



**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

PORT OF ENTRY VISA APPLICATION

Foreigners who are not exempt from the South African visa requirement 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.

The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below. ALL DOCUMENTS MUST BE IN ENGLISH	Mission
Original machine readable passport <ul style="list-style-type: none"> • 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 Danish citizens, proof of long term residence in Denmark must be provided 	<input type="checkbox"/>
Passport photocopies <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
One fully completed application form DHA-84 <ul style="list-style-type: none"> • All questions must be answered in English – questions that don’t apply may be completed with ‘n/a’. • ‘Permanent residential address’ refers to the applicant’s address in Denmark. • Under ‘Duration of stay’, the intended date of departure from the Republic of South Africa (as reflected on the flight reservation) should also be completed. • 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 12 months. 	<input type="checkbox"/>
Two (2) biometric photographs <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 would be rejected. 	<input type="checkbox"/>



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	<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 a holiday: <ul style="list-style-type: none"> a) proof of a hotel reservation; or b) organised tour itinerary, including a list of hotels names and addresses, invoice; or 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 utilities bill from the host and a certified copy of either the host’s South African identity document or foreign passport with a valid visa. • In respect of business meetings, a signed and dated letter on the letterhead of the South African company / organisation and from the applicant’s employer abroad. • In respect of medical treatment, a signed and dated letter on the letterhead of the South African institution performing the medical treatment as prescribed on form DHA-84. • In respect of studies, a 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 form DHA-84. • Where the applicant is attending an activity or event, a 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 or not the foreigner will be remunerated, and if remunerated, the amount of the remuneration. • 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, work visa or exchange visa, a certified copy of such holder's visa and a written undertaking of financial responsibility for the applicant. 	<input type="checkbox"/>
	<p>Proof of sufficient available financial resources:</p> <ul style="list-style-type: none"> • salary slips for the last three (3) months. • 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; • bank statements shall be printed and certified / stamped by the bank; 	<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 	<input type="checkbox"/>



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	direct transit through such an area.	
	Proof of a valid return or onward ticket or purchase thereof <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	<input type="checkbox"/>
	Proof of valid insurance covering the duration of stay	
	Proof of payment of the applicable fee DKK 246 <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"/>

Please note:

- **Processing time:** approximately 10 working days
- **All submitted documents (except payslips) must be in English.**
- **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.
- *Visitor's 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 from the South African company, including reasons for the multiple entry visa.*
- *A visa in terms of section 11(2) may be issued for a period not exceeding three (3) months (ninety (90) days) at a foreign mission of the Republic of South Africa*
- *Any person, who has been issued with a section 11(2) visa **and had it extended for another three (3) months** shall not qualify for a section 11(2) visa within the same calendar year. If a section 11(2) visa was issued with dates that overlap into a new calendar year, the dates falling into the new calendar year will be calculated as part of the new calendar year.*
- *A section 11(2) visa is not a work visa and shall not be used for an ongoing regular work activity. In the case of service technicians for Original Equipment Manufacturers (OEM's) who are required to travel to the Republic of South Africa*



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on an annual basis to maintain and repair equipment, such applicants must apply for a new section 11(2) visa each year.

- *As the Immigration Act, as amended, makes no provisions for foreigners to undertake internships at companies and organisations in the Republic of South Africa, **a section 11(2) visa may not be issued** to such foreigners, including foreign students whose studies prescribe an internship.*
- ***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.*
- *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.*