

Guidance for Penn Visitors who will be working in Botswana

The government of Botswana has specific requirements for visitors who carry out work in country. These requirements apply to **most** of Penn's visitors (clinicians, faculty, students, staff) coming to Botswana through BUP. These instructions will help you to determine what is required of you to work as a non-citizen of Botswana i.e., if you need to apply for a visa, a work permit, and/or to register with Botswana Health Professions Council (BHPC) and what you need to prepare in order to do so.

Please read through **Step 1, 2, and 3** and keep the following information in mind as you prepare for your trip to Botswana:

- Check **BUSINESS** on the immigration form when you arrive at the airport in Gaborone.
 - If a document or copy needs to be notarized, you must to do this **before** leaving for Botswana. Getting documents notarized in Botswana is very difficult and expensive. Not having documents notarized prior to arriving in Botswana will cause delays and you will not be able to start working.
 - Copies cannot be reused for a different application. For example, your notarized copy of your passport for the permit waiver cannot be resubmitted with your BHPC application. Make sure that you have the correct number of notarized copies and documents for each application.
 - If you have a connecting flight via South Africa, make sure you have two consecutive blank pages in your passport. This is required by South African immigration and it will be checked at the airport in Johannesburg, even if Botswana is your final destination. .
 - **Please note that these new governmental policies are still in development thus subject to change. We will provide updates if necessary.**
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Step 1. Determine if you need a visa to enter Botswana.

Check [here](#) to find out if you need a visa prior to arrival. Individuals with a **US Passport** do not need a visa to enter Botswana.

Use the table below to determine how to apply for a visa if you need one. Please be mindful of the deadlines.

Application	Application Requirements	Submission Deadlines
<p>Visa (only for visitors with a passport from a country that requires a visa to enter Botswana. Visitors with a US Passport do not need a visa)</p>	<ul style="list-style-type: none"> Fully completed immigration supplementary form1 (contact Emmanuel Thamage thamagee@bup.org.bw to obtain a copy) Notarize first 3 pages of passport (showing validity, photograph & history). Email and scan to setholelr@bup.org.bw 2 x recent colored passport size photos If previously applied for VISA, please attach the copy of outcome Employment/business-relevant information/documents required (offer letter/invitation letter, contract and confirmation of employment including relevant qualifications) Travel schedule/flight itinerary/bookings Meeting schedule (if coming to attend or organize meeting) Fee P1500 (\$150) 	<p>You should apply for a visa at least 30 days prior to your travel</p> <p><u>Your visa must be issued prior to your arrival in Botswana.</u></p> <p>Immigration agents will check for your visa at the airport.</p>

Step 2. Determine what is required of you to work in Botswana, i.e. work permits, BHPC registration.

Use the table below to determine if you need a work permit and if you do what type of work permit, if you need to register with BHPC, and the associated fees for each application. This will be based on the length of your visit and the type of work that you will be doing in country.

Visit Duration	Type of work	Work Permit?	BHPC Registration?	Fees?*
Less than three months	Non-clinical: participating in and/or conducting meetings, conducting or assisting in research, participating in an internship, and/ or teaching a BOTA** accredited training	Yes, you are required to apply for a Permit Waiver	No	No
	Clinical observer-ship: participating in a medical student clinical rotation	Yes, you are required to apply for a Permit Waiver	No	No
	Clinical: conducting clinical research, and/or providing clinical care	Yes, you are required to apply for a Permit Waiver	Yes, you must register with BHPC to be clinically active in Botswana	Yes, the BHPC application has a fee of P30 (\$3)
More than three months	Non-clinical: participating in and/or conducting meetings, conducting or assisting in research, participating in an internship, and/ or teaching a BOTA** accredited training	Yes, you are required to apply for a Long-Term Exemption Permit	No	Yes, a government fee of P1500 (\$150) is required
	Clinical: conducting clinical research, and/or providing clinical care	Yes, you are required to apply for a Long-Term Exemption Permit	Yes, you must register with BHPC to be clinically active in Botswana	Yes, a government fee of P1500 (\$150) is required, plus a BHPC application fee of P30 (\$3)

*If you are an **external visitor** (meaning you are **not** formally affiliated with or employed by Penn or BUP), then additional fees will apply if you would like BUP to assist you with your applications. As an external visitor, please complete the External Visitor Protocol Form to request these services and determine what additional fees will apply.

**Botswana Training Authority (BOTA)

Step 3. Determine application requirements and submit required documents per their deadlines.

Once you have determined what is required of you to work in Botswana short or long term (ie work permits, BHPC registration) in Step 2, you must now determine what each application requires of you and gather the necessary documents. Please be mindful of the submission deadlines and instructions – this is key to being able to start your work in a timely manner.

Application	Application Requirements	Submission Deadlines
<p>Permit Waiver (less than three months) For <u>Non-Clinical</u> and <u>Clinical</u> Work</p>	<ul style="list-style-type: none"> • 1 x notarized copy of your passport • Letter of invitation – contacts in the list below will instruct you on how to get this letter <p>Permit waiver procedures are different for different types of visitors, please email the appropriate contact on this list to determine next steps:</p> <ul style="list-style-type: none"> ○ Penn/CHOP Trainees – contact Andie Yost (ayost@penncmedicine.upenn.edu) ○ Penn/CHOP Faculty/Staff – contact Lesego Sethole (setholelr@bup.org.bw) ○ External Visitors (non-Penn/CHOP) – contact Emmanuel Thamage (thamagee@bup.org.bw) 	<p>Start this process at least 60 DAYS PRIOR TO ARRIVAL</p> <p><u>Make sure also to bring these documents with you to Botswana.</u> You will apply for this permit on the first working day after you have arrived.</p>
<p>BHPC Registration (required for any visitor conducting clinical care or clinical research) See BHPC Registration guide for more information</p>	<ul style="list-style-type: none"> • 4 x passport photos • 1 x notarized copy of passport photo page • 2 x letters of recommendation from doctors/supervisors you work with (letters to be original, no digital copies allowed by BHPC, dated no older than six months) • 1 x notarized copy of your medical degree/diploma • 1 x notarized copy of your state medical license/registration • 1 x CV • Copy of offer letter (provided in Botswana) • Cover letter of application form (provided in Botswana) • Application fee (P30 ≈ \$3) 	<p>Prepare documents <u>prior to departing for Botswana</u> and make sure to bring them with you to Botswana. You will apply for BHPC registration on the first Monday after you arrive.</p>

Application	Application Requirements	Submission Deadlines
<p align="center">Long-Term Exemption Permit (more than three months) For <u>Non-Clinical</u> Work</p>	<ul style="list-style-type: none"> • 2 x Notarized copy of passport (This must be notarized in the country of issue) • 2 x identical recent passport sized photos • Curriculum vitae • 2 x Notarized copy of Qualifications – degrees and other diplomas – including undergraduate degrees • Copies of previous Exemption Permits from work in Botswana, if you have any • Copy of employment contract / offer letter from PI/Supervisor/ Botswana-based invitee, containing the visitor’s: <ul style="list-style-type: none"> ○ Exact start and end dates of work/volunteer offer. ○ The classification of visitor (e.g. Researcher, medical student, research student, intern) ○ Purpose of visit/explanation of what they will be doing (e.g. research, rotation, internship, volunteer attachment, etc. ○ Signature of the PI/Supervisor/ Invitee • Fee P1500 (\$150) 	<p>Prepare documents <u>prior to departing for Botswana and make sure to bring with you to Botswana.</u> You will apply for this permit on the first working day after you have arrived.</p>
<p align="center">Long-Term Exemption Permit (more than three months) For <u>Clinical</u> Work</p>	<ul style="list-style-type: none"> • 2 x Notarized copy of passport (This must be notarized in the country of issue) • 2 x identical recent passport sized photos • Curriculum vitae • 2 x Notarized copy of Qualifications - medical license, medical degree and other diplomas – including undergraduate degrees • Copies of previous Exemption Permits from work in Botswana, if any • Copy of employment contract / offer letter from PI/Supervisor/ Botswana-based invitee, containing the visitor’s: <ul style="list-style-type: none"> ○ Exact start and end dates of work/volunteer offer. ○ The classification of visitor (e.g. Resident/volunteer doctor, medical student, research student, intern) ○ Purpose of visit/explanation of what they will be doing (e.g. research, rotation, internship, volunteer attachment, etc. <p>(list continued, see next page)</p>	<p>Prepare documents <u>prior to departing for Botswana and make sure to bring them with you to Botswana.</u> You will apply for this permit on the first working day after you have arrived.</p>

Application	Application Requirements	Submission Deadlines
	<ul style="list-style-type: none"> ○ Signature of the PI/Supervisor/ Invitee ● Copies of registration with medical council-(Blue card) ● Fee of P1500 (\$150) 	