



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

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NAMIBIA

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INTERNATIONAL JOURNALIST WORK VISA RECOMMENDATION CHECKLIST

Name of Journalist(s): _____

Media House: _____

Dates of Arrival: _____

Dates of Departure: _____

Tick the applicable box to confirm whether the required information or document has been submitted.

No.	Requirement	Yes ☐	No ☐	Remarks
1	Passport copy attached	☐	☐	
2	Passport valid for at least 6 months Ensure passport validity during stay	☐	☐	
3	Official assignment letter from Media House Confirm purpose of visit and official deployment	☐	☐	
4	Social Media/Website Links of Media House Verify authenticity and active operations	☐	☐	
5	Valid press card/media accreditation attached Verify journalist status	☐	☐	
6	Purpose of visit clearly stated Determine intended journalistic activity	☐	☐	



All official correspondences must be addressed to the Executive Director



7	Accommodation details provided Confirm place of stay	☐	☐	
8	Local Invitation letter or confirmation to MICT from a credible organisation Facilitate coordination and accountability	☐	☐	
9	List of equipment with serial numbers List of professional equipment brought into the country attached	☐	☐	
10	Names of interviewees/institutions or communities to be visited provided Verify legitimacy of engagements	☐	☐	
11	Schedule of interviews	☐	☐	

General remarks/comments

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Compiled by: _____

Signature: _____

Date: _____

Reviewed by: _____

Signature: _____

Date: _____