

## **Guidance for the Online Visa Application System (MICE Visa):**

You first need to sign up for an 'mhaiss eservices account' at <https://eservices.mhaiss.gov.na/register>

You will also need 1) the conference event code (provided after you register), 2) Ticket or booking reference number (eg. flight booking confirmation, or other transport booking reference) proving return travel, 3) a scanned copy of a passport sized photo (jpeg, 300KB maximum), and 4) a scanned copy of your passport photo page (pdf, 2MB maximum). Finally, you will need details of the addresses and phone numbers of places you will visit in Namibia. We suggest in this list you also include the conference venue and Gobabeb:

- Strand Hotel Swakopmund, A.Schad Promenade, Swakopmund, Namibia  
Phone: +264 64 411 4000
- Gobabeb Namib Research Institute, PO Box 953, Walvis Bay 13103, Namibia  
Phone: +264 64 20 5555

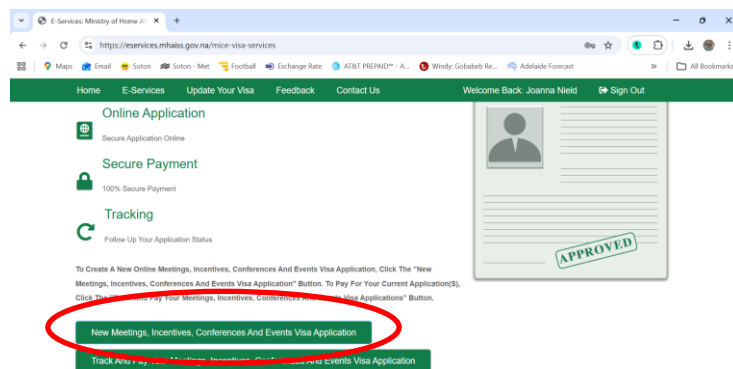
### **Steps:**

Once signed up for a mhaiss account, you can log in with your details and apply for your MICE visa. The first step is to navigate to the webpage below (MICE visa services). Don't be drawn in to applying for a 'Holiday Visa' or 'Visa on Arrival'.

<https://eservices.mhaiss.gov.na/mice-visa-services>

Note it is not possible to save a draft of your application as you go along.

On the MICE page, click on 'New Meetings, Incentives, Conferences and Events Visa Application'.



Enter the Event Code.

The screenshot shows the 'APPLICATION FOR A MICE VISA' form on the E-Services Ministry of Home Affairs website. The 'Event Code' field is highlighted with a red circle. Below it are fields for 'PARTICULARS OF APPLICANT'S' including 'First Name', 'Surname', and 'Previous Surnames'.

Enter your flight booking reference, date of arrival (noting that this must be on or after the 5<sup>th</sup> July 2026), and Places to Be Visited in Namibia (include the Strand Hotel and Gobabeb-Namib Research Institute).

The screenshot shows the 'Intended Date of Arrival in Namibia' field highlighted with a red circle, with the date '05/07/2026' entered. Other fields include 'Mode Of Travel', 'Will You Have Money On Arrival In Namibia', 'Will You Be In Possession Of Onwards/Return Ticket', 'Ticket/Booking Reference Number', and 'Intended Port Of Arrival In Namibia'.

Upload your passport-sized photo (jpeg) and your passport photo page (pdf).

The screenshot shows the 'REQUIRED DOCUMENTS TO UPLOAD' section. It includes two 'Choose File' buttons for uploading a passport photo (maximum size 300 KB) and a scan copy of the passport in PDF format (maximum size 2MB). Below this is a 'DECLARATION OF APPLICANT: CONFIRM THAT:' section with a checkbox for 'Tick To Confirm The Declaration' and 'Proceed' and 'Cancel' buttons.

Press 'Proceed' to submit your application.