

## SOUTH AFRICA VISA APPLICATION CHECKLIST

The South African High Commission has provided guidance to help you submit your application. This guidance is available on the following website [www.vfsglobal.com/southafrica/uganda/](http://www.vfsglobal.com/southafrica/uganda/)

This form will be used by the staff member who accepts your visa application to record the documents you have submitted with your application.

PLEASE NOTE:

1. Applicants who have ever been rejected or overstayed should first appeal and get a waiver letter before submission.
2. Children below 18 years of age should attach a full birth certificate, Parental Consent Affidavit signed and stamped by the Commissioner of oaths and consent letter if traveling alone or with one parent.
3. Children below the age of 1 year do not require a Yellow fever certificate
4. Children below 18 years when visa is issued should travel with their original full birth certificate and Parental Consent Affidavit.
5. Please ensure that passport is signed.
6. Applicants should submit in person. (Children below the age of 18 are exempted)
7. For Group Applications Kindly Provide Copies of supporting Documents to each application.
8. Additional Documents might be required by the High Commission
9. Direct Help line **0700113548** and Email Id : [info.saug@vfsglobal.com](mailto:info.saug@vfsglobal.com)

### MANDATORY REQUIREMENTS

Completed and signed Application Form (B1-84 FORM) in black ink only.		Photocopy of Bio- data page of your current passport.	
A valid passport in respect to each applicant with at least 2 clear pages and should be valid for at least a period of 1month from date of return.		Two passport size photographs (45*35mm) not more than 12 months old, coloured with a white or clear background.	
1)Non-Refundable Visa fee of USD 36(for countries that are not fee exempt) 2)Non-Refundable VFS Service fee USD 80 to be charged in UGX (collected based on daily forex rate)		For foreign nationals, long term permit in Uganda. It should be valid for at least 1 year and above, should be endorsed in passport and it has to be certified by the internal affairs that it's a true and genuine permit before submission.	
A photocopy of a valid Yellow Fever Certificate.		Signed introduction letter from employer/school/institution/Organization	
For self-employed applicants, letter from their business, certificates of registration.		Signed letter of invitation	
Certified Personal or Company 3 months bank statement up to current date of submission		Letter of introduction from employer, organization or school.	
Bank Letter accompanying the statement, confirming account name, account number, account balance in figure and should indicate the bank email and contact number of concerned person in bank.		Consent letter ( <b>applies to only those below 18 years</b> ) Copy of parents ID A full birth certificate Parental Consent Affidavit Form Death Certificate if deceased	
Consent Letter (Permitting The South Africa High Commission to get information from the bank)		Hotel /Accommodation details with direct hotel email address.	
		Flight reservations	

**BUSINESS/STUDY/TRAINING/  
CONFERENCE/MEETINGS**

**OFFICIAL VISITOR**

A signed letter of invitation from business partner with full address and phone numbers		Invitation letter (Signed), stating purpose of visit, period of visit and party covering flight ticket and accommodation details.	
Letter of introduction from employer		Signed letter of introduction stating work relationship with employer and who is sponsoring the trip.	
Motivation letter from the company/ organization inviting you (For long term multiple visa			
Confirmed Hotel Reservations		Original Note Verbal from the Ministry of Foreign Affairs (Diplomatic Note)	
<p>For local banks in Uganda, A Personal or company 3 months bank statement up to current date of submission stamped by the bank.</p> <p>For all Foreign bank statements they have to be stamped by the bank and certified by commissioner of oaths. (For that particular country). It should be a 3 months bank statement up to current date of submission.</p>		Confirmed Hotel Reservation	
Bank letter accompanying the bank statement Confirming account name, account number and account balance			
Registration of company documents			

Applicants Names: .....

Staff Name:

Signature .....

**HOLIDAY VISITOR/TOURIST VISITOR**

**FAMILY VISITOR/FRIENDS**

Letter from applicant confirming the purpose and duration of visit		Letter from applicant confirming the purpose and duration of visit	
Confirmed Hotel Reservations			
<p>A 3 months Bank statement up to the current date of submission accompanied by a bank letter, confirming account name, account number and account balance.</p> <p>For local banks in Uganda, A Personal or company 3 months bank statement up to current date of submission stamped by the bank.</p> <p>For all Foreign bank statements they have to be stamped by the bank and certified by commissioner of oaths. (For that particular country). It should be a 3 months bank statement up to current date of submission.</p>		<p>A 3 months Bank statement up to the current date of submission accompanied by a bank letter, confirming account name, account number and account balance.</p> <p>For local banks in Uganda, A Personal or company 3 months bank statement up to current date of submission stamped by the bank.</p> <p>For all Foreign bank statements they have to be stamped by the bank and certified by commissioner of oaths. (For that particular country). It should be a 3 months bank statement up to current date of submission.</p>	
Signed letter of introduction from employer/organization/institution		Signed letter of introduction from employer/organization/institution	
If self-employed registration of company documents		If self-employed registration of company documents	
Marriage certificate /Affidavit accompanied by a letter if one spouse is taking care of expenses		Marriage certificate /Affidavit accompanied by a letter if one spouse is taking care of expenses	
<p><b>From Host if invited</b></p> <p>Signed Invitation letter</p> <p>3 months bank statement up to current date of submission signed and stamped by the bank</p> <p>Utility bills</p> <p>Lease agreements</p> <p>Copy of id</p> <p>Copy of passport</p> <p>Copy of permit legalizing stay in South Africa</p>		<p><b>From Host if invited</b></p> <p>Signed Invitation letter</p> <p>3 months bank statement up to current date of submission signed and stamped by the bank</p> <p>Utility bills</p> <p>Lease agreements</p> <p>Copy of id</p> <p>Copy of passport</p> <p>Copy of permit legalizing stay in South Africa</p>	
All documents from the host should be certified by the commissioner of oaths (i.e. Police,		All documents from the host should be certified by the commissioner of oaths (i.e. Police,	
<p>Applicants who have sponsors should attach- Sponsorship Letter</p> <p>ID of the sponsor (Current ID)</p> <p>Certified 3 months bank statement up to current date of submission with sufficient funds.</p>		<p>Stamp date should be valid within 3 months from the date of submission.</p>	

Applicants Names: .....

Staff Name:

Signature .....

**CHILDREN BELOW 18 YEARS****MEDICAL TREATMENT**

Introduction letter from school		Referral Letter From An Doctor specifying the nature of health problem	
Letter of sponsorship accompanied by a 3 months current bank statement with a bank letter confirming account name, account number and account balance		Appointment letter from the Doctor in south Africa with contactable details	
A letter from person who is to receive the child from South Africa if unaccompanied		Confirmed Hotel Reservations	
A full Birth certificate		A 3 months Bank statement upto the current date of submission signed and stamped by the Bank.  For local banks in Uganda, A Personal or company 3 months bank statement up to current date of submission stamped by the bank.  For all Foreign bank statements they have to be stamped by the bank and certified by commissioner of oaths. (For that particular country). It should be a 3 months bank statement up to current date of submission.	
Consent letter from either parents if one is traveling with the child or from both if child is unaccompanied		A letter from the bank confirming account name, account number and account balance	
Copies of parents id/ passport			
Parental consent Affidavit Form signed by the commissioner of Oath			
Death certificate if Deceased			

**TRANSIT VISA**

Signed introduction letter indicating purpose of Transit	
Proof of final destination visa or documents	
A 3 months Bank statement up to current date of submission accompanied by a bank letter Confirming account name, account number and account balance.  For local banks in Uganda, A Personal or company 3 months bank statement up to current date of submission stamped by the bank.  For all Foreign bank statements they have to be stamped by the bank and certified by commissioner of oaths. (For that particular country). It should be a 3 months bank statement up to current date of submission.	

Applicants Names: .....

Staff Name:

Signature .....