SOUTH AFRICA LONG-TERM 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 https://visa.vfsglobal.com/uga/en/zaf

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

PLEASE NOTE:

1. **Applicants who have ever been rejected or overstayed should first appeal and get a waiver letterbefore submission.**
2. **Children below 18 years of age should attach a full birth certificate, court order for full custody, Parental Consent Affidavit signedand stamped by the Commissioner of oaths and consent letter if traveling alone or with one parent.**
3. **Children below 1 year of age do not require a yellow fever certificate.**
4. **Children below 18 years when visa is issued should travel with their original full birth certificate andParental Consent Affidavit.**
5. **Children below 18 years require certified copy of the court order for guardianship in South Africa.**
6. **Please ensure that the passport is signed.**
7. **Applicants should submit in person.**
8. **For Group Applications Kindly Provide Copies of supporting Documents for each application.**
9. **Additional Documents might be required by the High Commission**
10. **Direct Help line +256(0)205000618 and Email Id: info.saug@vfsglobal.com**

MANDATORY REQUIREMENTS

Completed and signed Application Form(DHA-1738 FORM 8) in black ink only.		Photocopy of Bio- data page of your current passport plus copies of all S.A Visas	
A valid passport in respect to each applicant with at least 1 clear page and should be valid for not less than 30 Days, after expiry of the intended stay in the Republic of South Africa.		Two passport size photographs (45*35mm) not more than 12 months old, colored with awhite or clear background.	
1) Non-Refundable Visa fee of USD 36 (for Study Visas, Exchange visas, Retired person's visas, Relative Visa, Medical visas)And a visa fee of USD 128 for Work Visas. 2)Non-Refundable VFS Service fee USD 90to be charged in UGX (collected based on daily forex rate)		For foreign nationals, long residence permits valid for at least 1 year and above endorsed in passport and permits issued after July 2014 should be certified by Internal Affairs.	
A photocopy of a valid Yellow Fever Certificate.		Flight Reservation	
Certified Personal or Company 3 months bank statement **with the Transaction dateup to current date of submission.**		Medical Report not older than 6 months.	
A Police Clearance Certificate from each country in which one has resided for 12 months or longer, after attaining the age of 18 years. For Uganda it is a certificate of good conduct.		Educational Certificates or Qualifications evaluated by SAQA	

Consent letter (**applies to only those** Copy of parents ID **below 18 years**)A full birth certificate Parental Consent Affidavit Form Death Certificate if deceased		Medical cover (i.e. Medical insurance renewed annually with a medical scheme registered in terms of the Medical Schemes Act.	
Proof of Registration Certificate, from School, Academies, Universities and Organizations in S.A. A copy of the admission letter from Institution. Proof thatInstitution is registered as a Learning institution in South Africa.		For self-employed applicants, as well as all applicants using company bank statements should attach a letter from their business, certified copy of certificates of registration, certified copy of company Form 7 or 20, certified copy of certificate of incorporation and ID copies of all directors.	

GENERAL WORK VISAS		CRITICAL SKILLS WORK VISA	
A written undertaking/ Sponsorship letter by Employer accepting Responsibility of the costs.		Proof of Employment within 12 months after obtaining a critical skills work visa.(Employment contract)	
A Certificate from the Department OfLabor in South Africa.		Proof of application for a certificate of registration with accredited professional body recognized by SAQA	
A Contract of Employment signed by both Applicant and the Employer.		Proof of Foreign qualifications bySAQA, translated by a sworn translator into one official language.	
Full Particulars of the Employer includingproof of Registration with Register of companies.		A Police clearance certificate from each country in which you resided for 12 months.	
An Undertaking by the Employer to inform the Director General upon the Employee no longer being in the employ of such employer.		A deposit equivalent to the value of a return or an undertaking fromEmployer.	
Spouses and Children accompanying , attach copies of all documents from the Main file and all required documentation for visitors visas i.e. proof of Relationship,B1-B4 Application forms etc.		Proof of Financial means (Bank statement) to cover living expenses in the Republic until you receive a salary.	
		Occupation to fall within the quota list.	

Officer Name: -
Signature:

Applicant Name:-
Signature:-

INTRA-COMPANY TRANSFER WORK VISA		CORPORATE VISAS	
Signed Employment Contract with the Company Abroad(older than six months or more)		A corroborated statement demonstrating the need to employ foreign workers.(number of employed foreigners should be indicated)	
A letter from the Employer abroad confirming that you will be transferred to a branch or affiliate company in S.A.		A Certificate by the Department ofLabour	
A Letter from the South African company specifying the occupation and capacity in which you will be employed, and confirm the maximum duration of employment		Proof of Registration of the corporation with the South African Revenue Service, Unemployment insurance Fund, compensation fund for occupational injuries and companies and intellectual properties Commission	
An Undertaking by the employer		Proof that at least 60% of the total staff complement employed are citizens and permanent residents	
A police Clearance certificate from each country in which you resided for 12 months, after attaining the age of 18 years		An Undertaking from employer that foreigner workers have valid passports, will be employed only in specific positions for which the visa is issued and will leave after given period	
Spouses and Children accompanying , attach copies of all documents from the Main file and all required documentation for visitors visas i.e. proof of Relationship,B1-B4 Application forms etc.		Proof of Job description and remuneration for each foreign worker.	

Officer Name: -
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MEDICAL TREATMENT VISA	
A letter from Medical Practitioner or medical institution indicating reason for treatment, period and particulars of the treatment plans in the S.A.	
Details of the person or institution responsible for Applicants medical expenses and hospital fees.	
Particulars of persons accompanying applicant.	
Proof of sufficient funds (Bank statement)	
Proof of Medical cover.	
Referral letter from Doctor.	

Officer Name: -
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Applicant Name:-
Signature:-

RETIRED PERSONS		RELATIVES VISA	
Proof of Medical cover.		Payment of the prescribed fee (not applicable for the spouse or dependent children of a South African citizen	
A police clearance certificate from each country In which one resided for 12 months, after attaining the age of 18 years		Proof of Relationship (Marriage certificate or Life partnership agreement (older than two years) and Birth Certificate. Documentation confirming purpose and Duration of Visit.	
Proof of sufficient funds.(proof that insurance body will be paying R37 000,00 per month per person- combination of assets		Medical report for Applicant and all family members accompanying (pregnant women)	
Medical report not older thansix months		Proof of South African citizenship or permanent residence of the Relative in South Africa.	
		Proof of sufficient funds (Bank Statement) with availability of a minimum amount of R8500 per Month per person for living expenses from host	
		Medical report for Applicant and all family members accompanying (pregnant women)	

Officer Name: -
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Applicant Name:-
Signature:-

STUDY VISAS		EXCHANGE VISAS	
An unabridged birth Certificate in case ofminors		A letter from the Department or a Public higher Educational institution, confirming responsibility for organizing the programme, that it will take full responsibility for the student while in the country	
With Minors, particulars of the learner's guardian S.A and letter confirming guardian ship. (All documents should be certified by the commissioner of Oaths)		A letter from an organ of the foreign state confirming particulars of the student.ie student's registration with the tertiary educational institution plus date on which study will commence.	
Consent from both parents or from the parent who has sole custody, with proof ofsole custody.		A report from a South African organ of state if programme is organized by the state	
An official letter from the Educationalinstitution on headed paper confirming acceptance and duration of study Proof that Institution is recognized as alearning institution		Annual reports from the sponsoring body,outlining progress of the Programme.	
Proof of sufficient funds (Bank statement) to pay for day to day living expenses, accommodation and tuition fees.		A statement from the prospective Employer confirming, position for which the exchange permit will be issued. Remuneration complies with labour requirements; Employer will provide welfare employ needs.	
Adequate Medical Cover with a registered South African Scheme and proof of certificate.		Undertaking by the host in the Republic ofSouth Africa.	

Officer Name: -
Signature:

Applicant Name:-
Signature:-