



To: Twelfth Assembly delegates and participants; LWF member churches

From: Assembly Office

Re: Special Visa procedure for securing a Namibian Visa for the Twelfth Assembly

Date: 28 July 2016

Introduction

The Namibian Ministry of Foreign Affairs stipulates that **all** foreign nationals visiting Namibia for business purposes need a visa prior to travel. "A business visa in Namibia is defined as the Visa issued to people," among others, "attending conferences, corporate events (not work) and meetings for which no remuneration is received."

This means, therefore, that **all** those participating in the Twelfth Assembly will need a business visa to enter Namibia. Recently, the Assembly Office in Windhoek met with the Ministry for Home Affairs in order to request and negotiate a simplified and uniform procedure for obtaining a visa for all Assembly delegates and participants regardless of their country of origin. Following is the procedure and the process that we will all undertake in order to ensure that no one is left out and that all are assured of a visa to Namibia. Please take note of the timelines.

Procedure

1. Letters of invitation will be issued by the hosting churches under the umbrella of the United Church Council of the Namibian Evangelical Lutheran Churches (UCC-NELC) and the LWF. The UCC-NELC will certify invitation to the Twelfth Assembly. The LWF invitation will ensure that travel and all costs related to your participation in the Assembly will be coveredⁱ. The invitation letters will be submitted to the Ministry together with your visa application form and a scanned copy of your passport.
3. The application form is sent as an attachment together with these guidelines. Please complete and sign the application form and send it together with a scanned copy of the first page of your passport (showing your photo and basic information such as the passport number and validity) to LWF_Assembly@lutheranworld.org as soon as possible and no later than **20 March 2017**. It is a standard requirement that your passport must be **valid six months from the date of entry to Namibia** and contain at least three blank pages. Please note that the Ministry for Home Affairs will **not** accept visa applications at the airport upon arrival.
4. Your application, scanned copy of your passport as well as invitation letters will be delivered to the Ministry for Home Affairs. Once received and processed, the Ministry for Home Affairs will issue your visa and will be sent to you in PDF as an email attachment. Together with your visa, you will also receive your letters of invitation from the UCC-NELC and the LWF.
6. When you start your journey to Windhoek, the visa together with the letters of invitation must be presented together with your passport when you check-in your first flight and whenever you are asked to present your passport in case of security checks.
7. On your arrival at the Hosea Kutako airport and upon presentation of your passport, the visa issued by the Ministry for Home Affairs and letters of invitation, a visa will be stamped on your passport. Note that you may be asked to present proof of a return ticket. There is no fee for a business visa.

ⁱ **For non-subsidized delegates and participants, the guarantee to cover all costs related to your participation stated in the LWF invitation letter is intended only for visa purposes.**