

APPLICATION FOR AN EXCHANGE PERMIT IN RESPECT OF A CULTURAL, ECONOMIC OR SOCIAL EXCHANGE PROGRAMME

Dear Sir/Madam,

We refer to your enquiry and wish to inform you that a foreigner, who intends participating in a programme of cultural, economic or social exchange that is organised or administered by an organ of state or a learning institution in the Republic of South Africa, in conjunction with a learning institution or an organ of a foreign state, may be issued with an exchange permit. The following documentation must be submitted in respect of each person applying for an exchange 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);
- in the case of a learning institution in the Republic of South Africa in conjunction with a foreign learning institution or an organ of a foreign state organising or administering the programme, the following letters shall be submitted:
 - a) from the Department of Education or learning institution in the Republic of South Africa confirming that it is responsible for organising or administering the existence of the programme, outlining the activities and duration thereof and accepting full responsibility for the student while he or she is in the Republic; and
 - b) from the learning institution or organ of a foreign state confirming the particulars of the student, the student's enrolment with a learning institution abroad, and the date on which the study shall commence;
- in the case of an organ of state in conjunction with a foreign learning institution or an organ of a foreign state organising or administering the programme, the following letters shall be submitted:
 - a) from the organ of state in the Republic of South Africa confirming the existence of the programme, outlining the activities and duration thereof and accepting full responsibility for the student while he or she is in the Republic; or
 - b) from the foreign learning institution confirming the enrolment of the applicant or a letter from the organ of a foreign state conducting the programme, as the case may be;
- 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:
 - a) an unabridged birth certificate;
 - b) proof of adoption, in the case of an adopted minor;
 - c) proof of guardianship or custody, in the case of a minor subject to guardianship or custody; or
 - d) 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;
- at the discretion of the Director-General of the Department of Home Affairs, proof of a valid return flight reservation or 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;
- 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, if applicable, 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**):

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

A copy of the transfer slip should be submitted together with application, as proof of payment. Furthermore, if applicable, 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, if applicable, 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:

- Upon expiration of an exchange permit in respect of cultural, economic or social exchange programmes, such foreigner may not qualify for a permanent or temporary residence permit until he or she has complied with the requirement of one (1) year of physical presence in his or her foreign country or of domicile outside the Republic of South Africa.
- The organ of state or learning institution that has organised or is administering the programme of cultural, economic or social exchange shall report to the Director-General of the Department of Home Affairs on the stages and the completion of the relevant programme in the prescribed manner.
- 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