

## PORT OF ENTRY VISA APPLICATION

Foreigners who are **not** exempt from the South African visa requirement (see [http://www.suedafrika.org/downloads/passports\\_exempt\\_from\\_visas.doc](http://www.suedafrika.org/downloads/passports_exempt_from_visas.doc)) are subject to visa control and must therefore apply for and be issued with port of entry visas at a South African mission abroad, before proceeding to the Republic of South Africa. Such a visa authorises the holder to proceed to the Republic of South Africa to report to an immigration officer at a South African port of entry.

### 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](http://www.suedafrika.org/downloads/Business_hours.doc)).

	<b>The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below.</b>	Mission
1	<p><b>Original machine readable passport</b></p> <ul style="list-style-type: none"> <li>Validity of no less than thirty (30) days after the foreigner's intended departure from the Republic of South Africa.</li> <li>Passports must have at least two (2) blank pages for endorsements.</li> <li>Non-machine readable / handwritten passports are not accepted / recognised.</li> <li><b>Original</b> second passport, if the applicant holds one, shall also be presented.</li> <li>In the case of visa applicants who are not German citizens, proof of long term residence (<i>Aufenthaltsstite</i>) in Germany must be provided in the form of:           <ul style="list-style-type: none"> <li>a) the residence permit or <b>original Chipkarte</b> (and a photocopy); or</li> <li>b) in the case of EU citizens, the <b>original 'Anmeldebescheinigung'</b> (and a photocopy).</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<p><b>Passport photocopies</b></p> <ul style="list-style-type: none"> <li>Of the passport page with the applicant's personal data / photograph.</li> <li>Of all previous visas for the Republic of South Africa in the passport.</li> <li>Of second passport, if the applicant holds another passport.</li> </ul>	<input type="checkbox"/>
3	<p><b>One fully completed application form DHA-84</b></p> <ul style="list-style-type: none"> <li>Must be downloaded and printed: <a href="http://www.suedafrika.org/downloads/DHA-84.pdf">http://www.suedafrika.org/downloads/DHA-84.pdf</a>.</li> <li>All questions must be answered in English – questions that don't apply may be completed with 'n/a'.</li> <li>'Permanent residential address' refers to the applicant's address in Germany.</li> <li>Under 'Duration of stay', the intended date of departure from the Republic of South Africa (<b>as reflected on the flight reservation</b>) should also be completed.</li> <li>The applicant must complete his or her full name, sign and date the declaration (see Page 133); an undesirable person would not qualify for a visa or admission into the Republic for a period of at least <b>12 months</b>.</li> </ul>	<input type="checkbox"/>
4	<p><b>One (1) biometric photograph</b></p> <ul style="list-style-type: none"> <li>Should be a recent photograph, not older than 6 months.</li> <li>Photographs must be taken and printed professionally – photographs printed at home would be rejected.</li> </ul>	<input type="checkbox"/>
5	<p><b>A statement or documentation confirming the purpose and duration of the visit</b></p> <ul style="list-style-type: none"> <li>The statement or documentation must be dated and signed.</li> <li>The starting and ending dates in the statement or documentation must correspond with the flight itinerary and information completed on the application form.</li> <li>In respect of a <b>holiday</b>:           <ul style="list-style-type: none"> <li>a) a signed and dated letter in English and proof of a hotel reservation; or</li> <li>b) organised tour itinerary, including a hotel list with addresses and payment invoice; or</li> <li>c) in the case of private accommodation (including private rental apartments / houses; booking via Airbnb,), a letter of invitation from the host confirming his or her residential address, a utility bill from the host and a <b>copy</b> of either the host's South African identity document or foreign passport with a valid visa.</li> </ul> </li> <li>In respect of <b>business meetings</b>, a stamped, signed and dated letter on the letterhead of the South African company / organisation <b>and</b> from the applicant's employer abroad.</li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• In respect of <b>medical treatment</b>, a stamped, signed and dated letter on the letterhead from the applicant's registered medical practitioner or medical institution within the Republic (South Africa), confirming that space is available at the medical institution; the estimated costs of the treatment; whether or not the disease or ailment is treatable or curable; the treatment schedule; and the period of intended treatment in the Republic as prescribed on <a href="#">form DHA-84</a>.</li> <li>• In respect of <b>studies</b>, a stamped, signed and dated letter on the letterhead of the South African learning institution and an undertaking by the Registrar or Principal of the learning institution as prescribed on <a href="#">form DHA-84</a>.</li> <li>• Where the applicant is <b>attending an activity or event</b>, a stamped, signed and dated letter on the letterhead of the South African organisation under whose control the activity or event will take place, confirming such attendance and whether the foreigner will be remunerated or not, and if remunerated, the amount of the remuneration.</li> <li>• In respect of <b>an academic sabbatical</b>, a stamped, signed and dated letter on the letterhead of the South African learning institution.</li> <li>• In respect of <b>voluntary or charitable activities</b> (applicants must be over the age of 18), a stamped, signed and dated letter on the letterhead of the South African non-profit organisation (NPO), including full details of the specific tasks to be performed by the volunteer.</li> <li>• In respect of <b>research</b>, a stamped, signed and dated letter on the letterhead of the South African learning or research institution, <b>and</b> from the applicant's employer / institution abroad.</li> <li>• In respect of an application by a person, who is the <b>spouse or dependent child</b> of the holder of a valid visitor's visa, study visa, treaty visa, business visa, medical treatment visa, work visa or exchange visa, a certified copy of such holder's visa and a written undertaking of financial responsibility for the applicant.</li> </ul>	
6	<p><b>Proof of sufficient financial means</b> to be proven as follows:</p> <p>a) certified three months bank statement (<i>Kontoauszüge</i>) with sufficient funds and must be on the bank letterhead e.g. of a current account (<i>Girokonto</i>);</p> <ul style="list-style-type: none"> <li>➢ the current balance (<i>Kontostand</i>) must be the euro equivalent of minimum R3000,00 at the current exchange rate;</li> <li>➢ the bank statements shall reflect all the transactions from the last three (3) months <b>up until the week that the visa application is submitted</b>;</li> <li>➢ printed bank statements must be <b>signed and stamped by the bank</b>;</li> </ul> <p>➢ in the case of an applicant attending business meetings, conferences, workshops or events on behalf of their company / institution abroad, he or she may submit an undertaking for financial responsibility on behalf of the applicant by the employer.</p> <p>b) an undertaking, supported by certified three (3) months bank statement, <b>by a South African citizen or permanent resident</b> that he or she will be hosting the applicant and accepting responsibility for the costs related to the maintenance and removal of the applicant from the Republic of South Africa – the undertaking shall be in the form of a signed and dated letter and accompanied by a copy of the host's South African identity document or foreign passport with a valid long term visa or permanent residence permit; or</p> <p>c) 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 copies of the parent's identity document(s) and their stamped three (3) months bank statement.</p> <p><b>Please note that salary advice to cover the costs of a business trip are <u>not</u> accepted as proof of sufficient financial means.</b></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

7	<p><b>In respect of dependent children accompanying the applicant to or joining the applicant in the Republic of South Africa:</b></p> <ul style="list-style-type: none"> <li>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 <a href="http://www.suedafrika.org/downloads/Parental_consent_letter.doc">http://www.suedafrika.org/downloads/Parental_consent_letter.doc</a>); <b>certified copies</b> of the parents' / legal guardians' passports or identity documents (<i>Ausweis</i>) must also be attached;</li> <li>b) where applicable, a copy of a court order granting the applicant parental responsibilities and rights in respect of the child;</li> <li>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;</li> <li>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</li> <li>e) the contact details of the parents or legal guardian.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8	<p><b>A yellow fever vaccination certificate</b></p> <ul style="list-style-type: none"> <li>• Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa.</li> <li>• The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area.</li> </ul> <p>(See also <a href="http://www.suedafrika.org/downloads/Yellow_fever.doc">http://www.suedafrika.org/downloads/Yellow_fever.doc</a>)</p>	<input type="checkbox"/>
9	<p><b>Proof of a valid return or onward ticket or purchase thereof</b></p> <ul style="list-style-type: none"> <li>• A photocopy of the flight itinerary / booking must be submitted.</li> </ul>	<input type="checkbox"/>
10	<p><b>Proof of payment of the applicable fee</b></p> <ul style="list-style-type: none"> <li>• Payment of the application fee must be made through an electronic bank transfer (see <a href="http://www.suedafrika.org/downloads/Application_fee.doc">http://www.suedafrika.org/downloads/Application_fee.doc</a>).</li> <li>• A copy of the transfer / deposit slip must be submitted as proof of payment.</li> <li>• Payment must be made at least five working (5) days before submitting the application.</li> <li>• Payment of the application fee may not be made in cash at the Embassy in Berlin and Consulate-General in Munich!</li> <li>• Only ordinary passport / travel document holders who are subject to South African visa fees (see <a href="http://www.suedafrika.org/downloads/passports_subject_to_visa_fees.doc">http://www.suedafrika.org/downloads/passports_subject_to_visa_fees.doc</a>) 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, Egypt, Taiwan.</li> </ul>	<input type="checkbox"/>
11	<p><b>An A4-size envelope franked with the ExpressEasy DHL-online label (National – 0,5kg)</b></p> <ul style="list-style-type: none"> <li>• The franked envelope is required to return the applicant's passport – applicants may not collect passports in person after the application has been adjudicated.</li> <li>• The <b>ExpressEasy</b> DHL-online label may be purchased and completed online (see <a href="https://www.dhl.de/de/privatkunden/pakete-versenden/deutschlandweit-versenden/express-easy.html">https://www.dhl.de/de/privatkunden/pakete-versenden/deutschlandweit-versenden/express-easy.html</a>).</li> </ul> <p>Click the '<b>Expressversand</b>' tab to access the <b>ExpressEasy</b> DHL-online label</p> <ul style="list-style-type: none"> <li>• Applicants shall print their <b>ExpressEasy</b> franked DHL-online label, affix / glue it securely to an A4-size envelope and are advised to keep a record of the tracking number.</li> <li>• Only one (1) franked envelope may be submitted in the case of a couple or a family.</li> </ul>	<input type="checkbox"/>

**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 port of entry visa authorises the holder to proceed to the Republic of South Africa to report to an immigration officer at a South African port of entry for the purpose of being issued with a visitor's visa (**not exceeding a period of three (3) months**) in respect of:
  - i. holiday
  - ii. attending business meetings
  - iii. attending conferences, workshops or events
  - iv. 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
  - v. studies not exceeding three (3) months
  - vi. medical treatment not exceeding three (3) months
  - vii. academic sabbaticals not exceeding three (3) months
  - viii. voluntary or charitable activities not exceeding three (3) months (applicants must be over the age of 18)
  - ix. research not exceeding three (3) months
- Applicants who intend conducting **work** in the Republic of South Africa, including, but not limited to, technicians, journalists and film crews, must submit a complete application for **authorisation to conduct work on the visitor's visa in terms of section 11(2)** (see [http://www.suedafrika.org/downloads/Authorisation\\_to\\_work\\_on\\_VP.doc](http://www.suedafrika.org/downloads/Authorisation_to_work_on_VP.doc)).
- Port of entry visas are usually issued for a single entry into the Republic of South Africa i.e. entry and use once. However, applicants who intend entering the Republic of South Africa more than once (for two or multiple entries) within the validity of the visa must confirm / complete this on the application form DHA-84 and provide a written motivation in the form of a letter **in English**, including reasons for the multiple entry visa and details of planned travel dates and names of third / neighbouring countries of the Republic of South Africa which the applicant will visit within the validity of the visa.
- **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.**
- **The Immigration Act, as amended, makes provisions for an application for a once-off renewal / extension of a visitor's visa for a further period, which shall not exceed three months – such application must be submitted in person via a VFS office **in the Republic of South Africa** (see <http://www.vfsglobal.com/dha/southafrica>) no less than 60 days prior to the expiry of his or her visa and if the visa was issued for less than 30 days, not later than 7 working days before the expiry of the visa.**  
**Please note that the decision of the renewal / extension of a visitor's visa is taken solely by the officials in the Republic of South Africa. The foreigner / applicant must ensure that he or she has received the extended visa i.e. the visa has been placed in his or her passport before departing from the Republic, in order not to be declared as an undesirable person due to an overstay.**