



### Requirements Government Officials/BDF

Please submit your application for a Schengen Visa to the representative of the country which is your main destination – considering length and purpose of your intended stay. If no such main destination can be ascertained, please contact the representative of the country of your first entry into the Schengen Area

#### Required Documents:

- 1 duly completed application form
- One recent biometric passport picture (colour)
- Original Passport and copy of Passport data page
- If applicable: Residence Permit (Original + copy)
- Flight reservation (copy) and travel itinerary
- Hotel reservation with full address for the entire stay in the Schengen Area

#### Note Verbal, stating

- Name of applicant and personal details (date and place of birth)
- Type and number of passport
- Name of the government institution where the applicant is employed, rank/position
- Purpose of trip
- Travel dates and mode of travel
- Destination (incl. name/title of inviting institution/company)
- **Important:** Full guarantee of the Government of Botswana to cover all the costs that may arise during the trip (including medical expenses).
- Savingram from Ministry/institution where the applicant is employed
- Invitation letter (signed with full address) from host organization in the Schengen Area

If Government of Botswana does not cover Medical Insurance via Note Verbal, a separate travel health insurance is required:

- Valid for the duration of the stay in the Schengen Area
- Minimum coverage of EUR 30,000 and repatriation
- Conditions must be stated on insurance document or on separate confirmation letter
- Please note: Medical insurances connected to credit cards are not accepted