

APPLICATION FOR A STUDY PERMIT

Dear Sir/Madam,

We refer to your enquiry and wish to inform you that a foreigner, who intends to study in the Republic of South Africa for a period exceeding three (3) months, may be issued with a study permit. The following documentation must be submitted in respect of each person applying for a study permit:

- a fully completed application form, including one (1) passport photograph (see [Form BI-1738](#));
- a passport valid for no less than thirty (30) days after departure from the Republic of South Africa, and containing at least two (2) blank pages for endorsements (non-German passports must contain a valid long term or permanent residence permit for the Federal Republic of Germany);
- an official letter from the relevant South African institution confirming provisional acceptance and the duration of the course;
- in the case of an applicant under the age of 18, the following documentation shall be submitted:
 - a) the particulars of the person in the Republic of South Africa who will act as that learner's guardian and a confirmatory letter from that intended guardian (including either a copy of the South African identity document or foreign passport with valid residence status); and;
 - a) proof of consent for the intended stay from both parents or from the custodian parent, along with proof of sole custody in the latter case, and an unabridged birth certificate;
- a yellow fever vaccination certificate, if the applicant travelled or intends travelling from or through a yellow fever endemic area: provided that the certificate shall not be required when the applicant travelled or intends travelling in direct transit through such area;
- in respect of the applicant's marital status or spousal relationship, the following documentation shall be submitted:
 - a) a marriage certificate in the case of a married applicant;
 - b) proof of a permanent spousal relationship in the case of so called *life partners*, including:
 - i. the prescribed affidavit, which is available on request from our office;
 - ii. documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties;
 - iii. proof of a legal divorce or the death of a spouse in the event of a preceding marriage; and
 - iv. in the case of a relationship concluded between two foreigners in a foreign country, official recognition thereof issued by the authorities of the relevant country;
 - c) a death certificate in the case of a widowed applicant;
 - d) a decree of divorce in the case of a divorced applicant; or
 - e) proof of legal separation in the case of a separated applicant;
- in respect of minor dependent children accompanying the applicant to or joining the applicant in the Republic, the following documentation shall be submitted:
 - b) an unabridged birth certificate;
 - c) proof of adoption, in the case of an adopted minor;
 - d) proof of guardianship or custody, in the case of a minor subject to guardianship or custody; or
 - e) consent from the guardian, in the case of an unaccompanied minor;
- a police clearance certificate, issued by the police or security authority in each country where the applicant resided for 12 months or longer since having attained the age of 18 years, in respect of criminal records or the character of the applicant, and this certificate shall not be older than six (6) months at the time of its submission;

- a medical report (see [Form BI-811](#)), which shall not be older than six (6) months at the time of its submission;
- a radiological report (see [Form BI-806](#)), which shall not be older than six (6) months at the time of its submission, and shall not be required in respect of children under the age of 12 years or pregnant women;
- proof of medical insurance recognised in the Republic of South Africa (the letter from the insurance company must confirm that the medical insurance is either valid in South Africa or worldwide for the entire duration of stay);
- proof of sufficient financial means, which shall be in the form of:
 - a) bank statements;
 - b) cash available, including travellers' cheques;
 - c) undertaking supported by, where necessary, bank statements or salary advices, by the host in the Republic accepting responsibility for the costs related to the maintenance and removal of the applicant, should this be necessary; and/or
 - d) scholarships or bursaries in the case of scholars and students respectively;
- payment of a cash deposit of €767,-, which shall be refunded to the applicant after his/her final departure or after a permanent residence permit has been issued to the applicant (in the case of students from Africa, the payment of the deposit is not required, provided that the Government of the relevant African country submits a written undertaking to pay all costs relating to the deportation of the student, should this become necessary) – the cash deposit must be paid regardless of the applicant holding a return flight ticket and sufficient financial means;
- in the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking in respect of the departure of the applicant;
- confirmation of the applicant's valid mobile phone number and email address;
- a self-addressed A5-size envelope with postage paid for €3,50 (*per Einschreiben*), to return the endorsed passport and personal original documents;
- the non-refundable application fee of €52,-.

Payment of the above-mentioned application fee and cash deposit may be made through an electronic bank transfer to the following account (**payment by electronic bank transfer is not possible for applicants who reside in Bavaria and Baden-Wuerttemberg**):

| | |
|---------------------|------------------------------------|
| Recipient | : Südafrikanische Botschaft |
| Account number | : 261 89 24 |
| Banking institution | : Commerzbank AG Berlin |
| Bank code | : 100 400 00 |
| Ref. | : Study permit; (applicant's name) |

A copy of the transfer slip should be submitted together with application, as proof of payment. Furthermore the cash deposit should be transferred separately from the application fee. Only applicants who submit their applications personally at our office may alternatively pay the application fee and cash deposit in cash; such applicants must however, ensure that they have the exact amounts, as no change is available from our office.

Kind regards
 Consular Section
 Embassy of the Republic of South Africa
 Tiergartenstr. 18
 10785 Berlin

Tel.: 030 22073 0 (Mon-Fri; 14:00-16:30)
 Fax: 030 22073 202
 Email: berlin.consular@foreign.gov.za

Note:

- *Permits issued for studies at higher education and training institutions shall not be valid for a longer period than the minimum duration of the course.*
- *Permits issued for studies at school shall not be valid for a period exceeding three (3) years.*
- *Permits issued for studies at other recognised institutions of learning shall not be valid for a longer period than the duration of the course, provided that it shall not exceed two (2) years.*
- *The holder of a study permit for studies at a higher educational institution may conduct part-time work for a period not exceeding twenty (20) hours per week;*
- *Documentation that accompanies the application shall be original or certified copies and, if applicable, translated by a sworn translator into English.*
- *A complete application may be either mailed to our office, or submitted personally during the consular opening hours: Mon-Fri; 09:00-12:00.*
- *On condition that a complete application for a permit is submitted, the time required to process the application is normally 15 working days. Please note however, that during the high season (June-August & November-January), the processing of applications may take longer.*
- *Our office may only issue a permit within three (3) months before the applicant's intended date of entry into the Republic of South Africa; we therefore kindly request that applications are not submitted prior to this issuing period.*
- *Applicants who reside in Bavaria and Baden-Wuerttemberg must submit their applications, **as well as pay all applicable fees and cash deposits in cash or as a bank-guaranteed cheque (please do not use the above-mentioned account for electronic bank transfers)**, to the South African Consulate-General in Munich:*

*South African Consulate-General
Sendlinger-Tor-Platz 5
80336 Munich*

Tel: 089 23 11 63 0

Fax: 089 23 11 63 53

Email: munich.consular@foreign.gov.za