



CHECKLIST for SEC 18: RELATIVE'S VISA

Applicant must adhere to the purpose of Relative's Visa – documents must indicate the intention to reside in South Africa

	REQUIRED DOCUMENTS	YES	NO
1.	Application Form - Completed Visa application Form (DHA-1738) Form 8 in BLACK ink only. - All questions MUST be answered in English. Do NOT leave empty/blank information - questions that don't apply may be completed with 'n/a' or "not applicable". - Applicant's full contact details must be provided. 'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from UAE. - Full details of the intended duration of stay in, and intended date of departure from the Republic of South Africa must be completed under Part 5. - The question, 'Have you ever been refused entry into or deported from the Republic' under Part 7 must be completed with either 'yes' or 'no', and details must be provided if the answer is 'yes'		
2.	Photos - Must be a clear copy, high-resolution, white background and recent photo (not older than 6 months). - Passport size: 4.5cm×3.5cm in width. The photo must capture at least 80% of the face. - Photographs must be taken and printed professionally – photo shopped will be rejected.		
3.	No-objection letter (NOC) from employer or sponsor - The letter must confirm the travel dates (Start and End date) and exact purpose of travel. The purpose must indicate that applicant intends to leave UAE and reside in South Africa. - The letter must be dated not more than a month from the date of submission. - It must be originally signed (with the signatory name and designation) and stamped. (E-signature will NOT be accepted). - It must have the company's full contact details (i.e. physical address and telephone/fax numbers, email/website). - If the applicant is the owner or partner of the company, a copy of the trade license is required. ➤ Applicants under the sponsorship of a husband/father/mother/wife's visa *** ❖ Typed and originally signed Sponsorship letter (issued by the sponsor***, it must confirm the travel dates, exact purpose of travel, relationship, details of the applicant, and financial undertaking). Sponsor's residential address in the UAE and contacts details must be indicated in the letter. ❖ Passport and UAE residence copy of the sponsor must be submitted. ❖ Proof of relationship (e.g. Attested Marriage certificate or birth certificate)		
4.	Proof of KINSHIP, within the second step, between the applicant and the South African citizen or Permanent Resident in South Africa ➤ For SPOUSE of a South African citizen or permanent resident must submit the following:- ❖ The attested marriage certificate (translated into English, where applicable, and certified as a correct translation by a sworn translator) ❖ Copy of Spouse passport / SA ID Book and UAE residence visa. ❖ PR Certificate copy. Original must be represented at the time of application for verification. ➤ For MINORS children of a South African or permanent resident parent must submit the following:- ❖ The attested birth certificate(translated into English, where applicable, and certified as a correct translation by a sworn translator) ❖ Copy of parent's passport / SA ID Book and UAE residence visa. ❖ A copy of a court order granting sole parental responsibilities and rights or legal guardianship in respect of the child, if he or she is the parent or legal guardian of the child; Divorce decree, where applicable; Death certificate, in respect of late (deceased) parent, where applicable ❖ Paternity Tests where necessary. ❖ PR Certificate copy. Original must be represented at the time of application for verification.		

5.	Additional Documents for <u>SPOUSAL RELATIONSHIP</u>: - A notarial agreement signed by both parties attesting that the relationship has existed for at least two years before the date of application for the relevant visa/permit and that the relationship still exists to the exclusions of any other person. Part A of Form 12 by Department of Home Affairs South Africa; if applicable - In case where a party to the spousal relationship was in a previous marriage documents have to be submitted as proof of dissolution of such marriage/relationship - Divorce decree or death certificate if a party was a spouse in a previous marriage - Documentation to prove - the financial support to each other; and the extent to which the related responsibilities are shared by the applicant and his or her spouse - In the case of a relationship concluded between two foreigners in a foreign country, an official recognition of the relationship issued by the relevant authorities of the country concerned		
6.	Affidavit of Support - A detailed affidavit from the SA spouse/parent or PR holder spouse/ parent confirming the relationship and undertaking FULL responsibility of the applicant whilst in SA (e.g. accommodation, living expenses, etc). - You may attach other relevant documents that are not listed in the list to support your application (optional).		
7.	Financial assurance/Undertaking provided by the South African citizen or permanent resident - Recent three (3) months Bank statements (not older than 7 days before the date of application) with a balance of at least ZAR 8,500 per month per person (must be stamped or accompanied by a verification letter from the bank) - An undertaking by a South African citizen or permanent resident that he or she will be hosting the applicant and accepting responsibility for the costs related to the maintenance and removal/deportation of the applicant from the RSA. ➤ In case the South African Citizen or Permanent Resident is a MINOR, then financial assurance is NOT required. Alternatively, proof of sufficient funds to cover the living expenses must be provided by the adult joining the minor in RSA in form of:- ❖ Applicant's latest three (3) months banks statement (not older than 7 days before the date of application). ONLY bank statements issued by a bank "in the UAE" are acceptable. The bank statement must be originally stamped by the bank and must have a sufficient balance to cover living expenses in RSA. ❖ Original bank statements received by post OR printed copies from online internet banking must be originally stamped by the bank to be accepted.		
8.	Medical Report - 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. - Medical result must be submitted along with the prescribed form (if available). Shall not be older than six months at the time of its submission.		
9.	Air Ticket - Proof of Air tickets (provisional or confirmed). One way ticket is accepted. - Proof of Domestic flight/s is also required, if the applicant is travelling from one city to another.		
10.	Police Clearance Certificate - Must be issued by the police or security authority in each country where the applicant resided for 12 months or longer in the last 5 years after attaining the age of 18 years old, including country of citizenship in respect of criminal records or the character of that applicant. - The ORIGINAL Police Certificate is compulsory except the UAE Police Clearance. Shall not be older than six months at the time of its submission or as per validity indicated in the report.		

11.	Proof of Accommodation - A copy of Property Ownership, Lease of contract or hotel bookings, etc. - If staying with a family/relative/friend/colleague, a copy of the following from the SA host are required: a) Invitation letter (typed and signed). The letter must be dated not more than a month from the date of application. The physical address and contact details of the host must be indicated in the letter. ❖ If the host is a South African, a copy of South African passport or ID book is required. ❖ If the host is NOT a South African, a copy of passport and permanent residence (PR) certificate or visa/permit are required. b) Up to date three (3) months bank statement of the South African host stamped by the Bank with a minimum balance of not less than ZAR 3,000. c) Proof of address of the South African host (e.g. Utility bills, Lease of Contract, Tax invoice, etc. - showing the same address as indicated in the invitation letter)		
12.	Yellow fever certificate - A yellow fever certificate is required if the applicant has been in a yellow fever zone in the past one year, and if the applicant is transiting for more than 12 hours through a yellow fever endemic zone. - Applicants who does not have a Yellow Fever vaccination certificate and had recent travels or traveled (as above) to yellow fever zones MUST administer the vaccine at least 10 days before traveling to South Africa. - Applicants who are traveling straight/directly to South Africa from Dubai and has NOT been in a Yellow fever zone in the past one year are NO longer required to fulfill/submit a yellow fever certificate for visa purpose and when traveling to SA. - Applicants who are citizens of the countries which fall under yellow fever zone MUST submit a copy of yellow fever certificate “irrespective” if they have travelled or not to the yellow fever zone areas in the past one year or so.		
13.	Passport / UAE Residence Visa / Previous South African Visa / Entry & Exit Stamps in SA - The ORIGINAL and COPY of PASSPORT with the UAE residence visa must be submitted at the time of application. - Passport MUST be valid at least a year (1) or so at the time of application. Issuance of visa could NOT exceed passport expiration. Therefore, it is ideal that your passport is valid for the full duration you intend to stay in SA. - Non-machine readable and manually extended passports are NOT acceptable. - The passport must be valid for not less than 30 days from the date of departure from South Africa. - It is COMPULSORY to have at least 2 blank visa pages (one to endorse/stamp the visa and the other one for entry/exit stamps). - Damaged/torn out passports will strictly NOT be accepted. <u>UAE residence visa</u> - Copy of valid UAE Residence visa. - The UAE Residence permit must be issued at least 6 months and above at the time of submission. <u>South African Visa and Entry/Exit stamps</u> - Photocopies of previous South African Visa/s (if any) MUST be submitted. - Copies of passport pages wherein there is an entry and exit stamp of South Africa.		

IMPORTANT NOTES:

Please **NOTE** that submitting **INCOMPLETE/INCORRECT** documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to **IMMEDIATE REJECTION** of the application by the Consulate.

- Relative's Visa allows applicant to receive a temporary residency in South Africa. Applicants who intend to reside in South Africa and migrate to South Africa are only eligible for this visa category. This visa category does not serve the applicants who intent to visit their family members in South Africa for Short Term.
- The application **MUST** be submitted at least **3 MONTHS** prior to the date of intended travel to South Africa.
- Processing time takes **8 to 12 WEEKS** to finalize the application.
- The Consulate reserves the right to request additional documents to substantiate the application.**
- Dependent children of school-going age (**5 years or more**) must apply for a **study visa**.
- Status / progress reports are not provided during the above-mentioned processing period.**
- NO URGENT visa request will be considered. NO “express service” for processing visa applications is available – complete applications are adjudicated on a “First-In-First-Out” basis.**
- As of **23 November 2015** **“ONLY”** machine readable passports will be accepted. Manually extended passports are no longer acceptable.
- Permit applications must be applied **“In-person”** by the applicant **ONLY** (except for minors under 18 years old and elders above 65 years old).

- VFS South Africa Visa Application Centre will only accept / process complete visa applications – it is the responsibility of the applicant to ensure that he or she submits a complete application.
- Applicant may submit or request to keep their passport with them until the application is finalized. And if so, you may then collect your passport the **following/next working day** at VFS after verification process at the Consulate is done.

For collection of passports:

Original receipt if being collected directly by the applicant	Between 15:00 to 17:00
Emirates ID card, Original receipt and authorization letter if being collected by a representative	

Remarks:

I hereby declare that the above statement is true and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

Applicant's Signature: _____

VFS Officer Signature : _____

Date: _____