

5	<p>A stamped, signed and dated letter on the letterhead of the <i>bona fide</i> South African corporate body (e.g. company), medical or academic institution, sports body, social entity or cultural body for which the applicant will be conducting work in the Republic of South Africa, addressed to the Director-General of the Department of Home Affairs, application for a visitor's visa in terms of section 11(2) as the subject of the letter and confirming:</p> <ul style="list-style-type: none"> a) the applicant's full name, date of birth, nationality and passport number; b) purpose or necessity of the work; c) nature of the work; d) qualification and skills required for the work (may include information about the applicant's occupation, employer abroad and a short summary of his or her professional qualifications and experience); e) duration of the work / visit (starting and ending dates); f) place of work (full residential address of the South African (host) company or institution); g) proof (details) of remuneration or stipend that the foreigner will receive from the South African company / entity, if any; and h) identity (name of contact person) and contact details (telephone numbers and email address) of the prospective employer or relevant contact person from the host institution. <p>(So called 'specialist travellers in the commercial film producing industry' (see http://www.suedafrika.org/downloads/Authorisation_film_industry.doc) must submit a valid letter from the Commercial Producers Association (CPA) of South Africa or a similar bona fide organisation.)</p>	<input type="checkbox"/>
6	<p>A stamped, signed and dated letter on the letterhead of the applicant's company or institution abroad (e.g. in Germany) in English, confirming –</p> <ul style="list-style-type: none"> a) the applicant's particulars (full name, date of birth, nationality and passport number); b) the applicant's occupation / position at the company or institution abroad (e.g. in Germany); c) the purpose or necessity and duration (starting and ending dates) of the applicant's visit to South Africa; and d) proof (details) of remuneration or stipend that the foreigner from his or her employer / contractor abroad will receive for the work conducted in South Africa. <p>(So called 'specialist travellers in the commercial film producing industry' do not have to submit such letter, if they hold a valid letter from the Commercial Producers Association (CPA) of South Africa (see 5 above))</p>	<input type="checkbox"/>
7	<p>Proof of sufficient available financial resources</p> <ul style="list-style-type: none"> ➤ an undertaking for financial responsibility on behalf of the applicant by the employer. <p>Please also note that so called 'specialist travellers in the commercial film producing industry' do not have to submit proof of sufficient financial means, if they hold a valid letter from the Commercial Producers Association (CPA) of South Africa. (FIVA letter)</p>	<input type="checkbox"/>
8	<p>In respect of dependent children accompanying the applicant to or joining the applicant in the Republic of South Africa:</p> <ul style="list-style-type: none"> a) proof of consent from one or both parents or legal guardian, as the case may be, in the form of a letter or affidavit (see http://www.suedafrika.org/downloads/Parental_consent_letter.doc); certified copies of the parents' / legal guardians' passports or identity documents (<i>Ausweis</i>) 	<input type="checkbox"/>

	<p>must also be attached.;</p> <ul style="list-style-type: none"> b) where applicable, a copy of a court order granting the applicant parental responsibilities and rights in respect of the child; c) a letter from the person who is to receive the child in the Republic, containing his or her residential address in the Republic where the child will be residing; d) a copy of the identity document or valid passport and visa or permanent residence permit of the person who is to receive the child in the Republic; and e) the contact details of the parents or legal guardian. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	<p>A yellow fever vaccination certificate</p> <ul style="list-style-type: none"> • Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa. • The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area. <p>(See also http://www.suedafrika.org/downloads/Yellow_fever.doc)</p>	<input type="checkbox"/>
10	<p>Proof of a valid return or onward ticket or purchase thereof</p> <ul style="list-style-type: none"> • A photocopy of the flight itinerary / booking must be submitted. 	<input type="checkbox"/>
11	<p>Proof of payment of the applicable fee</p> <ul style="list-style-type: none"> • Payment of the application fee must be made through an electronic bank transfer (see http://www.suedafrika.org/downloads/Application_fee.doc). • A copy of the transfer / deposit slip must be submitted as proof of payment. • Payment must be made at least five working (5) days before submitting the application. • Payment of the application fee may not be made in cash at the Embassy in Berlin and Consulate-General in Munich! • Only ordinary passport / travel document holders who are subject to South African visa fees (see http://www.suedafrika.org/downloads/passports_subject_to_visa_fees.doc) have to pay the visa application fee; this means that if your country does not appear on the list, you do not have to pay visa application fee e.g. India, Mexico, Algeria. 	<input type="checkbox"/>

- *Back to back applications for section 11(2) visas within the same calendar year will not be accepted at South African missions abroad. Consequently, applications for extension of a section 11(2) visa within the Republic of South Africa will only be accepted once per calendar year.*
- *As the Immigration Act, as amended, makes no provisions for foreigners to undertake internships at companies and organisations in the Republic of South Africa, **a section 11(2) visa may not be issued** to such foreigners, including foreign students whose studies prescribe an internship (see <http://www.suedafrika.org/downloads/Internship.doc>).*
- **Status / progress reports are not provided during the above-mentioned processing period.** *Furthermore, no 'express service' for processing visa applications is available – complete applications are adjudicated on a First-In-First-Out basis.*
- **Visa applications which are not complete shall not be taken in to be processed.** *It is therefore the responsibility of the applicant to ensure that his or her visa application is complete as per the checklist.*
- *In the case of inconsistencies and / or incomplete information, our office reserves the right to request the applicant to submit additional documentation to substantiate the visa application.*
- *Documentation that accompanies the visa application shall be original or copies authenticated by the issuing authority of the country of origin and where necessary, translated into English and certified as a correct translation by a sworn translator (beeidigter Übersetzer) at the expense of the applicant.*
- *A visa issued at a foreign mission of the Republic of South Africa shall be affixed to the passport of the applicant and shall only be valid if an entry stamp has been affixed thereto at the port of entry and the date of such entry stamp shall be the effective date.*