



**SOUTH AFRICAN HIGH COMMISSION
NIGERIA**

VISA REQUIREMENTS CHECKLIST – EXCHANGE VISA

(Indicate by ticking YES/NO in the space provided.)

GENERAL REQUIREMENTS	YES	NO
1. Application Form (DHA - 1738) fully completed in black ink only		
2. Two identical passport size (35mm widthx45mm height) photographs on white background showing the complete face.		
3. A valid passport (validity of at least 30 days after the intended stay)		
4. 2 Copies of New & 1 copy of old passport data page as well as copies of existing visa and previously issued visas.		
5. Self-introduction letter with physical address and phone number.		
6. Introduction/Recommendation letter from an Employer, where applicable, signed with contact details, (full names of the Employer's, approved signatories, physical address and phone numbers).		
7. Verifiable hotel reservation/bookings which must be done directly with the hotels and not through third parties, (e.g. booking .com; hotel .com, HRS, etc.).		
8. Copy of international travelling certificate (yellow fever card) duly and fully completed by a health practitioner. <u>A fully completed card should bear the following information; i. full names of the applicant; ii. Passport number; iii. Date of birth; iv. Gender/sex; v. signature of the applicant; vi. Date on which vaccine was taken; vii. Health practitioner's signature and the name of the centre where the vaccine was taken/administered; viii. Manufacturer and batch number of the vaccine; ix. Official stamp of the vaccinating centre; x. The period of validity of the vaccine. Children who are 10 years and below should submit their Clinic/Health Immunisation Cards. Any NEW Yellow Fever Card issued should be in line with the International Health Regulations of 2005. THE ONLY YELLOW FEVER CARDS (INTERNATIONAL TRAVELLING CERTIFICATE) ACCEPTABLE WILL BE THOSE ISSUED BY PORT HEALTH.</u>		
9. Proof of financial status (three months recent bank statement) or financial support letter from employer with three months bank statement) in a case where the Employer is sponsoring the trip. In the event the applicant is travelling on a private capacity, the bank statement submitted should reflect the salary deposited into the applicant's bank statement. Sponsored trips should always have a sponsorship letter with full details of the sponsor and contact details; as well as a copy of National ID/passport data page. Certain Corporate Entities are exempted from this requirement. In the case of a company account, the bank reference letter should state the sole signatory to the account. <u>(Original, Stamped & Signed by the bank authority)</u>		
10. Copy of Birth Certificate must be legalized/certify by the Country's Ministry of Foreign Affairs for Minors/Children travelling with parents. Where applicable, a consent letter/s with copy/ies of parent/s national identification card/passport data page of parent(s) who is not applying with the minor(s) should be attached to the application.		
11. Copy of Marriage or Death Certificate where applicable must be legalized/certify by the Country's Ministry of Foreign Affairs to ascertain authenticity if the intended stay will be for more than 90 days.		
12. Non Refundable Visa Fee of ₦37, 000.00 excluding service fee.		
13. Booking Verifiable Flight.		
14. Police Clearance - <u>An original police clearance certificate</u> - Must be issued by the police in each country where the applicant resided for 12 months or longer after attaining the age of 18 years, in respect of criminal records or the character of that applicant. - Shall not be older than six months at the time of its submission.		
15. An Original filled, stamped & signed Medical & Radiological Report form.		

ADDITIONAL SUPPORTING DOCUMENTS FOR AN EXCHANGE VISA. <u>(over and above, where applicable, the above mentioned requirements)</u>	YES	NO
1. In the case of an exchange with a learning institution in the Republic: (a) In the case of a learning institution in the Republic, in conjunction with a foreign education and training institution or a foreign state institution organizing or administering the programme, submit a letter from: (i) The Department of Basic Education or Higher Education and Training or a learning institution in the Republic confirming that it is responsible for organizing or administering the existence of the programme, outlining the activities, terms and conditions and duration thereof and accepting full responsibility for the student while he or she is in the Republic; and (ii) The foreign state institution or education and training institution confirming the particulars of the applicant, the applicant's enrolment with the foreign education and training institution, and the date on which the programme shall commence.		
2. In the case of a programme of cultural, economic or social exchange in the Republic: (a) Submit a letter from: (i) The organ of state or foreign education and training institution confirming the existence of the exchange programme; or (ii) The foreign education and training institution confirming the enrolment of the applicant or the foreign state institution conducting the programme, as the case may be. (b) An applicant for an exchange visa shall submit: (i) A proof of valid return air flight ticket or written undertaking by the organ of state, learning institution or employer accepting responsibility for the return or deportation costs of the applicant as the case may be.		
3. Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act		
4. An Exchange visa shall be issued for a period not exceeding the period of the exchange programme		