

Schengen Visas – Information for citizens of Botswana

The Schengen visa was introduced in 1995. It is now valid for the following EU countries: **Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden** and for the three non-EU countries: **Iceland, Norway and Switzerland.**

As from 5 April 2010, the **EU Visa Code** came into force, gathering into a single document all legal provisions for Schengen visas. The Visa Code increases the transparency and ensures equal treatment of applicants while harmonising rules and practices for the Schengen States applying the common visa policy. It implies that all supporting documents must be handed in along with the Schengen application form.

Please note that the EU Visa Code only covers visas issued for the purpose of "**short stays**", meaning stays not exceeding 3 months in any 6 month period. Legislation in relation to the issuance of visas for the purpose of long stays (beyond 3 months) remains of national competence.

A Schengen visa issued by an Embassy or Consulate of any of the Schengen countries allows the holder to travel freely in all Schengen States. Please note that the following EU countries are **not member states of the Schengen Agreement and the Schengen visa is not valid for travel to these countries: Bulgaria, Croatia, Cyprus, Ireland, Romania and the United Kingdom.** If you are also travelling to / through these countries, you will need to apply for a separate national visa at the respective Embassy or Consulate. Botswana do not require a visa for travel of up to 6 months to Ireland or the United Kingdom.

Where to apply for a Schengen visa?

In **Botswana**, only the **German Embassy** issues Schengen visas for the following Schengen member states based on bilateral Schengen representation agreements:

- **Austria, Denmark, Estonia, Finland, Germany, Hungary, Malta, Poland, Sweden and Switzerland**
- For all other countries, you will need to apply at the closest Embassy or Consulate responsible for applicants from Botswana. In most cases, this will be either in Pretoria or Johannesburg, but some might be either in Windhoek or Lusaka. If in doubt, contact the respective mission in South Africa and they will direct you to the correct mission.
- If visiting several Schengen countries, an application should be handed in at the Embassy or Consulate of the country in which your main destination will be.
- If visiting several Schengen countries without having a main destination, an application should be handed in at the Embassy or Consulate of the first Schengen country on your travel itinerary for which a visa is required.

Guideline time frame:

- Applications should be lodged no earlier than three (3) months before the intended travel date.
- Ideally, applications should be handed in two to three weeks before the departure date in order to allow for due processing. Please note that applications handed in later than this are in danger of being refused. In accordance with the Schengen rules, complete applications handed in with all necessary documents shall be processed within 15 calendar days.

Visa fee:


The visa fee is **60 EUR, payable only in Pula (cash)**. It is non-refundable, unless you withdraw your application or it is refused. In this case, you will be refunded half of the visa fee. **The visa fee is waived** for applicants belonging to one of the following categories:

- Children under 12 years
- Holders of diplomatic and service passports if they are travelling on business
- Spouses of EU citizens
- School pupils, students, postgraduate students and accompanying teachers / professors who undertake travel for the purpose of study or educational training
- Researchers travelling for the purpose of carrying out specific research as defined in the **Recommendation N° 2005/461/EC**

The visa fee may also be waived for participants aged 25 years or less in seminars, conferences, sports, cultural or educational events, organised by non-profit organisations. The decision will be made on a case by case basis, according to the relevance of the event.

Visa Application form

The Visa Code implies that all supporting documents must be handed in along with the Schengen application form:

- **Application form**
-  **Download the application form**
- **Supporting documents**

A - Documents to be submitted with all visa applications

Requirements Germany

B- Documents relating to the purpose of the journey

1. Business trips:

- An invitation from a firm or an authority to attend meetings, conferences or events connected with trade, industry or work;
- Other documents which show the existence of trade relations or relations for work purposes;
- Entry tickets for fairs and congresses, if appropriate;
- Documents proving the business activities of the company;
- Documents proving the applicant's employment status in the company;

2. For journeys undertaken for the purposes of study or other types of training:

- A certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training;
- Student cards or certificates of the courses to be attended;

3. For journeys undertaken for the purposes of tourism or for private reasons:

- Documents relating to accommodation:
- An invitation from the host if staying with one,
- A document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged;
- Documents relating to the itinerary:
- - Confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans,
- - In the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey;

4. For journeys undertaken for political, scientific, cultural, sports or religious events or other reasons:

- Invitation, entry tickets, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey;

5. For journeys of members of official delegations who, following an official invitation addressed to the government of the third country concerned, participate

in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organisations:

- A letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the abovementioned events, accompanied by a copy of the official invitation;

6. For journeys undertaken for medical reasons:

- An official document of the medical institution confirming necessity for medical care in that institution and proof of sufficient financial means to pay for the medical treatment.

Please note that:

- A stamp stating place and date of application will be applied to your passport when submitting the visa application.
- All the necessary documents must be brought when applying for visa. If supporting documents are not presented promptly, your application upon examination may be refused and the visa fee lost.
- Additional supporting documentation may be requested in justified cases
- A verbal note is required for holders of diplomatic and official passports
- At the time of submission of the first application, the fingerprints of the applicant will be collected at some missions.