



WASHINGTON, DC

# Visa Requirements SOUTH AFRICA

## Required Documents Checklist

**ALL TRAVELERS must include the following documents in your package to G3:**

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- One completed and signed visa application form (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary
- Proof of hotel reservations, OR a letter of invitation from a private host in South Africa.
- Proof of health insurance that provides coverage in South Africa.

**BUSINESS and FLIGHT CREW TRAVELERS must also include:**

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.
- A letter of invitation from the organization to be visited in South Africa. Scans or faxed copies are acceptable. (Sample attached.)

**TOURIST TRAVELERS must also include:**

- A copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure other information.

**OFFICIAL U.S. GOVERNMENT APPLICANTS must also include:**

- A letter from the U.S. Department of State stating the nature and duration of the visit. If applying for an Official visa you will need to submit your Official U.S. Passport (brown cover) NOT your Tourist Passport (blue cover).

**NOTES:**

U.S. Citizens do not require visas to South Africa for business or tourist trips of less than 90 days. Please note that a valid U.S. passport with two blank visa pages facing each other is required for entry. Contact G3 for assistance with additional passport pages.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	5 Business Days	7 Business Days	10 Business Days
Tourist	\$102.00	\$92.00	\$72.00
Business/Flight Crew	\$102.00	\$92.00	\$72.00
Official	\$102.00	\$92.00	\$72.00

### G3 Processing Fees

Visa Type	5 Business Days	7 Business Days	10 Business Days
Tourist	\$80.00	\$65.00	\$55.00
Business/Flight Crew	\$90.00	\$75.00	\$60.00
Official	\$90.00	\$75.00	\$60.00



VISAS & PASSPORTS

WASHINGTON, DC

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form SOUTH AFRICA

Traveler Information
1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

Travel Details
Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information
This must be a physical address for FedEx delivery; no P.O. Boxes.
Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery\* \$80.00
Saturday Delivery\* \$40.00
Same Day Delivery\* Please Call
International Delivery\* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable fees.
Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #
Total Fees from Visa Requirement Sheet:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

Send This Form and All Required Documents To:
G3 Washington, DC:
703.276.8472 Phone
888.883.8472 Toll Free
703.524.3374 Fax
info@g3visas.com
Attn: Visa Department
3300 N Fairfax Drive
Suite 220
Arlington, VA 22201
www.g3visas.com

For Payment Via Credit Card:
American Express, Discover, MasterCard and Visa only
Name as it appears on card:
Account Number:
Expiration Date:
Billing Zip Code:
Security Code:
Cardholder Signature:

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

DEPARTMENT OF HOME AFFAIRS  
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR VISA OR TRANSIT VISA  
[Section 7(1)(g) read with section 10A and 10B; Regulation 8(1)]

Failure to complete this application form in full may result in the visa being delayed or refused.  
Please use block letters and black ink only.

PERSONAL PARTICULARS

Surname:																	
First names (in full):																	
Maiden name:																	
Previous surname(s):																	
<table border="1"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td> </tr> </table>										Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D										
Date of birth:								City of birth: .....									
Country of birth: .....																	
Gender:		Male			Female												
Nationality: .....								If acquired by naturalisation, state original nationality: .....									
Where and when was present nationality obtained: .....																	
Passport/Travel Document Number: .....								Issuing authority: .....									
Type of document: Diplomatic/Official/Ordinary Passport/Travel Document/other (specify) .....								Date of expiry: .....									

Permanent residential address:

.....  
.....  
.....

Period resident at this address: .....

Telephone number: (.....) (code)

..... (number)

Country of permanent residence: .....

Period resident in that country:

.....

Occupation or profession: .....

Name, address and telephone no. of employer, university, organisation, etc. to which you are attached, or that you attend or which you represent:

.....  
.....  
.....

If self-employed, state name, address, telephone no. and nature of business:

.....  
.....  
.....

Marital status:

Never married

Married

Widowed

Separated

Divorced

First name(s) of spouse:

.....  
.....

Maiden name:

.....  
.....

	Y	Y	Y	Y	M	M	D	D
Date of birth:								

Nationality.....

**NB: SEPARATE FORMS MUST BE COMPLETED IN RESPECT OF PERSONS OVER THE AGE OF 16 AND CHILDREN UNDER THE AGE OF 16 TRAVELLING ON THEIR OWN PASSPORTS.**

Particulars of children endorsed on your passport accompanying you:

Surname	First name(s)	Date of birth	Place of birth
(1)			
(2)			
(3)			
(4)			

**VISIT TO SOUTH AFRICA**

Expected date of arrival in the Republic: Y ..... M ..... D .....

Place of arrival:.....

Purpose of visit: .....

Duration of stay (months, weeks or days) .....

Number of entries required:

Single	
Multiple	
Two	

Proposed residential address (physical) in the Republic, including the full name(s) of your host or hotel:

.....

.....

.....

Names of organisations or persons you will be contacting during your stay in the Republic:

Name	Address	Relationship

Identity document number or permanent residence permit number of South African host:  
 .....

*Indicate by means of an X whichever is applicable*

Have you at any time applied for a permit to settle permanently in South Africa?	yes		no	
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Have you ever been restricted or refused entry into South Africa?	yes		no	
Have you ever been deported from or ordered to leave South Africa?	yes		no	
Have you ever been convicted of any crime in any country?	yes		no	
Is a criminal action pending against you in any country?	yes		no	
Are you an unrehabilitated insolvent?	yes		no	
Are you suffering from tuberculosis or any other infectious or contagious disease or any mental or physical deficiency?	yes		no	
Have you ever been judicially declared incompetent?	yes		no	
Are you a member of, or adherent to an association or organisation advocating the practice of social violence or racial hatred or are you or have you been a member of an organisation or association utilizing crime or terrorism to pursue its ends?	yes		no	

Give particulars if reply to one or more of the questions above is in the affirmative:  
.....  
.....  
.....

<b>To be completed by applicants applying for visitor's permits exceeding three months:</b>
In the case of a spouse or dependant minor child of the holder of a permit issued in terms of section 11, 13, 14, 15, 17, 19 or 22, submission of a marriage certificate or an unabridged birth certificate.
Proof of academic sabbatical, if applicable.
Proof of non-remunerative voluntary or charitable activities to be undertaken, if applicable.
Proof of research to be undertaken, if applicable.
Proof of funds available for subsistence during period of visit.

<b>To be completed by applicants applying for diplomatic, official or courtesy visas:</b>
In the case of an official visit, submission of a note verbale.
In the case of a diplomatic placing in the Republic, proof of such placing.
<b>To be completed only by passengers in transit to another country:</b>



# Sample Business Letter from U.S. Company

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 1, 2011

Consulate General of (*Country you are traveling to*)

Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) is planning a business trip to (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Overseas Company Name  
Street Address  
City, Country Zip code  
Telephone number

*(It is important to indicate which company and individual you are going to visit.)*

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)  
Senior Vice President  
East Coast Promotions, Inc.

# Sample Business Letter For Flight Crew

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 15, 2011

Consulate General of (*Country you are traveling to*)  
Consular Section

To Whom It May Concern:

Please be advised that the below listed individuals are applying for **Flight Crew** visas. Financial responsibility for all expenses incurred by these individuals during their stay in (*country*) is the complete and total responsibility of (*name of your flight department*)

Pilots:                      Primary Captain(s):  
                                    Backup(s):

First Officer              Primary:  
                                    Backup:

Flight Attendant        Primary:

**Date of Arrival #1:** July 13, 2009                      Date of Arrival #2 (*if applicable*)

Airport of Arrival:      *City*

Aircraft/Flight:        N506AB

**Date of Departure #1:** July 20, 2009                      Date of Departure #2 (*if applicable*)

Airport of Departure: *City*

Aircraft/Flight:        N506AB

Reason for Travel:     Transporting executives

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to give me a call directly at (*contact number*).

Best Regards,

(*Signature here, must be signed by someone **other** than the applicants*)

Title

# Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 1, 2011

Consulate General of (*Country you are traveling to*)

Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) to visit (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he will meet with our company to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Company Name

Street Address

City, Country Zip code

Telephone number

*(It is important to indicate which company and individual you are going to visit.)*

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

We request that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith

Executive Officer

Overseas Company, Inc.