



Republic of Botswana



RUFORUM AGM 2025

VISA INFORMATION NOTE



21st Annual General Meeting

01-05 December 2025

Botswana 

Pre-AGM Event Dates:	24-30 November 2025
Main Event Dates:	1 st - 5 th December 2025
Host Country:	Botswana
Issuing Authority:	Department of Immigration and Citizenship, Ministry of Labour and Home Affairs

This note provides guidance on visa application procedures for all international delegates attending the RUFORUM AGM 2025 in Botswana.

>> **Important Note:** All attendees of the RUFORUM AGM apply for Business visa. However, official and diplomatic passport holders apply for official visa and diplomatic visa respectively.<<

1. Key Requirements for All Travelers

Before applying for a visa, please ensure your passport meets the following criteria:

- **Validity:** Must be valid for at least six (6) months from your date of entry into Botswana.
- **Blank Pages:** Must have at least three (3) blank visa pages before entry.

2. Do You Need a Visa?

Botswana has visa exemption agreements with many countries. Please check the lists below.

Countries That DO NOT Require a Visa

Citizens from the following countries do not need a visa for Botswana and will receive an entry stamp upon arrival. A selection of key countries is listed below. Please check the full list in the original document if your country is not listed here.

Angola	Germany	Mauritius	South Africa
Australia	Ghana	Mozambique	South Korea
Bahamas	Grenada	Namibia	Spain
Brazil	Guyana	Netherlands	Sweden
Canada	Holy See	New Zealand	Switzerland
Caribbean Nations (most)	Hong Kong	Norway	Tanzania
Cyprus	Ireland	Oman	Uganda
Denmark	Israel	Paraguay	United Kingdom
Eswatini	Italy	Peru	United States
Finland	Jamaica	Portugal	Zambia
France	Japan	Russia	Zimbabwe
Gambia	Kenya	Seychelles	

(This is a partial list. Please confirm your country's status: <https://agm.ruforum.org/wp-content/uploads/2025/09/VISA-Countries.pdf>)

3. How to Apply for a Visa

A) Standard Application Methods:

You can submit your visa application through:

- **The eVisa Portal:** <https://evisa.gov.bw> (Recommended)
- **Botswana Embassies/High Commissions:** Abroad (See full list in the original Government guide document accessed through this link: <https://agm.ruforum.org/wp-content/uploads/2025/09/VISA-INFORMATION-NOTE.pdf>).
- **Head Office:** In Gaborone, Botswana.

B) Special Facilitation for RUFORUM AGM Participants:

For delegates who may experience challenges with the standard application process, Visa upon Arrival facilitation may be provided. To use this service, you must provide the following to the RUFORUM organizing team well in advance of your travel:

- **A certified copy** of your passport bio-data page. Please ensure that the certification bears an official stamp and signature from the **passport issuing authority or commissioned/ high ranking police officer** confirming its authenticity.
- **No need** to submit a visa application form for this arrangement.

This pre-approval will generate a visa authorization letter, allowing you to board your flight and receive your visa smoothly upon arrival in Botswana.

>> Important Note: All visa applications or facilitation requests must be submitted at least 14 days before your date of travel. <<

4. Visa Application Requirements

If applying via the standard method (eVisa or Embassy), you will typically need:

- A fully completed **Visa Application Form**.
- **Applicant's certified copies of Passport pages** - (showing validity, Photograph and history of movement -2 pages).
- **Two (2)** recent passport-sized color photographs.
- **A covering letter** from your host institution/organization.
- **Payment** of the relevant visa fee (see below).

>> Note: All copies of documents must be certified by a Commissioner of Oaths. <<

5. Business Visa Fees (if applicable)

- **Single Entry** (up to 3 months): BWP 500
- **Multiple Entry** (up to 3 months): BWP 1000
- **Multiple Entry** (6 months to 1 year): BWP 1500
- **Gratis (Free)**: For diplomatic, service, or official passport holders.

6. Key Ports of Entry

You can enter Botswana through the following operational ports (open Sunday to Saturday):

Major Airports:

- **Sir Seretse Khama International Airport** (Gaborone-Main airport): 0600 - 2200 Hrs
- **Maun International Airport**: 0600 - 2200 Hrs
- **Kasane Airport**: 0600 - 1830 Hrs

Key Land Borders:

- **Pioneer Gate / Tlokweng** (with South Africa): 0600 - 0000 Hrs
- **Martin's Drift** (with South Africa): 0600 - 2200 Hrs
- **Kazungula Bridge** (with Zambia): 0600 - 2200 Hrs
- **Ramokgwebana** (with Zimbabwe): 0600 - 2200 Hrs
- **Mamuno** (with Namibia): 0700 - 0000 Hrs

Disclaimer: This information is provided as a guide. Visa regulations can change. Participants are strongly advised to confirm the requirements with their local Botswana Embassy/High Commission or the official eVisa website (<https://evisa.gov.bw>) well in advance of travel.

For further assistance, please contact the RUFORUM AGM organizing team

Botswana Contact: khulela@buan.ac.bw

RUFORUM contacts: agm@ruforum.org with copy to secretariat@ruforum.org and d.ekepu@ruforum.org



We look forward to welcoming you to Botswana!