

Requirements for COURTESY Visa (Attending business meeting)

-purpose to enter Namibia= Attending a business meeting,
Attending a conference -

Remarks : Before coming /submitting your application to the Embassy, please make sure to have an appointment in advance via email : embassy@namibiatokyo.or.jp or telephone : 03-6426-5460.

☆Please find the necessary documents from NO. 1 ~ 11.

1. Application form ← Click the link for an application form

*Please make sure the applicant to sign and put the date on the bottom in the application under the signature article.

*The signature should be **the same signature as the one on the applicant passport.**

*If you made mistakes, you should cross with the two lines and sign beside that word.

i.e.) ~~Sightseeing~~  Sightseeing

2. Exact Amount of the Visa Fee

Single Entry - 11,000 YEN / person

Multiple Entry - 16,500 YEN / person

* It will take around within 5 working days to issue a visa.

Express service for Single Entry - 16,500 YEN / person

Express service for Multiple Entry - 24,750 YEN / person

* Issuing a visa in the afternoon on the same day or the next working day

3. Passport Size Picture X 2

*Color, White background

*Please write the applicant name on the back side of the picture.

4. Original Passport + the copy of the passport

*Please make sure the applicant has placed own name.

*It should have the terms of the intended stay in Namibia + more than 6 months' validity from the planned date of your entry Namibia

*It should have **3** blank visa pages

*Submit not only the original passport but also the copy of the passport

5. English Schedule Itinerary

*State the schedule including date, where and the purpose

6. A copy of English booking confirmations of **flight/ship**

*The flight confirmation must include the whole itinerary even for a single entry, from the departure(where you live, i.e. Japan, South Korea) to the destination (Namibia) and vice versa, and applicant's name also should be on the confirmation.

*If applying for a multiple entry visa, please also include a copy of the English flight and accommodation booking confirmation **for the multiple itineraries**.

*Please put the applicant name highlighted.

7. A copy of English booking confirmations of **hotel / accommodation**

*Applicant name should be on the reservation sheet for accommodation even for a single entry.

*Please put the applicant name highlighted.

*If applying for a multiple entry visa, please include a copy of the accommodation booking confirmation **for the multiple itineraries**.

8. A valid copy of Alien / Residence Card issued by Japanese Government

*Copy should be two sides (**front** side and **back** side).

*Those who live in Japan and come back to Japan after the Namibia trip.

*If you live in South Korea, and you are not South Korean, you need to submit a copy of Alien residence card/Residence Card by the government.

9. ①English Invitation Letter & ②Deed of Surety Form from the company in Namibia which is inviting you. ↑ Click the link for the Deed of Surety Form

*On ①, the applicant's name, date of birth, passport number etc., should be indicated on the letter using the company's letter head(incl. **Company Name, Address, Tel**) and company's stamp / sign

*On ②, should address to the applicant's company from the inviter's company

10. English Recommendation Letter from the company in Japan which transfer you to Namibia

*The applicant's name, date of birth, passport number etc., should be indicated on the letter using the company's letter head(incl. **Company Name, Address, Tel**) and company's stamp / sign

11. A copy of Visa / Permit for the destination after Namibia

*If required by the next destination

12. [Power of Attorney Format](#) ←Click the link for Power of Attorney Format

*If submitting the application via the third party(an agent/a friend) in person, the Agent must present his/her original identity document and an uncertified copy of the same.

*If submitting the application via post, the Agent must submit a certified copy of his or her ID.

*The certification of the ID must not be older than 3 months.

If you live in South Korea and wish to send your applications to the Embassy. please kindly contact " embassy@namibiatokyo.or.jp ".