

# Requirements for Work Visa (to attend meetings)

-purpose to enter Namibia= Attending a business meeting-

## 1. 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 - 10,000 YEN / person

Multiple Entry - 15,000 YEN / person

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

Express service for Single Entry - 15,000 YEN / person

Express service for Multiple Entry - 22,500 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

\*Please make sure the applicant has placed own signature on the passport holder's signature.

\*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 6 blank visa pages

## 5. English Schedule Itinerary

## 6. A copy of English booking confirmations of **flight**

\*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.

# Requirements for Work Visa (to attend meetings)

-purpose to enter Namibia= Attending a business meeting-

## 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**.

## 9. A copy of Alien Card / residential visa issued by Japanese Government

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

\*If you live in Japan.

\*If you live in South Korea and you are not South Korean, you need to submit a residential visa issued by the government.

## 8. English Invitation Letter from the company **in Namibia** which is invited you.

\*The applicant name, date of birth, passport number, passport etc., should be indicated on the letter using the company's letter head and company's stamp / sign

## 9. English Recommendation Letter from the company **in Japan** which transfer you to Namibia

\*The applicant name, date of birth, passport number, passport etc., should be indicated on the letter using the company's letter head and company's stamp / sign

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

\*If required by the next destination

-----

If you live in South Korea/Australia/New Zealand and wish to send your applications to the Embassy, please kindly contact

" [embassy@namibiatokyo.or.jp](mailto:embassy@namibiatokyo.or.jp) ".