

**Documents Checklist for EXCHANGE VISA of Shanghai Jurisdiction**

**上海领区申请交换签证所需材料清单**

Submission Date/申请日期: \_\_\_\_\_

Name of Applicant/申请人姓名: \_\_\_\_\_

Passport Number/护照号码: \_\_\_\_\_

**\*Your visa application will be processed and decided by South African Embassy / Consulate General. VAC staffs do not play any part in or influence the outcome of your visa application.**

**南非大使馆/总领事馆对您的签证申请作出决定。签证申请中心员工不参与或影响您的的签证申请结果。**

<p><b>*Please note: Applications that do not meet the requirements of the Consulate/Embassy as per checklist, will be rendered incomplete and thus NOT accepted by the Visa Application Center.</b>                  若申请材料不符合使馆/领馆清单要求和/或不完整, 则签证中心不予受理。  <b>*If you wish to submit the original documents without photocopies, the original documents will not be returned to you.</b>                  若只递交原件, 未递交复印件, 使馆/领馆不退还原件。</p>				Yes/No 有/没有		
<p><b>Passport or Travel Document 护照或旅行证件</b>                  -Passport must be valid for 30 more days after the intended return date from South Africa, and 2 copies of the bio page of the passport. 护照必须在预定从南非返回后的 30 天内有效以及两张护照个人信息页复印件                  -At least two (2) unused (blank) pages (one for affixing the visa one for endorsement of entry/departure stamp)                  护照上至少有两页空白页(一页贴签证, 一页盖出/入境章)</p>						
<p><b>Completed Form (DHA-1738):</b> Please note that the form must be filled out ONLY in English with black ink pen                  填写完整的 DHA-1738 表格: 请仅用英文和黑色水笔完整填写</p>						
<p><b>Certificate of health examination and medical report</b> on prescribed form (physical) both original file and one photocopy. The certificate must not be older than six (6) months at the time the applicant submits an application. 健康检查证明书和医生出具的体检报告原件和复印件。在申请人提交申请时, 证书不得超过六(6)个月。</p>						
<p><b>Police clearance certificates</b> (all applicants 18 years and older) for all countries in which you resided for a period of one year or longer since your 18th birthday including South Africa. Certificates may not be older than six months at the time of submission of the application. Police clearance certificates in China requires notarized documents.                  年满 18 岁的申请人需提供 18 岁以后在所有居住满一年以上的国家(包括南非)的无犯罪证明。无犯罪证明的出具日期应在提交申请之日的 6 个月内。中国无犯罪需要公证文件。</p>						
<p>Two color passport size photographs with white background within 6 months. 近半年两张彩色白底护照规格照片</p>						
<p><b>Documents Required/所需材料</b>                  Please ensure that all documents should be properly translated in English if there are any documents provided only in Chinese.                  请确保所有的中文材料都翻译成英文。</p>		Original 原件	Copy 复印件	Remarks 备注	For Official Use ONLY 官方使用	
1	<p>An applicant for an exchange visa in terms of section 22(a) of the Act shall, 申请交换签证需提供:                  1) In the case of a learning institution in the Republic, in conjunction with a foreign education and training institution or a foreign state institution organizing or administering the programme, submit a letter from, 如果是南非境内的教育机构, 联合境外教育及培训机构或外国政府组织组织或管理的交换项目, 需提供以下确认函:                  a) The Department of Basic Education or Higher Education and Training or a learning institution in the Republic confirming that it is responsible for organizing or administering the existence of the programme, outlining the activities, terms and conditions and duration thereof and accepting full responsibility for the</p>					

	<p>student while he or she is in the Republic; 南非基础教育或高等教育及培训部或南非教育机构确认负责组织或管理的交换项目的存在, 概括具体活动、期限和条件、持续时间, 负责学生在南非境内的一切事物。</p> <p>b) The foreign state institution or education and 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. 外国政府组织或教育和培训机构确认申请人的个人信息, 学生是否在册, 交换项目开始时间。</p> <p>2) In the case of a programme of cultural, economic or social exchange, organized or administered by an organ of state or a learning institution, in conjunction with a foreign education and training institution or a foreign state institution, submit a letter from –如果是由南非政府或教育机构联合国外教育和培训机构或政府组织组织或管理的文化、经济或社会交换项目, 需提供以下确认函:</p> <p>a) The organ of state or foreign education and training institution confirming the existence of the exchange programme; 南非政府或境外教育及培训机构确认交换项目的存在。</p> <p>b) 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. 境外教育及培训机构确认申请人是否在册, 或外国政府机构是否执行此项目等, 视情况而定。</p>				
2	<p>Certified copy of SA inviter's identity (SA Identity Card/SA Passport /SA Permanent Residence Permit /Passport Bio page +Long-term Visa) within 3 months (only copy is required for inviter whose visa was issued in China or who is within the territory of China at the date of submission), except the situation where the applicant is invited by the South African Government department or Institution.</p> <p>邀请人三个月内认证的南非身份证/南非护照/南非永居/护照+长期签证的复印件(邀请人的签证在中国境内签发或申请当日入境中国的只需提交复印件), 若申请人的邀请单位是南非政府部门或机构, 无需提供邀请人身份证件。</p>				
3	<p>An applicant for an exchange visa in terms of section 22(a) or (b) of the Act, shall submit, 申请交换签证还需提供:</p> <p>1) Proof of a valid return air flight ticket or written undertaking by the organ of state, learning institution or employer accepting responsibility for the return or deportation costs of the applicant, as the case may be. 有效的往返机票, 或政府组织、教学机构或雇主保证函, 保证负责申请人返回或遣返费用, 视情况而定。</p> <p>2) Certified Complete CIPC Documents: Including business license: Reflecting the directors or members of the company and printed from CIPC website (<a href="http://www.cipc.co.za">http://www.cipc.co.za</a>) after year 2010, if applicable. 从 CIPC 网站 (<a href="http://www.cipc.co.za">http://www.cipc.co.za</a>) 打印出来的完整资料, 不仅限于能显示注册法人名字的南非公司营业执照(打印日期为 2010 年之后), 需要认证, 如适用。</p> <p>3) Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act. 购买的在交换期间的南非医疗保险。</p>				
4	<p>An exchange visa may be issued for a period not exceeding the period of the exchange programme. 交换签证长度不超过交流项目的长度。</p>				

5	An exchange permit may be issued to a foreigner who is under 25 years of age. 交换签证只签发给年龄在 25 岁以下的申请人。				
6	Yellow fever certificate is required if applicant is passing through yellow fever belt area before entering South Africa. 如果申请人在进入南非之前经过黄热病带地区, 则需要出示黄热病证书。				
7	Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents: 如果护照签发地不属于本辖区, 而申请人要在其长期工作、居住地所属的辖区递交申请, 那么申请人需要提供以下材料: <ul style="list-style-type: none"> <li>Shanghai Jurisdiction applicant's ID card or residence permit. 申请人上海辖区的身份证或者是居住证。</li> <li>Social insurance record for 6 months prior to submitting the application. 申请人递交申请前至少 6 个月的社保记录。</li> </ul>				

**Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate**

**请注意: 除以上基本材料外, 南非大使馆/领事馆有权要求申请人补交其他相关材料**

**Courier Fee (If applicable):** \_\_\_\_\_

快递费用 (如需要)

**The applicant has confirmed that s/he has read the guidance above and no other documents to submit and wishes to go ahead with the application. Applicant ensures that the information provided by him/her is true and correct.**

**申请者确认已经阅读以上申请指南, 确定不再递交其它材料。申请者确认以上提供的信息真实无误。**

**Name of Applicants:** \_\_\_\_\_

申请人姓名:

**Signature:** \_\_\_\_\_

签名:

**Name of VAC Staff:** \_\_\_\_\_

签证中心员工姓名:

**Signature:** \_\_\_\_\_

签名:

**\*Representatives/Travel Agency (If applicable) 代理/旅行社 (如需要)**

**Name of Representatives 代理人签名:** \_\_\_\_\_

**Contact Number 联系电话:** \_\_\_\_\_ **Email Address 邮箱地址:** \_\_\_\_\_