



REQUIREMENTS FOR PORT OF ENTRY VISA (VISITOR'S VISA) – 90 DAYS OR MORE

Requirements: (all forms to be completed in black ink)

Please submit your application in the order outlined below:

- **A Printed Copy** of the 'Confirmation of Appointment'.
- **Completed DHA-1738** signed by applicant.
- **Machine Readable Valid Passport** with minimum two (2) unused visa label pages.
Passport must be valid for minimum 30 days after the intended date of departure from South Africa.
- **Non-Refundable** Application Fee (if applicable) in the form of a money order/cashier's check: **\$55.00 payable to the South African Consulate General NY**
- Two (2) passport photos.
- A copy of bio page of your passport.
- Original + copy of valid Proof of Residence in the USA (Green Card/H1 B/J1/L1 etc) (Proof of Residence must be valid for duration of stay in South Africa) **(B1/B2 USA visa holders are not eligible to apply and must apply in their Country of Residence).**
- A copy of Birth Certificate.
 - A pre-paid FedEx or USPS Priority Mail envelope with **sender and receiver in applicant's name and address.**
- **A Statement or Documentation** detailing the purpose and duration of the visit.
- Proof of **Tentative Travel Itinerary** for round-trip air tickets. ***Do not purchase air tickets prior to obtaining your South African visa.***
- Proof of **Tentative Accommodation Hotel booking in applicant's name**
 - If hosted by South African Citizen or Permanent Resident, include the following:
 - A signed Letter of invitation from Host,
 - A certified/notarized copy of host's RSA ID document
 - A copy of Host's proof of residence (utility/tax bill, bank statements).

- If hosted by a Non-South African, include the following:
 - A signed Letter of invitation from Host,
 - A certified/notarized copy of passport and SA visa,
 - A copy of Host's proof of residence (utility/tax bill, bank statements).
- **Proof of Financial Means** in the form of bank statements for the last three (3) months with no manual erasures
- **A Yellow Fever Certificate** is required for applicants traveling through *Yellow Fever Belt* areas en-route to South Africa.
- **Medical Report** on prescribed form – **DHA-811**(physical). The Certificate must not be older than six (6) months at the time of application.
- **A Federal Bureau of Investigation (FBI) Clearance Certificate** (full criminal background check report), together with **original Police Clearance Certificates** from each country in which the applicant has resided for a period of 12 months or longer after the age of 18 (within the past five (5) years), confirming the applicant's criminal record status or character. All certificates must not be older than six (6) months at the time of submission.

Additional Requirements for Accompanying Spouse:

- Marriage Certificate **OR** in the case of a Foreign Spousal Relationship please provide:
- proof of official recognition thereof issued by the authorities of the foreign country of the applicant (where applicable).
- Divorce Decree, where applicable.

For Accompanying Children:

- A Court Order granting full or specific parental responsibilities and rights, where applicable.
- Death Certificate, in respect of late spouse, where applicable.
- Written consent from both parents and full parental responsibilities, where applicable.
- Proof of Adoption, where applicable.
- Legal Separation Order, where applicable.

In Respect of an Application by a Person who is the Spouse OR Dependent Child of the holder of a visa issued in terms of Section 11, 13, 14, 15, 17, 18, 19, 20 or 22 of the Act, include the following:

- A certified/notarized copy of the visa holder's visa, together with an Affidavit confirming financial responsibility for the applicant.

For Host Organizations, please provide the following:

- A copy of the **Certificate of Registration with the Dept of Home Affairs.**
- **If hosted by South African Citizen or Permanent Resident**, include the following:
 - A signed Letter of invitation,
 - A certified/notarized copy of host's RSA ID document,
 - A copy of proof of residence (utility/tax bill, bank statements)
- **If hosted by a Non-South African**, include the following:
 - A signed Letter of invitation,
 - A certified/notarized copy of passport and SA visa,
 - A copy of proof of residence (utility/tax bill, bank statements)

Undertakings by the Hosts/Non-Profit Organization to be provided to all Applicants:

The Host organization must provide a formal written undertaking confirming that it will:

- Submit Proof of Registration in accordance with relevant legislation within 60 days of registration.
- Notify the Director-General within 7 days in the event that registration is not completed by the prescribed closing date.
- Inform the Director-General within 30 days if the Applicant is no longer affiliated with the organization.
- Notify the Director-General within 30 days upon completion of the Applicant's volunteer service, or if an extension of the service period is required.
- **Proof of Valid Medical Cover** for the full duration of the volunteer service, renewable annually, with a medical scheme registered in terms of the Medical Schemes Act of South Africa.

Requirements by Applicants Specific to the Type of Category Applied for:

In Respect of a Teacher at an International School, include the following:

- A Contract of Employment signed by the employer and the applicant.
- A written Undertaking of financial responsibility for the applicant.
- **In Respect of a person involved in the Production of a Film or Advertisement in the Republic**, include the following:
 - 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:**
 - An invitation from the host in the Republic of South Africa.
- **In Respect of an Artist who wishes to Write, Paint or Sculpt:**
 - Documentation confirming the activity to be undertaken and the duration thereof.
- **In Respect of a Person involved in the Entertainment Industry who would be traveling through the Republic of South Africa to perform:**
 - Confirmation thereof by the host in the Republic.
- **In Respect of a Person taking Academic Sabbatical:**
 - Proof of Academic Sabbatical, where applicable.
- **In Respect of a Researcher:**
 - Proof of Research to be undertaken, where applicable.
- **In Respect of a Tour Leader or Host of a Tour:**
 - 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 Applicant Seeking to Serve as a Non-Remunerated Volunteer with a Non-Profit Organization in South Africa**

Applicants intending to undertake Voluntary (Non-Remunerated) Service with a Non-Profit Organization in South Africa are required to submit the following documentation:

- An official letter from the host organization in South Africa confirming the Applicant's acceptance, clearly indicating the duration and scope of the volunteer service. The letter must bear the organization's official letterhead and stamp/seal.

PROCESSING TIME: 4-6 Weeks.

WHERE TO SUBMIT YOUR APPLICATION

Residents of: Connecticut, Delaware, Kentucky, Maine, Massachusetts, New Hampshire, New Jersey, New York, North and South Carolina, Pennsylvania, Rhode Island, Tennessee, Vermont, and West Virginia:

The South African Consulate General
805 Third Avenue 30th/31st Floor
New York NY 10022
Tel: (917) 200 8396

Email: consular.ny@dirco.gov.za

Website: www.dirco.gov.za/newyork

