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TANZANIA SPECIALIST

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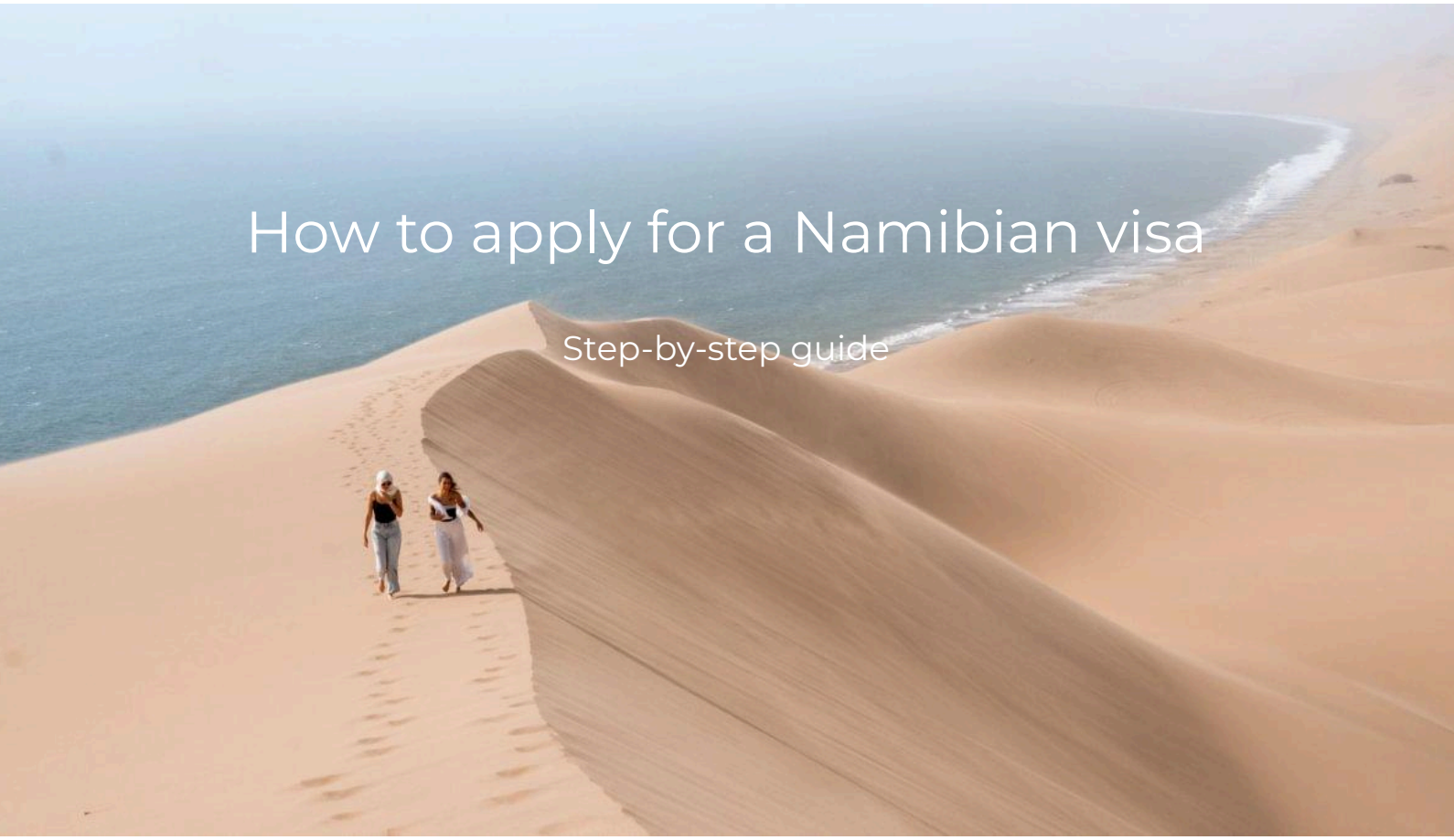


How to apply for a Namibian visa

Step-by-step guide

Introduction

Entering Namibia is easy: you can apply for your Visa on Arrival (VoA) online, a few weeks before departure. By doing so, you will have an approval notice in your pocket when you board the plane and can easily obtain your final visa once you enter the country. And if, for some reason, the online system gives you issues, you can still obtain a visa upon arrival in Namibia. From page 3, we explain the process step by step. But before you start, there are a few things to keep in mind:

- Only apply for an online visa through the official Namibian government portal of the Ministry of Home Affairs, Immigration, Safety and Security.
- Applications are best done via a computer, and the immigration e-services portal is best viewed in Mozilla Firefox and Google Chrome.
- The VoA is a multiple-entry visa valid for 90 days.
- Every traveller, regardless of their age, needs to have their own visa, but you can apply for each person in your group in one go.
- The VoA fee is NAD 1,600 (USD 100) for adults and NAD 800 (USD 50) for children aged 6–11, to be paid in NAD. Visas for children under 6 are free.*
- You can pay by credit or debit card.
- The visa fee is non-refundable.
- Incomplete applications will be rejected, and the provision of false information will lead to automatic rejection of the visa.
- With this online application, you'll receive a visa approval, not the actual visa. The actual visa will be granted when you show your visa approval to immigration upon entering Namibia.

The application process is quite straightforward, but please keep in mind that you are applying for a visa for Namibia, where things might work differently than what you are used to. Computerised systems, for example, don't always work properly, and you might have to try several times. We usually advise to just shrug about these setbacks, say TIA (This Is Africa!), laugh about it and try again!

Africa Safari Trips cannot be held accountable for your visa application. If you have any questions, please contact the Namibian immigration office (esupport@mhaiss.gov.na) or the Namibian embassy in your country directly (contact info in our Travel Guide).

* Amounts in USD are approximations. Also, keep in mind that you will need to show an unabridged birth certificate for each minor in your group, and a parental consent form if you are travelling without (one of the) parent(s) when entering the country.

In preparation

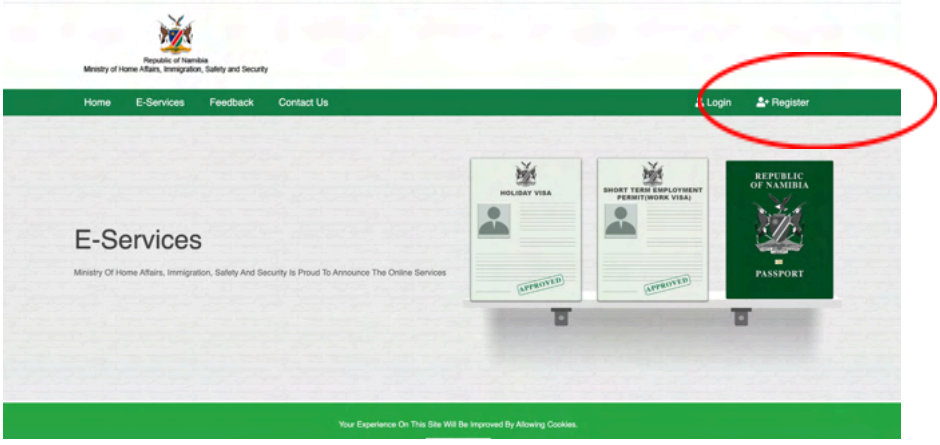
Please check the lists below to make sure you have everything you need before applying for your visa.

To apply, you need:

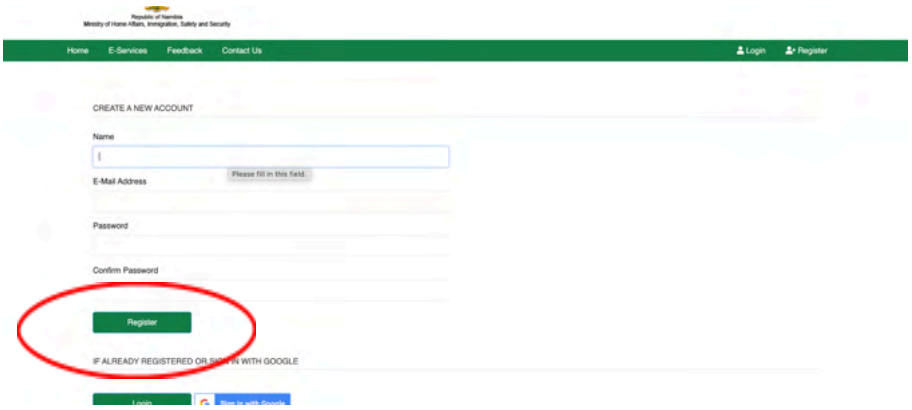
- A valid passport for at least six months after your return date from Namibia with at least three blank pages.
- A scan of your passport (PDF, maximum file size 2 MB).
- A passport picture (JPEG, maximum file size 300 KB).
- A confirmed return ticket.
- Your travel voucher stating all the hotels you'll be staying at, attached to this email.
- A valid credit/debit card for payment (Visa or Mastercard only).

Getting started

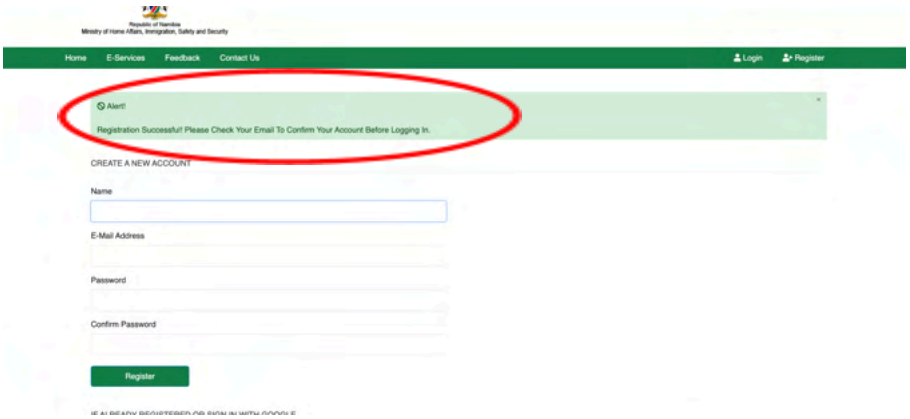
1. Go to https://eservices.mhaiss.gov.na/ and click on "Register" to create an account.



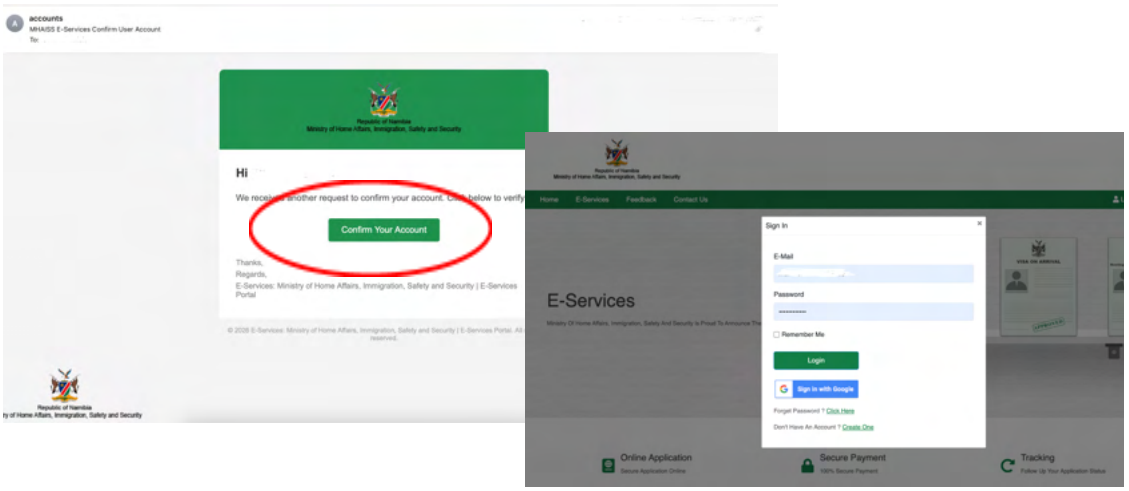
2. Create your new account by filling out the form with your name and email address. Choose a password and click “Register”.



3. Once registration is successful, an alert pops up: “Registration successful! Please check your email to confirm your account before logging in.”



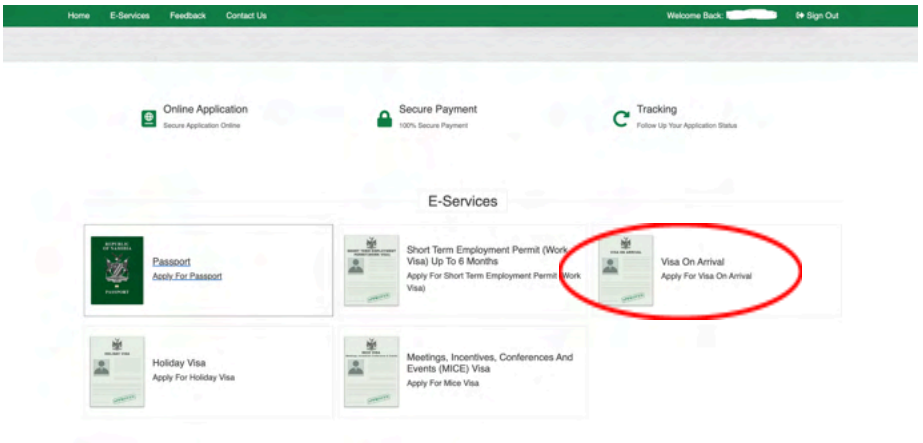
4. Check your email and click “Confirm your account”. Then click “Login”.



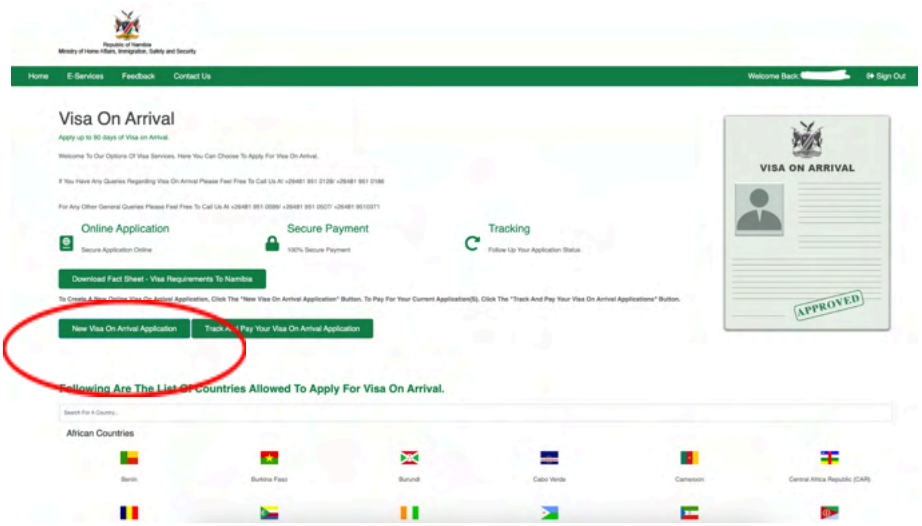
5. Choose “Visa on Arrival” if you are a national of one of the countries listed here (UK, US, Canada, Australia, New Zealand, and almost all EU countries). The system will also show the listed countries after choosing your visa type.

   If your country is not on this list, you can choose “Holiday Visa”, and the process might be slightly different from what is described here. Please contact your travel consultant if that is the case and you have any questions.

   Please note that for a Namibian visa, your nationality determines the visa you can apply for, and not your residency.

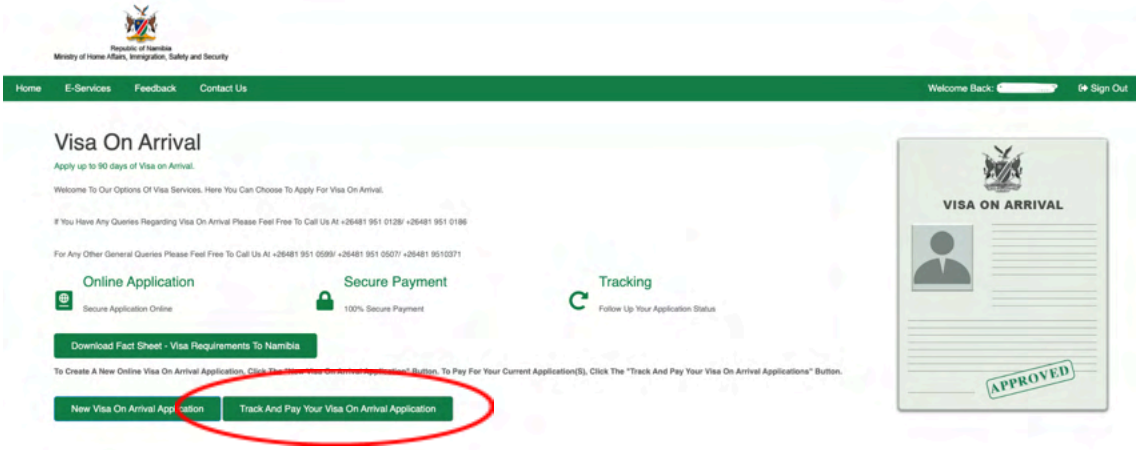


6. Click “New Visa on Arrival Application”.

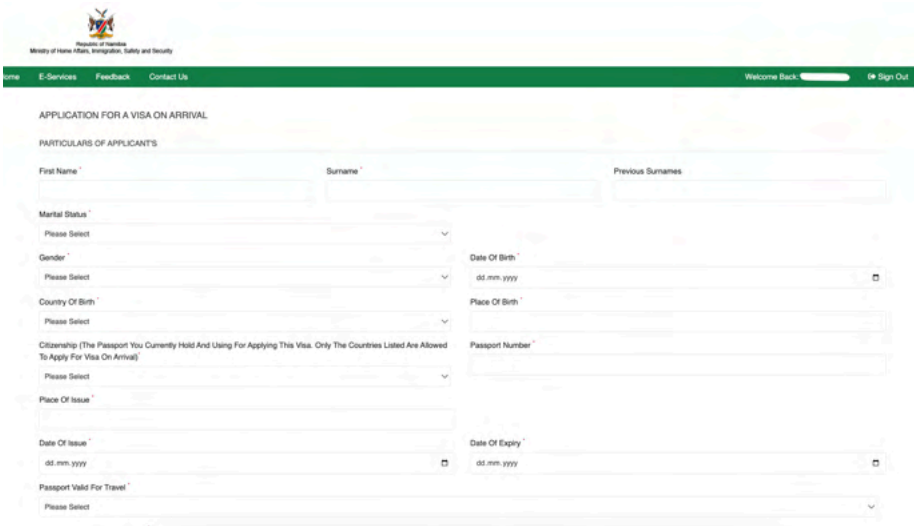


Fill in your details

Keep in mind that you can always return to the portal later and continue where you left off. After payment, you can also check the status of your application at any time by logging in and clicking “Track and Pay Your Visa on Arrival Application.”



1. Particulars of applicants: Fill out your first name, surname, marital status, gender, date of birth, country and place of birth, as well as your passport details. Confirm that your passport is valid for travel in the last question by selecting “Yes” from the dropdown menu.



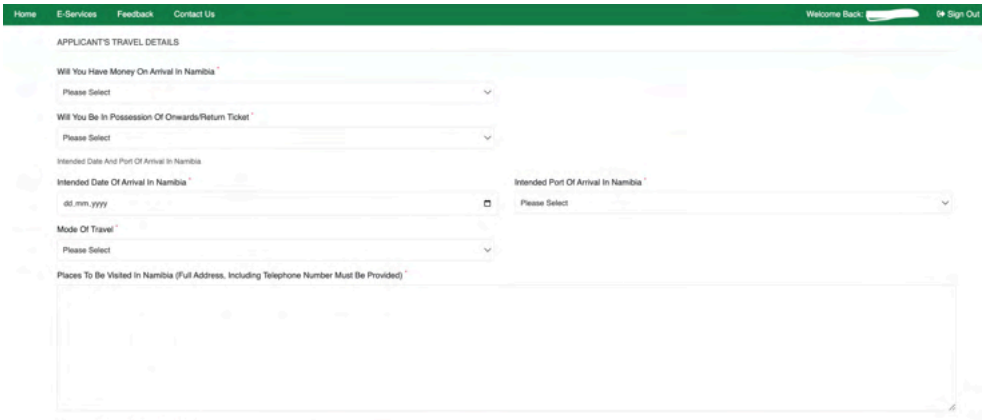
2. Applicant's travel details: Always select “Yes” to indicate you’ll be carrying cash when arriving in Namibia. We recommend declaring NAD 10,000 (approximately USD 620), a reasonable amount for travelling. When applying for your children, you can select “No”, as children won’t be expected to carry any money.

   Provide details of your return or onward ticket, including the ticket or booking number, your date of arrival, port of entry, and mode of travel (air, sea, road).

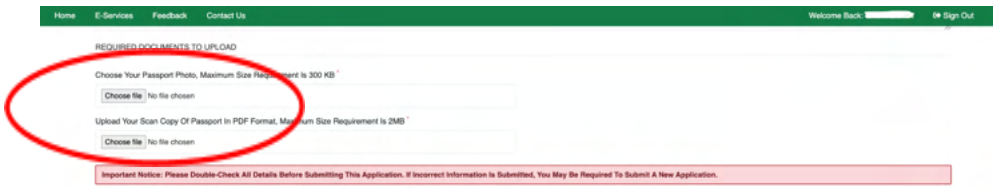
   In the field “places to be visited in Namibia”, you can copy/paste our company address:

   REM Tours and Safaris (PTY) Limited
   Unit 1, Atlas House, 177 Sam Nujoma Drive
   Windhoek, Namibia
   +264 85 853 3927 - Office Line

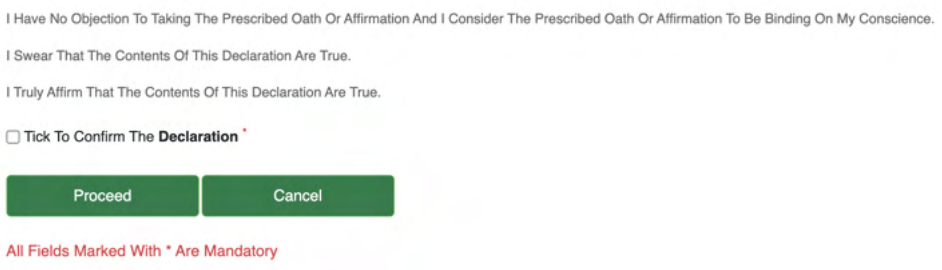
   Or, if you prefer to provide a more detailed answer, you can fill out the hotel details described in the travel voucher attached to the visa email.



3. Required documents to upload: Upload a passport photo in JPEG format (maximum 300 KB) and a scanned copy of your passport in PDF format (maximum 2 MB).

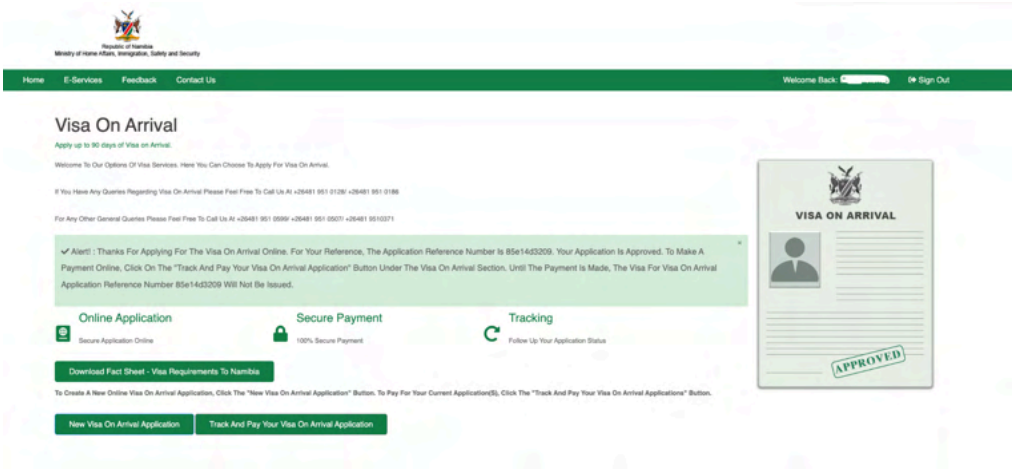


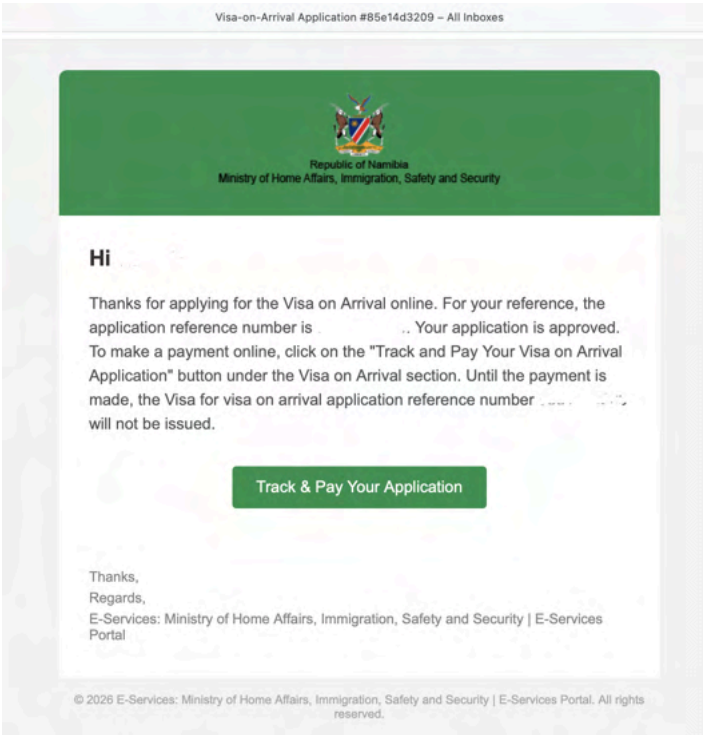
4. Declaration of Applicant: Tick the box to confirm that the content of your declaration is true. Then click "Proceed".



Payment

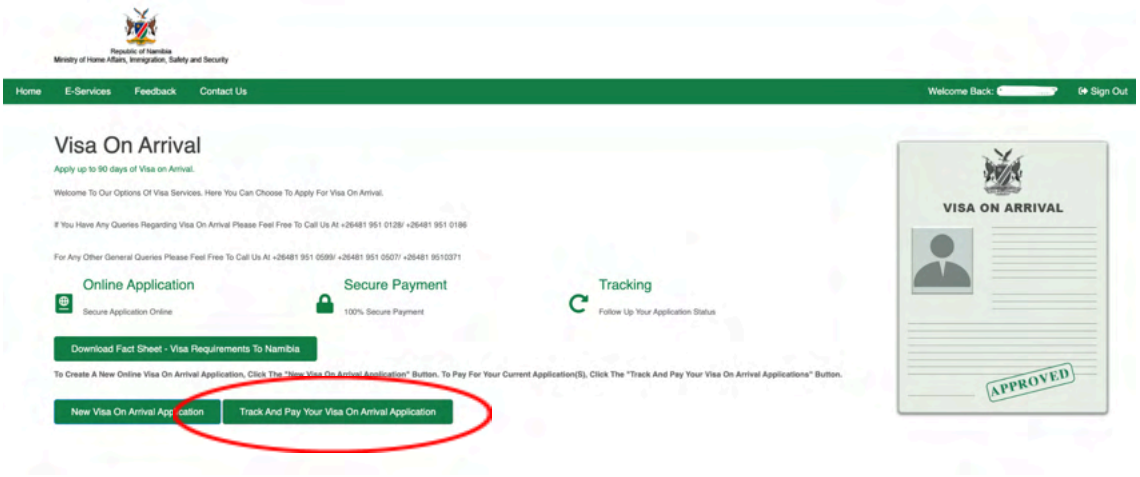
1. You will then be sent back to the initial page, where you should see an alert confirming that your application has been approved (meaning it has been accepted for approval). You will also receive an email confirming this. The actual approval notice (the one you need to show on arrival to get the visa) will not be issued until you have paid the visa fee.



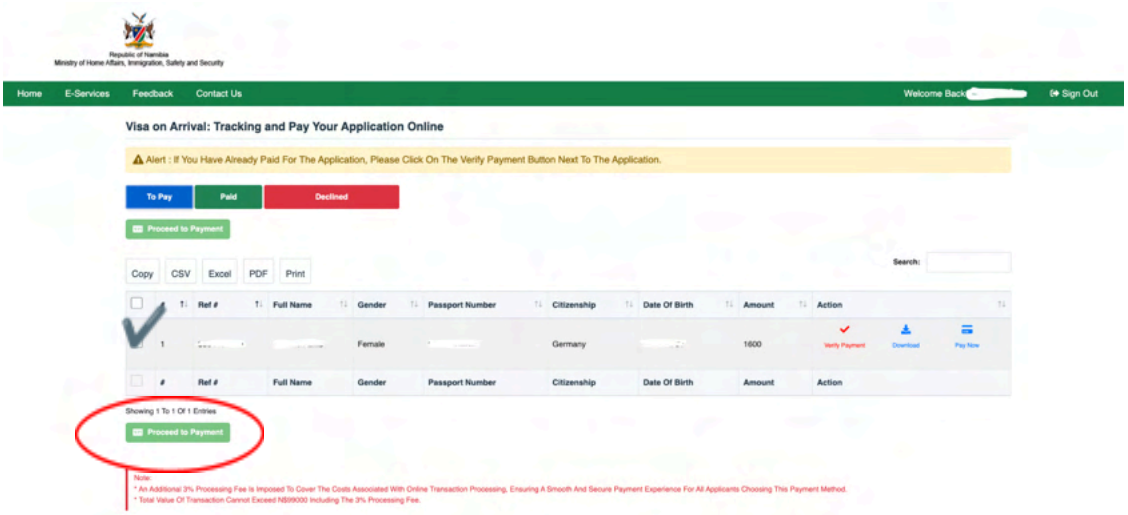


2. Applying for a group of people? If you want to apply for several Visas on Arrival (VoA), for example, a family, couple, or group of friends, you can first submit all the individual VoA applications and then proceed with the payment. If this applies to you, click on “New Visa on Arrival Application” and repeat the procedure described under “Fill in your details” for each participant. Once all applications have been completed, you will be able to make a single payment for all participants.

3. To pay, click “Track and Pay Your Application” on the website to pay immediately, or log in again later to make the payment.

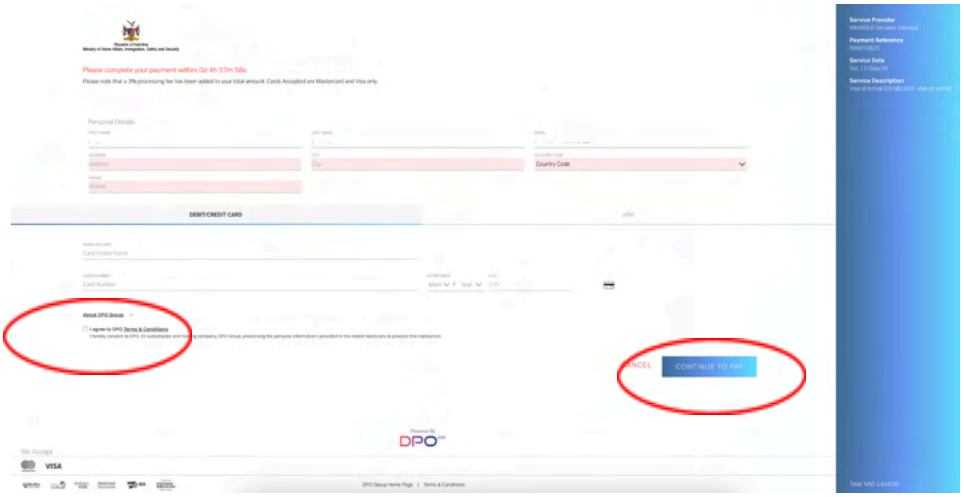


4. On the following page, you will see your pending visa application. Tick the box(es) of the one(s) you want to pay and click “Proceed to Payment”.



5. You will be transferred to the payment portal, where you need to fill out your payment details. Agree to the DPO (the payment service provider) Terms and Conditions by ticking the box and clicking on “Continue to Pay”. Please note that you can use debit or credit cards. An additional 3% processing fee will be added to your visa fee.

   Once you have clicked on “Continue to Pay”, you will be transferred to your bank/credit card institution to confirm the payment.



6. After payment and submission, Namibian Immigration will process the application. Once approved, the e-visa approval notice is issued through the online portal and by email and should be downloaded and printed before travel.

   The issued e-visa approval notice serves as an arrival form. On arrival in Namibia, immigration completes the visa process at the designated port of entry. The approval notice does not replace the immigration border check.

Happy travels!

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