

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 <https://visa.vfsglobal.com/uga/en/zaf>

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, court order for full custody, Parental Consent Affidavit signed and 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 and Parental 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-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 1 month from the date of return.		Two passport size photographs (45*35mm) not more than 12 months old, colored 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 90 to be charged in UGX (collected based on daily forex rate)		Foreign nationals in Uganda must hold a long-term permit valid for at least one year, with a minimum of six months remaining before expiration. The permit must be endorsed in passport and certified by 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, 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.		Signed letter of invitation	
Certified Personal or Company 3 months bank statement <u>with the Transaction date up to current date of submission.</u>		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 persons in bank.		Consent letter (applies to only those below 18 years) 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 a 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)	
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 the current date of submission.		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**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			
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. 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 the current date of submission.		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. 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 the commissioner of oaths. (For that particular country). It should be a 3 months bank statement up to the current date of submission.	
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	
From Host if invited Signed Invitation letter 3 months bank statement up to current date of submission signed and stamped by the bank Utility bills Lease agreements Copy of id Copy of passport Copy of permit legalizing stay in South Africa		From Host if invited Signed Invitation letter 3 months bank statement up to current date of submission signed and stamped by the bank Utility bills Lease agreements Copy of id Copy of passport Copy of permit legalizing stay in South Africa	
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,	
Applicants who have sponsors should attach- Sponsorship Letter ID of the sponsor (Current ID) Certified 3 months bank statement up to current date of submission with sufficient funds and proof of kinship in form of a birth certificate.		Stamp date should be valid within 3 months from the date of submission.	

Applicants Names:

Staff Name:

Signature

CHILDREN BELOW 18 YEARS**MEDICAL TREATMENT**

Introduction letter from school		Referral Letter from a 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 up to 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		Estimated cost of medical Treatment from Doctor in SA.	
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 the commissioner of oaths. (For that particular country). It should be a 3 months bank statement up to the current date of submission.	

Applicants Names:

Staff Name:

Signature