

VISA APPLICATION

Dear Sir/Madam,

We refer to your enquiry and wish to inform you that foreigners who are **not [passport / travel document holders who are exempt from the South African visa requirement](#)** are subject to visa control and must therefore apply for and be issued with visas at a South African mission abroad, before proceeding to the Republic of South Africa (see note below regarding the different types of visas). This visa allows the holder to proceed to the Republic of South Africa to report to an immigration officer at a South African port of entry. The following documentation must be submitted in respect of each person applying for a visa:

- a fully completed application form (**please use block letters and black ink only**), including one (1) passport photograph (see [Form BI-84](#));
- 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);
- documentation confirming the purpose and duration of the visit; in the case of a holiday, a letter of invitation from the host in the Republic (including either a copy of the South African identity document or foreign passport with valid residence status) or proof of a hotel reservation;
- 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 minor dependent children accompanying the applicant to or joining the applicant in the Republic, the following documentation shall be submitted:
 - a) proof of guardianship or custody, in the case of a minor subject to guardianship or custody; or
 - b) consent from the guardian, in the case of an unaccompanied minor;
- 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;
- proof of a valid return flight reservation, in the case of a sojourn not exceeding 12 months, provided that applicants who are unable to comply with this requirement may be required to lodge 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,-, if applicable (see [Ordinary passport / travel document holders who are subject to South African visa fees](#)).

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**):

Recipient	: Südafrikanische Botschaft
Account number	: 261 89 24
Banking institution	: Commerzbank AG Berlin
Bank code	: 100 400 00
Ref.	: Visa; (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:

- *The following types of visas may be issued:*
 - a) *A visitor's visa to a person, who intends to visit the Republic for the purpose of obtaining a visitor's permit e.g. holiday;*
 - b) *An official visa to a person, who holds an official passport where that person, by virtue of the Diplomatic Immunities and Privileges Act, 2001, enjoys any immunities and privileges in the Republic of South Africa, and intends visiting the Republic on an official visit;*
 - c) *A diplomatic visa to a person, who holds a diplomatic passport, where that person, by virtue of the Diplomatic Immunities and Privileges Act, 2001, enjoys any immunities and privileges in the Republic of South Africa, and intends visiting the Republic on an official visit;*
 - d) *A courtesy visa to a distinguished visitor and certain members of his or her employ of his or her household, who has been allowed by the Minister of the Department of Home Affairs to be admitted to and sojourn in the Republic, provided that such foreigners do not intend to reside in the Republic permanently.*
- *In order to ensure that an applicant adheres to the conditions of his or her permit, the Minister of the Department of Home Affairs may require that an applicant lodges a cash deposit in addition to the proof of financial means that has been submitted.*
- *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 visa is submitted, the time required to process the application is 5 working days.*
- *Our office may only issue a visa 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 at, **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