**REPUBLIC OF SOUTH AFRICA: GENERAL ADMINISTRATIVE ISSUES**

Foreigners subject to South African visa control who wish to visit the RSA for holiday, business or transit purposes must be in possession of valid and acceptable passports/travel documents and visas. Visas must be obtained at the South African Missions abroad prior to travel to South Africa.

Consular Section is opened for public *Monday – Friday, 09.00 – 12.30*

The processing period for visas may vary from one case to another and is therefore not guaranteed for all applications. This time — 5-10 working days — serves as an approximate guide only in cases where the documentation meets all the prescribed requirements.

Processing time begins on the next working day after our office receives a complete application. “Working days” are days when the Immigration Section is open for business. Weekends and statutory holidays are not “working days” and should therefore not be counted when calculating processing times.

Visas may be issued well in advance of the intended travel dates. You may apply for a visa as far as 1 to 2 months in advance of your travel plans.

Apply early to avoid delays.

Visa application form (DHA-84) must be completed **in English** and **in black ink only**.

**All documentation accompanying the application must be in English or translated into English by a sworn translator and certified at the Public Notary.**

**Please note that applications must be submitted in person only.** Citizens of Kyrgyzstan, Tajikistan and Turkmenistan may submit visa applications through the third person (notarised power of attorney is required), but not by postal/courier services.

NB: From 24 November 2015 non-Machine readable passports are no longer accepted for travelling purposes to and from South Africa.

Additional documentation to prove the bona fides of the visit such as proof of registration of the company may be requested.

**Authorization to work Section 11(2)**

For work related activities to be performed in the Republic the “Authorization to work” shall be applied for: Authorization to work i.t.o. Section 11(2) of the Immigration Act No. 13, 2002 as amended for the period of stay not exceeding 90 days:

The visitors going to South Africa with the purpose of conducting of certain work related activities in the Republic should apply for a visitor’s visa: Authorization to work i.t.o. Section 11(2) of the Immigration Act No. 13, 2002, as amended.

These certain activities in the Republic relate, but not limited to –

* in respect of films and advertisements produced in South Africa, including, but not limited to, an actor, cameraman, hairstylist, make-up artist or lighting and sound engineer;
* a foreign journalist;
* a person involved in the entertainment industry, travelling through the Republic to perform i.e. ballet dancer, circus performer, singer, model (photo and catwalk).

Please be informed that a letter of invitation from South Africa shall reflect the request “to issue Authorization to work on visitor’s visa i.t.o. Section 11(2) of the Immigration Act”.

The Letter shall provide the answers on all questions below:

1. purpose or necessity of the work;
2. nature of the work;
3. qualification and skills required for the work;
4. duration of the work;
5. place of work;
6. duration of the visit;
7. proof of remuneration or stipend that the foreigner will receive from the employer;
8. identity and contact details of the prospective employer or relevant contact person from the host institution in the form of a certified copy of South African Identity document.

Please note that “qualification and skills required for work” shall be proved by submission of copies of relevant diplomas (Certified copy of diploma shall be accompanied by translation into English language).

A duly completed visa application form (DHA-84) in English, personally signed by the applicant.

Two coloured recent passport type photographs with white background (3.5x4.5 in size) attached to the left upper corner of application form.

A valid passport which must be valid for no less than 30 days after the expiry date of the intended duration of stay in the RSA.

Two pages of the passport must be blank in order to affix the visa and for entry/departure endorsements.

Copy of passport: page with photograph.

Proof of status in Kazakhstan (Kyrgyzstan, Tajikistan, Turkmenistan) for foreigners: work visa and work permit or residence permit (certified copy + translation certified by Public Notary).

Confirmation of employment in original reflecting salary details, occupied position, the purpose and duration of the visit. If travel expenses are covered by the company it should be indicated in the letter.

Proof of sufficient financial means: bank or credit card statements for the last 3 months reflecting: bank account holder's name, currency of the account, money transactions and balance of account (saving accounts are not accepted).

The profile of the company may be requested.

Proof of flight itinerary (booking of air ticket). The Consular Section strongly advises not to buy tickets before the decision is made on the visa application.

In case of double/multiple entries to the RSA confirmation of each entry by air tickets booking or land transport booking or car booking.

Proof of hotel booking for the entire period of a visit to the Republic.

For married couples travelling together: certified copy of the marriage certificate + translation must be certified at the Public Notary

For students and pupils – reference from the school or university, confirming the agreement of the absence in case when trip to South Africa does not coincide with official vacations.

For minors: birth certificate and consent if not accompanied by parents: certified copies + translation must be certified at the Public Notary. **Note: even if a child has own passport you have to have 2 (two) copies of birth certificate with a translation by Public Notary. One copy you will need to submit at the Embassy and the second one you will need for passport control in South Africa.**

For individual entrepreneurs: certified copy of certificate + translation must be certified at the Public Notary

Vaccination certificate (yellow fever): is required if the applicants are entering South Africa from the countries falling within the Yellow Fever Belt.

Non-refundable visa processing fee 10970 tenge.

Payment of the above-mentioned application fee should be paid after submitting the application.

**Bank details:**

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| **Beneficiary name** | South African Embassy in Kazakhstan |
| **Bank name** | JSC «First Heartland Jýsan Bank” |
| **Address** | 62a Kosmonavtov Street, 7th floor, Astana. |
| **BIN** | 040150020673 |
| **BIC** | TSESKZKA |
| **Iban Number** | KZ55998BTB0000487976 |
| **Currency** | KZT |
| **Code of payment purpose** | 859 |
| **Code of Beneficiary:** | 21 |

Please take note that under no circumstances will the Department of Home Affairs refund any person under any given reason for services already paid for or rendered.

Please note passport with visa may be collected personally, by representative or by courier service (Without power of attorney).

It is your responsibility to check your visa for data information, duration of stay, number of entries and visa expiry date while collecting your passport.

As some applicants are coming from outside Astana, you are kindly urged to make sure that you have all the required documents before travelling to Astana.