



CHECKLIST for SEC 11(1) (b)(iii) VISITOR'S VISA (RESEARCH): Exceeding 3 MONTHS VISA

	REQUIRED DOCUMENTS	YES	NO
1.	<p>Application Form</p> <ul style="list-style-type: none"> Completed Visa application Form (DHA-1738) Form 8 in BLACK ink only. All questions MUST be answered in English. Do NOT leave empty/blank information - questions that don't apply may be completed with 'n/a' or "not applicable". Applicant's full contact details must be provided. 'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from UAE. Full details of the intended duration of stay in, and intended date of departure from the Republic of South Africa must be completed under Part 5. The question, 'Have you ever been refused entry into or deported from the Republic' under Part 7 must be completed with either 'yes' or 'no', and details must be provided if the answer is 'yes'. 		
2.	<p>Photos</p> <ul style="list-style-type: none"> Must be a clear copy, high-resolution, white background and recent photo (not older than 6 months). Passport size: 4.5cm×3.5cm in width. The photo must capture at least 80% of the face. Photographs must be taken and printed professionally – photo shopped will be rejected. 		
3.	<p>Letter / Affidavit confirming the purpose and duration of the visit</p> <ul style="list-style-type: none"> The letter must confirm the intended travel date and exact purpose of travel to SA. The letter must be dated not more than a month from the date of submission. In respect of an application by a person, who is the Spouse or Dependent Child of the holder of a valid visa, study visa, treaty visa, business visa, medical treatment visa, relative's visa, work visa, retired person visa or exchange visa, a certified copy of such holder's visa (if already issued/available) and a written undertaking of financial responsibility for the applicant. The travel dates in the statement or documentation must correspond with the flight itinerary and information completed on the application form. Copies of main applicant's visa in case of family accompanying holder of visa issued in terms of section 11, 13,14,15,17,18,19,20 or 22 and are not applying together. In respect of an academic sabbatical, a signed and dated letter on the letterhead of the South African learning institution. In respect of voluntary or charitable activities (applicants must be over the age of 18), a signed and dated letter on the letterhead of the South African non-profit organization (NPO) also confirming the NPO number and the specific tasks to be performed by the volunteer. In respect of research, a signed and dated letter on the letterhead of the South African learning or research institution, and from the applicant's employer / institution abroad. Mention of Research to be undertaken, where applicable, along with proof of sufficient funds and accommodation for the same. 		
4.	<p>In the case of a <u>MINOR</u> (under the age of 18 years old)</p> <ul style="list-style-type: none"> ➤ For MINORS travelling with both the parents, the following documents are required:- <ul style="list-style-type: none"> ❖ Copy of the attested unabridged child's birth certificate. ❖ Copy of parent's passport and UAE residency. ❖ Original documents MUST be presented at the time of submission for verification purpose. ❖ If a birth certificate is not written in English, it must be translated and certified as a correct translation by a sworn translator. ➤ UNACCOMPANIED MINOR / TRAVELLING WITH ONE PARENT or BOTH PARENTS NOT TRAVELLING WITH THE MINOR A completed and signed "AFFIDAVIT FORM or Parental Consent" is required. Either both parents or the parent giving the consent for the child to travel must visit the South African Consulate to sign the affidavit/parental consent in front of the Commissioner of Oath or Immigration Official and/or have it signed at a Notary and stamped. Please note that this service is done "by appointment" ONLY at the Consulate. You may send an email to book an appointment to: SreekandanN@dirco.gov.za or call +971 4 3975222. Certified true copy of the parent/s (parent giving consent) passport/s. In respect of dependent children accompanying the applicant or joining the applicant in the Republic of South Africa, proof of parental responsibilities and rights or written consent in the form of an affidavit from the other parent or legal guardian, as the case may be A copy of a court order granting "sole custody" / parental responsibilities and rights or legal guardianship in respect of the child, if he or she is the parent or legal guardian of the child Divorce decree, where applicable Death certificate, in respect of late (deceased) parent, where applicable. 		

5.	<p>In the case of SPOUSE (Husband or Wife)</p> <ul style="list-style-type: none"> ➤ In respect of a spouse accompanying the applicant or joining the applicant in the Republic of South Africa the following must be submitted:- <ul style="list-style-type: none"> ❖ Copy of the attested marriage certificate. ❖ Copy of spouse's passport and UAE residency. ❖ Original documents MUST be presented at the time of submission for verification purpose. ❖ If a marriage certificate is not written in English, it must be translated and certified as a correct translation by a sworn translator. 		
6.	<p>FINANCIAL MEANS</p> <ul style="list-style-type: none"> • Applicant's recent three (3) months banks statement. ONLY bank statements issued by a bank "in the UAE" are acceptable. The bank statement must be originally stamped by the bank and must have a sufficient balance to cover expenses and essential needs of the applicant. • Original bank statements received by post OR printed copies from online internet banking must be originally stamped by the bank to be accepted. <p>➤ In the case of the applicant's SPOUSE / MINOR's parents providing sufficient financial means:-</p> <ul style="list-style-type: none"> ❖ A typed, signed and dated letter (in English) to undertake FULL financial responsibility of applicant. ❖ Copy of spouse or parent's passport(s) and valid UAE residence visa. ❖ Spouse or Parent's recent three (3) months banks statement. ONLY bank statements issued by a bank "in the UAE" are acceptable. The bank statement must be originally stamped by the bank and must have a sufficient balance to cover expenses and essential needs of the dependent. 		
7.	<p>Air Ticket</p> <ul style="list-style-type: none"> • Proof of Air tickets (provisional or confirmed). One way ticket is accepted. • Proof of Domestic flight/s is also required, if the applicant is travelling from one city to another. 		
8.	<p>Medical Report</p> <ul style="list-style-type: none"> • The prescribed form BI-811 must be completed, signed, stamped and dated by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition he or she suffers from. • Medical result must be submitted along with the prescribed form (if available). • Shall not be older than six months at the time of its submission. 		
9.	<p>Police Clearance Certificate</p> <ul style="list-style-type: none"> • Must be issued by the police or security authority in each country where the applicant resided for 12 months or longer in the last 5 years after attaining the age of 18 years old, including country of citizenship in respect of criminal records or the character of that applicant. • The ORIGINAL Police Certificate is compulsory except the UAE Police Clearance. • Shall not be older than six months at the time of its submission or as per validity indicated in the report. 		
10.	<p>Proof of Accommodation</p> <ul style="list-style-type: none"> • Letter from SA company confirming or undertaking responsibility for the accommodation of the applicant and family (if applicable). Details of accommodation must be indicated in the letter (e.g. address, term/duration, etc) • Alternatively, a copy of Property Ownership, Lease of contract or hotel bookings, etc. • If staying with a family/relative/friend/colleague, a copy of the following from the SA host are required: <ol style="list-style-type: none"> a) Invitation letter (typed and signed). The letter must be dated not more than a month from the date of application. The physical address and contact details of the host must be indicated in the letter. <ul style="list-style-type: none"> ❖ If the host is a South African, a copy of South African passport or ID book is required. ❖ If the host is NOT a South African, a copy of passport and permanent residence (PR) certificate or visa/permit are required. b) Up to date three (3) months bank statement of the South African host stamped by the Bank with a minimum balance of not less than ZAR 3,000. c) Proof of address of the South African host (e.g. Utility bills, Lease of Contract, Tax invoice, etc. - showing the same address as indicated in the invitation letter) 		

11.	<p>Letter from UAE institute and Letter from South African institute</p> <ul style="list-style-type: none"> The letter from the UAE Institute must be original. (E- signature will NOT be accepted). Both letters must confirm the exact purpose of travel, duration, and financial undertaking. Both letters must be signed (with the signatory name and designation) and stamped. <p>QUALIFICATION</p> <ul style="list-style-type: none"> Proof of qualification to be attached. (PhD) Proof of evaluation of the foreign qualification by SAQA and translated by a sworn translator into English (if written in foreign language). 	
12.	<p>Yellow fever certificate</p> <ul style="list-style-type: none"> A yellow fever certificate is required if the applicant has been in a yellow fever zone in the past one year, and if the applicant is transiting for more than 12 hours through a yellow fever endemic zone. Applicants who does not have a Yellow Fever vaccination certificate and had recent travels or traveled (as above) to yellow fever zones MUST administer the vaccine at least 10 days before traveling to South Africa. Applicants who are traveling straight/directly to South Africa from Dubai and has NOT been in a Yellow fever zone in the past one year are NO longer required to fulfill/submit a yellow fever certificate for visa purpose and when traveling to SA. Applicants who are citizens of the countries which fall under yellow fever zone MUST submit a copy of yellow fever certificate “irrespective” if they have travelled or not to the yellow fever zone areas in the past one year or so. 	
13.	<p>Passport / UAE Residence Visa /Previous South African Visa / Entry & Exit Stamps in SA</p> <ul style="list-style-type: none"> The ORIGINAL and COPY of PASSPORT with the UAE residence visa must be submitted at the time of application. Passport MUST be valid at least a year (1) or so at the time of application. Issuance of visa could NOT exceed passport expiration. Therefore, it is ideal that your passport is valid for the full duration you intend to stay in SA. Non-machine readable and manually extended passports are NOT acceptable. The passport must be valid for not less than 30 days from the date of departure from South Africa. It is COMPULSORY to have at least 2 blank visa pages (one to endorse/stamp the visa and the other one for entry/exit stamps). Damaged/torn out passports will strictly NOT be accepted. <p>UAE residence visa</p> <ul style="list-style-type: none"> Copy of valid UAE Residence visa. The UAE Residence permit must be issued at least 6 months and above at the time of submission. <p>South African Visa and Entry/Exit stamps</p> <ul style="list-style-type: none"> Photocopies of previous South African Visa/s (if any) MUST be submitted. Copies of passport pages wherein there is an entry and exit stamp of South Africa. 	

IMPORTANT NOTES:

- The application **MUST** be submitted at least **3 MONTHS** prior to the date of intended travel to South Africa.
- Processing time takes **8 to 12 WEEKS** to finalize the application.
- The Consulate reserves the right to request additional documents to substantiate the application.**
- Status / progress reports are not provided during the above-mentioned processing period.**
- NO URGENT visa request will be considered. NO “express service” for processing visa applications is available – complete applications are adjudicated on a “First-In-First-Out” basis.**
- As of 23 November 2015 **“ONLY”** machine readable passports will be accepted. Manually extended passports are no longer acceptable.
- Permit applications must be applied **“In-person”** by the applicant **ONLY** (except for minors under 18 years old and elders above 65 years old).
- VFS South Africa Visa Application Centre will only accept / process complete visa applications – it is the responsibility of the applicant to ensure that he or she submits a complete application.
- Applicant may submit or request to keep their passport with them until the application is finalized. And if so, you may then collect your passport the **following/next working day** at VFS after verification process at the Consulate is done.

Please **NOTE** that submitting **INCOMPLETE/INCORRECT** documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to **IMMEDIATE REJECTION** of the application by the Consulate.

For collection of passports:

Original receipt if being collected directly by the applicant	
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Emirates ID card, Original receipt and authorization letter if being collected by a representative	Between 15:00 to 17:00
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Remarks:

I hereby declare that the above statement is true and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

Applicant's Signature: _____

VFS Officer Signature : _____

Date: _____