



Visa document checklist

DRC – Business/Tourist Visa

Document	Description	Please tick	Office Use
Appointment to appear in person	No appointment is required; VPU will submit the visa application to the Issuing Authority and collect the passport once the visa process has been finalized.		
Passport	Valid passport with a minimum of 6 months validity (<i>after the return date of planned trip</i>). Passport must have a minimum of 3 blank pages, and a certified copy of the BIOMETRIC PAGE of passport		
Foreign Passport Holder	Please ensure that traveller has a valid South African Work/Study/Resident permit that is valid for a minimum of 6 months validity (After the return date back to SA) Processing times on foreign passport often vary – please contact our offices for details. Valid Original passport with a minimum of 6 months validity (after the return date of planned trip). Passport must have a minimum of 3 blank pages Photocopy of BIOMETRIC PAGE of passport – preferably in colour Photocopy of any previous SCHENGEN VISAS		
Yellow Fever Certificate	Original + clear photocopy of Yellow Fever Immunization Card. Recommended Vaccinations: Typhoid, Hepatitis A, Tetanus, Polio, Meningitis. And Malaria		
Application form	FULLY completed application form (<i>completed in black ink in block letters and signed by the applicant</i>) ALL questions MUST be answered in full.		
Photographs	2 x Identical COLOUR passport photographs taken against a white background. (<i>Must not be older than 30 days</i>) Size: 45mm x 35mm (no smiling, no headgear etc)		
Flight Itinerary	DO NOT CONFIRM OR PAY FOR AIR TICKETS until visa is processed. Photocopy of return flights clearly showing all flight sectors (<i>including to/from RSA</i>), and a detailed itinerary.		
Employment letter	A letter from your employer, stating nature of business and contact details, If you are self employed, letter of reference of company		
Invitation letter	An invitation letter from the DRC (person or company visiting) – stating full contact details and nature of business.		
Host passport copy	Person who signed invitation letter needs to provide a copy of their passport		
Travelling with Minors (U18)	New South African passports for minors under the age of 18 are being issued containing the details of the parents as a standard feature. Children travelling on these new passports do not require any additional documentation when travelling abroad if accompanied by both parents, if the children are still travelling on the old passports then The following additional documents will be required for any minor travelling with a Parent: copy of unabridged Birth Certificate, copies of parents ID's + consent letter from each parent not accompanying minor. Both parents are required to appear at the interview for children below the age of 18 years or alternatively supply an affidavit as to why the parent cannot be in attendance.		
Processing time	Between 12 and 15 working days		

Please note:

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: _____

Signature _____