

What is an e-Visa?

An e-Visa is an official document permitting entry into and travel within Zambia. It is an alternative to visas issued at Immigration Headquarters, Zambian Missions Abroad and at the ports of entry.

Applicants obtain their visas electronically after entering required information and making payments by a credit or debit card.

All persons who ordinarily require visas to come to Zambia are eligible to apply for e-visas. Note: Persons below the age of 16 cannot apply for an e-Visa. If travelling with an adult, they must be included to the adult's application during the application process.

Types of e-Visas

The Department issues the following types of Visas:

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

Double Entry Visa – This visa allows the holder to enter and re-enter Zambia during the validity of the visa.

Multiple Entry Visa – This visa allows the holder to enter and re-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, whose Multiple Entry Visas have a validity of three (3) years, on mutually agreed reciprocal basis.

Transit Visa – This visa is issued to a foreign national who require visas to enter Zambia and is transiting through overland and shall be valid for a maximum period of seven (07) days.

Day Tripper Visa – This visa is issued at a port of entry [no available online] 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.

KAZA UNIVISA– This visa 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 now available online (e-Visa) and can also be obtained at Kenneth Kaunda International Airport, Harry Mwaanga Nkumbula International Airport, Victoria Falls Border Control and Kazungula Border Control. If obtained online, holders must arrive at a Zambian Port of entry.

For a complete list of nationalities eligible for the KAZA UNIVISA kindly visit www.zambiaimmigration.gov.zm.

Gratis Visa - Is any type of a visa issued at no fee. It may be 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.

e-Visa and purpose of visit

You can apply for an e-Visa for business, official business, religious, educational, tourism, transit and social, diplomatic and volunteering related purposes.

General Information & Tips

- If you have dual nationality, ensure you use the passport you intend to use for your travel to Zambia, as the validity of the visa is tied to the passport used during the application.
- Make sure you keep note of your e-Visa application case number. This number is important as it is unique to your application and will come in handy when tracking your application.
- You will need to convert all the documents required to be uploaded into jpeg, tiff or png formats.
- Ensure that you have in place a clear passport style photograph [jpeg, tiff or png]. Do not upload the photo from your passport.
- At the end of the application you will be required to pay for your e-Visa using any of the following debit/credit cards: Visa, American Express, MasterCard, Discover, Maestro UK, Visa Electron, Diners and Maestro Int.
- Once payment is made, expect to receive a receipt from the Government of the Republic of Zambia and Barclays Bank in your email. The receipt can also be downloaded from your eservices user account.
- The Receipt is not authority for you to enter Zambia, but merely confirmation that you have paid for a service. You need to wait for an e-Visa Approval Letter before you can embark on your journey to Zambia. The approval letter will also be emailed to you and can equally be downloaded from eservices user account.
- Issuance of a visa does not guarantee entry to Zambia. The Immigration Officer at the port-of-entry will conduct an examination to determine if the individual is eligible for admission under the Immigration and Deportation Act.
- The e-Visa approval letter is valid for 90 days from the date of issuance.
- Holders of e-Visa approval letters can enter Zambia through any port of entry.

The Application Process

Step 1 [User Account Registration]

In order to be able to submit applications online you need to register a user account on the system(<https://eservices.zambiaimmigration.gov.zm/#/sign-up>) and access web site functionality under your personal user account. A user account can be created for an individual applicant, a representative as an Employer, a Practising Lawyer, or a Registered Immigration Consultant.

At the home page of the web site, find menu at the top right of the page and use it to access My Profile Register. Complete your registration by completing the registration form.

Step 2 (Login)

Log in to your user account and go to My Workplace. You will see your selected e-service in the Available Visas section. Click on your e-service, to make sure it is highlighted, then click on the "Apply for Visa" button. In the New Case form, provide other details as needed, then click "Next".

Step 3 (Completing Application Form)

Complete the Application for Visa (Form 16), click "Next". Review the application requirements, scan and upload the required documents, click "Next".

Note: All documents must be in jpeg, tiff or png formats.

Step 4 (Review your information)

Preview the completed application form as a PDF file (you can print or save it for your records). If all information is correct, click "Confirm".

Step 5 (Making payment)

Preview the system-generated Electronic Bill in PDF format (you can print or save it for your records). If you accept the fees and have your credit card ready, click on the "Pay Online" button. Note: at this point, you will be redirected to the bank site for secure payment processing. If you are not redirected to the bank and the system is stuck on "the request has been sent to the bank", it is probably because your browser is set on "block pop ups".

By default, your browser can block pop ups from automatically showing up on your screen. When a pop up is blocked, the address bar will be marked "pop up blocked". If so, you need to select to "allow pop ups" from this site and click the "pay online" button again.

Enter your billing details, click on the "Pay Now" button. Note: upon completion of payment, you will be returned to the Payment Receipt page

Step 6 (Access your receipt)

Review your payment confirmation message, print or download Payment Receipt in PDF format, for your records. You will also receive your Receipt by email address you have provided.

Step 7 (Complete your application)

You will see the case number of the application you have submitted. To complete the application process, click on the "Finish" button.

Step 8 (Tracking Status of Application)

The application you create within your Workplace are organized in folders according to their current status. For example, if you have just started the application it is considered being a draft and will display in the "Draft" folder under the Applications section. If you have started an application and for some reason could not finish it, open the "Drafts" folder and resume your application by clicking the "Resume" button.

As soon as you submit it, the record of your application will automatically move to the "Submitted" folder. After the application has been processed, you will see it either at "Rejected" or "Approved" folder depending on the decision made.

Step 9 (Access Approval/Rejection Letter)

Once logged in, go to My Workplace and click on the Approved cases folder. Highlight the case and click on 'View case'. You then click on 'Outgoing Documents', highlight the case and click 'open form'. The Approval/Rejection letter will be displayed for you to print, save or download.

Documents to be uploaded during an e-Visa application.

Purpose of Visit	Required Documents [jpeg, tiff or png formats]
Business	<ol style="list-style-type: none"> 1. Passport sized photo. 2. Passport copy of applicant. 3. Cover letter on company letterhead with full address and contact numbers addressed to the Director General of Immigration. 4. Invitation from host company. 5. Certified copy of certificate of incorporation of host company
Diplomatic	<ol style="list-style-type: none"> 1. Passport sized photo. 2. Copy of diplomatic passport of applicant. 3. Letter of accreditation from country of origin/letter of invitation from Zambian Foreign Affairs Ministry. 4. Cover letter of applicants Government authority on letterhead with full address and contact numbers addressed to the Director General of Immigration.
Official	<ol style="list-style-type: none"> 1. Passport sized photo. 2. Passport copy of applicant. 3. Cover letter on host institutions letterhead with full address and contact numbers addressed to the Director General of Immigration. 4. Copy of return air ticket
Religious	<ol style="list-style-type: none"> 1. Passport sized photo. 2. Passport copy of applicant. 3. Cover letter on religious institution letterhead with full address and contact numbers addressed to the Director General of Immigration. 4. Letter of invitation from the host religious institution. 5. Copy of return air ticket.

Purpose of Visit	Required Documents [jpeg, tiff or png formats]
Education [School]	<ol style="list-style-type: none"> 1. Passport sized photo. 2. Passport copy of applicant. 3. Cover letter on school letterhead with full address and contact numbers addressed to the Director General of Immigration. 4. Acceptance letter from University/College/School. 5. Copy of status of host/parents/guardian if any
Tourist	<ol style="list-style-type: none"> 1. Passport sized photo. 2. Passport copy of applicant. 3. Cover letter from applicant addressed to the Director General of Immigration which must be signed by the author. 4. Hotel booking. 5. Copy of return air ticket.
Transit	<ol style="list-style-type: none"> 1. Passport sized photo 2. Passport copy of applicant. 3. Cover letter from applicant addressed to the Director General of Immigration which must be signed by the author.
Visitor (Social)	<ol style="list-style-type: none"> 1. Passport sized photo. 2. Passport copy of applicant. 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. 4. Status of host i.e. copy of NRC/ Zambia Immigration Permit. <p>Note: Persons on Study, Visiting, Temporary Employment Permit and Temporal Permits cannot invite visitors; and</p> <ol style="list-style-type: none"> 5. Copy of return air ticket.

e-Visa Fees

Visa Type	Visa Fee (USD)	Administrative charge (@1.1%) (USD)	Total Cost (USD)
Single Entry	50	0.55	50.55
KAZA UNIVISA	50	0.55	50.55
Double Entry	80	0.88	80.88
Multiple Entry	150	1.65	151.65

Note: The statutory fee for multiple entry visa is with effect from 29th May 2019

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DEPARTMENT OF IMMIGRATION

e-VISA

