



**CHECKLIST for SEC 13: STUDY VISA**

	REQUIRED DOCUMENTS	YES	NO
1.	<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>Completed Visa application Form (<b>DHA-1738</b>) <b>Form 8</b> in <b>BLACK ink only</b>.</li> <li>All questions <b>MUST</b> be answered in English. Do <b>NOT</b> leave empty/blank information - questions that don't apply may be completed with '<b>n/a</b>' or "<b>not applicable</b>".</li> <li>Applicant's full contact details must be provided.</li> <li>'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from UAE.</li> <li>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.</li> <li>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'.</li> </ul>		
2.	<p><b>Photos</b></p> <ul style="list-style-type: none"> <li>Must be a clear copy, high-resolution, white background and recent photo (not older than 6 months).</li> <li>Passport size: <b>4.5cm×3.5cm</b> in width. The photo must capture at least <b>80%</b> of the face.</li> <li>Photographs must be taken and printed professionally – photo shopped will be rejected.</li> </ul>		
3.	<p><b>No-objection letter (NOC) from Employer or Sponsor</b></p> <ul style="list-style-type: none"> <li>The letter must confirm the <b>travel dates (Start and End date)</b> and exact <b>purpose of travel</b>.</li> <li>The letter must be dated not more than a month from the date of submission.</li> <li>It must be originally signed (<b>with the signatory name and designation</b>) and <b>stamped</b>. (E-signature will NOT be accepted).</li> <li>It must have the company's full contact details (i.e. physical address and telephone/fax numbers, email/website).</li> <li>If the applicant is the owner or partner of the company, a copy of the <b>trade license</b> is required.</li> </ul> <p>➤ <b>Applicants under the sponsorship of a husband/father/mother/wife's visa ***</b></p> <ul style="list-style-type: none"> <li>❖ Typed and originally signed Sponsorship letter (issued by the sponsor***, it must confirm the <b>travel dates, exact purpose of travel</b>, relationship, details of the applicant, and financial undertaking). Sponsor's residential address in the UAE and contacts details must be indicated in the letter.</li> <li>❖ Passport and UAE residence copy of the sponsor must be submitted.</li> <li>❖ Proof of relationship (e.g. Attested Marriage certificate or birth certificate)</li> </ul>		
4.	<p><b>Acceptance Letter (from School, University, College in SA)</b></p> <ul style="list-style-type: none"> <li>An official letter confirming provisional acceptance or acceptance at that learning institution and the duration of the course</li> <li>The letter must be dated and signed in a letter head (details of signatory, address, contact details must be indicated)</li> <li><b>Proof of accreditation or registration of the institution/Schools from the Department of Education or from the provinces where it is located must be submitted,(except for government/public universities and colleges).</b></li> </ul>		
5.	<p><b>Undertaking by the Registrar or Principal of the learning institution to –</b></p> <ul style="list-style-type: none"> <li>Provide proof of registration of the student / learner as contemplated in the relevant legislation within 60 days of registration; or</li> <li>In the event of failure to register by the closing date, provide the Director-General with a notification of failure to register within 7 days of the closing date of registration;</li> <li>within 30 days of de-registration, notify the Director-General that the applicant is no longer registered with such institution; and</li> <li>Within 30 days of completion of studies, notify the Director-General when the applicant has completed his or her studies or requires extending such period of study.</li> <li>The letter must be dated and signed in a letter head (details of signatory, address, contact details must be indicated)</li> </ul> <p>➤ The above-listed undertaking may be added / included (<b>copy &amp; paste: verbatim</b>) as part of the acceptance letter.</p>		

6.	<p><b>Medical Cover</b></p> <ul style="list-style-type: none"> <li>• Proof of medical cover renewed annually for the period of study with a “<b>medical scheme</b>” registered in terms of <b>SA Medical Schemes Act</b>.</li> <li>• See <a href="https://www.medicalschemes.com/MedicalSchemes.aspx">https://www.medicalschemes.com/MedicalSchemes.aspx</a> for full list of registered medical schemes in the Republic of South Africa which are accepted for the visa application.</li> <li>• Proof must be submitted in the form of confirmation / insurance certificate from the registered medical scheme in the Republic of South Africa, which includes the applicant’s particulars and duration (starting and ending dates) of insurance cover and proof of payment.</li> <li>• Travel insurance will <u>NOT</u> be accepted.</li> </ul> <p>➤ <b>FOR MINOR APPLICANTS (under 18 YEARS)</b></p> <ul style="list-style-type: none"> <li>❖ Undertaking by the parents or legal guardian that the learner will have medical cover for the full duration of the period of study.</li> <li>❖ The undertaking only applies to applicants who are school pupils <b>OR</b> have already enrolled to study in SA.</li> <li>❖ In the case of students / applicants who are adults, such an undertaking will NOT be applied/accepted.</li> </ul>		
7.	<p><b>Medical Report</b></p> <ul style="list-style-type: none"> <li>• The prescribed form <b>BI-811</b> 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.</li> <li>• Medical result must be submitted along with the prescribed form (if available).</li> <li>• <b>Shall not be older than six months at the time of its submission.</b></li> </ul>		
8.	<p><b>In case the LEARNER is a MINOR APPLICANT/s(under 18 YEARS)</b></p> <ul style="list-style-type: none"> <li>• The attested <b>unabridged birth certificate</b> must be submitted.</li> <li>• <b>In respect of dependent children</b> accompanying the applicant or joining the applicant in the Republic of South Africa, <b>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</b></li> <li>• A certified copy of the South African identity document or foreign passport with a valid temporary residence visa of the learner's guardian in the Republic of South Africa;</li> <li>• <b>Proof of physical address and contact number</b> of the adult person residing in the Republic of South Africa, who is acting or has accepted to act as such learner's guardian, including a confirmatory (signed and dated) letter from that guardian; and</li> </ul> <p>➤ <b>Proof of consent</b> (in the form of a signed and dated letter in English) for the intended stay from both parents or, where applicable, from the parent or legal guardian who has been issued with a court order granting full or specific parental responsibilities and rights or legal guardianship of the learner.</p>		
9.	<p><b>Proof of financial means / Bank Statements</b></p> <ul style="list-style-type: none"> <li>• Applicant’s up to date three (3) months banks statement. <b>ONLY</b> 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</li> </ul>		
10.	<p><b>Air Ticket</b></p> <ul style="list-style-type: none"> <li>• Proof of Air tickets (provisional or confirmed). One way ticket is accepted.</li> <li>• Proof of Domestic flight/s is also required, if the applicant is travelling from one city to another.</li> </ul>		
11.	<p><b>Police Clearance Certificate</b></p> <ul style="list-style-type: none"> <li>• Must be issued by the police or security authority in each country where the applicant resided for 12 months or longer in last 5 years after attaining the <b>age of 18 years old</b>, including country of citizenship in respect of criminal records or the character of that applicant.</li> <li>• The <b>ORIGINAL</b> Police Certificate is <b>compulsory</b> except the UAE Police Clearance.</li> </ul> <p><b>Shall not be older than six months at the time of its submission or as per validity indicated in the report.</b></p>		

12.	<p><b>Proof of Accommodation in South Africa</b></p> <p>➤ <b>If proof of accommodation is not mentioned on the Acceptance Letter/Undertaking by the Registrar or Principal of the learning institution, the following should be submitted instead:-</b></p> <ul style="list-style-type: none"> <li>❖ Lease of contract in the name of the applicant or parent in university or school residence (Physical address must be indicated).</li> <li>❖ Copy of ID document and contact details of an adult / guardian (in case of minor).</li> </ul> <p>➤ If staying with a family/relative/friend/colleague, a copy of the following from the SA host are required:</p> <p>a) Invitation letter (typed and signed). The letter must be dated not more than a month from the date of application. <i>The physical address and contact details of the host must be indicated in the letter.</i></p>		
13.	<p><b>Yellow fever certificate</b></p> <ul style="list-style-type: none"> <li>• A yellow fever certificate is required if the applicant has been in a yellow fever zone in the <b>past one year</b>, and if the applicant is transiting for <b>more than 12 hours</b> through a yellow fever endemic zone.</li> <li>• Applicants who does not have a Yellow Fever vaccination certificate and had recent travels or traveled (as above) to yellow fever zones <b>MUST</b> administer the vaccine <b>at least 10 days</b> before traveling to South Africa.</li> <li>• Applicants who are traveling straight/directly to South Africa from Dubai and has <b>NOT</b> been in a Yellow fever zone in the past one year are <b>NO longer</b> required to fulfill/submit a yellow fever certificate for visa purpose and when traveling to SA.</li> <li>• Applicants who are citizens of the countries which fall under yellow fever zone <b>MUST</b> submit a copy of yellow fever certificate <b>“irrespective”</b> if they have travelled or not to the yellow fever zone areas in the past one year or so.</li> </ul>		
14.	<p><b>Passport / UAE Residence Visa / Previous South African Visa / Entry &amp; Exit Stamps in SA</b></p> <ul style="list-style-type: none"> <li>• The <b>ORIGINAL and COPY of PASSPORT</b> with the UAE residence visa must be submitted at the time of application.</li> <li>• Passport <b>MUST</b> be valid <b>at least a year (1)</b> or so at the time of application. Issuance of visa could <b>NOT</b> exceed passport expiration. Therefore, it is ideal that your passport is valid for the full duration you intend to stay in SA.</li> <li>• Non-machine readable and manually extended passports are <b>NOT</b> acceptable.</li> <li>• The passport must be valid for not less than <b>30 days</b> from the date of departure from South Africa.</li> <li>• It is <b>COMPULSORY</b> to have at least <b>2 blank visa pages</b> (one to endorse/stamp the visa and the other one for entry/exit stamps).</li> <li>• Damaged/torn out passports will strictly <b>NOT</b> be accepted.</li> </ul> <p><b><u>UAE residence visa</u></b></p> <ul style="list-style-type: none"> <li>• Copy of valid UAE Residence visa.</li> <li>• The UAE Residence permit must be issued at <b>least 6 months and above</b> at the time of submission.</li> </ul> <p><b><u>South African Visa and Entry/Exit stamps</u></b></p> <ul style="list-style-type: none"> <li>• Photocopies of previous South African Visa/s (if any) <b>MUST</b> be submitted.</li> <li>• Copies of passport pages wherein there is an entry and exit stamp of South Africa.</li> </ul>		

**IMPORTANT NOTES:**

- The application **MUST** be submitted at least **3 MONTHS** prior to the date of intended travel to South Africa.
- Processing time takes approximately **8 to 12 WEEKS** to finalize the application.
- **The Consulate reserves the right to request additional documents to substantiate the application.**
- The **STUDY VISA** shall be valid for the **duration of study**.
- **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.

**Additional NOTES:**

- A “**learning institution**” means –
  - ❖ An institution of higher education established in terms of the Higher Education Act, 1997 (Act No. 101 of 1997); ora college established in terms of the Further Education and Training Colleges Act, 2006 (Act No. 16 of 2006), but does not include –
  - ❖ A school offering further education and training programs under the South African Schools Act, 1996 (Act No. 84 of 1996);
  - ❖ A college under the authority of a government department other than the Department of Higher Education and Training;
  - ❖ A school contemplated in section 1 of the South African Schools Act, 1996 (Act No. 84 of 1996).
- A study visa shall automatically lapse if the holder thereof fails to register with or is de-registered from the learning institution at any time during the period for which his or her visa has been issued or if any of the undertakings referred to in sub regulation (1) (b) are not met.

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

**Remarks:**

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