

South Africa

****You must check the appropriate South African consulate's website for updated information regarding visa applications. The requirements, fees and deadlines change frequently.**

These instructions are written for US citizens. If you are not a citizen of the US, please contact your program coordinator, as the process may vary significantly. Please remember, it is your responsibility to ensure that the appropriate visa or entry clearance is obtained.

The visa, or study permit, is a stamp placed in your passport allowing you to study in South Africa and/or stay longer than the 90-day tourist stay. All students participating in academic programs in South Africa are required to have a South African student visa. **It is very important to make sure your return flight falls within the dates of your visa.**

All students participating in the program may submit their visa applications to the South African consular office in Chicago, regardless of their home state of permanent residence. **The Study Abroad Office will collect all applications and submit them as a group.** If you choose to take advantage of this service (recommended), your application packet must be submitted to the Office of International Education by **Friday, May 9th** and you must provide a COMPLETED FedEx waybill with your application, including:

- Your credit card information or a FedEx account number
- The address of OIE (see page 5) in the "From" section
- The address to which you would like your passport sent in the "To" section (Remember: You will likely be on break when your passport is returned to you.)

Please visit:

<http://www.southafrica-newyork.net/homeaffairs/trp.htm#study%20permit>

- 1) Note the consular requirements at the top of the page.
- 2) Download the application form (Prescribed Form 1738) by clicking on the link "Prescribed Form 1738" underneath the Requirements section, or from:
<http://www.southafrica-newyork.net/consulate/forms/bi1738.pdf>
- 3) Scroll down or click on the link to "Study Permits" for the requirements specific to the study permit

You will need to submit the requirements listed on the website named above, including the consular requirements and those listed under the study permit section, with the exception of written consent for minors. **The list below is intended to assist you, but does not replace or take precedence over anything listed on the consular webpage.**

- If you are sending your visa application with OIE, the application fee should be paid by personal check or cash to “Marquette University.” We will then write out one large check to the Consulate.

If you are sending your application individually, the indicated application fee must be made payable to the Consulate General of South Africa. Please note that personal checks are not accepted. You may wish to obtain a cashier’s check from US Bank or another bank.

- The form (BI-1738) is the application form itself. It can be downloaded in pdf format from <http://www.southafrica-newyork.net/consulate/forms/bi1738.pdf> or by following the link “Prescribed Form 1738” underneath the top “Requirements” section.
- Passport, valid for at least 90 days beyond the end of your stay in South Africa
- Two passport size photos (can be obtained from Walgreens)
- Copy of birth certificate
- Roundtrip flight itinerary or a repatriation guarantee in the form of proof of the equivalent to the cost of a return airline ticket to the country of origin or residence.
- For the medical report, a doctor’s written report with his/her signature on it, from within a year of your departure for SA, will be sufficient.
- Radiological report or TB test is NOT required for students remaining in South Africa for less than one year.
- For proof of medical coverage, you are required to purchase an insurance policy through Marquette for the time you will be abroad. **We will provide a letter on your behalf, if you have turned in the enrollment form.**
- An official letter from the host organization in South Africa that confirms acceptance and shows the duration of the visit. **We will be providing you with the requisite letter from UWC.**
- An official letter of provisional enrollment from the institution of learning concerned. **An official acceptance letter to the SASL program from OIE will be sufficient and will be provided by our office.**
- Proof of financial means, or proof of sufficient funds to cover tuition fees, maintenance and incidental costs, etc., is usually in the form of a notarized letter from your parents saying that they assume financial responsibility for you while you are abroad. It is sufficient for them to write something like:

“We, _____, assume financial responsibility for our son/daughter for the duration of his/her studies in Cape Town, South Africa with the Marquette University Service Learning program. We will support her/him for an amount of \$400 per month.” They need to sign the letter and this letter must be notarized. \$400 is an amount that will satisfy the South African government but does not necessarily indicate what your monthly budget will be. Some students also choose to submit a copy of their bank statement.

- A state police clearance certificate is NOT required for students remaining in South Africa for less than one year.
- A copy of your vaccination certificate
- Undertaking(s) by the host(s) in SA. You should include the resident director’s name and the program address, found on page 5 of this handbook.