

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-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) 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.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.	

STUDY PERMIT VISA

➤ An official letter confirming provisional acceptance or acceptance at that learning institution and the duration of the course; ➤ An undertaking by the Registrar or Principal of the learning institution to: (i) Provide proof of registration as contemplated in the relevant legislation within 60 days of registration; or (ii) In the event of failure to register by the closing date, provide the Director-General with a notification of failure to register within 7 days of the closing date of registration; (iii) Within 30 days of de-registration, notify the Director-General that the applicant is no longer registered with such institution; and (iv) Within 30 days of completion of studies, notify the Director-General when the applicant has completed his or her studies or requires to extend such period of study;		➤ A police clearance certificate in respect of applicants 18 years and older, in respect of all countries where the applicant resided one year or longer. (must not be older than 6 months at the time of its submission) ➤ Proof of medical cover renewed annually for the period of study with a medical scheme registered in terms of the South African Medical Schemes Act; (Must show the name of the institution one is joining) ➤ An undertaking by the parents or legal guardian that the learner will have medical cover for the full duration of the period of study; ➤ Proof of sufficient financial means available to the learner whilst resident in the Republic in terms of; an Original Bank Statement, or Certified Bank Statement by the Bank as true copy with an original Bank Stamp (For the current three months). ➤ Bank verification Form ➤ Medical and Radiological forms. Must be stamped by medical institution	
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Staff Initial:

Date:

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➤ In the case of a learner under the age of 18 years- (i) An unabridged birth certificate; (ii) A copy of his or her identity document, if applicable; (iii) Proof of physical address and contact number of the adult person residing in the Republic, who is acting or has accepted to act as such learner's guardian, including a confirmatory letter from that guardian; and (iv) Proof of consent for the intended stay from both parents or, where applicable, from the parent or legal guardian who has been issued with a court order granting full or specific parental responsibilities and rights or legal guardianship of the learner;		NOTE: ➤ Compliance certificate mandatory for aviation schools ➤ Tertiary institutions must provide proof of registration in SA from National Department of Education(where applicable) ➤ Primary/Secondary school compliance certificates will be from the provincial office THE PROCESSING OF A STUDY PERMIT TAKES A MAXIMUM 8 WEEKS	
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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: