

Teaching Permit Application

Overview

Any individual (citizens and non-citizens) who would like to be employed to teach at a private school in Botswana is required to hold a Teaching Permit.

Who is eligible?

All citizen and non-citizen graduates of colleges or universities, holding relevant teaching qualifications.

How do I get this service?

Submit completed application and associated documents to the nearest Regional Education Office.

What supporting documents are required?

- 3 copies of Permission to Teach Application form (PVTs I)
- 3 current passport size photos attached to each form
- Cover letter to application
- Academic certificate(s) - certified and interpreted where applicable
- Certified copy of academic transcripts
- Certified copy of Passport (bio-data page) or certified copy of Omang
- 2 current relevant references
- Certified copy of any name change document (e.g. marriage certificate)
- Previous permit where applicable

How long will this service take?

Three (3) months

How much does it cost?

No cost required

Where can I obtain this service?

Regional Education Offices

Where can I get more information on this Service

Regional Education Offices

Opening hours: 07:30 to 16:30, Monday to Friday, except public holidays.

Ministry Contact Centre, by calling 16885 on Monday to Friday

07:30Hrs-16:30Hrs

Toll-free number :0800 600 678