

# Visa Information Pack



**From: Nigeria**

**To: Botswana**

**Visa Type: Nigeria Botswana Business Varied Entry Three Month**

## **Thank you for your order**

The following documents are required to apply for this specific visa type.

### **Application Form**

Two fully completed and signed application forms

### **Passport**

The applicant's actual passport. The passport must:

Have at least one blank visa page

Be valid for six months beyond exit date

### **Photos**

Two passport sized colour photographs. The photographs must:

Have a white background

Be taken within the last six months

Be glued on to the visa application form

### **Business Letter**

An original letter of introduction from the applicant's UK employer. This letter must:

Be addressed to the Embassy

Be on company letterhead paper

Include the name of the applicant

Specify the purpose of journey

Include the name of the organisation(s) to be visited

Specify the requested number of entries and the length of visa required

Include an acceptance of financial responsibility for the applicant

Be signed by the applicant's supervisor or the company's HR department

### **Letter of Invitation**

A letter of invitation from the company the applicant is visiting. A copy is acceptable. This letter must:

Be on company letterhead paper

Include the name of the applicant

State the purpose of journey

Specify the requested number of entries and the length of visa required

### **Proof of Employment**

Evidence of proof of employment. This must be provided as:  
A copy of the Company Registration from the applicant's employer  
A copy of the Certificate of Incorporation from the applicant's employer  
A copy of the Share Certificate from the applicant's employer

### **Proof of Travel Arrangements**

Details of travel arrangements. These must be provided as:  
A copy of the flight confirmation  
A copy of the hotel confirmation

### **Visa Information:**

visa is valid for three months

### **Pricing is available on our website at:**

<https://www.visas2.com/pricing-structure>

## **APPLICATION PROCESS**

### **Step 1: Complete the forms and gather all required documents**

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

### **Step 2: Visas2 will process the application**

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

### **Step 3: Process update and completion**

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

**Disclaimer:**

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.



