

South African Embassy/Visa Section  
A-1190 Vienna/Austria, Sandgasse 33  
Phone: \*\*43-1-3206493-19/20, Fax: \*\*43-1-320 0814  
Public office hours: Mo – Fr 08:30 – 12:00  
[www.southafrica-embassy.at](http://www.southafrica-embassy.at)  
Email: [vienna.consular@dirco.gov.za](mailto:vienna.consular@dirco.gov.za)

**IMPORTANT INFORMATION ON OBTAINING A VISITOR'S VISA FOR THE RSA**  
**(FOR A VISIT NOT LONGER THAN 3 MONTHS)**

You are requested to read these instructions before you complete the application form. IMPORTANT: Failure to duly complete the visa application form may cause delay in the consideration of a visa and can result in refusal. No fixed travel arrangements must be made prior to the issuing of the visa and five (5) – 10 working days must be allowed for the processing thereof.

ALL DOCUMENTS SUBMITTED MUST BE IN ENGLISH OR OFFICALLY TRANSLATED INTO ONE OF THE OFFICIAL LANGAUGES OF THE REPUBLIC OF SOUTH AFRICA

**The following documents to be submitted when applying for a visitor's visa**

1. Application to be submitted in person by the applicant
2. A duly completed and personally signed visa application form (DHA-84)
3. 2 recent EU passport photos
4. Original machine readable passport valid for no less than 30 days after expiry of the intended visit and containing at least three (3) blank pages for endorsements. (A COPY OF PASSPORT HAS TO BE INCLUDED IN THE APPLICATION)
5. Payment of the prescribed fee (if applicable) EURO 33 in cash or via bank transfer (visa fees are not levied for diplomatic and official passport holders)
6. Yellow fever vaccination certificate, if that person travelled or intends traveling from or through a yellow fever endemic area: Provided that the certificate shall not be required where that person travelled or intends traveling in direct transit through such area or where an application is made in the Republic;
7. Proof of financial means (minimum of R3000 available) in the form of either
  - Recently bank certified statements for last 3 months (copy of credit card or salary advice is not acceptable), or
  - Travellers cheques (minimum of R3000 available), or
  - undertaking(s) by the host(s) in the RSA that he/she will be hosting the applicant and accepting responsibility for the costs related to the

maintenance and removal of the applicant from the Republic, (with copy of Identity Document/SA passport or residence permit together with copy of salary advice or bank statement )

8. Applicants traveling by air must be in possession of a return or onward ticket (provisional booking)
9. Statement and/or documentation detailing the purpose and duration of the visit e.g. for holiday, sport, conferences, business etc.
10. Where the application is for the attendance of an activity or event, include a letter from the organization 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.
11. Invitation from SA citizen/resident with copy of ID or residence permit/ or Hotel accommodation
12. 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.

13. Additional document/information could further be required by the Mission if applicable i.e. medical cover, copy of residence permit for Austria (Aufenthaltstitel), etc.

14. Should a multiple entry visa be required a signed motivation must be included in the application.

**BANK CONNECTION: BANK AUSTRIA (BLZ 12000)**

**ACC. NO: 0027-21603/03**

**IBAN: AT5112 00000 272160303**

**SWIFT CODE: BKAUATWW**