



CHECKLIST for SEC 11(1) (b) REMOTE WORK: 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 be originally signed and dated. It must be dated not older than a month from the date of submission. The letter must indicate the current background of the applicant (e.g. employment, educational, skills, etc.) as well as motivation of the purpose of submission and intention to work in SA. 		
4.	<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 (defined as a gross salary of no less than the equivalent of R650 796, 00 per annum in the form of three months bank statements.) Original bank statements received by post OR printed copies from online internet banking must be originally stamped by the bank to be accepted. 		
6.	<p>Air Ticket</p> <ul style="list-style-type: none"> Proof of Air tickets (provisional or confirmed). One way ticket is accepted. <ul style="list-style-type: none"> ❖ Proof of Domestic flight/s is also required, if the applicant is travelling from one city to another. 		
7.	<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. 		
8.	<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. <p>Shall not be older than six months at the time of its submission or as per validity indicated in the report.</p>		
9.	<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). <p>Shall not be older than six months at the time of its submission.</p>		

10.	Yellow fever certificate <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. 	
11.	Passport / UAE Residence Visa /Previous South African Visa / Entry & Exit Stamps in SA <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. Valid passport which expires in no less than 30 days after expiry of the intended date of departure from the Republic in terms of regulation 9(1)(a).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><u>UAE residence visa</u></p> <ul style="list-style-type: none"> Copy of valid UAE Residence visa and Emirates ID. <p><u>South African Visa and Entry/Exit stamps</u></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.
- All documents must be submitted in English Language Only.**

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:

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: _____