



**Republic of Namibia**

**MINISTRY OF HOME AFFAIRS, IMIGRATION, SEFETY AND SECURITY**

**REQUIREMENTS FOR RENEWAL OF STUDY PERMITS (RSP)**

**NB:**

- 1. Incomplete forms and outstanding documents will cause unnecessary delays.**
- 2. All documents must be in English or translated in English.**
- 3. All documents must be certified.**
- 4. Application forms must be signed by applicant (themselves)**

1. FORM-3/0069 Questionnaire
2. Application for Re-entry Visa
3. Confirmation letter from institution and copies of results of the previous Academic year
4. Application must be submitted two (2) months before expiry date of current Permit
5. Copy of study permit endorsed in passport
6. Original Local (Namibian) Police Clearance Certificate of applicants older than 18 years.
7. Proof of residential address of applicant / guardian
8. Proof of relatives residing in Namibia and their status.

**Appeal application**

1. Prescribed fee: N\$ 200.00 must accompany your Appeal application



Republic of Namibia

**Ministry of Home Affairs and Immigration**

**Application for Renewal of an Employment Permit, a Student's Permit or a Visitor's Entry Permit and/or change of conditions (Act 7 of 1993)**

For official use only	
File: .....	
Date of expiry: .....	
Purpose: .....	
Approved/Not approved .....	
.....	.....
Signature	Date

**QUESTIONNAIRE**

1. (a) Surname: .....  
 (b) First Names: ..... Maiden name: .....  
 (c) Date of birth: ..... Country of birth: .....  
 (d) Passport number: ..... Expiry date of passport: .....  
 (e) Place of issue: ..... Citizenship: .....  
 (f) Occupation: .....

NEVER MARRIED	MARRIED	DIVORCED	WIDOWED	*SEPARATED
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2. Indicate with an "X"

\*If separated state whether divorce proceedings have been instituted and when final order of divorce is expected :

**3. PARTICULARS OF RELATIVES IN NAMIBIA - IMPORTANT**

(a) Indicate with an "X"

HUSBAND	WIFE	FATHER	MOTHER	CHILD
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Name: .....  
 Date of birth: ..... Place of birth: .....  
 Residential address: .....  
 ..... Tel No. .... Code .....

(b) Postal address: .....

(c) Indicate whether your is a holder of:

HUSBAND	WIFE	FATHER	MOTHER	CHILD
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- (i) Namibian Citizenship (indicate with an "X") 

YES	
-----	--

NO	
----	--
- (ii) Permanent Residence Permit 

YES	
-----	--

NO	
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 State number and date of issue .....
- (iii) Employment Permit (expiry date): .....
- (iv) Student's Permit (expiry date): .....

(d) If husband/wife is not in Namibia does he/she intend entering the country? If YES, indicate when .....

(e) Particulars of children accompanying applicant:

NAME	DATE OF BIRTH	COUNTRY OF BIRTH
.....	.....	.....
.....	.....	.....
.....	.....	.....



4. (a) State fully why you desire to prolong your stay or want to change the conditions of your existing permit:

.....  
.....

(b) Intended date of departure: Day ..... Month ..... Year .....

5. State what funds you possess for maintenance and/or the purchase of a return ticket or what other arrangements will be made for your return journey:

- (i)  Valid return or onward ticket No ..... Expiry date: .....
- (ii)  Undertaking by employer
- (iii)  Deposit lodged - Receipt No ..... Amount N\$ ..... Date .....
- (iv)  Guarantee submitted
- (v)  Vehicle No .....
- (vi)  Other .....

6. (a) If you intend to stay permanently- Have you applied for permanent residence?

NO	YES
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 Reference No ..... Date: .....

(b) If not, what are your intentions?

.....

7. If the validity of your existing permit has already expired, state why you did not apply for an extension on time:

.....  
.....

8. ADDRESSES IN NAMIBIA (must be completed in full)

(a) Residential address:

.....  
..... Tel No ..... Code .....

(b) Postal address:

..... Tel No ..... Code .....

(c) Work address:

..... Tel No ..... Code .....

(d) Contact address (Relatives/Friends/Business associates)

.....  
..... Tel No ..... Code .....

DATE: ..... SIGNATURE: .....

9. CERTIFICATE BY EMPLOYER

I hereby certify that ..... is still an  
employee of ..... as .....  
(name of employer) (occupation)

.....  
Signature of employer

.....  
Date



**REPUBLIC OF NAMIBIA**  
**MINISTRY OF HOME AFFAIRS**  
 DEPARTMENT OF CIVIC AFFAIRS  
 IMMIGRATION CONTROL ACT, 1993  
**APPLICATION FOR VISA**  
 (Section 12 and 13 / Regulation 11)

**FOR OFFICIAL USE ONLY**  
 Approved / Not Approved  
 Single / Multiple Entry

File No: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Date of Expiry: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1. Surname: \_\_\_\_\_
2. First Names: \_\_\_\_\_
3. Maiden name (if applicant is or was a married woman): \_\_\_\_\_

ITEMS 4 TO 10 TO BE COMPLETED BY INSERTING AN "X" IN THE APPROPRIATE BOX

4. Sex: Male  Female
5. Marital Status: Never Married  Married  Divorced  Widow/Widower
6. Have you at any time applied for a permit to settle permanently in Namibia? Yes  No
7. Have you ever been restricted or refused entry to Namibia? Yes  No
8. Have you ever been deported or ordered to leave Namibia? Yes  No
9. Have you ever been convicted of any crime in any country? Yes  No
10. Are you suffering from tuberculosis, or any other contagious lung disease; trachoma, or any other chronic eye infection, frambesia, yaws, scabies or any other contagious bacterial or other skin disease; syphilis or any other venereal disease; or leprosy or acquired immune deficiency syndrome virus (AIDS virus), or any mental illness or affliction? Yes  No
11. If the reply to any one of the questions 6 to 9 is in the affirmative, attach full particulars
12. Birth: (a) Date: \_\_\_\_\_ (b) Place: \_\_\_\_\_ Country: \_\_\_\_\_
13. Citizenship: \_\_\_\_\_ (if acquired by naturalization, state original citizenship)
14. Passport: (a) Number \_\_\_\_\_ (b) Place of issue: \_\_\_\_\_  
 (c) Date of issue \_\_\_\_\_ (d) Date of expiry: \_\_\_\_\_  
 (e) Is passport valid for travel to Namibia? Yes  No
15. (a) Present residential address: \_\_\_\_\_  
 (b) Telephone number: (Code: \_\_\_\_\_) No: \_\_\_\_\_
16. Address and period of residence in country of which you are a permanent resident:  
 (a) Residential address: \_\_\_\_\_  
 (b) Telephone number: (Code: \_\_\_\_\_) No: \_\_\_\_\_  
 (c) Period: \_\_\_\_\_
17. Occupation or profession: \_\_\_\_\_
18. Firm, company, university, etc., to which you are attached or which you represent: \_\_\_\_\_  
 (a) Name and address of employer: \_\_\_\_\_  
 (b) Telephone number: (Code: \_\_\_\_\_) No: \_\_\_\_\_  
 (c) Nature of business: \_\_\_\_\_  
 (d) If a student, name of university to which you are attached and the course pursued: \_\_\_\_\_

19. If accompanied by your wife and children, state:
- | FIRST NAMES | DATE OF BIRTH | PLACE OF BIRTH |
|-------------|---------------|----------------|
| (a) _____   | (a) _____     | (a) _____      |
| (b) _____   | (b) _____     | (b) _____      |
| (c) _____   | (c) _____     | (c) _____      |

20. (a) What amount of money will you have on arrival in Namibia for your own use? N\$ \_\_\_\_\_  
 (b) Will you be in possession of an onward/return ticket? Yes  No

(N.B. Separate applications have to be completed in respect of your spouse or children over the age of 16 years and children traveling with their own passports.)



**NOTE: COMPLETE ONLY PART A OR B**

**(A) HOLIDAY / BUSINESS / WORK / TRANSIT VISA**

1. Intended date and port of arrival in Namibia: \_\_\_\_\_
2. (a) What is the purpose of your visit? \_\_\_\_\_  
(b) If it is for business, explain in detail the nature of business: \_\_\_\_\_  
(c) Duration of intended visit (number of days, weeks, or months): \_\_\_\_\_
3. Places to be visited in Namibia (full address, including telephone number must be provided): \_\_\_\_\_  
\_\_\_\_\_
4. If the purpose of your visit is for medical treatment, please provide the following information:  
(a) Name of doctor, hospital or clinic you will visit: \_\_\_\_\_  
(b) Who will pay your medical expenses and hospital fees: \_\_\_\_\_  
(c) If you are liable for the expenses and fees above, state amount of funds available: \_\_\_\_\_
5. Proposed residential address in Namibia: \_\_\_\_\_ Telephone number: \_\_\_\_\_
6. Name and addresses of relatives in Namibia:  

NAME	ADDRESS AND TELEPHONE NUMBER	RELATIONSHIP
(a) _____	_____	_____
(b) _____	_____	_____
7. Date of last visit, if any to Namibia: \_\_\_\_\_
8. Do you contribute professionally or otherwise to publications, radio, television or films? If so, please give details: \_\_\_\_\_
9. (a) Destination after leaving Namibia: \_\_\_\_\_  
(b) Mode of travel to destination: \_\_\_\_\_  
(c) Intended date and port of departure: \_\_\_\_\_  
(d) Is your entry to that destination assured, e.g. do you hold visa or permit for permanent or temporary residence? (Proof to be submitted) \_\_\_\_\_
10. Reasons for traveling through Namibia: \_\_\_\_\_  
\_\_\_\_\_

**(B) RETURN VISA**

**IMPORTANT**

An applicant has to:

- (i) produce his or her passport or travel document; and
- (ii) submit proof of his or her right residence in Namibia if not endorsed in his or her passport.

1. (a) Kind of Permit and number: \_\_\_\_\_  
(b) Date of departure: \_\_\_\_\_  
(c) Expected date of return: \_\_\_\_\_
2. Particulars of residence in Namibia:  

DATE OF FIRST ENTRY	PORT OF ENTRY	PERIODS OF RESIDENCE IN NAMIBIA	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
3. Countries to which you will be travelling:  
(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_ (d) \_\_\_\_\_
4. Purpose of journey (explain fully): \_\_\_\_\_  
\_\_\_\_\_

I solemnly declare that the above particulars given by me are true in substance and in fact that I full understand the meaning thereof

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(N.B. Only the signature of the application will be accepted)