

Documents Checklist for EXCHANGE VISA

申请交换签证所需材料清单

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签证申请结果。

*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。				Yes/No 有/没有	
*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。					
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-1738) : Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-1738 表格：请用黑色墨水笔用英文完整填写					
A full medical certificate, which is not older than six months at the time of submission 体检证明（国际旅行健康检查证明书，出入境检验检疫局出具，报告的出具日期应在提交申请之日的 6 个月内） Radiological report for all applicants 12 year and older, excluding pregnant women 年满 12 的申请人须提供放射线检查报告，不包括孕妇					
Two color passport size photographs with white background 两张彩色白底护照照片					
Police clearance certificates (all applicants 18 years and older) for all countries in which you resided for a period of one year or longer since your 18th birthday including South Africa. Certificates may not be older than six months at the time of submission of the application. 年满 18 岁的申请人须提供 18 岁以后在所有居住满一年以上的国家（包括南非）的无犯罪证明。无犯罪证明的出具日期应在提交申请之日的 6 个月内。					
The prescribed visa fee CNY 220/ Service fee CNY 335 签证费用人民币 220 元/ 服务费人民币 335 元					
Documents required/所需材料		Original 原件	Copy 复印件	Remarks 备注	For official use ONLY 官方使用
Please ensure that all documents should be properly translated in English if there are any documents provided only in Chinese. 请确保所有的中文材料都翻译成英文。					
1	An applicant for an exchange visa in terms of section 22(a) of the Act shall-申请交换签证需提供： (a) in the case of a learning institution in the Republic, in conjunction with a foreign education and training institution or a foreign state institution organising or administering the programme, submit a letter from-如果是南非境内的教育机构，联合境外教育及培训机构或外国政府组织组织或管理的交换项目，需提供以下确认函： (i) the Department of Basic Education or Higher Education				

	<p>and Training or a learning institution in the Republic confirming that it is responsible for organising or administering the existence of the programme, outlining the activities, terms and conditions and duration thereof and accepting full responsibility for the student while he or she is in the Republic;</p> <p>南非基础教育或高等教育及培训部或南非教育机构确认负责组织或管理的交换项目的存在，概括具体活动、期限和条件、持续时间，负责学生在南非境内的一切事物。</p> <p>(ii) the foreign state institution or education and training institution confirming the particulars of the applicant, the applicant's enrolment with the foreign education and training institution, and the date on which the programme shall commence.</p> <p>外国政府组织或教育和培训机构确认申请人的个人信息，学生是否在册，交换项目开始时间。</p> <p>(b) in the case of a programme of cultural, economic or social exchange, organised or administered by an organ of state or a learning institution, in conjunction with a foreign education and training institution or a foreign state institution, submit a letter from –如果是由南非政府或教育机构联合国外教育和培训机构或政府组织组织或管理的文化、经济或社会交换项目，需提供以下确认函：</p> <p>(i) the organ of state or foreign education and training institution confirming the existence of the exchange programme; 南非政府或境外教育及培训机构确认交换项目的存在</p> <p>(ii) the foreign education and training institution confirming the enrolment of the applicant or the foreign state institution conducting the programme, as the case may be.</p> <p>境外教育及培训机构确认申请人是否在册，或外国政府机构是否执行此项目等，视情况而定。</p>				
2	<p>Certified copy of SA host's identity (SA Identity Card/SA Passport /SA Permanent Residence Permit /Passport Biopage +Long-term Visa) within 3 months (only copy is required for host whose visa was issued in China or who is within the territory of China at the date of submission), except the situation where the applicant is invited by the South African Government department or Institution</p> <p>邀请人三个月内认证的南非身份证/南非护照/南非永居/护照+长期签证的复印件（邀请人的签证在中国境内签发或申请当日入境中国的只需提交复印件），若申请人的邀请单位是南非政府部门或机构，无需提供邀请人身份证件</p>				
3	<p>An applicant for an exchange visa in terms of section 22(a) or (b) of the Act, shall submit-申请交换签证还需提供：</p> <p>(a) proof of a valid return air flight ticket or written undertaking by the organ of state, learning institution or employer accepting responsibility for the return or deportation costs of the applicant, as the case may be;</p> <p>有效的往返机票，或政府组织、教学机构或雇主保证函，保证负责申请人返回或遣返费用，视情况而定。</p>				

	<p>(b) Business license: Reflecting the directors or members of the company and printed from CIPC website (http://www.cipc.co.za) after year 2010, <u>if applicable</u> 从CIPC网站(http://www.cipc.co.za)打印出来的能显示注册法人名字的南非公司营业执照（打印日期为2010年之后），如适用</p> <p>(c) proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act. 购买的在交换期间的南非医疗保险。</p>				
4	<p>An exchange visa may be issued for a period not exceeding the period of the exchange programme. 交换签证长度不超过交流项目的长度。</p>				
5	<p>An exchange permit may be issued to a foreigner who is under 25 years of age. 交换签证只签发给年龄在25岁以下的申请人。</p>				
6	<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>Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate 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</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:

Name of VAC Staff: _____

签证中心员工姓名:

Signature: _____

签名:

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:** _____