



## Study Visa Renewal Process

The following document outlines the process to be followed by international students and researchers at the University of Cape Town (UCT) who are making application to renew their current visa to undertake continued study and/or research at UCT.

**Note:** Applications for new study visas should be made at the South African Embassy or Consulate in the country where the applicant resides.

Applications for visa renewals should be made within South Africa. The visa renewal application must be **submitted no less than 60 days prior to the expiry date of the current visa** and if the visa was issued for a duration of 30 days or less, the application for renewal should be made **no later than 7 working days before the expiry of that visa**.

Applications for visa renewals are made through the Visa Facilitation Services (VFS) - an agency employed by the Department of Home Affairs (DHA) to accept and process visa applications for adjudication by the DHA. Once the application has been finalised, the DHA will issue an outcome to the VFS office where the application was submitted.

### How to apply

- Complete the [online application](#) for a temporary residence visa on the VFS website
- The visa renewal form (DHA-1739) is completed online through VFS by virtue of an online application.
- Gather all the required supporting documentation
- Pay for your visa application online, then schedule an appointment to submit your documentation in person
- It is advised that you only book an appointment with VFS once you have received the relevant supporting documentation
- You cannot send someone else to the VFS appointment on your behalf because VFS will need to take your biometric data

### How much does it cost?

For visa renewals, the fees include **DHA fee of R425 and VFS fee of R1550**.

If you have resided in South Africa for 12-months or longer, you are required to submit a South African police clearance report with your visa renewal application. VFS can facilitate the police clearance application at a fee of R185, to be paid in person on the day of the visa application appointment. Only card payments are accepted.

### Where to find the VFS Global offices?

VFS Global offices in South Africa are located at the following sites: <https://visa.vfsglobal.com/zaf/en/dha/attend-centre>  
VFS Global in Cape Town is situated at: 7th Floor, 2 Long Street, 2 on Long Building, Cape Town 8001

### Can you travel while your visa renewal application outcome is pending?

You will be able to travel on your current (valid) visa while awaiting the outcome of the renewal application, provided you return to South Africa before the current visa has expired. Once the current visa has expired, you will be unable to depart South Africa as you will then be declared 'undesirable'. An undesirable status will place a ban on your re-entry to South Africa for a period ranging between 12 months to five years. It is for this reason that you are advised to await the outcome of the renewal applications before travelling.

You will not be permitted to re-enter South Africa on a visa application receipt, you will need to be in possession of the renewed visa.

### When is the best time to apply for a visa renewal?

You have to apply no less than 60 days prior to the expiry date of the existing visa. If the visa was issued for less than 30 days, you need to reapply no later than seven working days before the expiry date of the visa. If your visa is expiring on 31 December of this year, please accommodate additional time and make your application earlier, given that the South African Embassies/ Consulates and DHA adjudication offices may be operating with limited staff capacity over the end-of-year holiday period.

## A checklist of general visa requirements

Note that this is a general checklist of requirements. You are advised to visit the VFS or DHA websites to consult their list of requirements for the specific visa you are applying for. You may be asked by DHA to provide additional documentation to support your application, in certain instances.

Here is a list of the required documents, from the VFS site: <https://visa.vfsglobal.com/one-pager/dha/southafrica/english/index.html#study-visa-content>

Description	Tick where relevant
<b>Letters required from UCT</b>	
An official offer letter confirming provisional or firm acceptance into a study programme and the duration of the course (start and end dates) <ul style="list-style-type: none"> <li>Applicants renewing their visa to continue current studies or research should provide a letter from their academic department, confirming the study or research programme details and estimated date of completion</li> </ul>	
Letter of undertaking from the University of Cape Town (obtained from IAPO, requested via this webform <a href="https://www.uct.ac.za/request-letter-support-form">https://www.uct.ac.za/request-letter-support-form</a> ) This is an undertaking by the Registrar or Principal to: <ol style="list-style-type: none"> <li>Provide proof of registration as contemplated in the relevant legislation within 60 days of registration; or</li> <li>In the event of failure to register by the closing date, provide the Director-General with a notification of failure to register within 7 days of the closing date of registration;</li> <li>Within 30 days of de-registration, notify the Director-General that the applicant is no longer registered with the University of Cape Town; and</li> <li>Within 30 days of completion of studies, notify the Director General when the applicant has completed his or her studies or requires to extend such period of study</li> </ol>	
<b>Other requirements</b>	
Completed <a href="#">online visa application form</a>	
The visa renewal form (DHA-1739) is completed online through VFS by virtue of an online application	
Application submitted no less than 60 days prior to the expiry date of the existing study visa	
Valid passport, expiring no less than 30 days of the intended date of departure from South Africa	
A South African police clearance certificate, if residing in South Africa for 12 months or longer, for persons aged 18 - years and older. This can be obtained through VFS at a fee of R185. Only card payments accepted.	
A <a href="#">medical report</a> not older than 6 months	
A <a href="#">radiological report</a> not older than 6 months	
Proof of medical aid cover from a medical scheme registered with the South African Council for Medical Aid Schemes. <b>Note:</b> you are required to have medical aid cover for the full duration of your study programme and expiring on 31 December, if you will be registering for a full year of courses. We recommend Momentum or CompCare, more information can be found here: <a href="http://www.international.uct.ac.za/visas-immigration">http://www.international.uct.ac.za/visas-immigration</a>	
If your medical aid has not yet been renewed for the next academic year, include a signed copy of this <a href="#">medical aid renewal undertaking</a> , when submitting your application to VFS.	
Proof of sufficient financial means, in the form of bank statements	
An Affidavit from the Police Station, attesting to having complied with the rule of law in South Africa and existing study visa conditions.	
<b>Documentation required, where applicable</b>	
A yellow fever vaccination certificate if the applicant travelled through a <a href="#">yellow fever endemic area</a>	
Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country of the applicant (where applicable)	
An Affidavit indicating a spousal relationship to a South African citizen or resident, together with documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties and setting out the particulars of children in the spousal relationship	
Divorce decree	
Legal separation order	
Death certificate, in respect of late spouse	
Court order granting full or specific parental responsibilities and rights	
Written consent from both parents and full parental responsibilities	
Proof of adoption	