

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/>

The staff member who accepts your visa application to record the documents you have submitted with your application will use this form.

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 APPLICANT.
5. ADDITIONAL DOCUMENTS REQUESTED **AFTER** SUBMISSION OF AN APPLICATION SHOULD BE DELIVERED TO THE SOUTH AFRICA HIGH COMMISSION OFFICES

MANDATORY REQUIREMENTS

	Available		Available
Completed Application Form(DHA-1738FORM 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) Please 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.15,827.00 (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.	

INTRA-COMPANY TRANSFER VISA

An application for an Intra-Company Transfer Work Visa shall be accompanied by- ➤ the foreigner's contract of employment with the company abroad valid for a period of not less than six months; and ➤ a letter from- ❖ The company abroad confirming that the foreigner shall be transferred to a branch, subsidiary or an affiliate of that company in the Republic. ❖ The branch, subsidiary or an affiliate in the Republic confirming the transfer of the foreigner and specifying the occupation and capacity in which that foreigner shall be employed. ➤ In terms of section 19(5) of the Act, the relevant employer shall ensure that- A foreigner is only employed in the specific position for which the visa has been issued; The Foreign employee will at all times comply with the provisions of the Act and conditions of his/her visa and undertake to notify the Director General if the employment refuses to comply with the provisions of the Act or conditions of the visa. A plan is developed for the transfer of skills to a South African citizen or permanent resident. Certified ID copy of the South African beneficiary.	An undertaking by the employer accepting responsibility for the cost related to the deportation of the applicant and his or her dependent family member (on a separate letterhead). An undertaking by the employer ensuring that the applicant's passport will be valid at all times. (On a separate letterhead) ➤ Passport valid for no less than 30 days after the expiry of intended visit ➤ Typed self-introduction letter confirming the purpose and duration of visit. ➤ Police Clearance Certificate in respect of each Country in which the applicant resided since the age of 18 years ➤ Medical and radiological report ➤ Proof of funds in form of Original 3-month Current Bank statements stamped and signed by the bank. ➤ Bank Verification Form THE PROCESSING OF AN INTRA-COMPANY TRANSFER VISA TAKES A MAXIMUM 8 WEEKS	
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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: