

(DHA-1739) Form 10



**DEPARTMENT OF HOME AFFAIRS
REPUBLIC OF SOUTH AFRICA**

APPLICATION FOR RENEWAL OF EXISTING VISA

[Section 10(7); Regulation 9(9)]

For official use only	Track & Trace Ref No:	BLOK:
Office of application	File No:	
Date received:	Date forwarded to Head Office:	
Submission quality checked by: _____	Date received at Head Office: _____	Remarks:
Passport checked and returned by Date: Persal number:	Decision Date:..... Persal number:	
Receipt no for fee paid		

Conditions of visa / reason(s) for refusal:

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IMPORTANT:

An application for the renewal of a visa must be submitted in person at least 60 days prior to the expiry date of the existing visa.

PARTICULARS OF APPLICANT:

Surname/Family name:		First name(s):	Date of birth:
Residential address in the Republic:		
		
		
Telephone No.:			
Home Telephone No.			
Cellphone No.:			
E-mail address:			

PASSPORT DETAILS:

Passport number:	Issuing country:
Date of issue:	Valid until:
If you have any other identity document issued by your government, provide details:	
Type of document:	Number:
Date of issue:	Expiry date:

DETAILS OF ORIGINAL VISA, AS ISSUED TO YOU PRIOR TO OR ON ARRIVAL IN SOUTH AFRICA:

Date of entry:	Visa No:	Type of visa
Place of entry:	Date of expiry:	
Purpose of entry:		

DETAILS OF ANY SUBSEQUENT VISA ISSUED TO YOU, OR THE MOST RECENT RENEWAL THEREOF:

Type of visa:	Issued at:
Date of issue/renewal:	Date of expiry:

A visa is required until (date) for purposes of
 (state reason(s) for request).

The relevant documents in support of your application for the renewal of an existing visa must be attached.

DECLARATION BY APPLICANT

I acknowledge that I understand the content of this application and solemnly declare that the above particulars provided by me are true and correct.

.....
 Signature of applicant

Signed at on this day of 20.....

THE FOLLOWING DOCUMENTS MUST ACCOMPANY AN APPLICATION FOR THE RENEWAL OF AN EXISTING VISA

In respect of the renewal of a port of entry visa

	Attached	
	Yes	No
Valid passport which expires in no less than 30 days after expiry of the intended date of departure from the Republic.		
Proof of sufficient financial means.		
A valid return air flight ticket or proof of reservation thereof		
Where the applicant is attending an activity or event, a letter from the organisation under whose control the activity or event is taking place		

In respect of the renewal of a visitor's visa for a period not exceeding three months

	Attached	
	Yes	No
Valid passport which expires in no less than 30 days after expiry of the intended date of departure from the Republic		
A statement or documentation detailing the purpose and duration of the visit		
A valid return air flight ticket or proof of reservation thereof.		
Proof of sufficient financial means		

In respect of the renewal of a visitor's visa for a period exceeding three months

	Attached	
	Yes	No
Valid passport which expires in no less than 30 days after expiry of the intended date of departure from the Republic		
A medical report.		
A radiological report.		
Proof of a valid air flight ticket or proof of reservation thereof.		
Proof of sufficient financial means.		
A South African Police Clearance certificate where the applicant has been resident in the Republic for 12 months and longer		

	Attached	
	Yes	No
In respect of an application by a person who is the spouse or dependent child of the holder of a visa issued in terms of section 11, 13, 14, 15, 17, 18, 19, 20 or 22 of the Act, a certified copy of such holder's visa and a written undertaking of financial responsibility for the applicant.		
In respect a 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.		
In respect of a person involved in the production of a film or advertisement in the Republic, documentation confirming such production and the duration thereof.		
In respect of a foreign journalist seconded to the Republic by a foreign news agency, documentation confirming such secondment and the duration thereof.		
In respect of a visiting professor or lecturer, an invitation from the host in the Republic.		
In respect of artists who wish to write, paint or sculpt, a portfolio of his or her previous work.		
In respect of a person involved in the entertainment industry who are travelling through the Republic to perform, confirmation thereof by the host in The Republic.		
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.		
In respect of a foreigner who is required to stay in the Republic in order to testify as a state witness in a criminal court case, a written request signed by the Deputy Director of Public Prosecutions.		

In respect of the renewal of a study visa:

An official letter from the Registrar or Principal of the learning institution confirming that the applicant is required to extend his or her period of study and the duration of such study.
An undertaking by the Registrar or Principal of the learning institution to <ul style="list-style-type: none"> (a) In the event of failure to register by the closing date, provide the Director-General with a notification of failure to register within 7 days of the closing date of registration; (b) within 30 days, notify the Director-General that the applicant is no longer registered with such institution; and (c) within 30 days, notify the Director-General when the student has completed his or her studies.
In the case of a minor (i.e. a person under 18): <ul style="list-style-type: none"> (a) proof of physical address –and contact number of the adult person residing in the Republic, who is acting or has accepted to act as such learner’s guardian, including a confirmatory letter from that guardian; and (b) proof of consent for the intended stay from both parents or, where applicable, from the parent or legal guardian, who has been issued with a court order granting full or specific parental responsibilities and rights or legal guardianship of the learner.
In the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking from such foreign state to pay for the departure of the applicant.
Proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998 (Act No 131 of 1998).
an undertaking by the parents or legal guardian that the learner will have medical cover for the full duration of the period of study
Proof of sufficient financial means.

In respect of the renewal of a treaty visa:

	Attached	
	Yes	No
A letter from the organ of state which is party to the treaty attesting to— (a) the nature of the programme; (b) continued participation of the foreigner in the programme; and (c) the type of activities the foreigner is expected to continue to perform and the duration thereof. (d) accommodation of the foreigner; and (e) any other relevant details pertaining to the foreigner's stay in the Republic.		
A written undertaking by the sending or receiving organ of state accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary.		

In respect of the renewal of a business visa

	Attached	
	Yes	No
A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that— (a) the original cash investment into the book value of the business is still so invested; (b) a letter of confirmation from the Department of Labour that at least 60% of the total staff compliment employed in the operations of the business are citizens or permanent residents employed permanently in various positions.		

	Attached	
	Yes	No
(a) Tax clearance certificate issued by the South African Revenue Service from the date on which the business became operational;		
(b) Proof of contributions made to the Unemployment Insurance Fund;		
(c) Proof of contributions made to the Compensation Fund for Occupational Injuries and Diseases;		
(d) Proof of registration with Companies and Intellectual Properties Commission (CIPC); and		
(e) Proof of registration with the professional body, board or council recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act.		
A letter of recommendation from the Department of Trade and Industry regarding-		
(a) the continued feasibility of the business; and		
(b) the contribution to the national interest of the Republic		
Financial statement in respect of the preceding financial year		
A letter of confirmation from the Department of Labour that 60% of the staff compliment employed in the operations of the business are still South African citizens or permanent residents who are employed permanently		

In respect of the renewal of a medical treatment visa:

	Attached	
	Yes	No
A letter from the applicant's registered medical practitioner or medical institution within the Republic, confirming-		
(a) That space is still available at the medical institution for the continued treatment of the applicant;		
(b) The estimated costs of the continued treatment; and		
(c) The treatment schedule and period and details of the continued treatment in the Republic.		

	Attached	
	Yes	No
Details of, and confirmation by, the person or institution responsible for the medical expenses and hospital fees: Provided that in the case where a applicant's medical scheme or employer is not liable for expenses incurred, proof of financial means to cover medical costs.		
The particulars of the persons accompanying the applicant		
A valid return air flight ticket, where applicable		
Proof of sufficient financial means or provision for the costs indirectly related to the treatment.		

In respect of the renewal of a relative's visa:

	Attached	
	Yes	No
Proof of kinship, within the second step, between the applicant and the citizen or permanent resident in the form of an unabridged birth certificate.		
The financial assurance per month, per person, as determined from time to time by the Minister by notice in the <i>Gazette</i> , to be proven by means of a current salary advice or a certified bank statement not older than three months at the time of application: Provided that the financial assurance shall not be required where the South African citizen or permanent resident is a dependent child.		
Police clearance		

In respect of the renewal of a general work visa:

	Attached	
	Yes	No
A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary.		

	Attached	
	Yes	No
A written undertaking by the employer to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment		
A certificate by the Department of Labour confirming that- (a) The applicant continues to be employed in line with the labour standards; (b) A contract of employment stipulating the conditions of employment and signed by both the employer and the applicant; and (c) Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC).		
An undertaking by the employer to inform the Director-General should the applicant not comply with the Act, or is no longer in the employ of such employer, or is employed in a different capacity or role.		
If required by law, proof of registration with the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act		

In respect of the renewal of a critical skills work visa:

	Attached	
	Yes	No
A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary		
A written undertaking by the employer to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment		
A copy of the existing critical skills visa as proof that the applicant still falls within the critical skills category.		
If required by law, proof of registration with the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act		

In respect of the renewal of a retired person visa:

	Attached	
	Yes	No
Proof of payment to the applicant from a pension fund or an irrevocable retirement annuity or a net worth or a combination of assets realising the minimum amount per month as determined from time to time by the Minister by notice in the Gazette.		