

VISITORS VISA FOR PERIOD LONGER THAN THREE MONTHS IN RESPECT OF:

- **VOLUNTEER;**
- **RESEARCH;**
- **SABATICAL;**
- **SPOUSE OR DEPENDANT CHILD of holder of visitors visa, study visa, treaty visa, business visa, medical visa, relatives visa, work visa, retired visa or exchange visa;**
- **TEACHER AT INTERNATIONAL SCHOOL;**
- **PERSON INVOLVED IN THE PRODUCTION OF A FILM OR ADVERTISEMENT IN REPUBLIC;**
- **FOREIGN JOURNALIST SECONDED TO RSA;**
- **VISITING PROFESSOR OR LECTURER;**
- **AN ARTIST WHO WISHES TO WRITE, PAINT OR SCULPT** (shall be work conducted for a foreign employer pursuant to a contract which partially required conducting of certain activities in the Republic);
- **PERSON INVOLVED IN ENTERTAINMENT INDUSTRY** travelling through the Republic to perform;
- **TOUR LEADER OR HOST OF SUCH A TOUR;** and
- **A RELIGIOUS LEADER OF A RECOGNISED RELIGIOUS ORGANISATION OR DENOMINATION**

The following information is required:

1. Application to be submitted in person by the applicant;
2. A duly completed and personally signed visa application form ([DHA-1738](#));
3. 1 recent EU photo;
4. Passport valid for no less than 30 days after the expiry of the intended visit and containing at least 3 unused pages;
5. Payment of the prescribed fee (if applicable) EURO 33 in cash or bank transfer;
6. Yellow fever vaccination certificate, if the person traveled or intends traveling from or through a yellow fever endemic area: Provided that the certificate shall not be required where that person traveled or intends traveling in direct transit through such area or where an application is made in the Republic;
7. Proof of financial means to sustain person in the RSA by means of certified bank statements for the last three (3) months (minimum amount of R3000 to be available);
8. In case of sojourn not exceeding 12 months, submission of proof of a valid return air ticket;
9. Police clearance certificate in respect of person 18 years and older from each country where applicant has resided for period longer than 12 months (to be officially translated in one of the official languages of the RSA);
10. [Medical](#) and [Radiological](#) reports;
11. A letter from the organization where the service/research/sabbatical will be rendered, confirming the nature and period of the service;

12. In respect of 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;
 13. In respect of a person involved in the production of a film or advertisement in the Republic by a foreign news agency, documentation confirming such secondment and the duration thereof;
 14. In respect of foreign journalist seconded to the Republic by a foreign news agency, documentation confirming such secondment and the duration thereof;
 15. In respect of a visiting professor or lecturer, an invitation from the host in the Republic;
 16. In respect of artists who wish to write, paint or sculpt, documentation confirming the activity to be undertaking and the duration thereof and proof that the work shall be conducted for a foreign employer pursuant to a contract which partially requires conducting of certain activities in the Republic and relates to i.e. an artist who wishes to write (proof of previous work to be submitted);
 17. In respect of a person involved in the entertainment industry who would be travelling through the Republic to perform, confirmation thereof by the host in the Republic;
 18. 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;
 19. 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.
- A letter of confirmation In respect of **voluntary or charitable activities** (applicants must be over the age of 18), a signed and dated letter on the letterhead of the South African charity / non-profit organisation (NPO) confirming:
 - i. a brief overview of the South African organisation: its target group, aims, values, etc.;
 - ii. the NPO registration number of the South African organisation;
 - iii. details of the starting and ending dates of the intended voluntary or charitable activities;
 - iv. a detailed explanation of the tasks / activities to be performed by the volunteer;
 - v. 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;
 - vi. details pertaining to the accommodation of the volunteer;
 - vii. should the applicant be engaged in voluntary or charitable activities 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;
 - viii. 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; and
 - ix. that it is not a paid post (applicable to Volunteers).
 - x. A copy of the identity document of the person signing the letter of organization in South Africa must be included

20. Birth certificate of children under the age of 18 must be submitted with application to proof parenthood.

Take note: Where parents are travelling with a child under the age of 18 years, such parents must produce an unabridged birth certificate of the child reflecting the particulars of the parents of the child. In case of one parent travelling with a child, he or she must produce an unabridged birth certificate and –

- i) Consent in the form of an affidavit from the other parent registered as a parent on the birth certificate of the child authorising him or her to enter into or depart from the Republic with the child he or she is travelling with;
- ii) A court order granting full 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; or
- iii) Where applicable, a death certificate of the other parent registered as a parent of the child on the birth certificate;

Provided the Director General of Home Affairs may, where the parents of the child are both deceased and the child is travelling with a relative or another person related to him or her or his or her parents, approve such a person to enter into or depart from the Republic with such a child.

Where a person is travelling with a child who is not his or her biological child, he or she must produce –

- i) A copy of the unabridged birth certificate of the child;
 - ii) An affidavit from the parents or legal guardian of the child confirming that he or she has permission to travel with the child;
 - iii) Copies of the identity documents or passports of the parents or legal guardian of the child; and
 - iv) The contact details of the parents or legal guardian of the child
- Provided the Director General of Home Affairs may, where the parents of the child are both deceased and the child is travelling with a relative or another person related to him or her or his or her parents, approve such a person to enter into or depart from the Republic with such a child.*

Any unaccompanied minor shall produce to the immigration officer –

- i) Proof of consent from one of or both his or her parents or legal guardian, as the case may be, in the form of a letter or affidavit for the child to travel into or depart from the Republic: Provided that in the case where one parent provides proof of consent, that parent must also provide a copy of a court order issued to him or her in terms of which he or she has been granted full parental responsibilities and rights in respect of the child;
- ii) A letter from the person who is to receive the child in the Republic, containing his or her residential address and contact details in the Republic where the child will be residing;
- iii) A copy of the identity document or valid passport and visa or permanent residence permit of the person who is to receive the child in the Republic; and
- iv) The contact details of the parents or legal guardian of the child.

21. Any additional documents/information (if applicable) as required by the Mission e.g. proof of accommodation, valid residence permit, confirmation of Civil Service from Austrian Authorities, including copy of ID or residence permit from host in South Africa, etc.

**BANK CONNECTION: BANK AUSTRIA CREDITANSTALT ACC. NO: 0027-21603/03
BLZ 12000
IBAN: AT51120000272160303 SWIFT CODE: BKAUATWW**

For further information please contact the Consular Section:

Tel: +43 1 320 64 93 ext 19, 20

Fax: +43 1 320 08 14

Email: vienna.consular@dirco.gov.za

Consular hours: Monday – Friday 08:30 – 12:00 and telephone enquiries until 16:30

Website: www.suedafrika-botschaft.at

South African Embassy, Consular Section, Sandgasse 33, 1190 Vienna, Austria