

List of supporting documents to be presented by applicants for short stay visas in South Africa

I. GENERAL REQUIRED DOCUMENTS TO BE SUBMITTED BY MINORS

- 1.1 The minor's birth certificate.
- 1.2 Certified copies of ID/passport of both parents.
- 1.3 If the child is traveling alone: certified parental consent by both parents.
- 1.4 If the child travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents must be presented.

II. SPECIFIC REQUIREMENTS LINKED TO THE PURPOSE OF TRAVEL:

A. Tourism/Business/Study

1. Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the Schengen area.
2. Proof of sufficient means of subsistence during the intended stay: bank statement for the past three months, unless all the expenses are covered by the employer or the host. Rather than cross reference – this entry has been repeated in C.
3. Proof of accommodation for the duration of the intended stay. In the case accommodation costs are covered by another entity, these needs to be clearly stated in the invitation letter.
 - 3 a. Persons travelling for the purpose of business or study: invitation or enrollment letter.
 - 3.b If applicant is staying with a relative or friend, invitation letter mentioning this fact is requested. Invitation letter clearly identifying the host and the invitee (name, address, birthdate, official identification number, occupation and permanent residence); the purpose of the visit; length of stay and accommodation status (where will the invitee stay and who pays for it). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form.
 - 3.c In case of a pre-paid tour, details of the tour with a proof of payment to the tour operator should be provided.
4. Proof of employment: a letter from company stating monthly wages, continuing employment after period of leave and duration of vacation etc.
 - 4.a In the case of self-employment a certification from SA Companies and Intellectual Property Commission or SA Revenue Service is required.

- 4.b In the case of students: Letter from school/college/university in South Africa certifying the student status of the applicant.
- 5. **Non-South African nationals:** the South African residence permit or temporary residence permit is needed. The temporary residence permit must exceed the planned stay in the territory of the Schengen states with at least three months. In the case where the applicant may not be returning to South Africa but go either to their country of origin or another third country, a reasonable proof of their intention is needed e.g. work contract in the new destination, or proof of enrolment in university/school or a rental agreement.

B Transit

If a person intends to enter the territory of a Member State, however short the stay will be (including change of airport, going from airport to train or bus station or even change terminals when that entails entering Schengen territory), s/he must apply for a short stay visa.

- C. **Attending specific events:** such as conferences, workshops, short term studies and research, official meetings, cultural and sports events, exhibitions, fairs, training, etc.
 - 1. Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the Schengen area.
 - 2. Proof of sufficient means of subsistence during the intended stay: bank statement for the past three months, unless all the expenses are covered by the employer or the host
 - 3. For persons attending sports events, exhibitions and fairs: presentation of a document proving the participation of the applicant in the event. For other events, an invitation from the host or a company in the Member State of destination is needed. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant.
 - 3.a For participation in conferences: a proof of registration and payment.
 - 3.b For official visits, a *note verbale* from the Department of International Relations and Cooperation or any other relevant South African Ministerial Department is required.
 - 4. In case the expenses are covered by the host and/or by the employer this needs to be clearly established in the invitation letter or *note verbale* as appropriated.

D. Airport transit

Proof of entry permit for the country of final destination.