

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 FOR ALL VISA TYPES

	Available		Available
Completed Application Form(DHA-84 FORM 11) in Black Ink only		A valid passport in respect of each applicant, and the applicable fee, with at least 2 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 signed Yellow Fever page together with the 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 https://visa.vfsglobal.com/ken/en/zaf 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) PROOF OF OCCUPATION IS MANDATORY		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 ENDORSEMENT ON YOUR PASSPORT.	

BUSINESS VISITOR

Signed Introduction/recommendation letter from an employer, where applicable, with contact details, (full names of the Employers, approved signatories, physical address and phone numbers), stating Purpose and period of visit.		A signed letter of invitation/confirmation of training/conference, etc. from the inviting host with full details of the Company's authorized representative; physical address and phone numbers (contact number Is compulsory).	
Proof of funds in form of an original 3-month Current Bank Statement, stamped and signed by the Bank Bank Verification Form		Confirmed Hotel Reservations	

HOLIDAY VISITOR

Confirmed Hotel Reservations		A statement/letter by applicant confirming the purpose and Duration of the visit. If Self-employed, submit a signed Letter and attach documents of ownership. If retired, Please submit a written statement. If a student, attach a Document from their learning Institution.	
Proof of funds in form of an original 3-month Current Bank Statement, stamped and signed by the Bank Bank Verification Form		Birth Certificate accompanied by a letter if A parent is taking care of expenses in case the child is a dependant.	
For self-employed applicants, letter from their business, certificates of Registration documents/ownership with current contact address		Marriage Certificate/Affidavit accompanied by a letter if one spouse is taking care of expenses	

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Staff Initial:

Date:

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➤ Signed letter of invitation from a person living in South Africa with physical Address and phone number. ➤ Proof of Residence by provision of last 1-months Utility Bills in form of either Electricity or Water, duly certified by local Post Office, Lawyer, Police or Electricity/water company (certification not older than 3 months)		Recently Certified copies of the host/invitee's identity document, if he/she is a Foreign National in South Africa, copy of the passport and the Permit legalizing him/her to stay in the Republic Must be attached. (certification not older than 3 months)	
Self-introduction letter with physical address, Phone number with purpose and period of visit.		Proof of funds in form of an original 3-month Current Bank Statement, stamped and signed by the For the last 3 month signed and stamped . Bank Verification Form	

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In addition to the requirements for the specific purpose of travel, Accompanying children under 18 years will be required to provide:

Proof of funds in form of an original 3-month Current Bank Statement, stamped and signed by the bank		Birth Certificate for Minors/Children travelling with Parents. Where applicable, Consent letter/s with copy/s of parent/s identification card/passport data page should be Attached to the application. PARENTAL CONSENT/AFFIDAVIT This document should be signed and stamped by a Commissioner of Oaths and a copy presented on application date.	
Where applicable, a copy of a court order granting the applicant parental responsibilities and rights in respect of the child		A letter from the person who is to receive the child in the Republic, containing his or her residential address in the Republic where the child will be residing	
Where the application is for the attendance of an activity or event, include a letter from the organization under whose control the activity or event will take place, confirming such attendance and whether or not the foreigner will be Remunerated, and if remunerated, the amount of the Remuneration.		If the child is a student, attach a document from their Learning Institution.	

Principal Applicant' 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 OF APPLICANTS, THE SOUTH AFRICA HIGH COMMISSION RESERVES THE RIGHT TO DO SO AND THE APPLICANTS' ARE HUMBLY REQUESTED TO OBLIGE.

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