



home affairs

Department:  
Home Affairs  
REPUBLIC OF SOUTH AFRICA



VFS.GLOBAL  
EST. 2001

Applications are assessed individually and time frames may vary, therefore you are kindly requested to wait until a decision on your application is taken and is ready for collection, as VFS Global cannot control or influence the processing times in any way.

The onus is on the applicant to ensure that they have met the requirements for the application in which they have chosen to apply for and to ensure all documents as per the checklist have been submitted. You will not be able to submit further documents once your application has been submitted at the Visa Facilitation Centre. The documents that you submitted at the time you lodged your application will be the only documents that will be considered.

I have read and understood the above and wish to continue with my application.

Applicant Name

Applicant Signature

## STUDY VISA RENEWAL

### SECTION 13 OF THE ACT

#### Documents required for a Study Visa Renewal

Documents Required	Yes	No
<ul style="list-style-type: none"><li>Duly completed online form. Handwritten forms will not be accepted by Department of Home Affairs.</li></ul>		
<ul style="list-style-type: none"><li>Valid passport which expires in no less than 30 days after expiry of the intended date of departure from the Republic</li></ul>		
<ul style="list-style-type: none"><li>The application is being submitted in person, no less than 60 days prior to the expiry date of the applicant's visa and if the visa was issued for less than 30 days, not later than seven working days before the expiry of the visa.</li></ul>		
<ul style="list-style-type: none"><li>A yellow fever vaccination certificate if that person travelled or intends travelling from or transiting through a yellow fever endemic area: <i>(Provided that the certificate shall not be required where that person travelled or intends travelling in direct transit through such area)</i></li></ul>		
Police clearance certificate issued by the police or security authority in each country where the relevant applicant resided for 12 months or longer after attaining the age of 18 years, in respect of criminal records or the character of that applicant, which certificate <u>shall not be older than six months</u> at the time of its submission: <i>(Provided that the certificate shall not be required from a foreign country in the case of renewal or extension of a visa but from the Republic) – South African PCC is done at an additional cost at the office of submission and this is a mandatory requirement by the Department Of Home Affairs</i>		
<ul style="list-style-type: none"><li>A medical report not older than 6 months</li></ul>		
<ul style="list-style-type: none"><li>A radiological report. Provided that a radiological report shall not be required in respect of children under the age of 12 years or pregnant women;</li></ul>		
<ul style="list-style-type: none"><li>Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country of the applicant (where applicable).</li></ul>		

<ul style="list-style-type: none"> <li>The affidavit where a spousal relationship to a South African citizen or resident is applicable, as well as documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties and setting out the particulars of children in the spousal relationship.</li> </ul>		
<ul style="list-style-type: none"> <li>Divorce decree, where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>Court order granting full or specific parental responsibilities and rights, where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>Death certificate, in respect of late spouse, where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>Written consent from both parents and full parental responsibilities, where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>Proof of adoption where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>Legal separation order, where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>An official letter confirming provisional acceptance or acceptance at that learning institution and the duration of the course.</li> </ul>		
<p>An undertaking by the Registrar or Principal of the learning institution to-</p> <ul style="list-style-type: none"> <li>v. provide proof of registration as contemplated in the relevant legislation within 60 days of registration; or</li> <li>vi. In the event of failure to register by the closing date, provide the Director-General with a notification of failure to register within 7 days of the closing date of registration;</li> <li>vii. Within 30 days, notify the Director-General that the applicant is no longer registered with such institution; and</li> <li>viii. Within 30 days, notify the Director-General when the applicant has completed his or her studies or requires to extend such period of study</li> </ul>		
<ul style="list-style-type: none"> <li>Proof of payment of the applicable fee</li> </ul>		
<ul style="list-style-type: none"> <li>An official letter from the Registrar or Principal of the learning institution confirming that the <ul style="list-style-type: none"> <li>a) Applicant is required to extend his or her period of study and the duration of such study.</li> <li>b) an undertaking by the parents or legal guardian that the learner will have medical cover for the full duration of the period of study</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>In the case of a minor (i.e. a person under 18): <ul style="list-style-type: none"> <li>a) proof of physical address -and contact number of the adult person residing in the Republic, who is acting or has accepted to act as such learner's guardian, including a confirmatory letter from that guardian; and</li> <li>b) proof of consent for the intended stay from both parents or, where applicable, from the parent or legal guardian, who has been issued with a court order granting full or specific parental responsibilities and rights or legal guardianship of the learner.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>In the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement: <ul style="list-style-type: none"> <li>a) a written undertaking from such foreign state to pay for the departure of the applicant.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998 (Act No 131 of 1998).</li> </ul>		
<ul style="list-style-type: none"> <li>Proof of sufficient financial means.</li> </ul>		
<ul style="list-style-type: none"> <li>Proof of payment of the applicable fee</li> </ul>		

**Notes:**

- In respect of an application by a person who is a learner under the age of 18 years and is a dependent child of the holder of a visa issued in terms of section 11, 13, 14, 15, 17, 18, 19, 20 or 22 of the Act, a certified copy of such holder's visa and a written undertaking by parents or legal guardian that the learner will have medical cover for the full duration of the period of study shall be required.
- Where the learner is under the age of 18 years and is a dependent child of the holder of a visa issued in terms of section 11, 13, 14, 15, 17, 18, 19, 20 or 22 of the Act, there is no need for a separate medical aid membership for the applicant where proof exists that the learner is a registered dependent on a medical scheme of a holder of a valid visa.
- If the applicant for a study visa is the main applicant and is not accompanying a holder of a valid visa issued in terms of section 11, 13, 14, 15, 17, 18, 19, 20 or 22 of the Act, then proof of medical cover renewed annually for the period of study with a medical scheme registered in terms of the South African Medical Schemes Act shall be required.
- Visas issued for studies at a learning institution, other than a school contemplated in section 1 of the South African Schools Act, 1996 (Act No. 84 of 1996), shall be issued for the duration of the course for which the applicant has registered;
- Visas issued for studies at a learning institution, which is a school contemplated in section 1 of the South African Schools Act, 1996 (Act No. 84 of 1996), shall be valid for the duration of the period of study: Provided that the study visa issued for studies at a primary school shall not exceed eight years and for a secondary school shall not exceed six years.
- However, any visa issued for studies at all learning institutions to a learner who is a dependent child of the holder of a visa issued in terms of section 11, 13, 14, 15, 17, 18, 19, 20 or 22 of the Act, shall **NOT** be issued longer than the validity period of the visa issued to the accompanied parent or accompanied holder of the section 11, 13, 14, 15, 17, 18, 19, 20 or 22 visa of the Act.

**Applicant Name:****Applicant Signature:****Staff Name:****Staff Signature:***Your Name***Date of Submission:****Location:**



# home affairs

Department:  
Home Affairs  
**REPUBLIC OF SOUTH AFRICA**

## USE OF PERSONAL INFORMATION CONSENT FORM

**PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No. 4 of 2013) (hereinafter referred to as POPI Act)**

### DEFINITIONS IN TERMS OF BELOW CONSENT

- “Applicant” means the person completing this document to be considered by the Department of Home Affairs for purposes of providing Immigration Services.
- “Personal Information” have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to, a name, surname, address, email address, telephone or fax number, or other personal credentials provided, or which is collected from the applicant or other third parties, before and/or during the adjudication process for a visa, permanent residence permit, appeal, waiver, exemption or visa verification request and/or thereafter.
- “POPI” shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time including any regulations made under the Act.
- “Privacy and Data Protection Conditions” refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information.
- “Responsible Parties” means the Department of Home Affairs and its’ representative VFS Global.

### CONSENT FOR THE USE OF PERSONAL INFORMATION

- I hereby authorize, by signing this form, the Department of Home Affairs and Visa Facilitation Services (VFS Global) employees at the Visa Application Centre (VFC) to access my Personal Information for the purpose of verification of all supporting documents attached to this application.
- I understand that verification requests form part of the visa and permit adjudication processes at the Department of Home Affairs.
- I acknowledge that any Personal Information supplied to the Department of Home Affairs is voluntary and that Home Affairs may not be able to comply with its obligations if the correct Personal Information is not supplied to Home Affairs.

### CONFIRMING OWN UNDERSTANDING OF THE CONSENT I PROVIDE

- I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
- I warrant that all information, including Personal Information, supplied to Home Affairs and its representative is accurate and current and agree to correct and update such information when necessary.
- By submitting any Personal Information to Home Affairs and its representative in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by Home Affairs and its representative:
  - Personal Information may be stored by Home Affairs and its representative, for legislated retention periods and where such periods are not legislated then my personal information may be stored by Home Affairs and its representative for as long as I may need my information to be verified, or any other period as I may agree with Home Affairs and its representative.
  - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information Home Affairs and its representative will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
- I take note that if the Responsible Party has used the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI and I understand that I may dispute any information in the record provided.

APPLICANT'S INITIALS & SURNAME	
APPLICANT'S PASSPORT NUMBER	
APPLICANT'S SIGNATURE	
DATE	