

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.	

RELATIVES VISA

➤ An applicant for a relative's visa shall submit- (a) A police clearance certificate from all the Countries he/she lived in since the age of 18yrs for 12 months or longer;(must not be older than 6 months at the time of its submission) (b) Proof of kinship, (i) An unabridged birth certificate; and (ii) Where necessary, paternity test results. ➤ The financial assurance contemplated in section 18(1) of the Act shall be an amount, per person and per month, as determined from time to time by the Minister by notice in the Gazette, to be proven by means of a current salary advice or a certified bank statement not older than three months at the time of application: Provided that the financial assurance shall not be required where the South African citizen or permanent resident is a dependent child. ➤ A relative's visa may be issued for a maximum period of two years at a time.		➤ Medical and radiological report in respect of applicant and all members accompanying him/her, except pregnant women and children younger than 12 years ➤ A vaccination certificate, if required by the act (Yellow Fever) ➤ Duly completed application form signed by the applicant ➤ Two Passport Photographs ➤ Copy of the Passport (Bio Page) ➤ NO FEE – FIRST LEVEL OF KINSHIP(IE SPOUSES AND CHILDREN OF CITIZENS/ PERMANENT RESIDENCE HOLDERS) THE PROCESSING OF A STUDY PERMIT 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: