



## HIGH COMMISSION OF THE REPUBLIC OF ZAMBIA

### VISA APPLICATION INSTRUCTIONS

In order to avoid delays, it is absolutely mandatory for all applicants to **answer all the questions** and to adhere to all of the following: **VISA DROP OFF TIMES IS FROM 9:30 a.m. - 12:30 p.m. Monday – Friday. VISA PICK UP TIME IS FROM 2:00 PM TO 4:00PM MONDAY TO FRIDAY ONLY.** (Note: please provide the Mission with correct and valid contact information in order to be contacted if need be.)

1) **Before sending your Passport** - Ensure that your passport is valid for at least six (6) months beyond your intended stay in Zambia. **And have sufficient blank pages marked with the words "VISA" or "ENTRIES".**

2) **Application Forms** must be submitted in duplicate (two copies) per applicant completed in full. Include **TWO 2" X 2" recent passport size photographs.** Please **SIGN on the back of each photograph** and staple one photo to each application form. Photocopies of application forms will be accepted.

3) **Supporting Documents** for the following types of Visa's:

- I. Clients traveling on business, church business, Government travel (Diplomatic and Official), Seminar, Volunteer and Study-related trips should submit their applications with a cover letter specifying in brief detail the nature of their intended business transactions in Zambia and a copy of work permit **from their authorizing sponsor or prospective employers.** Attach a copy of flight itinerary and/or return airline ticket. A Business Visitor is entitled to Thirty (30) days visit in a period of twelve (12) months.
- II. Clients traveling on Tourist Visa must attach a copy of their **flight and tour itinerary from the Tour Operator / travel agent.**
- III. Clients traveling on Visitors' Visa's should include a "Letter of Invitation" from their hosts.

4) **Commonwealth Countries**

- I. Members of the Commonwealth countries listed below; and depending on reciprocity from countries such as Ireland, Romania and Yugoslavia are exempted from applying for visas to Zambia **except** when traveling for business (please refer to section 3 above for Supporting Documents and section 12 for Visa Fees)

Antigua & Barbuda	The Bahamas
Barbados	Belize
Botswana	Brunei Darussalam
Cyprus	Dominica
Fiji Island	The Gambia

-	Grenada
Guyana	Jamaica
Kenya	Kiribati
Lesotho	Malawi
Maldives	Malta
Mauritius	Mozambique
Namibia	Nauru
St. Kitts and Nevis	St. Lucia
St Vincent & Grenadines	Samoa
Seychelles	Singapore
Solomon Islands	South Africa
Swaziland	Tanzania
Tonga	Trinidad & Tobago
Tuvalu	Uganda
Vanuatu	Zimbabwe

II. The following commonwealth member states require a visa:

Australia	Britain
Canada	New Zealand

5) All West African citizens as well as nationals from the countries listed below must obtain visas explicitly from Lusaka, unless traveling on confirmed Government Business with an official letter:

Afghanistan	Bangladesh
China	Egypt
Greece	Hong Kong
India	Indonesia
Iran	Iraq
Jordan	Kazakhstan
Kuwait	Korea (North)
Lebanon	Libya
Malaysia	Mauritania
Morocco	Oman
Pakistan	Papua New Guinea
Saudi Arabia	Sri Lanka
Somali	Sudan
Syria	Tunisia
Turkey	United Arab Emirates

6) **Procedure:** All applicants falling under category (5) above are required to complete the following steps:

- I. Make copies of the relevant pages of your passport;
- II. Complete a Visa application form;
- III. Include a cover letter stating your reasons for traveling to Zambia and itinerary;
- IV. An invitation letter from host;

V. The Application must be submitted at least one month before date of travel;

VI. Send all of the above documents to Chief Immigration Officer, P. O. Box 50300 Lusaka, Zambia. Fax to 260-1-251725 / 260-1-252008 / 260-1-254393 or Email: [immighq@zamnet.zm](mailto:immighq@zamnet.zm)  
Tel: (260-1) 252622/ 252659/252650.

- Note that Visa approval is sent to the Mission in Ottawa, Ontario.
- Follow-up with the Mission in Ottawa., Ontario should be made at least 2 weeks after you submitted your application. Once approval is communicated, send your documentation to the mission in Ottawa for processing.

**7) SCANDINAVIAN PASSPORT HOLDERS ONLY:**  
Norway, Sweden, and Finland nationals shall be issued with gratis visas at Missions or Port of Entry. The visas are multiple entry and valid for six (6) months. Denmark – Gratis Visa to be issued at Mission **before** travel.

**8) ALL OTHER NATIONALS**  
US\$50.00 SINGLE Entry  
US\$80.00 DOUBLE / MULTIPLE Entries

**9) Payment: Money Order ONLY.** Fees should be made payable to the [High Commission of the Republic of Zambia](#)

**10) Mail-In-Procedure:** Applicants who wish to have their passports mailed to them after processing should include their own pre-paid, self-addressed envelopes. You may use **FedEx or UPS.** Mail complete application package to:

High Commission of the Republic of Zambia,  
Suite 205,  
151 Slater Street,  
Ottawa, Ontario K1P 5H3

**11) Health Requirements:**

- I. Anti-Malaria dosage is strongly recommended two weeks prior to departure;
- II. Yellow Fever vaccination is not required unless entering Zambia from a Yellow Fever infected country. (For complete listing of infected countries refer to World Health Organization (WHO) listing.



**HIGH COMMISSION OF THE REPUBLIC OF ZAMBIA**

Suite 205,  
151 Slater Street  
Ottawa, Ont. K1P 5H3

Telephone: (613) 232-4400  
Facsimile: (613) 232-4410  
E-mail: [zhc.ottawa@bellnet.ca](mailto:zhc.ottawa@bellnet.ca)

**VISA APPLICATION FORM**

**IT IS MANDATORY TO ANSWER ALL THE QUESTIONS**

1. Surname:		2. First Name:		Middle Name:	
3. Date of Birth:		Place of Birth:		4. Nationality:	
5. Profession:		Business Telephone No. ( )		6. Nationality of Parents at time of Birth:	
7. Passport No. Date of Issue:		8. Place of Issue: Date of Expiration:			
9. If accompanied by your spouse or children, give the following particulars: (Note: Every applicant fills out an individual form)					
Full Name (s)		Date & Place of Birth		Relationship	
10. Present Address:					
Telephone No.		( )		Email:	
11. Permanent Address:					
Telephone No.		( )		Email:	
12. (a) Type of Visa Requested: Tourist ( ) Business ( ) Church Business ( ) Visitor ( ) Diplomatic ( ) Official ( ) Student ( ) Transit ( ) Volunteer ( ) Courtesy ( )					
(b) Entry requested: Single ( ) Double ( ) Multiple ( )					
(c) Date of entry into Zambia: _____					
(d) Length of Stay in Zambia: _____					
13. Final Destination of Journey in Zambia:			Address in Zambia:		
14. Expected Departure Date from Zambia:			Next Destination from Zambia:		
15. Duration and Particulars of any previous residence or visits in Zambia:					
16. If traveling on business, please list names and addresses of persons to be visited in Zambia:					
17. If visiting relatives or friends, please list names and addresses of persons to be visited in Zambia:					
18. Signature of Applicant: _____ Date: _____					

For official use only:							
Date	Tag #	Visa fee	Rush Fee	Payment	Visa #	Receipt#	Notations