



| | BUSINESS / CONFERENCE SOUTH AFRICA | YES | NO | REMARK |
|--|--|------------|-----------|---------------|
| | Harmonised Schengen Visa Application Form filled in completely and signed by the applicant. | | | |
| | Original passport: <ul style="list-style-type: none">• Validity shall extend at least three months after the intended date of departure from the territory of the Member States.• It shall contain at least two blank pages.• It shall have been issued within the previous 10 years.• Clear photocopy of biodata page in passport. | | | |
| | Receipt of visa fee payment unless exempted. | | | |
| | Submit biometrics. Exempted if fingerprints have been submitted as part of an earlier application which has been entered in the VIS within the last 59 months. | | | |
| | 1 color photograph not older than six months. This is only compulsory for children between the age of 0-12 years or if you do not appear in person at time of lodgment but have biometrical data submitted in a previous Schengen visa application within the last 59 months which can be reused. | | | |
| | Individual travel medical insurance valid throughout the territory of the Member States that covers the entire period of your intended stay or transit. The minimum coverage of costs shall be at least EUR 30 000 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation. Official passport holders are exempted from the requirement of submitting individual travel medical insurance if it is stated in submitted note verbale that the employee is covered through his/her employer. | | | |
| | Copy of flight ticket or flight reservation including return flight. | | | |
| | For non-SA citizens: Valid residence permit in South Africa, or valid proof of residence in any other country within the Embassy's coverage area, valid for at least 3 months from the date of intended departure from the territory of the Member States. | | | |
| | If the applicant does not intend to return to South Africa but goes either to his country of origin or any third country, a reasonable proof of intention is required e.g. contract of employment for the country of destination, or proof of enrollment in university/school or a rental agreement. | | | |
| | Proof of accommodation for the duration of the intended stay. If accommodation costs are covered by another entity, this must be clearly stated in the invitation letter. | | | |



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| | <p>If applicant is staying with a relative or friend, an invitation letter mentioning this must be submitted.</p> <p>The invitation letter must clearly identify the host and the invitee (name, address, birthdate, official identification number, occupation and permanent residence); the purpose of the visit; length of stay and accommodation status (where will the invitee stay and who pays for it). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form.</p> | | | |
| | <p>Proof of sufficient means of subsistence during the intended stay: bank statement for the past three months, unless all the expenses are covered by the employer or the host.</p> | | | |
| | <p>If traveling for business a letter of guarantee from the inviting company.</p> <p>The signed invitation letter must clearly identify the host and the invitee</p> <ul style="list-style-type: none">- name.- address- date of birth- official identification number- occupation- the purpose of the visit- length of stay and accommodation status (where will the invitee stay and who pays for it). <p>Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form.</p> | | | |
| | <p>Proof of employment:</p> <ul style="list-style-type: none">- A letter from the employer stating monthly wages, commencement of employment, continuing employment after period of leave and duration of vacation etc.- if self-employed: a recent certification from the SA Companies and Intellectual Property Commission (CIPC) and a current Tax Certificate from SARS (South African Revenue Services).- if student: letter from institution/confirmation from school/college/university in South Africa certifying the student status of the applicant. | | | |
| | <p>For participation in conferences: a proof of registration and payment.</p> | | | |
| | <p>For applicants attending exhibitions and fairs: document proving the participation of the applicant in the event.</p> | | | |
| | <p>For other events: an invitation from the host or a company in the Member State of destination. The invitation should include:</p> <ul style="list-style-type: none">- clear identification of both parties, the inviting entity as well as from the invitee- the nature / purpose, duration and location of the event | | | |



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| | - applicant's role in the event and the link between the host and the invitee. | | | |
| | If expenses are covered by the host this needs to be clearly stated in the invitation letter or <i>note verbale</i> , as appropriate. | | | |
| | Please note that the Embassy will consider your socioeconomic situation in your home country or in your country of residence if not the same. It is your responsibility to submit any other documents related to personal ties in South Africa, such as marriage certificate, title deeds or lease agreements. | | | |

Information for the applicant on terms and conditions:

- The application must be submitted **15 days before the start of the intended visit**. Applications can also be submitted up to 6 months before the intended travel.
- Applications shall be decided on within 15 calendar days of the date of the lodging of an application which is admissible in accordance with Article 10 and Article 19. That period may be extended up to a maximum of 45 calendar days in individual cases, notably when further examination of the application is deemed necessary. **Please note that the days are counted from when the Embassy has received the application and not when the application was lodged at VFS Global!**
- All submitted documents must be in English or in Swedish.
- Further information or documentary evidence in support of your application may be required as well as an interview. It is therefore important that you provide accurate contact details.

Declaration – Applicant and VFS staff to sign (please tick relevant section)

Applicant's documents are:

- Complete
- Not Complete

1. The remarks have been completed along with the applicant
2. Applicant has been advised that failure to submit all necessary documents may result in the application being refused but has chosen to proceed with the application.

Name & Signature of the Submission officer at VFS: _____

I (name of applicant in box letters), _____, confirm that I have read the information above. I also confirm that the information/documents provided by me are authentic and that the Embassy can make a decision based on the information provided in my application.

Applicant signature: _____

Telephone: _____

Email: _____

Date: _____

Internal VFS

Name & Signature of the Biometric officer: _____

Name & Signature of the Data Entry officer: _____