APPLICATION FOR A STUDY VISA

A study visa may be issued to a foreigner intending to study at a learning institution* in the Republic of South Africa for a period not less than the period of study.

PLEASE PRINT OUT THIS CHECKLIST AND SUBMIT IT WITH THE COMPLETE VISA APPLICATION!

The complete visa application must be submitted **in person** to the office of application (see http://www.suedafrika.org/downloads/Business_hours.doc).

	The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below.	**Mission**
1	**Original machine-readable passport** • Validity of no less than thirty (30) days after the foreigner's intended departure from the Republic of South Africa. • Passports must have at least two (2) blank pages for endorsements. • Non-machine readable / handwritten passports are not accepted / recognised. • **Original** second passport, if the applicant holds one, shall also be presented. • In the case of visa applicants who are not German citizens, proof of long-term residence (*Aufenthaltstitel*) in Germany must be provided in the form of: a) the residence permit or **original** *Chipkarte* (and a photocopy); or b) in the case of EU citizens, the **original** '*Anmeldebescheinigung'* (and a photocopy).	☐ ☐ ☐
2	**Passport photocopies** • Of the passport page with the applicant's personal data / photograph. • Of all previous visas for the Republic of South Africa in the passport. • Of second passport, if the applicant holds another passport.	☐
3	**One fully completed application form DHA-1738** • Must be downloaded and printed: http://www.suedafrika.org/downloads/DHA-1738.pdf. • All questions must be answered in English – questions that don't apply may be completed with 'n/a'. • A 'fingerprint form' is not required to be completed by applicants. • Applicants must provide an email address under Part 4 (may be written below telephone number). • 'Contact person' under Part 4 refers to someone in Germany. • 'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from Germany. • Full details of the intended duration of stay in, and intended date of departure from the Republic of South Africa must be completed under Part 5. • The question, 'Have you ever been refused entry into or deported from the Republic' under Part 7 must be completed with either 'yes' or 'no', and details provided, if the answer is 'yes'.	☐
4	**One (1) biometric photograph** • Should be a recent photograph, not older than 6 months. • Photographs must be taken and printed professionally – photographs printed at home would be rejected.	☐
5	**An official letter confirming provisional acceptance or acceptance at that learning institution and the duration of the course** • The letter must be dated and signed, and on the learning institution's letterhead. • In the case of tertiary / university students, the letter shall also confirm whether the studies are within an exchange programme / agreement or not (**see notes below**). • In the case of medical electives, this letter must be issued by the learning institution / university and **not the (academic) hospital**. • Additional documentation may be requested to substantiate the study visa application e.g. proof of (provisional) registration of the learning institution.	☐

6	**An undertaking by the Registrar or Principal of the learning institution to –** **i. provide proof of registration of the student / learner as contemplated in the relevant legislation within 60 days of registration; or** **ii. in the event of failure to register by the closing date, provide the Director-General with a notification of failure to register within 7 days of the closing date of registration;** **iii. within 30 days of de-registration, notify the Director-General that the applicant is no longer registered with such institution; and** **iv. within 30 days of completion of studies, notify the Director-General when the applicant has completed his or her studies or requires to extend such period of study.** • This undertaking may be added / included (**copied and pasted verbatim**) as part of the above-mentioned official letter confirming provisional acceptance or acceptance at that learning institution. • In the case of medical electives, this letter must be issued by the learning institution / university and **not the (academic) hospital**.	☐
7	**Proof of medical cover renewed annually for the period of study with a medical scheme registered in terms of the Medical Schemes Act, 1998** • See https://www.medicalschemes.com/MedicalSchemes.aspx for full list of registered medical schemes in the Republic of South Africa which are accepted for the visa application. • Proof must be submitted in the form of confirmation / insurance certificate from the registered medical scheme in the Republic of South Africa, which includes the applicants particulars and duration (starting and ending dates) of insurance cover – proof of payment / application for insurance is not accepted. • Medical cover by German / overseas health insurance companies is not accepted. • This requirement may be waived / not be required, where the applicant / learner (**attending school**) is under the age of 18 years and is in the Republic of South Africa accompanying a parent or both parents who are holders of a visitor's visa, study visa, treaty visa, business visa, medical treatment visa, relative's visa, work visa, retired person visa or exchange visa. The applicant / learner must however provide proof of membership as a dependent or beneficiary on the medical scheme of the parent of legal guardian, which may also be an overseas medical scheme.	☐
8	**An undertaking by the parents or legal guardian that the learner will have medical cover for the full duration of the period of study** • The undertaking only applies to applicants who are school pupils and must be in the form of a signed and dated letter **in English.** • In the case of students / applicants who are adults, such an undertaking is not required if you have your own financial means.	☐
9	**In the case of a learner under the age of 18 years –** i. an unabridged birth certificate (*ungekürzte Geburtsurkunde*) – German children and children born in Germany may submit an 'international birth certificate' and a photocopy thereof; ii. a certified copy of the South African identity document or foreign passport with a valid temporary residence visa of the learner's guardian in the Republic of South Africa; iii. proof of physical address and contact number of the adult person residing in the Republic of South Africa, who is acting or has accepted to act as such learner's guardian, including a confirmatory (signed and dated) letter from that guardian; **and** iv. proof of consent (see http://www.suedafrika.org/downloads/Parental_consent_letter.doc) for the intended stay from both parents or, where applicable, from the parent or legal guardian who has been issued with a court order granting full or specific parental responsibilities and rights or legal guardianship of the learner. **Certified copies** of the parents' / legal guardians' passports or identity documents (*Ausweis*) must also be attached.	☐ ☐ ☐ ☐ ☐

10	**Proof of sufficient financial means** available to the learner whilst resident in the Republic of South Africa shall be proven as follows: a) certified/stamped three months bank statements with sufficient funds (*Kontoauszüge*) e.g. of a current account (*Girokonto*); the applicant must also submit his or her bank statements for the last three (3) months up until the week that the visa application is submitted, or the parents' bank statements b) in the case of learners or students, an undertaking to the learning institution for payment of all fees and accommodation from a bursary scheme or scholarship or parents, as the case may be – in the case of the applicant's parents providing the written undertaking, it shall be in the form of a signed and dated letter in English and accompanied by certified copies of the parent's passport(s) / identity document(s) and their three months bank statements (*Kontoauszüge*) as described under (a) above. **Please note that salary advices and company undertakings to cover the costs of a business trip are <u>not</u> accepted as proof of sufficient financial means**.	☐ ☐ ☐ ☐ ☐
11	**In the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking from such foreign state to pay for the departure of the applicant** • As no such bilateral agreement exists between Germany and South Africa, this requirement is not applicable to / required from German students / citizens.	☐
12	**An <u>original</u> police clearance certificate** • Must be issued by the police or security authority in each country where the applicant, after attaining the age of 18 years, resided for 12 months or longer during the 5 years immediately preceding the date of the visa application, in respect of criminal records or the character of that applicant. • Shall not be older than six months at the time of its submission. • In respect of the police clearance certificate for Germany, the 'normal' certificate regarding the entries over the last 5 years, which is sent to the applicant's private address, may be submitted. If there are no entries (*Keine Eintragung*) on a police clearance certificate for Germany, it does not have to be translated into English.	☐

13	**In respect of dependent children accompanying the applicant or joining the applicant in the Republic of South Africa**, proof of parental responsibilities and rights or written consent in the form of an affidavit from the other parent or legal guardian, as the case may be.	☐
14	**In respect of a spouse accompanying the applicant or joining the applicant in the Republic of South Africa, a copy of a marriage certificate or proof of a permanent homosexual or heterosexual relationship (see http://www.suedafrika.org/downloads/Permanent_spousal_relationship.doc)** • If a marriage certificate is not in English, it must be translated and certified as a correct translation by a sworn translator; alternatively, applicants who got married in Germany may submit an 'international marriage certificate'.	☐
15	**A yellow fever vaccination certificate** • 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. (See also http://www.suedafrika.org/downloads/Yellow_fever.doc)	☐
16	**Proof of payment of the applicable fee** • 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!	☐
17	**An A4-size envelope franked with the ExpressEasy DHL-online label (National – 0,5kg)** • The franked envelope is required to return the applicant's passport – applicants may not collect passports in person after the application has been adjudicated. • The **ExpressEasy** DHL-online label may be purchased and completed online (see https://www.dhl.de/de/privatkunden/pakete-versenden/deutschlandweit-versenden/express-easy.html). Click the '**Expressversand**' tab to access the **ExpressEasy** DHL-online label • Applicants shall print their **ExpressEasy** franked DHL-online label, affix / glue it securely to an A4-size envelope and are advised to keep a record of the tracking number. • Only one (1) franked envelope may be submitted in the case of a couple or a family.	☐

FOR OFFICIAL USE (Not to be completed by the applicant)

Applicant's name: ……..……...

Application taken in to be processed ☐

Application not taken in due to incompleteness ☐

(**Please send this checklist, if the application shall be re-submitted**)

Date: Ref.:

Please note:

- *A study visa is issued for the duration of the course.*

- **A "learning institution" means –*
  - *a) an institution of higher education established in terms of the Higher Education Act, 1997 (Act No. 101 of 1997); or*
  - *b) a college established in terms of the Further Education and Training Colleges Act, 2006 (Act No. 16 of 2006), but does not include –*
    - *i. a school offering further education and training programmes under the South African Schools Act, 1996 (Act No. 84 of 1996); or*
    - *ii. a college under the authority of a government department other than the Department of Higher Education and Training; or*
  - *c) a school contemplated in section 1 of the South African Schools Act, 1996 (Act No. 84 of 1996).*

- *A study visa holder at a learning institution as defined in section 1 of the Higher Education Act, 1997 (Act No. 101 of 1997) and section 1 of the Further Education and Training Colleges Act, 2006 (Act No. 16 of 2006), may conduct part-time work for a period not exceeding 20 hours per week.*

- *A study visa shall automatically lapse if the holder thereof fails to register with or is de-registered from the learning institution at any time during the period for which his or her visa has been issued or if any of the undertakings referred to in subregulation (1)(b) are not met.*

- *Exchange programmes / agreements between foreign and South African learning institutions are based on reciprocity and mutual benefit, and this normally includes an exchange of students and staff, and a reduction or waiver of tuition fees at the host learning institution.*
  In the case of an exchange programme / agreement between an applicant's (home) institution e.g. in Germany and a learning institution in South Africa, ***if the letter of provisional acceptance from the learning institution in South Africa confirms that an applicant i.e. the foreign semester exchange student shall be issued with a study visa, our office shall accept and process the application for a study visa****. However, if the terms and conditions of which include, for example, a reduction or waiver of tuition fees and / or an exchange of students, a signed and dated letter the applicant's (home) institution e.g. in Germany on its letterhead, confirming the existence of the exchange programme and the applicant's participation, shall also be submitted.*

- *The spouse and dependent children accompanying the main applicant may be issued with a visitor's visa (see http://www.suedafrika.org/downloads/Visitors_Permit.doc); however, dependent children of school-going age accompanying the main applicant must be issued with study visas (see http://www.suedafrika.org/downloads/Study_Permit.doc).*

- ***Status / progress reports are not provided during the processing period*** *(see). 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.*