Last amended: 12.10.2026

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

An exchange visa may be issued to a foreigner participating in a programme of cultural, economic or social exchange that is organised or administered by an organ of state* or a learning institution** (see note below), in conjunction with a learning institution or an organ of a foreign state.

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	**In the case of a learning institution in the Republic of South Africa, in conjunction with a foreign education and training institution or a foreign state institution organising or administering the programme, submit a letter from –** i. the Department of Basic Education or Higher Education and Training or a learning institution in the Republic confirming that it is responsible for organising or administering the existence of the programme, outlining the activities, terms and conditions and duration thereof and accepting full responsibility for the student while he or she is in the Republic; and ii. the foreign state institution or education and training institution confirming the particulars of the applicant, the applicant's enrolment with the foreign education and training institution, and the date on which the programme shall commence. The above-mentioned letters shall be substantiated by the following documentation: • a copy of the exchange / partnership agreement between the learning institution in the Republic of South Africa and the foreign education and training institution or a foreign state institution; and • in the case of a student exchange, details the students from **both** the learning institution in the Republic of South Africa and the foreign education and training institution or a foreign state institution, who shall be participating in the student exchange during the current academic year / semester, and of those students who have participated in previous academic years.	☐ ☐ ☐ ☐
6	**In the case of a programme of cultural, economic or social exchange, organised or administered by an organ of state or a learning institution, in conjunction with a foreign education and training institution or a foreign state institution, submit a letter from –** i. the organ of state or foreign education and training institution confirming the existence of the exchange programme; or ii. the foreign education and training institution confirming the enrolment of the applicant or the foreign state institution conducting the programme, as the case may be.	☐ ☐
7	**Proof of a valid return air flight ticket or written undertaking by the organ of state or learning institution accepting responsibility for the return or deportation costs of the applicant, as the case may be**	☐
8	**Proof of medical cover renewed annually for the exchange period 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.	☐
9	**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.	☐

10	**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.	☐
11	**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'.	☐
12	**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)	☐
13	**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!	☐
14	**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 shall 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:

- **In terms of section 239 of the South African Constitution, "organ of state" means –*
  a) any department of state or administration in the national, provincial or local sphere of government; or
  b) any other functionary or institution –
  i. exercising a power or performing a function in terms of the Constitution or a provincial constitution; or

ii. exercising a public power or performing a public function in terms of any legislation, but does not include a court or a judicial officer.

- ***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).*

- *An organ of state or a learning institution shall report to the Director-General as contemplated in section 22(a) of the Act and provide information on form DHA-1758.*

- *In respect of certain programmes, upon expiration of an exchange visa in respect of cultural, economic or social exchange programmes, such foreigner should stay out of the Republic of South Africa for one (1) year before making an application for a different type of visa to return to the Republic.*

- *An exchange visa may be issued for a period not exceeding the period of the exchange programme.*

- *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.*