

Visa Process for Events/Conferences

Upon registration, the delegate will receive an invitation letter from Organiser/Convener for immigration formalities.

If you are attending the event as a delegate (**not a facilitator, speaker or media**) and your country is [exempted from visa requirements](#) to Namibia, then no application is required.

Please present the following documents to immigration officials upon arrival:

- The invitation letter
- Valid passport upon arrival

If you are attending as a delegate from a visa-required country (non-exempt / [visa upon arrival](#)) or you are attending as a facilitator, speaker or media, please follow the instructions below.

Step 1	See below mandatory documents to submit according to the Visa applicant category <i>Category 1: Delegates (countries not exempted / eligible for visa upon arrival)</i> <ul style="list-style-type: none">• Completed and signed application form for Visa -3-1/0003 (Visitors/Holiday Visa)• Passport copy• Invitation letter• Fee: N\$600 <i>Category 2: Facilitators, Speakers & Media</i> <ul style="list-style-type: none">• Completed and signed application form for Visa -3-1/0003 (Work Visa)• Passport copy• Invitation letter• Fee: N\$1100
Step 2	Email the completed and signed application form with the mandatory documents to: micevisa@nipdb.com
Step 3	You will receive your Visa approval letter with payment instructions within three (3) working days
Step 4	Following payment, allow for at least three (3) working days and you will receive your Visa via email
Step 5	Present your valid passport and Visa (printed or digital) to immigration officials upon arrival in Namibia