

	Arrangement of documents before Pre -submission
1	Form filled in block letter and black ink
2	2 identical passport size (45x45) mm photographs on white background showing the complete face.
3	A valid passport (validity of at least 30 days after the intended stay).
4	2 Coloured copies of bio-data page and 1 copy of all visas in the passport
5	Typed Self Introduction letter
6	Letter of introduction from employer-Typed
7	Proof of accommodation/Confirmation from hotel directly
8	Coloured copy of <b>Yellow fever card</b> for adult / <b>Immunization card</b> for children below 10years
9	Invitation Letter from Host Company if attending a business meeting/Conference/training
10	Birth certificate and consent letter(s) for minors
11	Flight reservation
12	3 months bank statement – original, stamped & signed by bank authority( <b>Lagos and Port Harcourt Office</b> ) 6 months bank statement – original, stamped & signed by bank authority ( <b>Abuja Office</b> )
13	All payments are accepted in CASH ONLY
	<b>Note: For group/family applications; each applicant is required to have these documents</b>

***Please Note:***

- ***This is not a checklist but an arrangement order***
- ***For Checklist, Kindly visit the website for comprehensive requirements as per purpose of trip.***

(DHA-1738) Form 8



**DEPARTMENT OF HOME AFFAIRS  
REPUBLIC OF SOUTH AFRICA**

**APPLICATION FOR VISA TO TEMPORARILY SOJOURN IN THE REPUBLIC**

**[Section 10(2)(c) to (k); Regulation 9(1)]**

CATEGORY OF PERMIT BEING APPLIED FOR		
Visitor's visa	Exchange Visa	
Study Visa (> 3 months)	Business Visa	
Treaty Visa	Work Visa: Critical Skills	
Relative's Visa	Work Visa: General	
Medical Treatment Visa	Work Visa: Intra-company transfer	
Retired Person's Visa		

*Biometric  
(Attach Fingerprint Form,  
with Photograph)*

FOR OFFICIAL USE ONLY		
Office of application:	BLOK:	Track & Trace Ref No
Date received:	Date forwarded to Head Office:	
Application quality checked by/on:	Date received at Head Office	Remarks:
Passport seen/returned by/on:	Decision and date:	
Fee: Currency and amount		
Fee received by/on:		
Receipt no:		



**2. CITIZENSHIP DETAILS**

Present country of citizenship:	
If acquired other than by birth, date and conditions under which acquired: ..... .....	
Do you hold any other citizenship?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, of which country, plus details:..... .....	

**3. PASSPORT DETAILS**

Passport number:	Country of issue:
Date of issue:...../...../.....	Expiry date:...../...../.....
If you have any other document required by your government, provide details: Type of document:..... Number:..... Expiry date:...../...../.....	

**4. ADDRESSES**

Residential address: ..... ..... .....	Postal address: ..... ..... .....
Postal code:.....	Postal code:.....
Country of usual residence if other than country of origin or above address:   	
Telephone No.: Work: (incl. <i>area code</i> ) ..... Home: (incl. <i>area code</i> ) .....	

Other addresses where you have lived during the last ten years other than your current address:

Address:	Period:	Country:

Do you hold the right of re-entry into your country of origin and/or country of residence if this differs? Yes ☐ No ☐

If no, specify period and present status.....

Have you ever applied for asylum or refugee status in SA or any other country?

Yes ☐ No ☐ If yes, specify the country.....

Contact person:

Relationship: Friend		Business Associate		Relative		Other	
----------------------	--	--------------------	--	----------	--	-------	--

Name: .....

Address: .....

Telephone No.: Work: (incl. area code) ..... Home: (incl. area code) .....

Details regarding relatives and/or friends in the Republic, if any.

Name	Address	Relationship	Identity No

**5. INTENTIONS/PROPOSED DURATION OF STAY IN THE REPUBLIC**

Proposed date and place of departure for the Republic:		/ /			
Anticipated date and place of arrival in the Republic:		/ /			
Travelling by: Air		Road		Rail	
				Sea	
What is your intended duration of stay in the Republic:					
Days/weeks/months/or		Years		Intended date of departure	/ /

Outline your proposed activities whilst in the Republic:

.....

.....

**6. MAINTENANCE/DEPORTATION**

State what funds you have available for maintenance during your stay in the Republic and whether you have a return ticket or other arrangements made for maintenance and return passage:

Available funds (foreign currency): Type:..... Amount: .....	
South African Rand equivalent: ..... (attach bank statement as proof of funds held).	
Valid return or onward ticket no:	Expiry date: / /
Other: .....	
.....	

**7. PARTICULARS OF ANY FAMILY/DEPENDANTS ACCOMPANYING YOU** (attach page if space is not enough):

Full names	Date of birth	Relationship	Passport No.	Expiry date	Nationality	Occupation

If your spouse and/or other dependants are not accompanying you, do they intend to enter the country at a later stage?

Yes ☐ On (date)

 /  / 

No ☐ Details/reason(s):

.....  
 .....

Have you ever been refused entry into or deported from the Republic: If so, please provide details: .....

.....

### 8. SECURITY/HEALTH QUESTIONNAIRE

Have you or any of your dependants accompanying you ever been convicted of any crime in any country?

☐ Yes ☐ No

Is a criminal/civil case pending against you or any of your dependants accompanying you in any country?

☐ Yes ☐ No

Are you or any of your dependants suffering from tuberculosis, any other infectious or contagious disease or any mental or physical deficiency?

☐ Yes ☐ No

Are you an unrehabilitated insolvent?

☐ Yes ☐ No

Have you ever been judicially declared incompetent?

☐ Yes ☐ No

Are you a member of or adherent to an association or organisation advocating the practice of social violence, or racial hatred?

☐ Yes ☐ No

Furnish full particulars if the reply to any of these questions is in the affirmative:

.....  
 .....  
 .....

**9. ANY ADDITIONAL INFORMATION YOU WISH TO BRING TO THE DEPARTMENT'S ATTENTION:**

.....
.....
.....

**10. DECLARATION BY APPLICANT**

I acknowledge that I understand the contents and implications of this application and solemnly declare that the above particulars given by me as well as all particulars in the attached supporting documentation are true and correct.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



**THE FOLLOWING ORIGINAL SUPPORTING DOCUMENTS MUST ACCOMPANY THE APPLICATION**

**In respect of all temporary residence visa applications, except medical treatment visas:**

	Attached	
	Yes	No
Valid passport which expires in no less than 30 days after expiry of the intended date of departure from the Republic		
A yellow fever vaccination certificate, where applicable.		
A medical report.		
A radiological report.		
Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country of the applicant (where applicable).		
The affidavit where a spousal relationship to a South African citizen or resident is applicable, as well as documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties and setting out the particulars of children in the spousal relationship.		
Divorce decree, where applicable.		
Court order granting full or specific parental responsibilities and rights, where applicable.		
Death certificate, in respect of late spouse, where applicable.		
Written consent from both parents and full parental responsibilities and rights parent, where applicable.		
Proof of adoption where applicable.		
Legal separation order, where applicable.		
Police clearance certificates in respect of applicants 18 years and older, in respect of all countries where person resided one year or longer since having attained the age of 18.		

**Additional supporting documents in respect of a study visa:**

	Attached	
	Yes	No
An official letter confirming provisional acceptance or acceptance at that learning institution and the duration of the course.		
An undertaking by the Registrar or Principal of the learning institution to- <ul style="list-style-type: none"> <li>(i) provide proof of registration as contemplated in the relevant legislation within 60 days of registration; or</li> <li>(ii) 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>(iii) Within 30 days, notify the Director-General that the applicant is no longer registered with such institution; and</li> <li>(iv) Within 30 days, notify the Director-General when the applicant has completed his or her studies or requires to extend such period of study</li> </ul>		
In the case of a learner under the age of 18 years- <ul style="list-style-type: none"> <li>(i) an unabridged birth certificate;</li> <li>(ii) a valid passport;</li> <li>(iii) proof of physical address and contact number of the adult person residing in the Republic, who is acting or has accepted to act as such learner's guardian, including a confirmatory letter from that guardian; and</li> <li>(iv) proof of consent 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.</li> </ul>		
In the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking from such foreign state to pay for the departure of the applicant.		

	Attached	
	Yes	No
An official letter confirming provisional acceptance or acceptance at that learning institution and the duration of the course.		
An undertaking by the Registrar or Principal of the learning institution to- <ul style="list-style-type: none"> <li>(i) provide proof of registration as contemplated in the relevant legislation within 60 days of registration; or</li> <li>(ii) 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>(iii) Within 30 days, notify the Director-General that the applicant is no longer registered with such institution; and</li> <li>(iv) Within 30 days, notify the Director-General when the applicant has completed his or her studies or requires to extend such period of study</li> </ul>		
In the case of a learner under the age of 18 years- <ul style="list-style-type: none"> <li>(i) an unabridged birth certificate;</li> <li>(ii) a valid passport;</li> <li>(iii) proof of physical address and contact number of the adult person residing in the Republic, who is acting or has accepted to act as such learner's guardian, including a confirmatory letter from that guardian; and</li> <li>(iv) proof of consent 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.</li> </ul>		
Proof of medical cover renewed annually for the period of study with a medical scheme registered in terms of the Medical Schemes Act.		
an undertaking by the parents or legal guardian that the learner will have medical cover for the full duration of the period of study		
Proof of sufficient financial means available to the learner whilst resident in the Republic.		

**Additional supporting documents in respect of a treaty visa:**

	Attached	
	Yes	No
A letter from the relevant organ of state which is party to the treaty attesting to— (a) the nature of the programme; (b) participation of the foreigner in the specified programme; (c) the type of activities the foreigner is expected to perform and the duration thereof. (d) Accommodation of the foreigner. (e) Any other relevant details pertaining to the foreigner's stay in the Republic.		
A written undertaking by the sending or receiving organ of state accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary.		

**Additional supporting documents in support of a business visa**

**In respect of a business visa by a foreigner who intends to establish a business or invest in a business that is not yet established in the Republic**

	Attached	
	Yes	No

	Attached	
	Yes	No
<p>A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that:—</p> <p>(a) at least an amount in cash to be invested in the Republic as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the <i>Gazette</i>, is available; or</p> <p>(b) at at least an amount in cash and a capital contribution as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the <i>Gazette</i> is available.</p> <p>(c) Undertaking by the applicant that at least 60% of the total staff compliment to be employed in the operations of the business shall be South African citizens or permanent residents employed permanently in various positions: Provided that proof of compliance with this undertaking shall be submitted within 12 months of issuance of the visa.</p>		
<p>An undertaking to register with the—</p> <p>(a) South African Revenue Service;</p> <p>(b) Unemployment Insurance Fund;</p> <p>(c) Compensation Fund for Occupational Injuries and Diseases;</p> <p>(d) Companies and Intellectual Properties Commission (CIPC); where legally required, and</p> <p>(e) Relevant professional body, board or council recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act where applicable: Provided that upon registration, all certificates shall be submitted to the Director-General</p>		

	Attached	
	Yes	No
A letter of recommendation from the Department of Trade and Industry regarding—		
(a) The feasibility of the business; and		
(b) The contribution to the national interest of the Republic		

**Additional supporting documents in respect of a business visa**

**In respect of a business visa by a foreigner who has established a business or invested in an existing business in the Republic**

	Attached	
	Yes	No
A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that:		
(a) at least an amount in cash to be invested in the Republic as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the <i>Gazette</i> , is available or already invested; or;		
(b) at least an amount in cash and a capital contribution as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the <i>Gazette</i> , is available or already invested;		
(c) proof that at least 60% of the total staff complement employed in the operations of the business are South African citizens or permanent residents employed permanently in various positions.		

	Attached	
	Yes	No
Proof of registration with the— (a) South African Revenue Service; (b) Unemployment Insurance Fund;  (c) Compensation Fund for Occupational Injuries and Diseases; (d) Companies and Intellectual Properties Commission (CIPC), where legally required; and (e) relevant professional body, board or council recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act, where applicable.		
A letter of recommendation from the Department of Trade and Industry regarding— (a) The feasibility of the business; and  (b) The contribution to the national interest of the Republic.		
A foreigner who invests or has invested in an existing business shall, in addition, submit— (a) Financial statement in respect of the preceding financial year; and (b) Proof of investment		
The applicant must, within 12 months of the visa being issued, submit to the Director-General a letter of confirmation from the Department of Labour, that 60% of the staff complement employed in the operations of the business are South African citizens or permanent residents who are employed permanently in various positions.		

**Additional supporting documents in respect of a medical treatment visa:**

	Attached	
	Yes	No
A letter from the applicant's registered medical practitioner or medical institution within the Republic, confirming— (a) That space is available at the medical institution; (b) The estimated costs of the treatment; (c) Whether or not the disease or ailment is treatable or curable; (d) The treatment schedule; and (e) The period of intended treatment in the Republic.		
The details of, and confirmation by, the person or institution responsible for the medical expenses and hospital fees: Provided that in a case where the applicant's medical scheme or employer is not liable for expenses incurred, proof of financial means to cover medical costs.		
The particulars of the persons accompanying the applicant		
A valid return air flight ticket, where applicable		
Proof of sufficient financial means or provision for the costs indirectly related to the treatment.		

**Additional supporting documents in respect of a relative's visa:**

	Attached	
	Yes	No
Proof of kinship, within the second step, between the applicant and the citizen or permanent resident in the form of— (a) An unabridged birth certificate; and (b) Where necessary, paternity test results.		
The financial assurance contemplated in section 18(1) of the Act shall be an amount, per person per month, as determined from time to time by the Minister by notice in the Gazette, to be proven by means of a current salary advice or a certified bank statement not older than three months at the time of application: Provided that the financial assurance shall not be required where the South African citizen or permanent resident is a dependent child.		
Police clearance		



**Additional supporting documents in respect of a general work visa:**

	Attached	
	Yes	No
A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary.		
A written undertaking by the employer to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment		
<p>A certificate by the Department of Labour confirming that—</p> <p>(a) despite diligent search, the prospective employer has been unable to find a suitable citizen or permanent resident with qualifications or skills and experience equivalent to those of the applicant;</p> <p>(b) The applicant has qualifications or proven skills and experience in line with the job offer;</p> <p>(c) The salary and benefits of the applicant are not inferior to the average salary and benefits of citizens or employees occupying similar positions in the Republic;</p> <p>(d) A contract of employment stipulating the conditions of employment and signed by both the employer and the applicant in line with the labour standards in the Republic and is made conditional upon the general work visa being approved;</p> <p>(e) Proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic; and</p> <p>(f) Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC).</p>		
An undertaking by the employer to inform the Director-General should the applicant not comply with the provisions of the Act, or conditions of the visa.		
An undertaking by the employer to inform the Director-General upon the employee no longer being in the employ of such employer or when he or she is employed in a different capacity or role.		

**Additional supporting documents in respect of a critical skills work visa:**

	Attached	
	Yes	No
A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary.		
A written undertaking by the employer to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment		
A confirmation, in writing, from the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act, , or any relevant government Department confirming the skills or qualifications of the applicant and appropriate post qualification experience.		
If required by law, proof of application for a certificate of registration with the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act.		
Proof of evaluation of the foreign qualification by SAQA and translated by a sworn translator into one of the official languages of the Republic..		

**Additional supporting documents in respect of an intra-company transfer work visa:**

	Attached	
	Yes	No
A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary		
A written undertaking by the employer to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment		
The foreigner's contract of employment with the company abroad valid for a period of not less than six months.		
Letter from the company abroad confirming that the applicant shall be transferred to a branch, subsidiary or an affiliate of that company in the Republic.		

	Attached	
	Yes	No
A letter from the branch, subsidiary or an affiliate in the Republic confirming the transfer of the foreigner and specifying the occupation and capacity in which the foreigner shall be employed.		
An undertaking from the employer that— (a) the foreigner shall only be employed in the specific position for which the visa has been issued;  (b) the foreigner will, at all times, comply with the provisions of the Act and conditions of his or her visa and undertakes to immediately notify the Director-General if the employee refuses to comply with the provisions of the Act or conditions of the visa; and  (c) A plan is developed for the transfer of skills to a South African citizen or permanent		
An undertaking from the branch, subsidiary or an affiliate in the Republic to reimburse the Department any costs incurred in relation to the deportation of the holder of an intra-company transfer work visa and any of his or her family members		

**Additional supporting documents in respect of a retired person visa:**

	Attached	
	Yes	No
The minimum monthly payment to a foreigner from a pension fund or an irrevocable retirement annuity or a net worth or a combination of assets realising the amount determined from time to time by the Minister by notice in the <i>Gazette</i> .		

**Additional supporting documents in respect of an exchange visa:**

**In the case of a learning institution in the Republic in conjunction with a foreign learning institution or an organ of a foreign state organising or administering the exchange programme:**

	Attached	
	Yes	No
Proof of a valid return air ticket or written undertaking by the organ of state, learning institution or employer accepting responsibility for the return or deportation costs of the applicant, as the case may be		
Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act, 1998 (Act No 131 of 1998)		
A letter from the Department of Basic Education, or Higher Education and Training, or the learning institution in the Republic confirming that it is responsible for organising or administering the existence of the programme, outlining the activities, terms and conditions and duration thereof, and accepting full responsibility for the student whilst he or she is in the Republic.		
A letter from the foreign state institution or learning institution of the foreign state confirming the particulars of the applicant, the applicant's enrolment with a learning institution abroad, and the date on which the programme shall commence.		

**Additional supporting documents in respect of an exchange visa:**

**In the case of a programme of cultural, economic or social exchange, organised or administered by an organ of state or a learning institution, in conjunction with a learning institution or a foreign state institution:**

	Attached	
	Yes	No
Proof of a valid return air ticket or written undertaking by the organ of state, learning institution or employer accepting responsibility for the return or deportation costs of the applicant, as the case may be.		

	Attached	
	Yes	No
Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act, 1998 (Act No. 131 of 1998)		
A letter from the organ of state or learning institution confirming the existence of the exchange programme; or  A letter from the foreign institution confirming the enrolment of the applicant or the foreign state institution conducting the programme, as the case may be.		