



CHECKLIST for VISITOR VISA (BUSINESS VISIT) REQUIREMENTS

REQUIRED DOCUMENTS		YES	NO
1.	<p>Visa application form</p> <ul style="list-style-type: none"> Completed Visa application Form (DHA-84) Form 11 in BLACK ink only. 		
2.	<p>One recent colored photograph</p> <ul style="list-style-type: none"> Must be a clear copy, high-resolution, white background and not older than 6 months Passport size : 4.5cm×3.5cm in width Close up of your head and top of your shoulder so that the face takes 80% of the photograph 		
3.	<p>NOC from UAE company and Invitation Letter from South African Company</p> <ul style="list-style-type: none"> The letter from the UAE Company must be original. (E- signature will NOT be accepted) Both letters must confirm the travel dates (Start and End date), exact purpose of travel and financial undertaking. Both letters must be signed (with the signatory name and designation) and stamped. Dates on both letters must not be more than a month at the time of submission of application. Both letters must have the company’s full contact details (i.e. physical address and telephone/fax numbers, email/website). If the applicant is the owner or partner of the company, a copy of the trade license is required. If the financial undertaking is not indicated in either of the letters, the applicant must submit his/her own up to date three (3) months personal bank statement. The bank statement must be originally stamped by the bank and must have a minimum balance of not less than AED 3000. Not older than 7 days. <p>➤ Applicants under the sponsorship of a husband/father/mother/wife visa***</p> <ul style="list-style-type: none"> Typed and signed Sponsorship letter (issued by the sponsor***, it must confirm the travel dates, exact purpose of travel, relationship, details of the applicant, and financial undertaking). Sponsor’s residential address in the UAE and contacts details must be indicated in the letter. The financial undertaking from the sponsor is required, ONLY IF, the applicant itself could not provide his/her personal bank statement. All bank statements must be originally stamped by the bank. Passport and UAE visa copy of the sponsor. 		
4.	<ul style="list-style-type: none"> Valid Trade License from the local UAE Company. Valid Company Registration of the South African inviting company. 		
5.	<p>Air Ticket</p> <ul style="list-style-type: none"> Proof of Air tickets (provisional or confirmed). Proof of Domestic flight/s is also required, if the applicant is travelling from one city to another. 		
6.	<p>Accommodation</p> <ul style="list-style-type: none"> Proof of hotel booking (provisional or confirmed). <p>➤ If staying with a company accommodation, staff house, guest house, etc. a copy of the following documents are required:</p> <ul style="list-style-type: none"> Passport copy of the signatory in the South African invitation letter. Proof of Address (e.g. utility bills, Lease of Contract, Tax Invoice, etc).- showing the address as indicated in the invitation letter) <p>➤ If staying with a family/relative/friend/colleague, a copy of the following from the SA host are required:</p> <ul style="list-style-type: none"> 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. ❖ 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. Up to date three (3) months bank statement of the South African host with a minimum balance of not less than ZAR 3,000. Proof of address of the host (e.g. Utility bills, Lease of Contract, Tax invoice, etc. - showing the address as indicated in the invitation letter) 		

7.	Medical Cover / Travel Insurance <ul style="list-style-type: none"> • Copy of the insurance card. • Copy of the insurance policy or certification from the service provider for the “Proof of Coverage”. • The insurance coverage/geographical scope must indicate that the insurance covers “WORLDWIDE” or including South Africa) <p>➤ If a medical Insurance (as above) could not be provided, “TRAVEL INSURANCE” could be submitted instead.</p>		
8.	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. • Kindly note: For applicants who do not have a Yellow Fever vaccination certificate and who have traveled to yellow fever zones kindly administer the vaccine at least 10 days before traveling to South Africa. • Applicants who are going straight/directly to South Africa from Dubai and has NOT been in a Yellow fever zone in the past one year are “NOT” required fulfill/submit a yellow fever certificate Or any other additional health requirement. • Applicants who are citizens of the countries which fall under yellow fever zone must submit a copy of yellow fever certificate even if they have not traveled to the yellow fever zone in the past on year 		
9.	Passport / UAE Residence Visa / previous South African Visa/s <ul style="list-style-type: none"> • The original and copy of passport with the UAE residence visa must be submitted. • Non-machine readable and manually extended passports are NOT acceptable. • The passport must be valid for 30 days or more from the date of departure from South Africa. • Must have at least 2 blank visa pages (one to endorse/stamp the visa and the other one for entry/exit stamps. This is compulsory. <p>UAE residence visa</p> <ul style="list-style-type: none"> • Copy of valid UAE Residence visa and Emirates ID. • It must be valid for at least 3 months from the date of return. • Damaged/torn out passports will NOT be accepted. <p>South African Visa</p> <ul style="list-style-type: none"> • Photocopies of previous South African Visa/s (if any) must be submitted. 		

IMPORTANT NOTES:

Kindly 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.

- As of 23 November 2015, “**ONLY**” machine readable passports will be accepted. Manually extended passports are no longer acceptable.
- All visa/permit applications must be applied “In-person” by the applicant **ONLY** (Except for minors under 18 years old and Elders above 65 years old).
- It takes a minimum of **6 working days** to process the visa. Applicants can only apply **1 month** prior or closer to the intended date of travel.
- Consulate reserves the right to request additional clarification, documents and extend the processing time without prior notification.
- 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.
- Pilots and cabin crews can withdraw their passports after **two (2) working days** from the date of submission, directly **from VFS visa application center**. After the completion of the process, applicants must visit VFS visa application center to submit the original passport for visa stamping.
- **NO URGENT** visa will be considered.
- **All documents must be submitted in English Language Only.**

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: _____

Date: _____

VFS Officer Signature : _____