

NEW IMMIGRATION REGULATION

PURPOSE OF A VISA

A visa only enables the holder to proceed to a port of entry before or on the expiry date of the visa, where the holder must comply with the applicable law, regulations and the following requirements of the Republic of South - Africa. No fixed travel arrangements must be made prior to the issuing of the visa and five – ten days must be allowed for the processing thereof.

Visitors visa

- a) A duly completed application form **BI-84** signed by the applicant (completed in black ink, see attachment)
- b) An acceptable passport/travel document to be valid for no less than 30 days after the expiry of the intended stay and containing at least three unused pages when presenting it for endorsements.
- c) Payment of the prescribed fee of € 43-00 and proof thereof submit a copy of your bank statement and the bankcard you have used to do the payment (if not exempted thereof, please get confirmation prior to your appointment) to be paid into the following bank account South African Embassy – Montoyerstraat 17 – 1000 Brussels- Acc. no: BE20 7350 2551 7856 BIC KREDBEBB
- d) Valid Belgian residence card
- e) 1 passport size photo's
- f) Yellow fever certificates are required if the journey starts or entails passing through the yellow fever belt of Africa or South - America. A list of yellow fever regions is available at www.capegateway.gov.za/eng/directories/services_11594/21089
- a) Proof of finance proof of sufficient financial means(iv);– to cover envisaged living expenses from the applicant in form of:
 - Recent bank statements (bankafschrift) if print out is from the internet prints out statements they should be stamped by the bank or originals.
- b) Medical Insurance ((not compulsory but it is advisable to be in possession of.))
- c) Supporting documentation confirming the purpose of the visit
 - **ORIGINAL invitation letter** include a statement or documentation confirming the purpose and duration of the visit;
 - **ORIGINAL** invitation letter: **faxes or email are only acceptable if it is stamped by the SA police.**
 - If invited by family member/friend in South-Africa (tourism purposes) a certified copy of the ID/Passport by the SA police with residential status in RSA if it is foreigner.
 - Copy of bill such as water, electricity, rates, tv also stamped by police
 - **Original** business letter from RSA institution(s) if by email should be stamped by police and Belgian company confirming the purpose and duration of the visit. (business purposes)
 - **Hotel reservations for touristic purposes.**

- d) proof of a valid return or onward ticket or purchase thereof
- e) In respect of minor dependent children accompanying the applicant to or joining the applicant in the Republic, be accompanied by-
 - in the case of a minor subject to guardianship or custody, proof of such guardianship and custody; or
 - in the case of an unaccompanied minor, consent from the guardian;

A transit visa shall-

* Applicants need to submit the same requirements as for a visitor's visa.

(a) in the case of air transit, be issued for a period not exceeding 24 hours; and

a) (b) in the case of land transit, be issued for a period not exceeding 48 hours.

WHERE TO APPLY FOR A VISA

- At the South African diplomatic or consular representative in the applicant's country of normal residence, this includes permanent residence and long-term temporary residence.
- At the South African diplomatic or consular representative in the country of which the applicant validly holds a valid passport.
- At the designated South African diplomatic or consular representative when a mission is not present in the applicant's country of residence.

NB: Applications lodged at a place other than the above may be referred by the consular officer to the above offices which will imply a longer processing time.

Visas CANNOT be applied for at South African ports of entry.

Allow **10 working days for processing of visa/permit applications.**

Please note: Internship, relative, short stay medical treatment, short term work, SA citizen spouse, journalist, artists, entertainment industry, tour leader, voluntary, research, and academic sabbatical additional requirement are situated at the rare end of the application form BI-84 form 11 from pag134-137.

FEES

Nationals of certain countries are subject to visa fees. Fees are levied per application and are not refundable should the application be refused. Prescribed fee is: **€ 43-00**

WARNING

Any applicant allowed entry into South - Africa due to any misrepresentation, or false declaration on the application form or who sojourns in the Republic in contravention of his/her visa/permit conditions shall be guilty of an offence and liable on conviction to a fine or to imprisonment as an illegal foreigner.

A list of countries exempt from South African visas is available at the following website:

www.home-affairs.pwv.gov.za/visa_schedule.asp

NOTE: If you are from a country that is exempt from South African visa requirements and do not intend to work for longer than six months:

You may proceed to a South African port of entry with the relevant letters from the local or international agency confirming your full particulars, purpose and period of visit and your designation

The Immigration officer will issue you with a visitor's permit with authorization to work for the duration as in the invitation letter and endorsed.

Please note: all documents must be original or copies authenticated by the issuing authority of the country of origin and if applicable, translated into English by a sworn translator - faxes and/or e-mails are not accepted

Please arrange for an appointment (appointments can be made between 9am and 11h30) with the Consular Section, before submitting your application at the following telephone number: 02/285 44 53/64/92 or 02/285 44 00 from Monday to Thursday between 13h30 and 16h00.

Note: Visitors visa for people attending conference in South Africa:

- The conference organizer should notify the Department of Home Affairs that conference is taking place – giving all the relevant details and the list of delegates, if possible.
- The Department of Home Affairs will then notify all South African representatives abroad, authorizing them to issue visas to the delegates providing that nothing detrimental is known about the applicant and all visitors visa requirements are met

Visitor's permit 3 months to 3 years - 11(1)(b)(II)(bb) in respect of voluntary or charitable activities Less than 90 days

Requirements

- (b) A duly completed application form BI 84 signed by the applicant (completed in black ink).
- (c) The prescribed fee is €43-00. Fees are subject to change on the 1st April every year.
- (d) One passport size photographs.
- (e) A valid passport. The passport must be valid for no less than 30 days after expiry of the intended stay and must contain three blank pages for endorsements.

- (f) A vaccination certificate, if required by the Act. A list of yellow fever regions is available at www.capegateway.gov.za/eng/directories/services11594/21089
- (g) Proof of financial means in the form of:
 - Bank statements originals (bankafschrift) if internet prints out statements they should be stamped by the bank or originals.
 - or copy of credit card with last month's bank statement to cover envisaged living expenses during the sojourn in the Republic
- (h) An **original** letter from the organization where the services will be rendered, confirming the nature and period of the services also confirmation that it is not a paid post, where under whose control the activity or event will take place, confirming such attendance and whether or not the foreigner will be remunerated, and if remunerated, the amount of the remuneration.
- (i) Medical Insurance (not compulsory but it is advisable to be in possession of.)
- (j) Prove of accommodation
- (k) Flight reservations details

Visitor's permit 3 months to 3 years - 11(1)(b)(II)(bb) in respect of voluntary or charitable activities for more than 90 days:

- (a) BI-806 Radiological report
 - (b) BI-811 Medical Certificate
 - (c) Police clearance in respect of each country in which the applicant resided since the age of 18 years and lived in for 12 months or longer
 - (d) An **original** letter from the organization where the services will be rendered, confirming the nature and period of the services
 - (e) An **original** letter of confirmation that it is not a paid post
- Fees are to be paid into the Embassy Account number:

Please note: all documents must be original or copies authenticated by the issuing authority of the country of origin and if applicable, translated into English by a sworn translator - faxes and/or e-mails are not accepted

Please arrange for an appointment (appointments can be made between 9am and 11h30) with the Consular Section, before submitting your application at the following telephone number: 02/285 44 53/64/92 or 02/285 44 00 from Monday to Thursday between 13h30 and 16h00.

Study visa: DHA-1738 FORM 8

- (a) A duly completed application **form DHA-1738** signed by the applicant (completed in black ink).
- (b) The prescribed fee is **€43-00**. Fees, are subject to change on the 1st April every year
(Fees to be paid into the Embassy Account number BE20 7350 2551 7856

- A valid passport. The passport must be valid for no less than 30 days after expiry of the intended stay and must contain three blank pages for endorsements.
- (f) Proof of financial means (to cover envisaged living expenses during the sojourn in the Republic and to pay tuition fees) in the form of:
 - bank statements
 - or bursaries
 - (g) Medical cover registered in terms of South African medical scheme or any medical cover recognized by the Medical Schemes Council (Medical Aid scheme based in South Africa (for more information: <http://www.medicalschemes.com/>)
 - (h) Prove of accommodation or **Hotel reservations**
 - (i) A vaccination certificate, if required by the Act. A list of yellow fever regions is available at www.capegateway.gov.za/eng/directories/services11594/21089
 - (j) BI-806 Radiological report
 - (k) BI-811 Medical Certificate
 - (l) Police clearance certificate if required in respect of all applicants of 18 years of age or older, in respect of all previous countries of residence for periods exceeding one year, to be submitted within three months of the application if not immediately available
 - (m) In the case of a minor, the particulars of the person in the Republic who will act as the learner's guardian and **original** confirmatory letter from such person
 - (n) **Original** proof of consent for the intended stay from both parents, or from the sole custody parent along with proof of sole custody
 - (o) Unabridged birth certificate (for persons under 18 years of age)
 - (p) Prove of accommodation.
 - (q) Flight reservations
 - (r) In case the study/practical training is part of your studies in Belgium, an official letter in English from the Belgian school/university is also required.

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-

- (i) Provide proof of registration as contemplated in the relevant legislation within 60 days of registration; or
- (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;
- (iii) Within 30 days, notify the Director-General that the applicant is no longer registered with such institution; and
- (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

In the case of a learner under the age of 18 years –

- (i) An unabridged birth certificate;
- (ii) A valid passport;
- (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
- (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.

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.

General work visa: DHA-1738 FORM 8

- (a) A duly completed application **form DHA-1738** signed by the applicant (completed in black ink).
 - (b) The prescribed fee is **€152-00**. Fees, are subject to change on the 1st April every year
(Fees to be paid to the Embassy account number
- © **Proof of financial means** (to cover envisaged living expenses until the applicant receives a salary) in the form of:
- bank statements (Stamped by the bank)
 - and salary advices
- (c) **BI-811** Medical Certificate
 - (d) **BI-806** Radiological report
 - (e) **Police clearance** in respect of each country in which the applicant resided since the age of 18 years and lived in for 12 months or longer
 - (f) **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
 - (g) **A Certificate from the Department of Labor** confirming that despite a 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;
 - (h) **Proof of Qualifications or Proven Skills** and Experience in line with the job offer
(26 No. 37679 GOVERNMENT GAZETTE, 22 MAY 2014, this gazette is also available free online at www.gpwonline.co.za)
 - (i) Proof that the salary and benefits of the applicant are not inferior to the average salary and benefits of citizens or permanent residents occupying similar positions in the Republic

- (j) **The Contract of employment** stipulating the conditions of employment and signed by both the employer and the applicant is in line with the labor standards in the Republic and is made conditional upon the general work visa being approved
- (k) **Proof of Qualifications evaluated by SAQA**
- (l) **Full Particulars of the employer**, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (**CIPC**)
- (m) **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
- (n) **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.
- (o) **The Original Job advertisement** contemplated in section 27(a)(i) of the Act shall be an original clipping from the national printed media and shall-
- reflect the full particulars of the relevant newspaper or magazine, as well as the dates on which the advertisement was published;
 - stipulate the minimum qualifications and experience required to fill the position;
 - clearly define the position offered and the responsibilities to be performed;
 - measure at least 60 millimetres by 60 millimetres;
 - state the closing date for the application in the advertisement and not be older than four months at the time of application, which period shall be calculated from the closing date for applications.
- (p) **Proof of Accommodation**
- (q) Copy of flight **reservations** –
- (r) A General work visa shall be issued for a **period not exceeding five years**.

ADDITIONAL DOCUMENT WITH RESPECT TO UPDATED IMMIGRATION ACTS:

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 certificate by the Department of Labour confirming that-

- (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;
- (b) The applicant has qualifications or proven skills and experience in line with the job offer;
- (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;
- (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;
 - (e) Proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic; and
 - (f) Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CI PC).

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.

Please do not confirm your flight before your visa has been approved

Basic Additional supporting documents in respect of a critical skills work visa: DHA-1738 FORM 8

APPLICANTS ARE ADVISED TO CONTACT THE EMBASSY CONSULAR SECTION BY EMAIL INDICATED BELOW FOR MORE INFORMATION ON REQUIREMENTS AS THEY DIFFERENTIATE ACCORDING TO SKILLS:

- 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 recognized 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.

CONSULAR CONTACT DETAILS: Brussels.consular@dirco.gov.za

Telephone contacts: 02/285 44 53 – Ms Pailman
 02/ 285 44 64 – Ms Lesedi
 02/ 285 44 92 Ms De Mulder

All Documents must be Originals

- **If Applicable documents should be translated into English by a sworn official translator**
- **Faxes and/or e-mails are not accepted**

Treaty visa: DHA-1738 FORM 8

- (a) A duly completed application form **form DHA-1738** signed by the applicant (completed in black ink).
- (b) A payment of the prescribed fee of **€ 43-00** and proof thereof submit a copy of your bank statement and the bankcard you have used to do the payment (if not exempted thereof, please get confirmation prior to your appointment) to be paid into the following bank account South African Embassy – Montoyerstraat 17 – 1000 Brussels- Acc. no: BE20 7350 2551 7856 BIC KREDBEBB
- (c) One passport size photographs.
- (d) A valid passport. The passport must be valid for no less than 30 days after expiry of the intended stay and must contain three blank pages for endorsements.
- (e) A letter from the relevant organ of state which is party to the treaty attesting The nature of the programme Participation of the foreigner in the specified programme;
The type of activities the foreigner is expected to perform and the duration thereof.
- (f) Accommodation of the foreigner.
- (g) Any other relevant details pertaining to the foreigner's stay in the Republic.
- (h) A vaccination certificate, if required by the Act. A list of yellow fever regions is available at www.capegateway.gov.za/eng/directories/services11594/21089
- (i) Undertaking(s) by the host(s) in the Republic (organ of state)
- (j) A valid temporary residence permit in case of a regional office
- (k) **Original** letter from the relevant organ of State attesting to-
 - the nature of the program and the treaty under which it is conducted
 - the fact that the relevant foreigner participates in such program
 - the type of activities which the foreigner is expected to perform under such program and the duration thereof and whether he or she is expected to conduct work
- (l) Police clearance certificate in respect of each country he/she lived in for 12 months or longer since the age of 18 years
- (m) 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.
- (n) BI-806 Radiological report
- (o) BI-811 Medical Certificate

- (p) **Original** proof of the government to government treaty to be obtained from Foreign Affairs or confirmed with Head Office that such treaty exist
- (q) Duration of activities as provided for in treaty and may be renewed
- (r) Flight reservations

NOTE: Only original documents must be submitted with the application or “certified copies of the originals”. No faxes or e-mails are accepted as an original statement.

All non-English documentation must be translated by a sworn translator to English (proof of registration of translator).

Please arrange for an appointment (appointments can be made between 9am and 11h30) with the Consular Section, before submitting your application at the following telephone number: 02/285 44 53/64/92 or 02/285 44 00 from Monday to Thursday between 13h30 and 16h00.

Business visa: DHA-1738 FORM 8

- (a) A duly completed application **form DHA-1738** signed by the applicant (completed in black ink).
- (b) The prescribed fee is **€152-00**. Fees, are subject to change on the 1st April every year
(Fees to be paid in the Embassy account number BE 20 7350 2551 7856

© One passport size photographs.

- (d) A valid passport. The passport must be valid for no less than 30 days after expiry of the

intended stay and must contain three blank pages for endorsements.

- (e) Proof of financial means to cover envisaged living expenses during the start-up of the

business in the Republic in the form of:

- bank statements
- (e) Medical cover registered in terms of South African medical scheme or any medical cover recognized by the Medical Schemes Council (Medical Aid scheme based in South Africa (for more information: <http://www.medicalschemes.com/>)
- (f) Police clearance certificate in respect of each country he/she lived in for 12 months or longer since the age of 18 years
- (g) **BI-806** Radiological report
- (h) **BI-811** Medical Certificate
- (i) In respect of a business visa by a foreigner who intends to establish a business or
- (j) invest in a business that is not yet established in the Republic
- (k) 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: -

- (l) 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 Gazette, is available; or 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 Gazette is available.
- (m) **Original** Undertaking by the applicant that at least 60% of the total staff
- (n) compliment to be employed in the operations of the business shall be
- (o) South African citizens or permanent residents employed permanently in various positions:
- (p) Provided that proof of compliance with this undertaking shall be submitted within 12 months of issuance of the visa an undertaking to register with the-
- (q) An **original** undertaking to register with SARS- (South African Revenue Service)
- (r) Unemployment Insurance Fund;
- (s) Compensation Fund for Occupational Injuries and Diseases;
- (t) Companies and Intellectual Properties Commission (CPIC); where legally required, and
- (u) 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
- (v) **Original** proof of registration with the appropriate body/board/council
- (w) A letter of recommendation from the Department of Trade and Industry regarding-**
- (x) The feasibility of the business; and the contribution to the national interest of the Republic
- (y) An **original** business plan outlining the feasibility of the business
- (z) Flight reservations details

All prescribed requirements if spouse/children intend to accompany

Period of issue: A business visa may be issued for a **period not exceeding three years at a time**

Please note: all documents must be original or copies authenticated by the issuing authority of the country of origin and if applicable, translated into English by a sworn translator - faxes and/or e-mails are not accepted

Please note: all documents must be original or copies authenticated by the issuing authority of the country of origin and if applicable, translated into English by a sworn translator - faxes and/or e-mails are not accepted

Please arrange for an appointment (appointments can be made between 9am and 11h30) with the Consular Section, before submitting your application at the following

telephone number: 02/285 44 53/64/92 or 02/285 44 00 from Monday to Thursday between 13h30 and 16h00.

Existing Business visa in the Republic

Attached:

- (a) One passport size photographs.
- (b) A valid passport. The passport must be valid for no less than 30 days after expiry of the intended stay and must contain three blank pages for endorsements.
- (c) **Original** financial statements of the preceding financial year
- (d) Copy of partnership agreement
- (e) **Original** documentation proving the investment, such as shareholder's or partnership agreements
- (f) Details of the partners/directors
- (g) May also approach the Department of Trade and Industry for recommendation to waive or reduce capital contribution section 15(3) and regulation 12(3) provided the business falls in the prescribed category indicated under 13(4)
- (h) All prescribed requirements if spouse and children intend to accompany
- (i) 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:
 - (j) 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 Gazette, is available or already invested; or;
 - (k) 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 Gazette, is available or already invested;
 - (l) Proof that at least 60% of the total staff compliment employed in the operations of the business are South African citizens or permanent residents employed permanently in various positions.

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 (CPIC), 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, 60% of the staff compliment employed in the operations of the business are South African citizens or permanent residents who are employed permanently in various positions.

Medical treatment visa: DHA-1738 FORM 8

A letter from the applicant's registered medical practitioner or medical institution within the Republic, confirming-

(a) A duly completed application **form DHA-1738** signed by the applicant (completed in black ink).

(b) The prescribed fee is **€43-00**. Fees, are subject to change on the 1st April every year

Fees are to be paid into the Embassy account number No BE20 7350 2551 7856 – BIC KREDBEBB

(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.

(f) 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.

(g) The particulars of the persons accompanying the applicant

(h) A valid return air flight ticket, where applicable

(i) Proof of sufficient financial means or provision for the costs indirectly related to the treatment.

Relative's visa: DHA-1738 FORM 8

The prescribed fee is **€43-00**. Fees, are subject to change on the 1st April every year
(Fees to be paid into the Embassy Account number no: BE20 7350 2551 7856 – BIC KREDBEBB)

A duly completed application **form DHA-1738** signed by the applicant (completed in black ink).

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 (R8500.00+- €582.39), 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.
- (d) Police clearance
 - (e) BI-806 Radiological report
 - (f) BI-811 Medical Certificate
 - (g) Must be in possession of a valid temporary residence permit when applying at a regional office in terms of Regulation 7(6).
 - (h) Proof of South African citizenship or permanent residence of relative in South Africa in the form of an identity document or passport (preferable stamped (certified) by the SA police station.
 - (i) Flight reservations details

PLEASE NOTE: additional supporting documents are situated at the rare end of the DHA-1738 Form 8

Intra-company transfer work visa: DHA-1738 FORM 8

- (i) A duly completed application form **BI-1738** signed by the applicant (completed in black ink).
- (j) Payment of the prescribed fee of € 152-00 and proof thereof: submit a copy of your bank statement and the bankcard you have used to do the payment (if not exempted thereof, please get confirmation prior to your appointment) to be paid into the following bank account: South African Embassy - Acc. no: BE20 7350 2551 7856 BIC KREDBEBB
- (k) One passport size photographs.
- (l) A valid passport. The passport must be valid for no less than 30 days after expiry of the intended stay and must contain two blank pages for endorsements.
- (m) A vaccination certificate, if required by the Act. A list of yellow fever regions is available at www.capegateway.gov.za/eng/directories/services11594/21089
- (n) Proof of financial means (to cover envisaged living expenses until the applicant receives a salary) in the form of:
 - bank statements
 - or salary advices
- (d) 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

- (o) **BI-806** Radiological report
- (p) **BI-811** Medical Certificate
- (q) Police clearance in respect of each country in which the applicant resided since the age of 18 years and lived in for 12 months or longer
- (r) 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
- (s) 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
- (t) The foreigner's contract of employment with the company abroad valid for a period of not less than six months.
- (u) 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.
- (v) 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.
- (w) **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
- (x) 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
- (y) **Original** proof of an employment contract with the company abroad
- (z) A letter from the South African company confirming the transfer of such foreigner from the parent/affiliated company abroad, as well as specifying the occupation and capacity in which the foreigner will be employed, and that the maximum duration will not exceed two years
- (aa) Original letter from the employer/company abroad confirming that the foreigner shall be transferred to a branch/affiliate company in South Africa
- (bb) The employer shall undertake to:
 - A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent members should it become necessary

- the foreigner leaves South-Africa at end of 4 years
 - Ensure the applicant's passport is valid
 - The foreigner shall be employed in the position for which the permit is issued
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
 - A plan is developed for the transfer of skills to a South African citizen or permanent
- (cc) All prescribed requirements in respect of family if spouse and children wish to accompany applicant.
- (dd) The foreigner's contract of employment with the company abroad valid for a period of not less than six months.
- (ee) Accommodation / hotel reservations (or company confirms they will take full responsibility)
- (ff) Flight reservation details
- (gg) Issued for a period of 4 years with no renewals or extension

NOTE: Only original documents must be submitted with the application or “certified copies of the originals”. No faxes or e-mails are accepted as an original statement.

All non-English documentation must be translated by a sworn translator to English (proof of registration of translator).

Please arrange for an appointment (appointments can be made between 9am and 11h30) with the Consular Section, before submitting your application at the following telephone number: 02/285 44 53/64/92 or 02/285 44 00 from Monday to Thursday between 13h30 and 16h00.

Retired person visa: DHA-1738 FORM 8

- (a) A duly completed application **form DHA-1738** signed by the applicant (completed in black ink).
- (b) One passport size photographs
- (c) The prescribed fee is **€43-00**. Fees, are subject to change on the 1st April every year

(Fees to be paid into the Embassy account no: BE20 7350 2551 7856 – BIC KREDBEBB)

- (d) BI-806 Radiological report
- (e) BI-811 Medical Certificate
- (f) Accommodation
- f) Medical insurance to cover period envisage by applicant. (not compulsory but it is advisable to be in possession of.)
- (g) Police clearance certificate in respect of each country he/she lived in for 12 months or longer since the age of 18 years
- (i) 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 Gazette. (Minimum Payment Per Month R37 000 equivalent to+€2.535.11)

Exchange visa: DHA-1738 FORM 8

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:

- (a) A duly completed application **form DHA-1738** signed by the applicant (completed in black ink).
- (b) The prescribed fee is **€43-00**. Fees, are subject to change on the 1st April every year
(Fees to be paid into the Embassy account no: BE20 7350 2551 7856 – BIC KREDBEBB)
- © One passport size photographs.
- (d) A valid passport. The passport must be valid for no less than 30 days after expiry of the intended stay and must contain two blank pages for endorsements.
- (e) A vaccination certificate, if required by the Act. A list of yellow fever regions is available at www.capegateway.gov.za/eng/directories/services11594/21089
- (f) **Original** undertaking(s) by the host(s) in the Republic
- (g) 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
- (h) Proof of financial means in the form of:
 - bank statements- stamped by the bank
- (i) **BI-806** Radiological report
- (j) **BI-811** Medical Certificate
- (k) Police clearance in respect of each country in which the applicant resided since the age of 18 years and lived in for 12 months or longer
- (l) 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 organizing 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.

- (m) 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.
- (n) Flight reservation

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:

- (a) 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.
- (b) 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)
- (c) 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.

Additional information is also available at the rare end of the application form DHA-1738 Form 8 or otherwise you are welcome to contact the Embassy consular section for more information details given above.

IMPORTANT ANNOUNCEMENT

New regulations for children travelling to and from South Africa

With effect 01 October 2014, new regulations relating to children who travel to and from South Africa. These new regulations were promulgated in terms of the South African Immigration Amendment Act of 2010 and define children as persons under the age of 18 years.

- **In terms of the new regulations, when parents are travelling with a**

child they need to produce an unabridged birth certificate that shows the names of both parents. In cases where the certificate is in a language other than English, it must be accompanied by a sworn translation issued by a competent authority in the country concerned.

- **When a child travels with only one parent,** additional documents should include an affidavit in which the absent parent gives consent for the child to travel, a court order granting full parental responsibilities or legal guardianship of the child, or the death certificate of the absent parent. The affidavit should be no more than three months old, from date of travel.
- **In the case of a child travelling with a person other than a parent,** the unabridged birth certificate must be supplemented by affidavits from the parents or legal guardians confirming that the child may travel with that person, copies of the identity documents or passports of the parents or legal guardian, and the contact details of the parents or legal guardian.
- **Similarly, a child travelling as an unaccompanied minor** would have to produce not only the unabridged birth certificate, but also proof of consent from both parents, or legal guardian and contact details, plus documentation relating to the person receiving the child in the Republic. The latter documentation should include a letter stating the person's contact details and residential address and contact details where the child will be residing, plus a copy of his or her identity document, passport or residence permit.
- **All documents must either be original or certified as true copies of the original, by a competent authority.** Documents not in English must be accompanied by a sworn translation.

