

Checklist for EXCHANGE VISA Beijing Jurisdiction

申请交换签证所需材料清单(北京领区)

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签证申请结果。

Documents required 所需材料	Yes/No 有/没有
<p>Note: If there are notarized or certified documents provided, please be sure to provide one copy of the notarized or certified documents.</p> <p>注意: 如果申请材料中包括公证件或认证件, 请同时提供公证件或认证件的复印件。</p>	
<p>Valid Passport or Travel Document 有效护照或旅行证件</p> <p>*Passport should be valid for no less than 30 days after the expiry of your intended visit 护照需在预计访问南非后至少 30 天有效</p> <p>*Passport includes at least two blank visa pages (one to endorse visa and one for entry stamps) 护照上至少有两页空白页(一页贴签证, 一页盖入境章)</p> <p>One copy of the first page of the passport (on A4 paper) 护照首页复印件一份 (A4 尺寸)</p>	
<p>Completed Form (DHA-1738): Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-1738 表格: 请用黑色墨水笔用英文完整填写</p>	
<p>Health Certificate for International Traveler and original Medical Certificate (DHA layout) which are not older than six months at the time of submission. The DHA layout medical certificate should include the applicant's passport number with their name.</p> <p>国际旅行健康检查证明书以及南非内政事务部格式的体检证明原件 (须包括申请人的姓名及护照号), 文件出具日期应在递交申请之日的 6 个月内。</p>	
<p>One color passport size photograph with white background 一张彩色白底护照照片</p>	
<p>Police clearance certificates shall be required from the police or security authorities in each country where the applicant, after having attained the age of 18 years, has resided for 12 months or longer during the five years immediately preceding the date of application. Please also provide the original and a copy.</p> <p>年满 18 岁的申请人须提供 18 岁以后, 距递交申请之日起 5 年内在所有居住满 12 个月及以上的国家 (包括南非) 的由警局或安全机构开具的无犯罪证明及其复印件。</p> <p>Formal English translation is required if the original Police clearance certificate is non-English language. 如果无犯罪证明原件非英文, 须提供正式英文翻译件。</p> <p>Police Certificates may not be older than six months at the time of submission of the application. 无犯罪证明的出具日期应在递交申请之日的 6 个月内。</p>	

Documents required/所需材料 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。	Original 原件	Copy 复印件	Remarks 备注	For official use ONLY 官方使用
<p>1</p> <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：</p> <p>(a) 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- 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：</p> <p>(i) 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 conditions and duration thereof and accepting full responsibility for the 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>(ii) 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>(b) in the case of a programme of cultural, economic or social exchange, organised 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>(i) 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>(ii) 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>				
<p>2</p> <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</p>				

	<p>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 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）。</p> <p>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>(a) 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>(b) Business license: Reflecting the directors or members of the company and printed from CIPC website (http://www.cipc.co.za) after year 2010, if applicable 从CIPC网站(http://www.cipc.co.za) 打印出来的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），如适用</p> <p>(c) 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	<p>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</p>				
<p>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</p>					

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：

Name of VAC Staff: _____

签证中心员工姓名：

Signature: _____

签名：

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: _____