



Republic of Namibia

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

REQUIREMENTS FOR SHORT TERM EMPLOYMENT PERMIT

Note:

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. Short term Employment Permits

Category 1 (1-3 months)

1. Completion of visa application form (N.3-1/0033) signed by applicant
2. Accompanying, dependent must complete separate application form
3. Copy of passport and /or legal status if in Namibia
4. Copies of qualifications
5. Motivation letter from employer explaining in detail the purpose of work and why Namibians cannot be employed and/or supporting letter(s) from respective employer (s) /line ministries or bodies
6. Proof of tender /contract awarded
NB: 1. Filming- attach filming permit from Namibia filming commission
2. Media- attach accreditation letter from the Ministry of Information and Communication Technology
3. Tour operator -attach Namibia tourism board certificate from Ministry of Environment and Tourism

Category 2 (1-6 months)

1. Completion of visa application form (N.3-1/0033)
2. Accompanying, dependent must complete separate visa application form
3. Certified copies of passports (if in Namibia attach current status)
4. Certified copies of qualification and must be translated into English
5. Motivation letter from employer
6. Proof of tender/contract awarded
7. Proof of advertisement of the post in 3 three local news papers

8. Original police clearance from country of origin and must be translated in English
9. Radiological reports
10. Medical certificates
11. Filming application must attach filming permit from Namibia filming commission
12. Media application must attach accreditation letter from the Ministry of Information and Communication Technology.
13. Tour operator application must attach Namibia tourism board certificate from Ministry of Environment and Tourism

2. BUSINESS VISA -1-3 MONTHS (persons attending business workshop/meetings/conference or exploring business opportunities)

1. Completion of visa application form (.3-1/0033) signed by applicant
2. If accompanying, dependent must complete separate visa application form.
3. Certified copies of passport
4. Invitation letter from host company or organisation.
5. Confirmed return ticket
6. Proof of Namibian legal status of business partner as well as proof of registration of the company.

3. HOLIDAY VISA 1-3 MONTHS

1. Completion of visa application form (N.3-1/0033) (signed by applicant)
2. Each and every applicant should complete separate visa application form (N.3-1/0033) including minors
3. Certified copies of passport from country of origin
4. Invitation letter from inviter, if invited
5. Deed of surety form signed by inviter, if invited
6. Proof of confirmed return ticket
7. Six (6) months bank statement from inviter, if invited
8. Current status of inviter, if invited

4. TOURIST VISA 1-3 MONTHS

1. Completion of visa application form (N.3-1/0033) signed by applicant
2. Each and every applicant should complete separate visa application form (N.3-1/0033) including minors
3. Motivation letter from travel agency or from applicant
4. Proof of confirmed return ticket
5. Proof of accommodation (hotel bookings/resident)
6. Proof of financial statement for 6 months of applicant

5. APPEAL APPLICATION

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



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)