



Embassy
of the Federal Republic of Germany
Gaborone

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Consular Section

Opening hours to the public:

Monday – Friday, 9.00 – 12.00

**INFORMATION - SCHENGEN VISA APPLICATIONS
SHORT-TERM STAY (BUSINESS OR HOLIDAY)**

The following documents must be presented:

application form , completely filled and signed
1 recent passport photograph , which must meet the following specifications : - Full front view of face, centered, light background colour (ideally a neutral grey) - A position with the head leaned or turned (e.g. half profile) is not acceptable - Facial expression must be neutral and the mouth closed - Eyes must be open and well visible, not covered by hair or frame of glasses
passport , valid at least three months after expiry of requested visa
passport copy of the pages showing the particulars of applicant
original and copy of flight itinerary (print-out) or ticket (if available)
original and copy of residence permit (for non-Botswana passport holders only), valid at least three months after expiry of requested visa
original and copy of bank statement bearing account holder's name of the last 3 months
Original and copy of salary slips of the last 3 months
original and copy of travel/medical insurance (min. 30.000,- Euro including repatriation flight) for the Schengen States (available at travel agencies)
original and copy of confirmation of hotel reservation
invitation of friends/relatives and Formal Obligation ("Verpflichtungserklärung (original and copy) (if you are visiting friends/relatives)
letter of your employer confirming your employment and granting of leave
for business trips: original plus photocopy of work permit original confirmation letter of the company you are visiting and original confirmation letter of your employer

Visa fee: € 60,- = approx. BWP 600,- (subject to current exchange rate to Euro)
(Children up to 6 years pay no fee).

Payable upon application in cash only. Note: In case of visa refusal the fee will not be reimbursed.

Visa processing time: 3 to 10 days. Note: Only complete applications can be processed.

Children/minors with their own passports require a visa. Both parents' signatures on the application form is required as well as an authorization letter and copies of passports.

The **Schengen-visa** is valid for the following countries: **Austria*** - **Belgium** – **Czech Republic** – **Denmark** – **Estonia*** - **France** – **Finland*** - **Germany*** - **Greece** – **Hungary*** - **Iceland** - **Italy** – **Latvia** – **Liechtenstein** - **Lithuania** - **Luxemburg** – **Netherlands** – **Norway** - **Poland** – **Portugal*** – **Slovakia** – **Slovenia** -- **Spain** – **Sweden*** - **Switzerland**

* = please apply at the German Embassy if you travel to any of these 7 countries