

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.15,827.00 (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.	

CRITICAL SKILLS WORK VISA

<ul style="list-style-type: none"> ➤ An application for a critical skills work visa shall be accompanied by proof that the applicant falls within the critical skills category in the form of – <ul style="list-style-type: none"> (a) A confirmation, in writing, from the professional body, council or board recognised by SAQA in terms of section 13(1)(0) of the National Qualifications Framework Act, or any relevant government Department confirming the skills or qualifications of the applicant and appropriate post qualification experience; ➤ Proof of employment within 12 months after obtaining Critical Skills work visa in a form of an employment contract specifying the occupation and capacity in which the foreigner shall be employed. ➤ A spouse and dependent children of a holder of a critical skills work visa shall be issued with an appropriate visa valid for a period not exceeding the period of validity of the applicant's critical skills work visa. ➤ Medical and radiological report 	<p>(<u>N.B</u> If required by law, proof of registration with a council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act Certificate issued by regulatory body); and</p> <p>(b) Proof of evaluation of the foreign qualification by SAQA and translated by a sworn translator into one of the official languages of the Republic.</p> <ul style="list-style-type: none"> ➤ Duly completed application form signed by applicant ➤ Police clearance in respect of each Country in which the applicant resided since the age of 18 years (Must not be older than 6 months at the time of its submission) <p>NOTE: Employment contract not mandatory for this category</p> <p>THE PROCESSING OF A STUDY PERMIT TAKES A MAXIMUM 8 WEEKS</p>
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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: