

Exchange permit in terms of section 22(A)

Requirements

- (a) A duly completed application form **BI-1738** signed by the applicant (completed in black ink).
- (b) The prescribed fee is **€33-00**. Fees are subject to change on the 1st April every year.
- (c) One (1) Passport size photograph.
- (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 (Accommodation)
- (g) Flight Reservation
- (h) **Medical cover (Letter in English from Medical Insurance** here in Belgium that states applicant will be covered) in terms of a South African medical scheme or a recognized medical scheme
- (i) Proof of financial means in the form of:
 - bank statements (Stamped by the bank) or Salary slips
- (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 (Translated in English)
- (l) **Proof of finance** – to cover envisaged living expenses from the applicant:
 - **Copies** of latest bank statements from the past **3 months**
- (m) **An applicant for an exchange visa in terms of section 22(a) of the Act shall-** in the case of a learning institution in the Republic, in conjunction with a foreign education and training institution or a foreign state institution organising or administering the programme, submit a letter from the Department of Basic Education or Higher Education and Training or a 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 while he or she is in the Republic; and the foreign state institution or education and training institution confirming the particulars of the applicant, the applicant's enrolment with the foreign education and training institution, and the date on which the programme shall commence.
- (n)
- (o) 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 foreign education and training institution or a foreign state institution, submit a letter from the organ of state or foreign education and training institution confirming the existence of the exchange programme or the foreign education and training institution confirming the enrolment of the applicant or the foreign state institution conducting the programme, as the case may be.

(2) An applicant for an exchange visa in terms of section 22(a) or (b) of the Act, shall submit- written undertaking by the organ of state, learning institution or employer accepting responsibility for the return or deportation costs of the applicant

- **FEES/DEPOSITS ARE TO BE PAID INTO THE EMBASSY ACCOUNT NO: BE20 7350 2551 7856 – BIC KREDBEBB and a proof thereof to be submitted along with the application.**

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 make sure you have all copies required for the application, No copies will be made for applicants and incomplete applications will not be accepted

APPLICATIONS CAN ONLY BE ACCEPTED WHEN ALL REQUIREMENTS ARE SUBMITTED AT ONCE DURING THE APPOINTMENT. (IT IS NOT ALLOWED TO E-MAIL MISSING DOCUMENTS).

PLEASE BOOK APPOINTMENT ON OUR WEBSITE: WWW.SOUTHAFRICA.BE - CONSULAR

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