



**DEPARTMENT OF HOME AFFAIRS
REPUBLIC OF SOUTH AFRICA**

CHECKLIST: REQUIREMENTS FOR A VISA APPLICATION

Please note:

- 1) The South African High Commission will not accept incomplete applications
- 2) The applicant must please confirm the indicated column (*) with a YES (v) or NO (x) that the relevant original supporting document is attached with the application
- 3) The receiving LRP official must confirm in the indicated column (#) with a YES (v) that the relevant original supporting documentation is attached to the application
- 4) **A repatriation deposit equivalent to an air ticket might be requested**

Requirements	*Confirmation by applicant	#Confirmation by LRP Official
Fully completed visa application form with black ink		
Passport valid for NOT LESS THAN SIX MONTHS PRIOR THE INTENDED DEPARTURE from RSA with two blank pages and a copy of passport certified by the government or representative of the country you are a citizen of		
Non refundable administration fee of P380 (countries under schedule C)		
Two passport sized photos recently taken with white background measure 35x 45mm		
Clear certified copies of valid work and residence permit, copies should be certified by Botswana Immigration (validity not to be less than 3 months (VALID BOTSWANA PERMIT) NO WAIVERS WILL BE ACCEPTED) Foreign visitors in Botswana must note that they do not qualify for visitor's visas to South Africa. Only those who are legally working or having long term permits in Botswana do qualify therefore, should your Botswana permit be expiring in 90 days from the date of submission of your visitor's or business' visa with SA High Commissioner, your application will not be taken		
Original permits		
Introduction letter with clear company logo from current employer dully signed with a date. The employer must not only confirm employment, but also indicate whether the traveller will be on leave for the duration of that period		
Vaccination certificate-when traveling or traveled through yellow fever belt area		
3 months recent bank statement with a BANK STAMP on it with not less than P3000.00 per applicant. If you submit business bank statement, remember to bring the bank signatory letter.		
For minor (under 18 yrs children) copies of full birth certificate certified and translated by the embassy of the country they are citizens of/country of issue, and letter of consent signed by both parents.		
If married, a certified copy marriage certificate authenticated and translated by the government or representative of the country you are a citizen of, to be included. If divorced, a certified copy divorce decree authenticated and translated by the government or representative of the country you are a citizen of, to be included		
Confirmed reservation with proof of transactional payment of the accommodation which you are going stay at. (Confirm your booking AND payment with the accommodation which you have booked, and Insist that you are provided with the receipt of this payment before submitting your application and submit it together with your application).		
If you are not going to stay in a hotel or equivalent instead, going to		

<p>stay in the house of a host who is a citizen, PR holder or temporary resident visa holder in RSA, provide:</p> <ol style="list-style-type: none"> i. Invitation letter, ii. Host's recent municipality water and light bill, iii. Host's certified copy of ID/permit or proof of PR, iv. Host's recent 3 months bank statement stamped from the bank, and v. If your host is a business owner or partner in RSA, there may be additional documents e.g. 60% proof of employment of RSA citizens or PR holders as well as the organizational structure of that business in RSA 		
If you own a property in RSA, provide certified copy of your title deed with recent municipality water and light bill.		
For transit a valid air ticket		
Note:		
<ol style="list-style-type: none"> 1. Make sure you bring your original resident permit /work permit, 2. Visa takes 5 working days to be issued, excluding weekends and holidays and therefore travellers are advised to apply in time to avoid disappointment, 3. No application will be accepted without all requirements, 4. Frontline officials may request additional documentations as and when so necessary, 5. Documents should not be faxed to the mission, 6. There is no such a document called emergency visas, 7. If you submit any false information/documentation, including your accommodation bookings and payment receipts, this may be construed as criminal offence related to fraud and may lead to your name being subjected to v-listing (blacklisted) and therefore never allowed to visit RSA, and 8. How you carry yourself while at the South African High Commission premises, and how you conducted yourself in the past as well as how you are going to conduct yourself in the future may be used positively or negatively on your profile <p>Notwithstanding meeting all these requirements above, the South African High Commission does not guarantee that the requesting traveller will receive his or her visa</p>		

Applicant' names		Official Signature	
Signature		Date	
Contact no			
Date			