

EMBASSY OF THE REPUBLIC OF SOUTH AFRICA – COTONOU - BENIN

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REQUIREMENTS FOR A STUDY PERMIT FOR LONGER THAN 3 MONTHS IN TERMS OF SECTION 13 READ WITH REGULATION 12 AND ADDITIONAL INFORMATION AS REQUESTED BY THE EMBASSY Substitution of section 13 of Act 13 of 2002, as amended by section 15 and 47 of Act 19 of 2004

DOCUMENTS REQUIRED		DOCUMENT ATTACHED
1	Proof of payment of the prescribed processing fee.	
2	A duly completed application form signed by the applicant: BI-947 and BI-1738	
3	Two recently taken identical passport photographs with white background (35 mm width and 45 mm length)	
4	Valid biometric or machine readable passport. <ul style="list-style-type: none"> Original passport to be submitted with the application. Passport valid for no less than 30 days after the expiry of the intended visit, with at least two blank pages. Copies of the first 03 pages. Copies of old South African visas. Foreign nationals residing in Benin/Togo should be in possession of a valid, up to date, Residence Permit and should further note that their applications are referred to their country of nationality for approval, therefore, the 10 working days turnaround time is not applicable to them. 	
5	Up to date Yellow fever vaccination certificate. The Embassy considers a yellow vaccination to be valid for 10 years. (Copy and original to be included in the application).	
6	A letter from the applicant stating the purpose and duration of the intended visit. Any additional information that will assist with the adjudication process can also be included.	
7	Provisional flight/airline booking – Return ticket. (It is advised not to buy an airline ticket until the visa application has been approved and the visa has been issued.)	
8	Proof of accommodation details in the form of one of the following: <ul style="list-style-type: none"> A residential address of the intended place of stay in South Africa The Business, residential or physical address of the host in South Africa Hotel/guest house booking. <p style="text-align: right;">OR OR</p>	
9	If the application is for longer than 90 days, a full medical report by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition they suffer from, must be attached. The report shall not be older than 6 months at the time of its submission	
10	If the application is for longer than 90 days, a police clearance certificate (if the applicant is 18 years or older), issued by the police or security authority in each country where the applicant resided for 12 months or longer after attaining the age of 18 years, in respect of criminal records or the character of the applicant, which certificate shall not be older than 6 months at the time of submission.	
11	A marriage certificate (if applicable).	
12	In the case of a minor (person under the age of 18) travelling alone or with one parent only, the following must be included: <ul style="list-style-type: none"> Consent letters from both parents giving consent for the minor to travel alone or with only one parent. Copies of both parents identification documents/passports. Full unabridged birth certificate of the minor where the names of the father and mother are indicated. Particulars of a person who will act as the minor's guardian and a confirmation letter from the intended guardian in the case where the minor will be travelling alone. Proof of the physical address and contact number of the intended guardian. A clear statement and proof of the relationship of the guardian with the child. A clear statement and proof of the relationship of the guardian with the parents. School going applicants should submit letters from their school when travelling during school seasons. 	
13	If the learning institution does not appear on the "REGISTER OF PRIVATE HIGHER EDUCATION INSTITUTIONS", proof of the institutions application to be registered must be attached and the accreditation certificate of the Institution.	
14	An official letter from the relevant institution confirming: <ol style="list-style-type: none"> Provisional acceptance or acceptance at that institution. Duration of the course. Name of the course to be studied as well as the duration. Student registration number. Undertaking to inform the Department of Home Affairs as prescribed. An undertaking by the Registrar or Principal of the learning institution to: <ol style="list-style-type: none"> provide proof of registration as contemplated in the relevant legislation within 60 days of registration; or 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; within 30 days of de-registration, notify the Director-General that the applicant is no longer registered with such institution; and 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. 	

15	Proof of medical cover with a recognised medical insurance scheme.	
16	An undertaking by the parents or legal guardian that the learner will have medical cover for the full duration of the period of study.	
17	Proof of previous qualifications obtained while studying in South Africa, if applicable.	
18	Proof of financial means for the duration of the intended study period: <ul style="list-style-type: none"> Letter of sponsorship indicating costs to be covered (letter of sponsorship should be accompanied by a copy of an identity document/ passport of the sponsor, as well as a valid permit in case of a sponsor residing in South Africa on a visa/ permit.) 3 months bank statements bearing the bank stamp. The financial means must proof that the sponsor can maintain themselves and the applicant. The applicant needs to provide proof that their tuition fees, books, food, transport and day-to-day living expenses can be provided for. The amount will depend on the time of stay in South Africa. In the case where the applicant will be responsible for their own upkeep, 3 months bank statement in the applicants name must be included bearing the bank stamp. The financial means must proof that the applicant can maintain themselves in term of tuition fees, books, food, transport and day-to-day living expenses. The amount will depend on the time of stay in South Africa. Proof of host's address in the form of a utility bill or a lease agreement. 	

IMPORTANT INFORMATION:

- During the adjudication process, this document is used as a checklist to ensure that the application meets all the requirements. None of these requirements are negotiable. The application will be declined if the following conditions are not met:
 - All the relevant documents as indicated in these requirements are not submitted with a fully completed application form.
 - No application will be considered without proof of payment of the prescribed visa processing fee. This fee is non-refundable.
 - All documents are not translated into English. No French documents will be accepted.
 - All copies of documents submitted, are not **certified as true copies** of the original documents.
 - Documents are not completed in black ink or electronically. If any other colour ink is used, the application will be declined.
- Visa applications have a turnaround time of a **minimum** of 10 working days. No visa will be issued until confirmation is received from the Department of Home Affairs that the applicant does not appear on the visa stop list.
- A complete set of application forms, together with supporting documents should be presented for each application individually, including minor children.
- Letters written in private capacity should not be written on employer's letter heads except for self-employed applicants.
- Due to small office space, clients are not allowed to complete the forms in the reception area.
- Office hours are strictly Monday to Friday, 08:30 until 12:00. No visa applications will be received after 12:00. No visa collections will be allowed after 12:00.
- It is the responsibility of the applicant to ensure that the visa application is complete and submitted well in advance before the date of travel. The Embassy will not take any responsibility for flights missed due to the visa application not submitted in time to allow for due processes to be followed.
- The Mission reserves the right to request an interview with the applicant or to request any additional information in support of the visa application.
- For any further information kindly please visit the Department of Home Affairs website at <http://www.dha.gov.za>. The application forms can be downloaded.
- Study visa applicants may be subject to an interview with the applicant. Kindly please provide your e-mail address on the application in order for the Embassy to contact you to set up an appointment. If no e-mail address is provided, the application will be set aside until the application enquires about the status of the application.
- A study visa may be granted only for a period of study as indicated by the letter from the Institution.
- Study permits will no longer be issued for language courses or practical training. Study permits will only be issued for studies offered by a registered institution of higher education, college or school under the School Act.
- If the application is declined, a new application can be submitted after 10 working days.

BANKING DETAILS FOR PROCESSING FEE:			
AMBASSADE D'AFRIQUE DU SUD: VISA-ACCOUNT		ECO BANK	
CODE BANQUE	BJ062	CODE GUICHET	1001
N DE COMPTE	110037732003	RIB	92
MONTANT: 21 700 CFA			