

SOUTH AFRICA VISA APPLICATION CHECKLIST

The South African High Commission has provided guidance to help you submit your application. This guidance is available from:
<http://www.vfsglobal.com/SOUTHAFRICA/kenya/>

This form will be used by the staff member who accepts your visa application to record the documents you have submitted with your application.

IMPORTANT INFORMATION

1. CHILDREN BELOW 1 YEAR OF AGE DO NOT REQUIRE A YELLOW FEVER CERTIFICATE
2. PLEASE ENSURE YOUR PASSPORT IS SIGNED.
3. APPLICANTS ARE ENCOURAGED TO SUBMIT THEIR APPLICATIONS IN PERSON
4. FOR GROUP APPLICATIONS, KINDLY PROVIDE COPIES OF SUPPORTING DOCUMENTATION TO EACH APPLICATION.
5. ADDITIONAL DOCUMENTS REQUESTED AFTER SUBMISSION OF AN APPLICATION SHOULD BE DELIVERED TO THE SOUTH AFRICA HIGH COMMISSION OFFICES ON LENANA ROAD.

MANDATORY REQUIREMENTS

	Available		Available
Completed Application Form(DHA-1738 FORM 8) in Black Ink only		A valid passport in respect of each applicant, and the applicable fee, with at least 3 clear pages . Passport must be valid for a period of one month after departure from the Republic of South Africa.	
A photocopy of a valid Yellow Fever Certificate – Centre page with signature and cover page		Photocopy of bio-data page of your current passport and immediate previous if submitting a new one on application date	
Verifiable return flight booking OR itinerary of country to country if travelling by road.		Passport size photograph (45 x 35 mm) (not more than 12 months old) P l e a s e visit our website www.vfsglobal.com/SouthAfrica/kenya/ for more information on photograph specifications.	
Signed confirmation of employment/study letter from an employer/institution, with contact details, (full names of the employers, approved signatories, physical address and phone numbers)		For self-employed applicants, letter from their Business, certificates of Registration documents/ownership with current contact address. If retired, please submit a written statement. PROOF OF OCCUPATION IS MANDATORY	
Non-refundable fee of Kshs.4,800.00 (to Countries that are not fee exempt). This excludes VFS Service Fee		For foreign nationals, you are required to have a WORK, STUDY OR RESIDENCE PERMIT valid for ONE year and above ENDORSED ON YOUR PASSPORT.	

TREATY VISA

➤ A treaty visa may be issued to a foreigner conducting activities in the Republic in terms of an international agreement to which the Republic is a party. I. Submit a letter from the relevant organ of state involved in the agreement attesting to the • Nature of the programme and the treaty under which it is conducted • Participation of the foreigner in the mentioned programme • Type of activities the foreigner is expected to perform under the agreement and the duration of the project • Accommodation of a foreigner • Any other relevant details pertaining to the foreigner's stay in the Republic		➤ A written undertaking by the sending or receiving organ of state accepting responsibility for the costs related to the deportation of the applicant and his or her accompanying dependent family members, should it become necessary. ➤ Duly completed application form signed by applicant (IN BLACK INK ONLY) ➤ Two current Passport Photographs (35x45) ➤ Police clearance in respect of each Country in which the applicant resided since the age of 18 years ➤ Medical and radiological report ➤ Valid Yellow fever Certificate ➤ Copy of Passport ➤ Copy of flight booking ❖ Administration fee_ Subjected to the programme of the treaty.	
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Staff Initial:

Date:

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Principal Applicant's Name : _____

Signature _____ Date _____

IMPORTANT INFORMATION: WHERE IT IS CONSIDERED IN THE INTEREST OF SOUTH AFRICA TO CALL FOR FURTHER INFORMATION IN REGARD TO ANY OF THE

CATEGORIES/CLASSES OF APPLICANTS, THE SOUTH AFRICA HIGH COMMISSION RESERVES THE RIGHT TO DO SO AND THE APPLICANTS ARE HUMBL Y REQUESTED TO OBLIGE.

Staff Initial:

Date: