

## Documents Checklist for Visitor's Visa (Family/Friend)

### 探亲或访友访问签证所需材料

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。

<p><b>*Please note the application will not be acceptable if there are any missing documents as per the checklist.</b> 若申请资料不符合使馆规定, 则中心不予受理。</p> <p><b>*If you wish to submit the original documents without photocopies, the original documents will not be returned to you.</b> 若只递交原件, 未递交复印件, 使馆不退还原件。</p>					Yes/No 有/没有			
<p>Passport or Travel Document 护照或旅行证件</p> <p>-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</p> <p>-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)</p>								
<p>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</p>								
<p>Two color passport size photographs with white background 两张彩色白底护照照片</p>								
<p>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</p>								
<p><b>Documents required/所需材料</b> 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。</p>				Original 原件	Copy 复印件	Remarks 备注	For official use ONLY 官方使用	
1	<p>Proof of return flight reservation on letter head paper 带抬头纸的往返机票预订单</p>							
2	<p>Proof of financial means (of the applicant and the host) to cover envisaged living expenses during stay in RSA 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 (申请人和邀请人均需提供)</p> <p>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)</p> <p>2) Bank book or Bank deposit receipt copy 存折或存单复印件</p>							
3	<p>Signed invitation letter in English by the host specifying name(s) of the applicant(s), dates of proposed visit, host's present address, the host proof of present address - host recent utility bill for three months, telephone number, etc. 由邀请人署名的英文邀请信, 内容包括邀请人现居住地址、现居住地址近三个月的物业账单、电话、被邀请人的姓名和预计访问时间等详细情况</p>							
4	<p>Notarized proof of host being a member of the immediate family of the applicant(s) in cases of visiting relatives (marriage certificate, birth certificate, family book etc.) 申请人与邀请方为直系亲属的亲属关系公证件, 如结婚证、出生证、户口本等公证件 (此项仅适用于探亲签证申请)</p>							

5	<p>In case sojourn exceeding 90 days, 停留期超过 90 天需提供:</p> <p>Notarized 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）的无犯罪证明涉外公证件。无犯罪证明的出具日期应在提交申请之日的 6 个月内。</p> <p>Original and copy of a full medical certificate, which is not older than six months at the time of submission 体检证明原件及复印件（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）</p> <p>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</p>				
6	<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>				
7	<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>				
8	<p>Original letter of applicant(s)'s company confirming full particulars of the applicants(s), position of the applicant, anticipated duration of visit, signed by an authorized person in the company (not the applicant's name) and complete with company seal. If unemployed, should provide Host's guarantee letter/If retired, should provide copy and translation of certificate of retirement 申请人单位证明信，需注明申请人职位、访问目的及预计在南非停留时间，须有公司负责人确认（不能本人签字），单位盖章及公司联系地址、电话（需用单位正式抬头纸打印）/如无工作单位，要由邀请人出/ 如退休，需提供退休证复印件及翻译件</p>				
9	<p>If a person applies for more than 30 days, to provide a detailed schedule of what they will be doing in RSA 如果申请人访问超过 30 天，需提供访问期间的详细行程安排</p>				
10	<p>A yellow fever certificate ( If that person traveled or intends travelling from or through a yellow fever area)</p> <p>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>				

11	<p>Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents:</p> <p>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>			
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**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**

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