



**SOUTH AFRICAN EMBASSY
DEN SYDAFRIKANSKE AMBASSADE
COPENHAGEN – DENMARK**

Gammel Vartov Vej 8, DK-2900 Hellerup, Telephone: +45 39 18 01 85, e-mail: copenhagen.consular@dirco.gov.za

<p>Two (2) biometric photograph</p> <ul style="list-style-type: none">• Should be a recent photograph, not older than 6 months.• Photographs must be taken and printed professionally – photographs printed at home will be rejected.	<input type="checkbox"/>
---	--------------------------

<p>A statement or documentation confirming the purpose and duration of the visit</p> <ul style="list-style-type: none">• 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 Denmark).• In respect of voluntary or charitable activities (the volunteer must be over 18):<ol style="list-style-type: none">a) a signed and dated letter on the letterhead of the South African charity / non-profit organisation (NPO) confirming the following:<ol style="list-style-type: none">i. a brief overview of the South African organisation: its target group, aims, values, etc., and including the NPO registration numberii. 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; andv. 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 than 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;• 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.• 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.	<input type="checkbox"/>
--	--------------------------



**SOUTH AFRICAN EMBASSY
DEN SYDAFRIKANSKE AMBASSADE
COPENHAGEN – DENMARK**

Gammel Vartov Vej 8, DK-2900 Hellerup, Telephone: +45 39 18 01 85, e-mail: copenhagen.consular@dirco.gov.za

	<ul style="list-style-type: none"> • 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 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. 	
--	--	--

	<p>Proof of sufficient available financial resources in the form of bank certified statements, for the last three months</p> <ul style="list-style-type: none"> ➤ the bank statements e.g. of a current account shall reflect all the transactions from the last three (3) months up until the week that the visa application is submitted; ➤ the current balance must be the DKK equivalent of minimum R3000,00 at the current exchange rate; ➤ bank statements shall be printed and certified / 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 either issue a dated and signed letter on the bank's letterhead confirming the applicant's bank account and the current balance or to issue a statement / overview of accounts with the current balances, 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: <ol style="list-style-type: none"> 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; iv. the parents' three months bank statement in the format as described above. <p style="background-color: yellow;">(Please note that the parents' salary advices alone are not accepted as proof of sufficient financial means.)</p>	☐
	<p>Proof of a valid return or onward ticket or purchase thereof</p> <ul style="list-style-type: none"> • A photocopy of the flight itinerary / booking must be submitted. • NO FIXED TRAVEL ARRANGEMENTS necessary but a provisional return flight booking with intended dates of travel are required • 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 	☐



**SOUTH AFRICAN EMBASSY
DEN SYDAFRIKANSKE AMBASSADE
COPENHAGEN – DENMARK**

Gammel Vartov Vej 8, DK-2900 Hellerup, Telephone: +45 39 18 01 85, e-mail: copenhagen.consular@dirco.gov.za

	/ reservation.	
	<p>An <u>original</u> police clearance certificate</p> <ul style="list-style-type: none"> Must be 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 that applicant. 	<input type="checkbox"/>
	<p>A medical report</p> <ul style="list-style-type: none"> The prescribed form BI-811 must be completed, signed, stamped and dated by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition he or she suffers from. 	<input type="checkbox"/>

	<p>A radiological report</p> <ul style="list-style-type: none"> The prescribed form BI-806 must be completed, signed, stamped and dated by a registered radiologist certifying that the applicant has been examined and that no signs of active pulmonary tuberculosis could be detected. Not required in respect of children under the age of 12 years or pregnant women. 	<input type="checkbox"/>
	<p>Proof of valid insurance covering the duration of stay</p>	<input type="checkbox"/>
	<p>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; certified copies of the parents' / legal guardians' passports or identity documents must also be attached.</p>	<input type="checkbox"/>
	<p>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</p> <ul style="list-style-type: none"> If a marriage certificate is not in English, it must be translated and certified as a correct translation by a sworn translator 	<input type="checkbox"/>
	<p>A yellow fever vaccination certificate</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>



**SOUTH AFRICAN EMBASSY
DEN SYDAFRIKANSKE AMBASSADE
COPENHAGEN – DENMARK**

Gammel Vartov Vej 8, DK-2900 Hellerup, Telephone: +45 39 18 01 85, e-mail: copenhagen.consular@dirco.gov.za

<p>Proof of payment of the applicable fee DKK 246</p> <ul style="list-style-type: none">• Payment of the application fee must be made through an electronic bank transfer to DANSKE BANK Reg. No. 4001 Account No. 10647320• 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	<input type="checkbox"/>
--	--------------------------

- **Processing time:** approximately 20 working days.
- **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 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.
- Applicants will be contacted when the decision on the application has been made.