

## DUBAI DOCUMENT CHECKLIST FOR A TOURIST VISA

### 1. Visa application form

Completed Visa application Form (DHA-84) Form 11 in BLACK ink only.

### 2. Two recent colored photograph

- Must be a clear copy, high-resolution, white background and not older than 6 months
- Passport size : 4.5cm×3.5cm in width
- Close up of your head and top of your shoulder so that the face takes 80% of the photograph

### 3. No-objection letter (NOC) from employer or sponsor

- The letter from the UAE Company must be original. (E- signature will NOT be accepted)
- The letter must confirm the travel dates (Start and End date), exact purpose of travel and financial undertaking.
- It must be originally signed (with the signatory name and designation) and stamped
- The date on the letter must not be more than a month at the time of submission of application.
- It must have the company's full contact details (i.e. physical address and telephone/fax numbers, email/website).
- If the applicant is the owner or partner of the company, additional to the NOC a copy of the trade license is required.

### Applicants under the sponsorship of a husband/father/mother/wife/employer visa\*\*\*

- Typed and originally signed Sponsorship letter (issued by the sponsor\*\*\*, it must confirm the travel dates, exact purpose of travel, relationship, details of the applicant, and financial undertaking). Sponsor's residential address in the UAE and contacts details must be indicated in the letter.
- The financial undertaking from the sponsor is required, ONLY IF, the applicant itself could not provide his/her personal bank statement (e.g. minor, unemployed, student, housemaid, etc.). All bank statements must be originally stamped by the bank.
- Passport and UAE visa copy of the sponsor.

**For applicants MARRIED to a SOUTH AFRICAN, the following additional documents are required**

- Copy of Marriage certificate
- Copy of South African ID or South African passport of the spouse

**4. Unabridged birth certificate for all MINORS (below the age of 18) / AFFIDAVIT OR PARENTAL CONSENT**

For minors travelling with both the parents, the following documents are required:

- Original child's birth certificate to be presented at the time of the submission. However only a copy is required to be attached to the visa application.
- Copy of parent's passport and UAE residency.

**UNACCOMPANIED MINOR / TRAVELLING WITH ONE PARENT or BOTH PARENTS ARE NOT TRAVELLING WITH THE MINOR**

- A completed and signed "AFFIDAVIT FORM or Parental Consent" is required. Either both parents or the parent giving the consent for the child to travel must visit the South African Consulate to sign the affidavit/parental consent in front of the Commissioner of Oath or Immigration Official and/or have it signed at a Notary and stamped.
- Certified true copy of the parent/s (parent giving consent) passport/s.
- Original child's birth certificate to be presented at the time of the submission. However only a copy is required to be attached to the visa application.
- The affidavit or parental consent form can be collected and completed at the Consulate. This service is available from Sunday to Thursday / 08h30 to 12h30. No appointment required.

**5. Air Ticket**

- Proof of Air tickets (provisional or confirmed).
- Proof of Domestic flight/s is also required, if the applicant is travelling from one city to another.

**6. Accommodation**

- Proof of hotel booking (provisional or confirmed).

If staying with a family/relative/friend/colleague, a copy of the following from the SA host are required.

a) Invitation letter (typed and signed). The letter must be dated not more than a month from the date of application. The physical address and contact details of the host must be indicated in the letter.

- If the host is a South African, a copy of South African passport or ID book is required.
- If the host is NOT a South African, a copy of passport and permanent residence (PR) certificate or visa/permit are required.

b) Up to date three (3) months bank statement of the South African host stamped by the Bank with a minimum balance of not less than **ZAR 3,000**.

c) Proof of address of the South African host (e.g. Utility bills, Lease of Contract, Tax invoice, etc. - showing the same address as indicated in the invitation letter)

- For parents and siblings visiting their son/daughter/siblings in South Africa, and will be staying with them whilst in South Africa, the following additional documents are required:
  - Copy of the son/daughter/sibling's full/unabridged birth certificate
  - Copy of son/daughter/sibling's passport
  - Copy of visa/permit or permanent residence (PR) certificate they hold.

## 7. Medical Cover / Travel Insurance

- Copy of the insurance card.
- Copy of the insurance policy or letter of certification from the service provider for the "Proof of Coverage"
- The insurance coverage/geographical scope must indicate that the insurance covers "WORLDWIDE" or including South Africa)

If a medical Insurance (as above) could not be provided, "**TRAVEL INSURANCE**" could be submitted instead.

## 8. Proof of financial means / Bank Statements

- Applicant's up to date three (3) months banks statement. ONLY bank statements issued by a bank "in the UAE" are acceptable. The bank statement must be originally stamped by the bank and must have a minimum balance of not less than AED 3000.

- Original bank statements received by post OR printed copies from online internet banking (which must be originally stamped by the bank) will be accepted.

Should the applicant submit the bank statement of the company, the following additional documents are required:

- a) Letter from the company/sponsor which states that the company has no objection to use the bank account/statement by the applicant, to cover his/her travel expenses in South Africa. The letter must be signed by ALL partners/owners of the company (as shown in the trade license).
- b) Copy of Trade License.
- c) Copy of ALL partners/owners passport and UAE visa page.
- d) 3 months up to date bank statement of the company (originally stamped by the bank) with a minimum balance of not less than AED 3000.

#### **9. Yellow fever certificate**

A yellow fever certificate is required if the applicant has been in a yellow fever zone in the past one year, and if the applicant is transiting for more than 12 hours through a yellow fever endemic zone.

Kindly note: For applicants who do not have a Yellow Fever vaccination certificate and who have traveled to yellow fever zones kindly administer the vaccine at least 10 days before traveling to South Africa.

Applicants who are going straight/directly to South Africa from Dubai and has NOT been in a Yellow fever zone in the past one year are “NOT” required fulfill/submit a yellow fever certificate Or any other additional health requirement.

Applicants who are citizens of the countries which fall under yellow fever zone must submit a copy of yellow fever certificate even if they have not traveled to the yellow fever zone in the past on year

#### **10. Passport / UAE Residence Visa /Previous South African Visa/s**

- The original and copy of passport with the UAE residence visa must be submitted.?
- Non-machine readable and manually extended passports are NOT acceptable.?

- The passport must be valid for 30 days or more from the date of departure from South Africa.
- Must have at least 2 blank visa pages (one to endorse/stamp the visa and the other one for entry/exit stamps. This is compulsory.

#### **UAE residence visa**

- Copy of valid UAE Residence visa.
- The UAE Residence permit must be issued at least 3 months and above.
- It must be valid for at least 3 months from the date of return.
- Damaged/torn out passports will NOT be accepted

#### **South African Visa**

Photocopies of previous South African Visa/s (if any) must be submitted.❏

#### **IMPORTANT NOTES:**

- Kindly note that submitting incomplete/incorrect documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to an IMMEDIATE REJECTION of the application by the Consulate.
- All tourist visa applicants, must only submit the application a MONTH or closer to the date of intended travel to South Africa.
- As of 23 November 2015“ONLY” machine readable passports will be accepted. Manually extended passports are no longer acceptable.
- Permit applications must be applied “In-person” by the applicant ONLY (Except for minors under 18 years old and Elders above 65 years old).
- It takes 6 working days to process the visa.
- Original passports cannot be retrieved until the application has been fully processed or completed.
- VFS South Africa Visa Application Centre will only accept / process complete visa applications – it is the responsibility of the applicant to ensure that he or she submits a complete application.
- All long term visa / permit applications must be submitted at the South African Consulate General, Dubai (Sunday to Thursday / 08h30 to 11h30)

- Pilots and cabin crews can withdraw their passports after one (1) working day from the date of submission, directly from VFS visa application center. After the completion of the process, applicant has to visit VFS visa application center to submit the original passport for visa stamping.
- NO URGENT visa request will be considered. For collection of passports:

Original receipt if being collected directly by the applicant	Between 15:00 to 17:00
Emirates ID card, Original receipt and authorization letter if being collected by a representative	

Remarks:

---



---



---



---

I hereby declare that the above statement is true and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

Applicant's Signature: \_\_\_\_\_

VFS Officer Signature : \_\_\_\_\_

Date: \_\_\_\_\_