



**ZAMBIA DEPARTMENT OF IMMIGRATION**



## **Guide on Immigration Permits & Visas Requirements & Fees**

# About this booklet

This booklet is designed to assist you when completing your applications for various immigration permits and visas. It is just a guide. You should visit the Department of Immigration website ([www.zambiaimmigration.gov.zm](http://www.zambiaimmigration.gov.zm)) to obtain up-to-date information.

The booklet will be updated as and when there are changes in either the requirements or fees.

# Some important terms

To understand the requirements for visas and various immigration permits, you need to know the following terms:

<b>Business Visitor</b>	means a person coming to Zambia to transact business during the person's stay, such as attending meetings, conferences, arranging of deals and the signing of contracts.
<b>CE 20</b>	Customs and Excise Declaration Form.
<b>Citizen</b>	means a citizen of Zambia.
<b>Deed Poll</b>	means a legal document that proves a change of name.
<b>Educational institution</b>	means an institution, the primary function of which is to provide academic or other instruction established or registered under the Education Act, the University Act, 1999, or the Technical Education, Vocational and Entrepreneurship Training Act, 1998.
<b>Foreigner</b>	means any person who is not a citizen.
<b>Gratis</b>	means free of charge.
<b>Immediate family</b>	means a husband, wife or child.
<b>Ordinary visitor</b>	means any visitor, including a tourist and any person visiting friends and/or relatives in Zambia, other than a business visitor.
<b>Period of 12 months</b>	does not mean a calendar but rather a year. While a calendar year begins on 1st January and ends on 31st December, a year is simply a 12 month period whose start date can vary. In the case of ordinary or business visitors, the start is the date of first entry into Zambia in the last 12 months.

**Port of entry**

means a place where a person has to report before entry into, sojourning in, remaining within, or departing from, Zambia.

**Spouse**

means a husband or wife, whose marriage was solemnized under the Marriage Act, the laws of a foreign country or under the Zambian customary law.

**Status**

means the immigration status of a person as determined by the relevant permit granted to that person under the Immigration Act.

**ZDA**

Zambia Development Agency means the Agency established under the Zambia Development Agency Act, 2006.

**ZRA**

Zambia Revenue Authority means the Authority established under the Zambia Revenue Authority Act.

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# 1. Visas

A visa is an endorsement on a valid passport of a foreigner, which is confirmed by examination by an Immigration Officer at the port of entry, granting that person the authority to enter Zambia. The validity of the visa is not the period in which the holder is entitled to remain in the country but a period within which the holder has to enter Zambia. As such foreign nationals are required to use other instruments offered by the Department to remain in the country legally.

Foreign nationals wishing to enter the country fall within one of the three (3) distinct categories below:

- Nationals who do not require visas in order to enter Zambia;
- Nationals requiring visas on arrival or Missions Abroad; and
- Nationals required to apply for visas prior to their travel to Zambia.

Visit our website for up to date lists of nationalities falling in the three (03) categories

## A.Types of Visas

The Department issues the following types of Visas:

**Single Entry Visa** – A Single Entry Visa allows the holder to enter Zambia only once during the validity of the visa.

**Double Entry Visa** – A Double Entry Visa allows the holder to enter Zambia twice during the validity of the visa.

**Multiple Entry Visa** – A Multiple Entry Visa allows the holder to enter Zambia multiple times during the validity of the visa. Multiple Entry Visas shall only be issued by Immigration Headquarters through the e-visa facility.

**Note:** Single, Double and Multiple Entry visas shall be valid for ninety (90) days from the date of first issuance, with the exception of nationals from the United States of America for whose Multiple Entry Visas have a validity of three (3) years, on mutually agreed reciprocal basis.

**Transit Visa** – Transit Visas are issued to nationals who require visas to enter Zambia and are transiting through using land transport and shall be valid for a maximum period of seven (07) days.

**Day Tripper Visa** - A Day Tripper Visa is issued at a port of entry to a tourist who visits Zambia for a period of less than 24 hours and makes exit through the same port. The facility will also apply to tourists visiting Zambia and wish to visit a neighboring country and re-enter within 24 hours.

**Note:** Currently, the Day Tripper shall only apply at Victoria Falls and Kazungula Border Controls.

**Gratis Visa** – A Gratis Visa is a free visa issued at Zambia Missions Abroad or at Ports of entry to members of the Diplomatic Community on presentation of letters of accreditation and/or Diplomatic Passports. It is also issued to diplomats not accredited to Zambia but visiting Zambia on official business as long as they present letters of invitation.

## **B. e-Visa**

The Electronic Visa (e-Visa ) is an online facility for applying for visas to Zambia. All persons who ordinarily require a visa to come to Zambia are eligible to apply for visas through this facility.

**Step 1.** Fill out the secure online application form & confirm your application. Enter the exact personal information of the applicant(s) and check for a confirmation mail sent to your email address and access provided link to confirm and ACTIVATE your application. You can track the progress of your application on the e-Visa portal.

**Step 2.** Get approval letter and prepare to get your visa sticker/endorsement on arrival within 3 or 5 working days, depending on your visa category, you receive feedback via email. You may also download visa approval or rejection letters directly from the e-Visa 's tracking facility.

### **Making Entry into Zambia (Payment and getting visa sticker/endorsement)**

Upon arrival at Port of entry you present your passport, visa approval letter and pay the visa fee to the Immigration Officer to get your visa sticker/endorsement affixed in your passport.

**Note:** to apply log on to [www.zambiaimmigration.gov.zm](http://www.zambiaimmigration.gov.zm) and follow the e-Visa link or log on directly to [evisa.zambiaimmigration.gov.zm](http://evisa.zambiaimmigration.gov.zm).

**Documents to be uploaded during the e-visa application.**

Purpose	Required Documents* jpg or png formats.
Business	<ol style="list-style-type: none"> <li>1. Passport sized photo;</li> <li>2. Passport copy of applicant;</li> <li>3. Cover letter on company letterhead with full address and contact numbers addressed to the Director General of Immigration;</li> <li>4. Invitation from host company; and</li> <li>5. Certified copy of certificate of incorporation of host company.</li> </ol>
Official	<ol style="list-style-type: none"> <li>1. Passport sized photo;</li> <li>2. Passport copy of applicant;</li> <li>3. Cover letter on host institutions letterhead with full address and contact numbers addressed to the Director General of Immigration; and</li> <li>4. Copy of return air ticket.</li> </ol>
Religious	<ol style="list-style-type: none"> <li>1. Passport sized photo;</li> <li>2. Passport copy of applicant;</li> <li>3. Cover letter on religious institution letterhead with full address and contact numbers addressed to the Director General of Immigration;</li> <li>4. Letter of invitation from the host religious institution; and</li> <li>5. Copy of return air ticket.</li> </ol>
School	<ol style="list-style-type: none"> <li>1. Passport sized photo;</li> <li>2. Passport copy of applicant;</li> <li>3. Cover letter on school letterhead with full address and contact numbers addressed to the Director General of Immigration;</li> <li>4. Acceptance letter from University/Collage/School; and</li> <li>5. Copy of status of host/parents/guardian if any.</li> </ol>
Tourist	<ol style="list-style-type: none"> <li>1. Passport sized photo;</li> <li>2. Passport copy of applicant;</li> <li>3. Cover letter from applicant addressed to the Director General of Immigration which must be signed by the author;</li> <li>4. Hotel booking; and</li> <li>5. Copy of return air ticket.</li> </ol>



Purpose	Required Documents* jpg or png formats.
Transit	<ol style="list-style-type: none"> <li>1. Passport sized photo;</li> <li>2. Passport copy of applicant; and</li> <li>3. Cover letter from applicant addressed to the Director General of Immigration which must be signed by the author.</li> </ol>
Visitor	<ol style="list-style-type: none"> <li>1. Passport sized photo;</li> <li>2. Passport copy of applicant;</li> <li>3. Cover letter from host in Zambia addressed to the Director General of Immigration which must include full physical address and phone number of host and must be signed by the author;</li> <li>4. Status of host i.e. copy of NRC/ Zambia Immigration Permit. Note that persons on Study, Visiting, Temporary Employment Permit and Temporal Permits cannot invite visitors; and</li> <li>5. Copy of return air ticket.</li> </ol>

## C. KAZA UNIVISA

The Kavango Zambezi Transfrontier Conservation Area (KAZA TFCA) is a conservation area, spanning five Southern African countries; Angola, Botswana, Namibia, Zambia and Zimbabwe, centred around the Caprivi Chobe-Victoria Falls area. In pursuance of regional economic development through tourism, the Republics of Zambia and Zimbabwe, with support of the World Bank in partnership with the KAZA TFCA Secretariat, embarked on the development of the KAZA UNIVISA Pilot Project with the aim of facilitating easy movement of tourists between the two countries.

The KAZA UNIVISA Pilot Project was launched on 28<sup>th</sup> November 2014 with an initial period to run for six months and later extended for a further six months. On 21<sup>st</sup> December 2016, Zambia and Zimbabwe launched the roll out phase of the KAZA UNIVISA in Livingstone, Zambia, where the Ministers of Home Affairs from both Zambia and Zimbabwe signed a Memorandum of Understanding symbolizing the commencement of the permanent issuance of the KAZA UNIVISA. It is the desire of both Zambia and Zimbabwe that the roll out phase shall lead to the ultimate incorporation of the other three partner countries into this initiative.

The KAZA UNIVISA allows tourists to obtain one visa to visit both countries multiple times. The visa is valid up to 30 days as long as the holder remains within Zambia and Zimbabwe. It also covers those who visit Botswana for day-trips through Kazungula Borders.

This visa is not available online and can currently only be obtained at the following ports of entry in Zambia:

Zambia	Zimbabwe
Kenneth Kaunda International Airport	Harare International Airport
Harry Mwaanga International Airport	Victoria Falls International Airport
Victoria Falls Border	Victoria Falls Border
Kazungula Border	Kazungula Border

For a complete list of nationalities eligible for the KAZA UNIVISA kindly visit [www.zambiaimmigration.gov.zm](http://www.zambiaimmigration.gov.zm)

## 2. Visitors

All ordinary visitors (including tourists) are entitled to a free ninety (90) days visit in any period of twelve (12) months from the day of first entry into Zambia while business visitors are entitled to a free thirty (30) days visit in any period of twelve (12) months.

### **A. Extension of Number of Days (Ordinary Visitor & Tourists) after 30 days.**

Any person who is legally in Zambia as an ordinary visitor and whose allowed period of stay (as specified in the passport) has expired and who wishes to extend the stay [within the limit of ninety (90) days], should call at the nearest Immigration Office to extend the period of the visit. The extension must be sought before the days expire. If the visitor wishes to remain in Zambia beyond the 90 days, he/she should apply for a Visiting Permit.

### **B. Extension of Number of Days (Business Visitor)**

If a business visitor wishes to remain in Zambia, he/she should apply for a Temporary Employment Permit.

## 3. Asylum Seekers Permit

An Asylum Seeker's Permit is issued to a person seeking asylum in Zambia and is valid for a period of thirty (30) days from the date of issue. The 30 days given are to allow for refugee status determination.

### Requirements for Issuance

- National Registration Card (if available),
- Passport (if available).

## 4. Border Pass

A Border Pass is issued to a citizen who does not hold a passport and who resides around a prescribed area where Zambia and another country share a border. A Border Pass is valid for a period of one (01) month. It allows the holder to travel at least to the nearest border town.

### Requirements for issuance

- National Registration Card,
- Prescribed fee.

## 5. Cross Border Permit

A Cross Border Permit is issued to a foreigner who is a member of a regional grouping to which Zambia is party or one who ordinarily resides in a country sharing boundaries with Zambia and is a member of an association of persons engaged in cross border business.

It is issued for an initial period of ninety (90) days and may be renewed after expiry for a further period of ninety (90) days within a period of six (06) months from the date of issuance. The period granted shall not exceed six (6) months in any given period of twelve (12 ) months.

### A. Requirements for issuance

- Covering letter from applicant addressed to the Director General of Immigration/Regional Immigration Officer;
- Duly completed application form (Form 29);
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);

- Proof of membership to a Cross Border Traders Association;
- Letter from the relevant Cross Border Traders' Association supporting the business venture; and
- Prescribed fee.

## **B. Requirements for renewal/extension**

- Covering letter from applicant addressed to the Director General of Immigration/Regional Immigration Officer;
- Duly completed application form (Form 11);
- Proof of membership to a Cross Border Traders Association
- Letter from the relevant Cross Border Traders' Association supporting the renewal;
- Original Permit; and
- Prescribed fee.

# 6. Diplomatic Permit

A Diplomatic Permit is issued to Ambassadors; Ministers of foreign countries; career diplomats; Consular Officers; representatives of prescribed international organizations; officials and employees of a foreign Government or international organizations recognized by the Government of Zambia; members of the immediate family of the holder of the Diplomatic Permit; and personal/domestic staff of the holder of the Diplomatic Permit.

## **A. Requirements for issuance**

- Covering letter from the Ministry responsible for Foreign Affairs addressed to the Director General of Immigration in support of the application;
- Duly completed application form (Form 12);
- Note Verbale from the Mission/copy of letter of accreditation;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs; and
- Certified copy of Diplomatic Identity Card from the Ministry of Foreign Affairs.

## **B. Requirements for renewal/extension**

- Covering letter from Ministry responsible for Foreign Affairs addressed to the Director General of Immigration in support of application;
- Duly completed application form (Form 11);
- Note Verbale from the Mission/copy of letter of accreditation; and
- Certified copy of valid Diplomatic Passport.

## **7. Employment Permit**

An Employment Permit is issued to a foreigner who enters the country to take up employment for a period exceeding six(06) months .It can be extended to a maximum of 10 years.

It is issued to a foreigner who is:

- 1) Employed by the Government of Zambia or a statutory body;
- 2) Employed by the private sector, an Non Governmental Organisations (including a person employed as a volunteer) or a religious organization; and
- 3) The spouse and children, over eighteen years, of a foreigner may be issued with Employment Permits if they are to be employed in the family business.

**Note:** All applicants should remain outside Zambia until the permit has been approved

## **A. Requirements for issuance**

- Duly completed application form (Form 23);
- Covering letter from employer addressed to the Director General of Immigration;
- Employment contract or Letter of offer;
- Police clearance from country of residence;
- Curriculum Vitae;
- Registration certificate from the relevant professional body in Zambia (where required);
- Certified copy of qualifications (academic, professional);
- Copy of marriage and birth certificates (where available);

- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Certified Certificate of Share Capital and List of Directors;
- Copy of succession plan which shall include an understudy training program to be conducted by the foreign national to transfer knowledge and/or skills to the Zambian worker.
- A copy of the Certificate of Incorporation
- In the case of Construction, Mining Sector, ICT, Engineering and other project based engagements, a covering letter specifying the project on which the expatriate would be employed, copy of letter of award specifying completion date and value of project must be submitted;
- Original Press advertisements which have appeared in two leading newspapers in A5 size. Name of Newspaper and date of advert should be clearly visible on the press advert and outcome of selection exercise must also be submitted;
- Two recent passport size photographs; and
- Prescribed fee.

## **B. Requirements for renewal /extension**

- Covering letter to the Director General of Immigration from concerned employer;
- Duly completed application form (Form 11);
- Extended contract;
- Original Permit;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia); and
- Prescribed fee.

## **C. Requirements for variation by Addition of Children and/or Spouse**

- Covering letter to the Director General of Immigration from the applicant;
- Duly completed application form (Form 9);
- Original Permit;
- Certified copies of marriage/birth certificate/s (as appropriate);
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia); and
- Prescribed fee.

#### **D. Requirements for variation by Change of Occupation**

- Covering letter to the Director General of Immigration from the employer or concerned employer;
- Duly completed application form (Form 9);
- Letter of appointment for new occupation;
- Original Permit;
- Certified copies of professional certificates; and
- Prescribed fee.

#### **E. Requirements for variation by Change of Employer**

- Covering letter to the Director General of Immigration from concerned employer;
- Duly completed application form (Form 9);
- Letter of appointment /offer/contract;
- Original Permit;
- Letter of release from previous employer; and
- Prescribed fee.

## **8. Investor's Permit**

An Investor's Permit is issued to a foreigner (above the age of 18 years) intending to establish a business or invest in Zambia or who has established or invested in a business in Zambia, or is joining an already existing company.

#### **A. Requirements for issuance**

- Covering letter addressed to the Director General of Immigration;
- Duly completed application form (Form 27);
- Certificate of Incorporation;
- Certificate of Share Capital (where required);
- Certificate of Minimum Capital;
- Investment License from ZDA (where available);
- List of Directors;
- Proof of personal investment amounting to US\$250,000. for a new business and US\$150,000 if joining an existing company (Bank Statement, Money Transfer, ZRA Form CE20, showing description and value of goods/equipment);

- Proof of ownership or lease agreement in Zambia;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs; and
- Prescribed fee.

## **B. Requirements for renewal/extension**

- Covering letter to the Director General of Immigration;
- Duly completed application form (Form 11);
- Original Permit;
- VAT/ZRA receipts/ valid Tax Clearance Certificate;
- Audit Report from a recognized firm registered with the Zambia Institute of Chartered Accountants (ZICA);
- Lease Agreement (where applicable);
- Current bank statement;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Prescribed fee; and
- Inspection Report by Immigration (Only after submission of application).

## **C. Requirements for variation by inclusion of another company**

- Covering letter addressed to the Director General of Immigration;
- Duly completed application form (Form 9);
- Certificate of Incorporation;
- Certificate of Share Capital;
- Certificate of Minimum Capital;
- Investment License from ZDA (where available);
- List of Directors;
- Proof of personal investment (Bank Statement, Money transfer, ZRA Form CE20);
- Proof of ownership or lease agreement in Zambia;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Original Permit; and
- Prescribed fee.



#### **D. Requirements for variation by Change of Nature of Business/ Addition of Nature of Business**

- Covering letter to the Director General of Immigration;
- Duly completed application form (Form 9);
- Original Permit;
- Certificate of Incorporation;
- Appropriate license;
- List of Directors;
- Certificate of Share Capital;
- Certificate of Registration of Business Name (where applicable);
- Investment License (if any);
- Proof of ownership of land or lease agreement (where applicable); and
- Prescribed fee.

#### **E. Requirements for variation by Addition of Children and/or Spouse**

- Covering letter to the Director General of Immigration from applicant;
- Duly completed application form (Form 9);
- Original Permit;
- Certified copies of Marriage/Birth Certificate/s (as appropriate);
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs; and
- Prescribed fee.

## **9. Residence Permit**

A Residence Permit confers permanent residence to a holder and is issued to a foreigner who: has held an Employment Permit for a continuous period exceeding ten (10) years; is a dependant (who is 21 years old or below) of someone with a valid Residence Permit or an established resident; has held an Investor's Permit for more than three (3) years; has held a Spouse Permit for at least five (5) years; is a person (irrespective of age) born from a citizen; is a dependant of foreign origin under the care of a citizen; has intention to retire in Zambia and showing proof of sufficient funds (pension, irrevocable annuity, retirement account); and a holder of an Entry Permit (provided there are reasonable and justifiable grounds for the delayed change).

## **A. Requirements for Issuance**

### *I. Applicants aged between 7 - 15 years*

- Covering letter to Director General of Immigration;
- Duly completed application form (Form 5);
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Certified copy of birth certificate of the applicant;
- Certified copy of parents' status;
- Original Permit (where applicable);
- Two recent passport size photographs;
- Adoption certificate (in case of adopted children)\*;
- Proof of enrolment at an educational institution (for students);
- Alien Registration Card; and
- Prescribed fee.

### *II. Applicants above 16 years*

- Covering letter to Director General of Immigration;
- Duly completed application form (Form 4);
- Aliens Registration Card;
- Certified copy of Birth Certificate of the applicant;
- Certified copy of Marriage Certificate;
- Two testimonials from persons of good standing who have known the applicant for a minimum period of not less than three (3) years;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Certified copy of host's status;
- Two recent passport size photographs;
- Original permit (where applicable);
- Adoption Certificate (in case of adopted children)\*;
- Proof of enrolment at an educational Institution (for students); and
- Prescribed fee.

### *III. Holders of Investor's Permit*

- Covering letter to Director General of Immigration;
- Duly completed application form (Form 4) ;
- Aliens Registration Card;
- Original Permit;

- VAT/ZRA receipts/Valid ZRA Tax Clearance Certificate;
- Current bank statement;
- Audit Report from a recognized firm registered with the Zambia Institute of Chartered Accountants (ZICA);
- Title of ownership or lease agreement (where applicable);
- Certified photocopies of current passport (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs;
- Prescribed fee; and
- Inspection Report by Immigration (Only after submission of application).

#### *IV. Holders of Employment Permit*

- Covering letter to Director General of Immigration;
- Duly completed application form (Form 4);
- Aliens Registration Card;
- Original Permit;
- Two reference letters;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs;
- Contract of employment;
- Certified documentary proof of professional or other qualification; and
- Prescribed fee.

#### *V. Retirees*

- Covering letter to Director General of Immigration;
- Duly completed application form (Form 4);
- Proof of funds (bank statement);
- Proof of permanent pension (irrevocable annuity) or retirement account;
- Proof of ownership of land or lease agreement (where applicable);
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs; and
- Prescribed fee.

## **B. Requirements for variation by addition of Children**

- Covering letter to the Director General of Immigration from the applicant;
- Duly completed application form (Form 9);
- Original Permit;
- Certified copy of Birth Certificate;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs; and Prescribed fee.

## **C. Requirements for variation by Change of Employer**

- Covering letter to the Director General of Immigration from applicant;
- Duly completed application form (Form 9);
- Original Permit;
- Certified copy of qualifications;
- Letter of release from previous employer;
- Letter of offer from the prospective employer; and
- Prescribed fee.

## **D. Requirements for variation by Inclusion of a New Business and Change of Company**

- Covering letter to the Director General of Immigration from applicant;
- Duly completed application form (Form 9);
- Original Permit;
- Certificate of Incorporation;
- List of Directors;
- Latest Bank Statement; and
- Prescribed fee.

# 10.Spouse Permit

A Spouse Permit is issued to the spouse of a: Zambian Citizen; an established resident holding a Certificate of Status as an Established Resident; and a Residence Permit holder.

## A. Requirements for issuance

- Covering letter from the applicant addressed to the Director General of Immigration;
- Duly completed application form (Form 14);
- Letter of consent from the spouse in support of the application (citizen, established resident & Residence permit holder);
- Status of the spouse (Citizen, Established Resident & Residence Permit holder);
- Certified copy of marriage certificate;
- Certified copy of valid passport of applicant (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs;
- Proof of sustenance; and
- Prescribed fee.

## B. Requirements for renewal/extension

- Covering letter from the applicant addressed to the Director General of Immigration;
- Duly completed application form (Form 11);
- Letter of consent from the spouse in support of the application (Citizen, Established Resident & Residence Permit holder); and
- Prescribed fee.

# 11. Study Permit

A Study Permit is issued to a foreign national who intends to study on full time or part time basis at a Zambian Educational Institution . Children and dependants of holders of permits should apply for Study Permits in order to study at an educational institution in Zambia for a period longer than three (03) months unless the children or dependants in their own right hold Residence Permits, in which case they should ensure that the occupation on their Residence Permits reads “student”.

**Note:** The holder of a Study Permit shall comply with the conditions specified in the permit and shall not engage, for gain, in any activity, business, trade, employment, profession or any other thing not specified in the permit

## **A Requirements for issuance**

- Covering letter from applicant addressed to the Director General of Immigration/Regional Immigration Officer;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Duly completed application form (Form 20);
- Letter of acceptance from the educational institution;
- Letter from sponsor (e.g. institution, host, parent, guardian, applicant, if self-reliant etc.) supporting the application;
- Proof of status of sponsor (whether a national or a permit holder);
- Financial status of sponsor; and
- Prescribed fee.

## **B. Requirements for renewal/extension**

- Covering letter from school;
- Duly completed application form (Form 11);
- Latest results transcript / progress report;
- Original Study Permit; and
- Prescribed fee.

## **C. Requirement for variation by Change of School**

- Covering letter from the applicant addressed to the Director General of Immigration;
- Duly completed application form (Form 9);
- Acceptance letter from new school;
- Original Permit;
- Latest results transcript / progress report from previous school; and
- Prescribed fee.

# 12. Temporary Employment Permit

A Temporary Employment Permit is issued to any business visitor who intends to remain in Zambia for a period exceeding thirty (30) days. The validity of the permit should not exceed six (6) months within a period of twelve (12) months.

## **A. Requirements for issuance**

- Covering letter from the institution doing business with applicant;
- Duly completed application form (Form 25);
- Certified copy of valid passport (bio data & last endorsement stamp);
- Two recent passport size photographs; and
- Prescribed fee.

## **B. Requirements for renewal/extension**

- Covering letter from the employer indicating the reasons for extension; Duly completed application form (Form 11); and
- Prescribed fee.

# 13. Temporary Permit

A Temporary Permit is issued to: a prohibited immigrant or any person as directed by the Minister of Home Affairs; parent(s) (father, mother or foreparents only) of a holder of an Employment Permit or Investor's Permit within the validity of the permit; and a dependant of permit holder above the age of 18.

This Permit is also issued to a foreigner who has appealed to the Minister of Home Affairs against rejection of their permit application or notice to leave Zambia.

## **A. Requirements for issuance**

### *I. A Prohibited Immigrant or any person directed by the Minister*

- Covering letter addressed to the Director General of Immigration/ Regional Immigration Officer;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia) (where available);
- Copy of endorsed appeal to the Minister;
- Two recent passport size photographs;
- Proof of Court process (e.g. bail); and
- Prescribed fee.

### *II. Parent(s)/dependant of permit holder*

- Covering letter from applicant addressed to the Director General of Immigration/Regional Immigration Officer;

- Letter of consent from sponsor/permit holder;
- Copy of permit of sponsor;
- Certified copy of passport of applicant (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs;
- Current endorsement in passport; and
- Prescribed fee.

## **B. Requirements for renewal**

- Covering letter giving reasons why an extension is desired;
- Duly completed application form (Form 11);
- Original Permit; and
- Prescribed fee.

# 14. Transit Permit

A Transit Permit is issued only to drivers of commercial trucks and their crew when they have exhausted ninety (90) business visit days. The Transit Permit is given initially for a period of one year and may be renewed for a further period of one year.

## **A. Requirements for issuance**

- Covering letter to the Director General of by host or company ;
- Two(2) recent passport size photo;
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia); and
- Prescribed fee.

## **B. Requirements for renewal/extension**

- Covering letter by host or company;
- Duly completed application form (Form 11);
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Original Permit; and
- Prescribed fee.



# 15. Visiting Permit

A Visiting Permit is issued to an ordinary visitor who wishes to remain in Zambia for a period in excess of ninety (90) days. This permit is valid for three (03) months and cannot be extended beyond nine (09) months within a period of twelve (12) months.

## A. Requirements for issuance

- Covering letter from applicant, addressed to the Director General of Immigration;
- Duly completed application form (Form 18);
- Letter of consent from host supporting the application and stating reason for the prolonged visit of the applicant;
- Proof of status of host (whether a national or a permit holder);
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Two recent passport size photographs;
- Copy of return air ticket or proof of ability to return e.g. host's or applicant's bank statement; and
- Prescribed fee.

## B. Requirements for renewal /extension

- Covering letter addressed to the Director General of Immigration from applicant;
- Duly completed application form (Form 11);
- Letter of consent from host supporting the application;
- Proof of status of host (whether a national or a permit holder);
- Original Permit;
- Copy of return air ticket; and
- Prescribed fee.

# 16. General Variation of Permits

A permit holder should communicate to the Department of Immigration any change in the conditions initially applicable to the permit held. A new application should be made in case of any variation in the conditions of the permit holder.

The following shall apply to the variation of all Immigration permits which have the provision for variations:

## **A. Change of Nationality and/or Name**

- Covering letter to the Director General from the applicant;
- Duly completed application form (Form 9);
- Certified copy of Deed Poll;
- Certification of Renunciation (where applicable);
- Original Permit;
- Certified copy of new passport; and
- Prescribed fee.

## **B. Duplicate/Replacement**

- Covering letter to the Director General from the applicant;
- Application Form used to apply for the old permit (e.g. Form 23 in the case of Employment Permit);
- Copy of old permit (if possible);
- Police Report;
- Certified passport copy;
- Two recent passport size photographs;
- Letter from the Cross Border Traders Association (only applies to Cross Border Permit)\*;
- Letter of consent from Spouse (only applies to Spouse Permit); and

# 17. Immigration Permit & Visa Fees

## A. Visa Fees

Visa Type	Visa Fee (USD)
Single Entry	50
Double Entry	80
KAZA UNIVISA	50
Multiple Entry	80
Day Tripper	20

## B. Permit Fees - Private Sector

Permit Type	Fee
<b>Asylum Seeker's Permit</b>	Gratis
<b>Border Pass</b>	
Issuance	K 3
<b>Cross Border Permit</b>	
Issuance	K 1,500
Renewal	K 2,250
Duplicate	K 1,500
<b>Diplomatic Permit</b>	
Issuance	Gratis
<b>Employment Permit</b>	
Issuance	K 6,000
Renewal	K 7,000
Duplicate	K 6,000
Variation by:	
<i>Change of occupation</i>	K 3,000
<i>Addition of names of spouse or child</i>	K 1,000
<i>Change of employer</i>	K 3,000
<i>Change of nationality or name</i>	K 3,000
<b>Investor's Permit</b>	
Issuance	K 4,000
Renewal	K 5,000
Duplicate	K 4,000

<b>Permit Type</b>	<b>Fee</b>
Variation of Investor's Permit by:	
<i>Addition of names of spouse or child</i>	K 2,000
<i>Change of nationality, name or nature of business or inclusion of another company or business name</i>	K 5,000
<b>Residence Permit</b>	
Issuance	K 5,000
Duplicate	K 5,000
Variation by:	
<i>Inclusion of spouse or child</i>	K 1,250
<i>Addition of new business name</i>	K 3,750
<i>Change of occupation, nationality or name</i>	K 3,750
<b>Spouse Permit</b>	
Issuance	K 750
Renewal	K 1,500
Duplicate	K 750
Variation	K 750
<b>Study Permit</b>	
Issuance	K 2,250
Renewal	K 3,000
Duplicate	K 2,250
Variation	K 2,250
<b>Temporary Employment Permit</b>	
Issuance	K 4,500
Renewal	K 5,250
Duplicate	K 5,250
Variation	K 5,250
<b>Temporary Permit</b>	
Issuance	K 6,000
Renewal	K 5,250
Duplicate	K 4,500
<b>Transit Permit</b>	
Issuance	K 3,000
Renewal	K 3,750
Duplicate	K 3,000

Permit Type	Fee
Visiting Permit	
Issuance	K 1,700
Renewal	K 2,500
Duplicate	K 1,700

### C. Permit Fees - Government, Quasi-Government, NGOs & Other Non-Profit Making Organizations

Permit Type	Fee
<b>Employment Permit</b>	
Issuance	K 2,000
Renewal	K 3,000
Duplicate	K 2,000
Variation by:	
<i>Change of occupation, employer, nationality or name</i>	K 1,000
<i>Addition of names of spouse or child</i>	K 1,000
<b>Residence Permit</b>	
Issuance	K 1,875
Duplicate	K 1,875
Variation by:	
<i>Change of occupation or employer</i>	K 1,250
<i>Change of nationality or name, or inclusion of names of spouse or child</i>	K 625
<b>Study Permit</b>	
Issuance	K 1,125
Renewal	K 1,500
Duplicate	K 1,125
Variation	K 1,500
<b>Temporary Employment Permit</b>	
Issuance	K 2,250
Renewal	K 3,000
Duplicate	K 2,250
Variation	K 3,000
<b>Temporary Permit</b>	
Issuance	K 3,000
Renewal	K 3,750
Duplicate	K 3,000







## **DEPARTMENT OF IMMIGRATION**

### **CONTACT INFORMATION**

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**By the Public Relations Unit**