

PRESENTATION ON STUDY VISA EXTENSION/RENEWAL



TUESDAY, 28 JULY 2015
SENATE ROOM
13:15

STUDY VISA

- Extension/Renewal of a Study Visa can be submitted in South Africa only.
- All applications to be applied for online & supporting documents to be submitted in person at the VFS Office.
- The application MUST be submitted **60 days** before the current visa expires.
- Failure to do so will result in a person being declared illegal.

SUPPORTING DOCUMENTS REQUIRED FOR EXTENSION/RENEWAL OF A STUDY VISA

- Printed copy of the completed online form
- Confirmation of appointment
- Proof of payment for the appointment and submission of application
- Certified copy of valid Passport
- Certified copy of current study visa
- Proof of confirmation of registration from the faculty – *this is a visa letter which includes the duration of the extension .*
- Undertaking from the University – *this letter is issued by the International Students Office.*

SUPPORTING DOCUMENTS continued...

- Proof of funds
- Medical Report
- Radiological Report
- Proof of South African Medical Aid cover for the next year
- South African Police Clearance Certificate

NB. *Proof of receipt or an affidavit will not be accepted*

Applications for SA Police Clearance Certificates takes approximately 4-8 weeks to process. The clearance is valid for six months.

It is advisable to apply for a SA Police Clearance every six months.

STEPS TO COMPLETING THE ONLINE FORM

The screenshot shows the VFS Global website interface. At the top left is the VFS Global logo (EST. 2001) and a '100 MILLION APPLICATIONS' anniversary badge. To the right is the Department of Home Affairs logo with the South African flag and 'In South Africa' text, along with a search bar. Below the header is a navigation menu with links: SERVICES, JURISDICTION TO APPLY, COMPLETE ONLINE FORM, BIOMETRIC DATA COLLECTION, TRACK YOUR APPLICATION, GENERAL INFORMATION, DHA PREMIUM VISA AND PERMIT SERVICES CENTRE, FAQs, LOGIN IN, and REFUND PROCESS. The main content area features a banner for 'DEPARTMENT OF HOME AFFAIRS SOUTH AFRICA' with three circular icons representing the steps: STEP 1: PREPARE YOUR APPLICATION (checkmark icon), STEP 2: HOW TO APPLY (information icon), and STEP 3: AFTER SUBMISSION (pencil icon). Below the banner is a blue box with text: 'Department of Home Affairs is pleased to announce the opening of Visa & Permit Facilitation Centres in 9 provinces and 11 cities within South Africa. Visa and Permit applications will be accepted across these 11 centres in South Africa. These applications will be assessed by Department of Home Affairs in Pretoria. Non-South Africans with a legal residency permit in South Africa can apply for a visa or permit at these centres.'

- Go to the VFS website www.vfsglobal.com/dha/southafrica/
- Click on “*Complete Online Form*”

STEPS TO COMPLETING THE ONLINE FORM

COMPLETE ONLINE FORM

Applicants are requested to complete the online form for the correct category of visa or permit based on their application. You will require an email address for registration process and schedule an appointment to visit the Visa Facilitation Centre. Following forms are available online.

1. Temporary Resident Visa Form (DHA - 1738)
2. Application for Change of Conditions on existing visa or Change of Status (DHA - 1740)
3. Application for Renewal of existing visa (DHA - 1739)
4. Application for Corporate visa (DHA - 1743)
5. Application for Permanent Residence Status (DHA - 947)
6. Appeals
7. Waivers
8. Exemption

Please [click here](#) to proceed with the online process.

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- At the bottom of the list click on the "*please click here*" link

STEPS TO COMPLETING THE ONLINE FORM



Department of Home Affairs  In South Africa

Application type*

Application sub type*

Application sub type category*

Location*

Payment mode*

Previous reference no.

Corporate visa no.

Submit

Important Instructions – Please read carefully before you proceed with the application.

Each applicant will need to fill an online application form.

Applicant is requested to select the right category of visa / permit for each applicant.

Location selected during the online process will be the Visa Facilitation Centre where the applicant will apply.

Applicant has the option to pay by credit / debit card at our centres as well as through Electronic Funds Transfer(EFT) or a cash deposit into our bank account.

Our Information helpline and email queries service does not advise on Immigration Regulations hence applicants are requested to visit www.dha.gov.za or call Department of Home Affairs helpline 0800 60 11 90 for any Immigration enquiries.

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This Web site is best viewed using Internet Explorer 8.0 or higher

- Complete the required fields
- Click on 'Submit'

STEPS TO COMPLETING THE ONLINE FORM

Email Registration

Email: *

Password: *

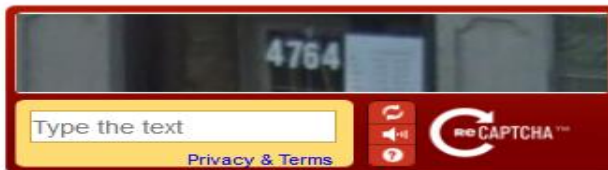
Retype password: *

Please answer three secret questions of your choice

Security question 1 *

Security question 2 *

Security questions 3 *



If you have already registered please [Click here](#) to Login

- Create a 'User Profile' for new users. If you have an existing account 'Click here' to login

STEPS TO COMPLETING THE ONLINE FORM

Email: *

Password: *

[Log-in](#)

[Forgot Password](#)

- 'Log-in'

 VFS.GLOBAL
EST. 2001

Department of Home Affairs  In South Africa

[New application](#) User : GITA.PATEL@WITS.AC.ZA [Logout](#)

Applicant Reference	Applicant Name	Passport Number	Application Type	Application Subtype	Application Subtype catg.	Location	Reschedule	Cancel	Print
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- Click on 'New Application'

STEPS TO COMPLETING THE ONLINE FORM continued...

User: GITA.PATEL@WITS.AC.ZA Applicant Reference No: TRR1490407 Logout

Particulars of applicant Visa details Print

Particulars of applicant

Surname/Family name: * Please ensure to enter the correct information. You will not be able to change this information once entered

First Name: * Please ensure to enter the correct information. You will not be able to change this information once entered

Date of birth: *

Residential address: *

Contact no: *

Passport details

Passport number: * Please ensure to enter the correct information. You will not be able to change this information once entered

Issuing country: *

Issue date: *

Valid until: *

If you have any other identity document issued by your government, provide details:

Type of document:

Number:

Expiry date:

Save and Continue

- Complete the page, click on 'Save and Continue'

STEPS TO COMPLETING THE ONLINE FORM continued...

User : GITA.PATEL@WITS.AC.ZA Applicant Reference No : TRR1490407 Logout

Particulars of applicant **Visa details** Print

Visa Details:

Date of entry: *

Visa No: *

Type of visa: *

Place of entry: *

Date of expiry: *

Purpose of entry: *

Details of any subsequent visa issued to you, or the most recent thereof

Type of visa:

Issued at:

Date of issue/renewal:

Date of expiry:

A visa is required until: *

Purpose of visa: *

Submit

- Complete the page, click on 'Submit'

STEPS TO COMPLETING THE ONLINE FORM continued...

User : GITA.PATEL@WITS.AC.ZA Applicant Reference No : TRR1490407 Logout

Particulars of applicant	Visa details	Print
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Add Applicant	Schedule Appointment
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This Web site is best viewed using Internet Explorer 8.0 or higher

- Click on 'Schedule Appointment'

STEPS TO COMPLETING THE ONLINE FORM continued...

Schedule Appointment Group Reference Number: TRR1490407

Applicant List

Applicant List

First Name	Last Name	Contact #	Passport #	Actions
Gita Bhana	Patel	834428304	G8956412	Details

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- Click on 'Details' to confirm personal information
- Click on 'CONTINUE' to schedule an appointment

STEPS TO COMPLETING THE ONLINE FORM continued...

Schedule Appointment

Group Reference Number: TRR1490407

Applicant List

Final calendar

Appointment Confirmation

Final calendar

July 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Holidays
 Available
 Selected date for appointment

Select	Time Range
<input type="radio"/>	8:30-8:45
<input type="radio"/>	8:45-9:00
<input checked="" type="radio"/>	9:00-9:15
<input type="radio"/>	9:15-9:30
<input type="radio"/>	9:30-9:45
<input type="radio"/>	9:45-10:00
<input type="radio"/>	10:00-10:15
<input type="radio"/>	10:15-10:30
<input type="radio"/>	10:30-10:45
<input type="radio"/>	10:45-11:00
<input type="radio"/>	11:00-11:15
<input type="radio"/>	11:15-11:30
<input type="radio"/>	11:30-11:45
<input type="radio"/>	11:45-12:00
<input type="radio"/>	12:00-12:15
<input type="radio"/>	12:15-12:30
<input type="radio"/>	12:30-12:45
<input type="radio"/>	12:45-13:00
<input type="radio"/>	13:00-13:15
<input type="radio"/>	13:15-13:30
<input type="radio"/>	13:30-13:45
<input type="radio"/>	13:45-14:00
<input type="radio"/>	14:00-14:15
<input type="radio"/>	14:15-14:30
<input type="radio"/>	14:30-14:45
<input type="radio"/>	14:45-15:00
<input type="radio"/>	15:00-15:15
<input type="radio"/>	8:00-8:15

CANCEL **CONTINUE**

- Select the desired date and time, click 'CONTINUE'

STEPS TO COMPLETING THE ONLINE FORM continued...

Schedule Appointment Group Reference Number: TRR1490407

Applicant Details / Final calendar / **Appointment Confirmation**

Appointment Confirmation

Your appointment has been confirmed for 16/07/2015 date and time 9:00-9:15 at the VFC Johannesburg. Please click on the links to download your [Appointment Letter](#)




Applicant URN	First Name	Last Name	Actions
TRR1490407	Gita Bhana	Patel	Download Form, Checklist and Fee Payment details

CLOSE

- A confirmation of appointment will generate.
- Click on 'Download Form, Checklist and Fee Payment details'

STEPS TO COMPLETING THE ONLINE FORM continued...

- The following documents will be made available

Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
 TRR1490407_Checklist.pdf	Adobe Acrobat Document	76 KB	No	82 KB	8%	2015/02/13 08:24 PM
 TRR1490407_PaymentReceipt.pdf	Adobe Acrobat Document	2 KB	No	2 KB	25%	2015/07/15 07:03 AM
 TRR1490407_VAF.pdf	Adobe Acrobat Document	72 KB	No	78 KB	8%	2015/07/15 07:03 AM

- Prepare all supporting documents as per the check list and make payment.
- Sign the completed form.
- Submit the completed application and supporting documents at the VFS Office on the scheduled appointment date.

NB.

DO NOT submit original copies of supporting documents.

All supporting documents can be copied and certified for submission

CONTACT DETAILS

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www.facebook.com/InternationalStudentsOffice

VFS GLOBAL



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