVEL GUIDE

1. Language

- **Official language:** English
 - Widely spoken local languages: Bemba, Nyanja, Tonga, Lozi
- English is used in hotels, airports, and conference settings.

2. Weather & Clothing

Season: Beginning of rainy (green) season

- Temperature: 26°C – 34°C
- Conditions: Hot, humid, occasional rain showers

What to Pack

- Light breathable clothing
- Smart casual outfits (conference)
- Rain jacket or umbrella
- Comfortable walking shoes
- Hat, sunscreen, insect repellent

3. Meals & Dietary Preferences

- Variety of local and international cuisine available
- Common foods:
- Nshima (staple)
- Rice, fish, chicken, beef
- Vegetarian options widely available

Inform the Secretariat in advance of:

- Vegetarian/vegan needs
- Allergies
- Religious dietary requirements

4. Childcare Facilities

Participants who require babysitting services during the conference are advised to communicate in advance. This will allow the organizers to make appropriate arrangements and ensure the availability of suitable facilities.

5. Accommodation Booking

The main conference events will be held at **Mulungushi International Conference Centre**, Lusaka, Zambia. Self-sponsored Participants are encouraged to book their accommodation early to secure the best options. The list of designated hotels for the AGM can be accessed via <https://agm.ruforum.org/accommodation>.

Please share your hotel booking details with the RUFORUM Secretariat to enable us plan for your airport pickups and transportation during the conference.

6. Airport and Hotel Transfers

Transportation from the Airport to designated hotels will be arranged for conference participants. Details on airport pick-up services will be communicated closer to the event dates. Please ensure that your flight itinerary has been communicated and or captured by the Secretariat to facilitate airport transfers.

7. Travel & Layover Information

For those traveling via airlines, which often have layovers exceeding eight hours, it is recommended to:

- Utilize lounge facilities at your cost, at the airport for comfort.
- Explore any available short tours or activities offered by the airline during the layover.

Main entry airport: **Kenneth Kaunda International Airport (Lusaka)**.

8. Currency & Payment

- Currency: Zambian Kwacha (ZMW)
- USD accepted in tourist areas

Payment options:

- Credit/debit cards (hotels, major restaurants)
- Cash (for small purchases)

Exchange: Available at airports, banks, bureaus and hotels

9. Internet and Connectivity

- Mobile networks: MTN, Airtel and Zamtel
- Wi-Fi available in hotels and conference venues
- SIM cards available at the airport. eSIM options also available for convenience.

10. Electricity and Power

- Voltage: 230V
- Frequency: 50Hz
- Plug types: Type C, D, G



11. Safety & Security

- Zambia is generally safe, but precautions are advised:
- Avoid walking alone at night
- Use registered taxis or hotel transport
- Keep valuables secure
- Be cautious in crowded places

12. Emergency Contacts

- Police: 991
- Ambulance: 992
- Fire: 993

13. Final Travel Tips

- Arrive 1 day before the conference
- Keep copies of travel documents (digital & printed)
- Stay hydrated
- Follow local guidance and conference updates

For inquiries, contact:

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We wish you a safe and enjoyable trip to Zambia and a productive conference experience!