

## Documents Checklist for A Transit Visa

### 过境签证所需材料

**Submission Date/申请日期:** \_\_\_\_\_

**Name of Applicant/申请人姓名:** \_\_\_\_\_

**Passport Number/护照号码:** \_\_\_\_\_

**\*Your visa application will be processed and decided by South African Embassy / Consulate General.**

**VAC staffs do not play any part in or influence the outcome of your visa application.**

南非大使馆/总领事馆对您的签证申请作出决定。

签证申请中心员工不参与或影响您的签证申请结果。

| <b>*Please note the application will not be acceptable if there are any missing documents as per the checklist. 若申请资料不符合使馆规定，则中心不予受理。</b><br><b>*If you wish to submit the original documents without photocopies, the original documents will not be returned to you. 若只递交原件，未递交复印件，使馆不退还原件。</b>                                      |                |             |               | Yes/N<br>o<br>有/没有            |
|--|----------------|-------------|---------------|-------------------------------|
| Passport or Travel Document 护照或旅行证件<br>-passport valid for no less than 30 days after the expiry of your intended visit ,and copy of the first pages of the passport (on A4 paper) 有效期超过访问后 30 天以上的护照及 3 份护照首页复印件 (A4) 纸<br>-at least two blank visa pages (one to endorse visa and one for entry stamps)<br>护照上至少有两页空白页(一页贴签证，一页盖入境章) |                |             |               |                               |
| Completed Form (BI-84) : Please note that the form has to be filled out ONLY in English with black ink<br>填写完整的 BI-84 表格: 请用黑色墨水笔用英文完整填写   |                |             |               |                               |
| Two color passport size photographs with white background (Please refer to the photo specifications on the website: <a href="http://www.southafricavac-cn.com">www.southafricavac-cn.com</a> )<br>两张彩色白底护照照片 (请参考网站 <a href="http://www.southafricavac-cn.com">www.southafricavac-cn.com</a> 上关于护照照片的规格)                               |                |             |               |                               |
| The prescribed visa fee (CNY 390)/The service fee (CNY 260) 签证费用 (人民币 390 元) /服务费 (人民币 260 元)  |                |             |               |                               |
| Documents required/所需材料<br>Please ensure that all documents should be properly translated in English if there are any documents provided only in Chinese. 请确保所有的中文材料都翻译成英文。  | Original<br>原件 | Copy<br>复印件 | Remarks<br>备注 | For official use ONLY<br>官方使用 |
| 1 Proof of return flight reservation on letter head paper 带抬头纸的往返机票预订单   |                |             |               |                               |
| 2 Valid visa or permit for destination countries (original and copy )<br>目的地国家签证或准件(原件及复印件)  |                |             |               |                               |
| 3 P.R.C. residence permit(where applicable)<br>中国居留证明 (非中国公民)  |                |             |               |                               |
| 4 Financial Proof 财力证明:<br>1) Recent bank statements for 6 months<br>(Salary/Pension account preferable)<br>最近六个月银行对账单 (如提供工资卡/养老金更好)<br>2) Copy of International Credit cards & limits<br>国际信用卡复印件及信用卡显示额度的对账单<br>3) Travelers' checks 旅行支票   |                |             |               |                               |
| 5 Original guarantee letter of applicant(s)'s company confirming full particulars of the applicants(s), position of the applicant, anticipated duration of visit, complete with supervisor's signature and company seal. If unemployed, should provide Inviter's guarantee letter/If retired, not applicable 申请人公司证明信, 需注明申请人职位、访问目的   |                |             |               |                               |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  | 及预计在南非停留时间, 须有主管签字确认, 公司盖章及公司联系地址、电话 (需用单位正式抬头纸打印) 如无工作单位, 则要有邀请人出/ 如退休, 则无需提供   |  |  |  |  |
| 6  | Applicant under 18 years old should provide : 18 岁以下孩子需出具:<br>1)Notarized Birth Certificate 出生证明公证书<br>2) Original written permission by parents who are not in the group. If both are not accompanying the child, details of the accompanying person should be provided 不在团内的父母要写同意信,若孩子父母双方都无法陪同, 则需提供授权委托人员的详细信息<br>3) Undertaking letter of expenses 费用承担信   |  |  |  |  |
| 7  | An invitation letter from the destination country such as a company invitation letter, internal company dispatch letter or family invitation letter (address and telephone number must be supplied)<br>目的地国邀请函的材料, 如公司邀请函, 国内公司派遣函, 亲属邀请信 (包括地址, 电话等详细信息)  |  |  |  |  |
| 8  | A yellow fever certificate ( If that person traveled or intends travelling from or through a yellow fever area)<br>如申请人来自或将要前往黄热病地区需出具黄热病疫苗注射证明  |  |  |  |  |
| 9  | Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents:<br>无论申请人护照在哪个领区签发, 申请人长期在哪个领区工作和居住就在该领区申请, 并提供以下材料:<br>1)Recent 6 months salary or pension bank account statement 银行最近六个月工资或养老金帐户对帐单<br>2) Guarantee letter from employer which includes company's physical address and telephone No. 单位担保函 (包括单位详细地址及有效电话)<br>3) Notarized Business license with English translation 营业执照涉外公证件<br>4) Temporary Residence Permit with copy 暂住证原件及复印件 |  |  |  |  |
| <p align="center"><b>Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate</b></p> <p align="center"><b>请注意: 除以上基本材料外, 南非大使馆/领事馆有权要求申请人补交其他相关材料</b></p> |  |  |  |  |  |

☐ **Courier Fee (If applicable):** \_\_\_\_\_

快递费用 (如需要)

☐ **The applicant has confirmed that s/he has read the guidance above and no other documents to submit and wishes to go ahead with the application. Applicant ensures that the information provided by him/her is true and correct.**

申请者确认已经阅读以上申请指南, 确定不再递交其它材料。申请者确认以上提供的信息真实无误

☐ **This is to certify the applicant has been advised that failure to submit all necessary documents may result in the application taking more than normal cases or being refused. However, he/she has chosen to proceed with the application.**

确认已经告知申请人, 如果没有递交所有必需材料, 可能会导致申请时间长于正常受理时间或被拒签。但是, 他/她坚持选择继续签证申请。

**Insufficient Documents List: 缺失资料**

\_\_\_\_\_

**Name of applicants:** \_\_\_\_\_

申请人姓名:

**Name of VAC Staff:** \_\_\_\_\_

签证中心员工姓名:

**\*Representatives/Travel Agency (If applicable)**

**Name of Representatives:** \_\_\_\_\_

代理人签名:

**Contact Number 联系电话:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

签名:

**Signature:** \_\_\_\_\_

签名:

代理/旅行社 (如需要)

**Email Address 邮箱地址:** \_\_\_\_\_