

ANNEX II

‘Annex IV

List of supporting documents to be submitted by applicants in South Africa for short-stay visas

1. General requirements for all applicants

- a. Photocopies of the entry and exit stamps of the Schengen area for the last three years from previous passports (if available) to verify the correct use of previous visas;
- b. non-South African nationals: South African residence permit or temporary residence permit valid at least three months beyond the planned stay in the territory of the Member States;
- c. round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member States;
- d. proof of sufficient means of subsistence during the intended stay; bank statement for the past three months before the date of application;
- e. 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 new country of destination, or proof of enrolment in university/school or a rental agreement.
- f. proof of accommodation for the duration of the intended stay.

Minors

- a. the minor's birth certificate containing the names of the parents, unless the parents/legal guardians are mentioned in the passport of the minor;
- b. certified copies of ID/passport of all parents/legal guardians;
- c. if the minor travels alone: certified parental consent by all parents/legal guardians (Affidavit);
- d. if the minor travels with only one parent/legal guardian, the other parent/legal guardian must produce the certified consent;
- e. if only one person has guardianship of the minor, or if the minor is in the care of guardians other than the parents, the relevant court documents must be presented.

2. Documents to be submitted when travelling for the purpose of tourism, business, study or visit

- a. if traveling for business a letter of guarantee from the inviting company; if staying with a relative or friend, an invitation letter is required.

b. if visit, an invitation letter from host, dated and signed, with a copy of passport and/or valid residence permit; if the invitation does not include accommodation, proof of accommodation including complete address for entire stay in the Schengen area;

For both a. and b., the signed invitation letter must clearly identify the host and the invitee (name, address, date of birth, 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;

c. in case of a pre-paid tour, details of the tour with a proof of payment to the tour operator should be provided;

d. proof of employment: a letter from the employer stating monthly wages, commencement of employment, continuing employment after period of leave and duration of vacation etc.;

e. 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);

f. if student: letter of enrolment/confirmation from school/college/university in South Africa certifying the student status of the applicant.

3. Documents to be submitted when attending specific events, such as conferences, workshops, short term studies and research, official meetings, cultural and sports events, exhibitions, fairs, training, etc.

a. for persons participating in sports events or attending exhibitions and fairs: document proving the participation of the applicant in the event;

b. for other events: an invitation from the host or a company in the Member State of destination.

The invitation should include clear identification of both parties, the inviting entity as well as from the invitee; the nature / purpose, duration and location of the event; applicant's role in the event and the link between the host and the invitee;

c. for participation in conferences: proof of registration and payment.

If expenses are covered by the host this needs to be clearly stated in the invitation letter or *note verbale*, as appropriate.

4. Documents to be submitted for medical treatment

a. certificate from a medical doctor and/or a medical institution advising that the treatment is necessary;

b. an official document from the receiving medical institution confirming that it can perform the specific medical treatment, an estimation of costs and an indication that the patient will be accepted accordingly;

c. an estimate of the anticipated length of stay of the patient before being able to return to South-Africa;

d. proof of prepayment or sufficient financial means to pay for the medical treatment.

5. Documents to be submitted by seafarers

- a. employment contract of the seafarer in order to board the ship;
- b. invitation letter from the maritime agency;
- c. seaman's book;
- d. An invitation from the maritime agency of the Member State stating the location / seaport where the sailor will embark. The invitation needs to be signed and contain the seal / stamp of the agency and include the following data:
 - I) name and family name of the seafarer;
 - II) place and date of birth, passport number, seaman's book number;
 - III) date of issue, period of validity;
 - IV) position of the seafarer on the boat (if there are many seafarers their information can be included in a list signed and sealed, as an annex of the invitation letter);
 - V) date and airport of entry into the territory of the Member States;
 - VI) name of the boat;
 - VII) port of boarding;
 - VIII) duration of the contract;
 - IX) itinerary that the seafarer will follow to arrive in the Member State of destination.

The maritime agency from the Member State must indicate the following in their letter of invitation to the South African Agency it collaborates with:

- company name;
- registration and VAT number;
- physical and postal address.

The above requirements apply to any South African based company which will be in charge of presenting the visa application or which will act on behalf of the seafarer once the applicant arrives in the Member State until embarkation takes place.

If the application is presented by a maritime agency of South Africa: letter of invitation of the South African agency that includes a list of the seafarer(s), in which is stated their employment on the ship.

6. Documents to be submitted for airport transit

Proof of entry permit for the country of final destination.

Documents in relation to the onward journey to the final destination after the intended airport transit.'