

# Documents Checklist for Visitor's Visa (Individual Travel)

## 申请旅游访问签证所需材料清单

Submission Date/申请日期: \_\_\_\_\_

Name of Applicant/申请人姓名: \_\_\_\_\_

Passport Number/护照号码: \_\_\_\_\_

**\*Your visa application will be processed and decided by South African Embassy / Consulate General. VAC staffs do not play any part in or influence the outcome of your visa application.**

南非大使馆/总领事馆对您的签证申请作出决定。签证申请中心员工不参与或影响您的的签证申请结果。

<b>*Please note the application will not be acceptable if there are any missing documents as per the checklist. 若申请资料不符合使馆规定，则中心不予受理。</b>					<b>Yes/No 有/没有</b>	
<b>*If you wish to submit the original documents without photocopies, the original documents will not be returned to you. 若只递交原件，未递交复印件，使馆不退还原件。</b>						
Passport or Travel Document 护照或旅行证件 -passport valid for no less than 30 days after the expiry of your intended visit ,and 1 copy of the first page of the passport (on A4 paper) 有效期超过访问后 30 天以上的护照及 1 份护照首页复印件 (A4) 纸 -at least two blank visa pages (one to endorse visa and one for entry stamps) 护照上至少有两页空白页(一页贴签证，一页盖入境章)						
Completed Form (DHA-84) : Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-84 表格: 请用黑色墨水笔用英文完整填写						
Two color passport size photographs with white background 两张彩色白底护照照片						
The prescribed visa fee CNY 220/ Service fee CNY 320 签证费用人民币 220 元/ 服务费人民币 320 元						
<b>Documents required/所需材料</b>		<b>Please</b>	<b>Original</b>	<b>Copy</b>	<b>Remarks</b>	<b>For official use ONLY</b>
<b>ensure that all documents should be properly translated in English if there are any documents provided only in Chinese.</b> 请确保所有的中文材料都翻译成英文。			<b>原件</b>	<b>复印件</b>	<b>备注</b>	<b>官方使用</b>
1	Proof of return flight reservation on letter head paper 带抬头纸的往返机票预订单					
2	Proof of hotel reservation on letterhead 酒店预订证明 (需注明预定单位的地址和电话)					
3	Proof of financial means to cover envisaged living expenses during stay in RSA with balance not less than RMB 30,000 Yuan/person in form of: 提供以下形式的可支付在南非期间所需费用的财力证明, 余额至少为三万元人民币/每人 1) Recent bank statements for 3 months (Salary/Pension account preferable) 最近三个月银行对账单 (如提供工资卡/养老金更好) 2) Bank book or Bank deposit receipt copy 存折或存单复印件					
4	Guarantee letter from employer of applicant (Not applicable to unemployed person) or copy and translation of certificate of retirement if applicable 申请人单位出具的保证函 (无业者无须提供) 或退休证复印件和翻译件					

5	<p>Applicant under 18 years old should provide: 18 岁以下孩子需出具:</p> <p>1) Notarized Birth Certificate 出生证明公证书</p> <p>2) Consent note issued and signed by commissioner of oath/ local authorities should be submitted by parent/s who is/are not travelling with the child. If both are not accompanying the child, details of the accompanying person should also be provided 不同行的父母要提供公证处或权利相当部门签署的同意书;若孩子父母双方都无法陪同, 还需提供授权委托人员的详细信息</p> <p>3) Undertaking letter of expenses 费用承担信</p> <p>4) Copy and translation of ID card/ passport bio-page of parent/s who is/are not travelling with the child 不同行父母的身份证件复印件及翻译件</p>				
6	<p>Overseas travel and Medical insurance 境外旅行医疗保险</p>				
7	<p>A detailed schedule of what they will be doing in RSA 访问期间的详细行程安排</p>				
8	<p>A yellow fever certificate ( If that person traveled or intends travelling from or through a yellow fever area) 如申请人来自或将要前往黄热病地区需出具黄热病疫苗注射证明</p>				
9	<p>Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents: 如果申请人要在其长期工作、居住地所属的领区递交申请, 而护照签发地不属于该领区, 那么申请人需要提供以下材料:</p> <p>1) Recent 3 months' salary bank account statement. 银行最近三个月工资对帐单</p> <p>2) The applicant must submit a verifiable proof that he/she has been employed by the company (includes Company Physical address and Telephone Number) in that particular jurisdiction/That particular area for a period of six (6) to twelve (12) months. 申请人须向递交申请的领区提交在该区域工作至少 6 到 12 个月的单位担保函 (包括单位详细地址及有效电话)</p> <p>3) Notarized Business license with English translation, which is not older than one year at the time of submission. 中方派遣单位营业执照涉外公证件 (出具日期应在提交申请之日的一年之内)</p> <p>4) Copy and translation of Temporary Residence Permit from six (6) to twelve (12) months. 至少 6 到 12 个月的暂住证明复印件及翻译件</p> <p>5) The Applicant must submit a verifiable proof of contribution to Social Security Insurance for a period of six (6) to (12) twelve months. 申请人须提交至少 6 到 12 个月的社保缴纳证明</p>				
<p align="center"><b>Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate</b></p> <p align="center"><b>请注意: 除以上基本材料外, 南非大使馆/领事馆有权要求申请人补交其他相关材料</b></p>					

**Courier Fee (If applicable):** \_\_\_\_\_

快递费用（如需要）

**The applicant has confirmed that s/he has read the guidance above and no other documents to submit and wishes to go ahead with the application. Applicant ensures that the information provided by him/her is true and correct.** 申请者确认已经阅读以上申请指南，确定不再递交其它材料。申请者确认以上提供的信息真实无误。

**Name of Applicants:** \_\_\_\_\_

申请人姓名：

**Signature:** \_\_\_\_\_

签名：

**Name of VAC Staff:** \_\_\_\_\_

签证中心员工姓名：

**Signature:** \_\_\_\_\_

签名：

**\*Representatives/Travel Agency (If applicable)** 代理/旅行社（如需要）

**Name of Representatives:** \_\_\_\_\_

代理人签名：

**Contact Number:** \_\_\_\_\_

联系电话：

**Email Address 邮箱地址:** \_\_\_\_\_