Last amended: 12.10.2026

APPLICATION FOR A VISITOR'S VISA FOR ANY PERIOD NOT EXCEEDING THREE (3) YEARS

A visitor's visa may be issued for any period, which may not exceed three (3) years, to a foreigner, who has satisfied the Director-General that he or she controls sufficient available financial resources and is engaged in the Republic of South Africa in –

i. an academic sabbatical;
ii. voluntary or charitable activities;
iii. research; or
iv. any other prescribed activity* (see note below).

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. • Part 6 refers to available funds; details of the applicant's valid return air flight ticket or proof of reservation thereof must be completed. • 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	**A statement or documentation confirming the purpose and duration of the visit** • The statement or documentation must be dated and signed. • The starting and ending dates in the statement or documentation must correspond with the flight itinerary and information completed on the application form. • In respect of **an academic sabbatical**, a signed and dated letter on the letterhead of the South African learning institution **and** from the applicant's employer / institution abroad (e.g. in Germany). • In respect of **voluntary or charitable activities** (the volunteer must be over 18): a) a signed and dated letter on the letterhead of the South African charity / non-profit organisation (NPO) confirming the following: i. a brief overview of the South African organisation: its target group, aims, values, etc., and including the NPO registration number ii. details of the starting and ending dates of the intended visit; iii. a detailed explanation of the tasks / activities to be performed by the volunteer; iv. the specific work schedule / program, including the times per week that the volunteer will be engaged in voluntary or charitable activities at the South African organisation; **and** v. details pertaining to the accommodation of the volunteer; b) should the applicant be engaged in voluntary or charitable activities i.e. placed at an organisation other that the inviting organisation, written confirmation from such secondary organisation, including the above-mentioned specific details of tasks / activities and the daily and weekly schedule shall be provided; c) should the volunteer program be managed by a sending organisation in the applicant's home country, then details (nature and purpose) of such volunteer program shall be provided in English in the form of a signed and dated letter on the letterhead of the sending organisation shall be provided; d) a list of all the foreign volunteers currently at the South African organisation and a list of the new volunteers who will replace them, including the applicant – **these lists may be emailed directly to the Embassy / Consulate**. • In respect of **research**, a signed and dated letter on the letterhead of the South African learning / research institution **and** from the employer / institution abroad. • In respect of a **teacher at an international school**, a contract of employment signed by the employer and the applicant and a written undertaking of financial responsibility for the applicant. • In respect of a person involved in the **production of films and advertisements** in South Africa, documentation confirming such production and the duration thereof (see also: https://www.suedafrika.org/downloads/Authorisation_film_industry.doc). • In respect of a **foreign journalist** seconded to the Republic by a foreign news agency, documentation confirming such secondment and the duration thereof. • In respect of a **visiting professor or lecturer or academic researcher**, an invitation from the host learning institution in the Republic. • In respect of an **artist, who wish to write, paint or sculpt**, a portfolio of his or her previous work. • In respect of a person involved in the **entertainment industry** travelling through the Republic to perform, confirmation thereof by the host in the Republic. • In respect of a **tour leader or host of a tour**, a contract of employment signed by the employer and the applicant and a written undertaking of financial responsibility for the applicant. • In respect of a **religious leader of a recognised religious organisation or denomination**, a contract of employment signed by the employer and the applicant and a written undertaking of financial responsibility for the applicant. • In respect of an application by a person, who is the **spouse or dependent child** of the holder of a valid visitor's visa, study visa, treaty visa, business visa, medical treatment visa, relative's visa, work visa, retired person visa or exchange visa, a certified copy of such holder's visa and a written undertaking of financial responsibility for the applicant, and the marriage or birth certificate respectively.	☐

6	**Proof of sufficient available financial resources** in the form of bank certified statements, for the last three months ➢ the bank statements (*Kontoauszüge*) e.g. of a current account (*Girokonto*) shall reflect all the transactions from the last three (3) months **up until the week that the visa application is submitted**; ➢ the current balance (*Kontostand*) must be the euro equivalent of minimum R3000,00 per months at the current exchange rate; ➢ printed bank statements must be **signed and stamped by the bank**; ➢ applicants who cannot obtain bank certified statements e.g. have an online bank account, shall request a branch or main office of the bank to issue a certified document **in English** e.g. a signed letter on the bank's letterhead confirming the applicant's bank account and the current balance (*Kontostand*) **or** a statement / overview of accounts (*Kontenübersicht*) with the current balances (*Kontostand*), which must be dated, stamped and signed; **in both cases**, the applicant must also submit her or his bank statements for the last three (3) months up until the week that the visa application is submitted, which may be printed at home; ➢ in the case of an applicant, who is supported financially by her or his parents, the following documentation from the parents must be submitted to prove this: i. a signed and dated letter in English to undertake financial responsibility for the applicant during her or his stay in the Republic of South Africa; ii. **certified copies** of the parent's passport(s) / identity document(s); iii. **certified copy** of the applicant's birth certificate (may be in German); iv. the parents' three months bank statement (*Kontoauszüge*) in the format as described above. **(Please note that the parents' salary advices are not accepted as proof of sufficient financial means.)**	☐
7	**Proof of a valid return or onward ticket or purchase thereof** • A photocopy of the flight itinerary / booking must be submitted. • In the case of a visit exceeding six (6) months, a changeable / valid return air ticket or proof of reservation would be accepted, even if the correct return date is not reflected on the air ticket / reservation.	☐
8	**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.	☐

9	**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 (see http://www.suedafrika.org/downloads/Parental_consent_letter.doc); **certified copies** of the parents' / legal guardians' passports or identity documents (*Ausweis*) must also be attached.	☐
10	**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'.	☐
11	**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)	☐
12	**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!	☐
13	**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:

- ** An activity contemplated in section 11(1)(b)(iv) of the Act shall be –*
  - *a) work conducted for a foreign employer pursuant to a contract which partially requires conducting of certain activities in the Republic of South Africa and relates to –*
    - *i. teaching at an international school;*
    - *ii. in respect of films and advertisements produced in South Africa, including, but not limited to, an actor, cameraman, hairstylist, make-up artist or lighting and sound engineer;*
    - *iii. a foreign journalist seconded to the Republic of South Africa by a foreign news agency;*
    - *iv. a visiting professor or lecturer or an academic researcher;*
    - *v. an artist who wishes to write, paint or sculpt: Provided that he or she submits a portfolio of his or her previous work;*
    - *vi. a person involved in the entertainment industry, travelling through the Republic of South Africa to perform;*
    - *vii. a tour leader or host of such a tour; or*
    - *viii. a religious leader of a recognised religious organisation or denomination;*
  - *b) to accompany the holder 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: Provided that such a foreigner must be the spouse or child of the holder of such visa; or*
  - *c) to testify as a state witness in a criminal court case: Provided that the application shall be initiated by the relevant Deputy Director of Public Prosecutions, stating the reasons for such a foreigner to stay in the Republic of South Africa.*

- *In terms of section 11(6) of the Immigration Act, as amended, a visitor's visa may be issued to a foreigner, who is the spouse of a South African citizen or permanent resident and who does not qualify for a study visa, treaty visa, business visa, crew visa, medical treatment visa, relative's visa, work visa, retired person visa, corporate visa or exchange visa, provided that:*
  - *a) such visa shall only be valid while the good faith spousal relationship exists;*
  - *b) on application, the holder of such visa may be authorised to perform any of the activities provided for in the visas contemplated in sections 13 to 22 of the Immigration Act, as amended; and*
  - *c) the holder of such visa shall apply for permanent residence contemplated in section 26(b) of the Immigration Act as amended, within three (3) months from the date upon which he or she qualifies to be issued with that visa.*

- *A visitor's visa contemplated in terms of section 11(1)(b) of the Immigration Act, as amended, may not exceed three (3) years.*

- *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 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.*