

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.	

EXCHANGE VISA

➤ IN THE CASE OF AN EXCHANGE WITH A LEARNING INSTITUTION IN THE REPUBLIC • An applicant for an exchange visa in terms of section 22(a) OF THE Act shall- In the case of a learning institution in the Republic, in conjunction with a foreign education and training institution or a foreign state institution organising or administering the programme, submit a letter from- • The Department of Basic Education or Higher Education and Training or a learning institution in the Republic confirming that it is responsible for organising or administering the existence of the programme, outlining the activities, terms and condition and duration thereof and accepting full responsibility for the student while he or she is in the Republic; and • The foreign state institution or education and		➤ IN THE CASE OF A PROGRAMME OF CULTURAL, ECONOMIC OR SOCIAL EXCHANGE IN THE REPUBLIC • In case of a programme of cultural, economic or social exchange, organised or administered by an organ or state or a learning institution, in conjunction with a foreign education and training institution or a foreign state institution , submit a letter from- ➤ The Organ of state or foreign education and training institution confirming the existence of the exchange programme or ➤ 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: • An applicant for an exchange visa in terms of section 22(a) or (b) of the Act, shall submit- • Proof of valid return air flight ticket or written undertaking by the organ of state, learning institution or	
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Staff Initial:

Date:

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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.		employer accepting responsibility for the return or deportation costs of the applicant , as the case may be; • Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act. • Police clearance from Country of ordinary residence • Medical and radiological report	
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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 OBLIG E.

Staff Initial:

Date: