

PRESENTATION ON STUDY VISA EXTENSION/RENEWAL



STUDY VISA - EXTENSION/RENEWAL

What do I do?

What documents
do I need?



STUDY VISA - EXTENSION/RENEWAL...continued

- 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.



STUDY VISA - EXTENSION/RENEWAL...continued



- The application MUST be submitted **60 days** before the current visa expires.

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**



SUPPORTING DOCUMENTS continued...

- 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.***
- **Proof of funds**
- **Medical Report** (not older than six months)
- **Radiological Report** (not older than six months)



NB: Both the Medical and Radiological Reports **MUST** be stamped by the attending Practitioner with a Practice number, contact details, address and signature.

SUPPORTING DOCUMENTS continued...

- Proof of **South African Medical Aid** cover for the next year



- **South African Police Clearance**

The VFS Office is now able to take in applications without the South African Police Clearance Certificate. The VFS office is linked to the South African Police Services and biometrics will be taken for the clearance. ***OLD SAPS police clearance no longer accepted.***



STEPS TO COMPLETING THE ONLINE FORM

The screenshot shows the VFS Global website for South Africa. The URL in the browser is www.vfsglobal.com/dha/southafrica/. The page features a dark blue header with the VFS Global logo, the text "VFS.GLOBAL EST. 2001", a "100 MILLION APPLICATIONS" anniversary badge, and the text "Department of Home Affairs In South Africa". Below the header is a navigation menu with links: "VISA TYPES", "WHERE TO APPLY", "COMPLETE ONLINE FORM", "TRACK YOUR APPLICATION", "GENERAL INFORMATION", "DHA PREMIUM VISA AND PERMIT SERVICES CENTRE (GGDA)", and "FAQS". A search bar is located on the right side of the navigation menu. The main content area has a background image of a cityscape and is titled "DEPARTMENT OF HOME AFFAIRS SOUTH AFRICA". It features three circular icons representing the steps: "STEP 1 PREPARE YOUR APPLICATION" (with a checkmark icon), "STEP 2 HOW TO APPLY" (with an information icon), and "STEP 3 AFTER SUBMISSION" (with a pencil icon). Below these icons is a text block: "Department of Home Affairs is pleased to announce the opening of the Visa & Permit Facilitation Centres in 9 provinces and 11 cities within South Africa. Visa and Permit applications will be accepted across these 12 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." Below this text is a list of news items, each with an information icon: "Lesotho Special Permit Registration commencing 01 March 2016 to 30 June 2016", "Online Transfer and Rectification process for the Zimbabwean Special Dispensation Permit (ZSP) will commence as of Tuesday 15 December 2015 at all 12 Visa Facilitation Centers, nationwide.", and "Beware of fraudulent job offers. For more details - [click here](#)". A "Read More" button is located at the bottom right of the news section.

- 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 the registration process and scheduling of an appointment to visit the Visa Facilitation Centre. The 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 if you are applying for the first time.

If you have already registered previously and have your login details please [click here](#).

STEPS TO COMPLETING THE ONLINE FORM



Department of Home Affairs  In South Africa

[HOME](#) [LOG OUT](#)

Application type*

Application sub type*

Application sub type category*

Location*

Previous reference no.

Corporate visa no.

Submit

Reset

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.
- **Ensure all mandatory supporting documents are available before online form filling.**
- Payment to secure your online appointment can be made in two methods:
 1. Online payment via Debit/Credit card through the secure online portal
 2. Pre-payment at Standard Bank by downloading and completing the online generated bank receipt and depositing the cash into the nearest Standard Bank. **Handwritten cash deposit slips will not be accepted.**
- **Note:** When selecting the pre-payment option, after payment has been done you are required to visit your online application form after **3 working days** to proceed to schedule your appointment.
- 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.
- For Rectification please ensure to enter current passport number. For Transfer cases please enter old passport number.

ATTENTION: APPEAL APPLICATIONS

- All appeal applications will now follow a revised online process. This will be effective from the 26 January 2019.
- **Applicants are requested to refer to the below before applying for an appeal application:**
- Applicants will only be able to apply for an appeal application once their previous application has been collected from the VFS application centre.
- Applicants will only be able to submit an appeal application within 10 days of collecting the rejected outcome.
- Applicants can only appeal once under the appeal category 8(4) and if rejected for the second time they will have one last opportunity to submit a final appeal under appeal category 8(6) which is then submitted for the review of the director general. For any enquiries please contact the VFS call centre on 012 425 3000.

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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



Department of Home Affairs  In South Africa

Email Registration

Email:

Password:

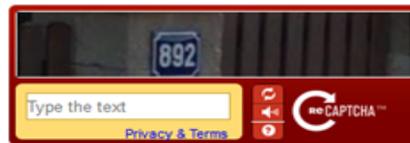
Retype password:

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

Submit

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
---------------------	----------------	-----------------	------------------	---------------------	---------------------------	----------	------------	--------	-------

- Click on 'New Application'

STEPS TO COMPLETING THE ONLINE FORM

User : GITA.PATEL@WITS.AC.ZA Applicant Reference No : TRR2753584 [Logout](#) [Home](#)

Particulars of applicant | [Visa details](#) | [OverviewPage](#) | [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 Names: * 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...

Particulars of applicant | **Visa details** | OverviewPage | Print

Visa Details:

Date of entry: * ← Details of the first SA visa issued to you.

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

Date of permit *

Type of visa:

Issued at: *

Date of issue/renewal: *

Date of expiry: *

A visa is required until: *

Purpose of visa: *

STEPS TO COMPLETING THE ONLINE FORM

continued...

DECLARATION BY AUTHORISED REPRESENTATIVE OF EMPLOYER

Representative First name(s)	<input type="text"/>
Representative Surname	<input type="text"/>
Representative ID number	<input type="text"/>
Representative occupation	<input type="text"/>
Representative employer name	<input type="text"/>
Representative work address	<input type="text"/>
Representative telephone number	<input type="text"/>
Representative fax number	<input type="text"/>

DECLARATION BY AUTHORISED HEAD OF EDUCATIONAL INSTITUTION

Applicant grade	<input type="text" value="University"/>
Applicant year of study	<input type="text"/>
Qualification type	<input type="text"/>
Medical cover proof attached?	<input type="text"/>

Insert Year of Study e.g. 1; 2

e.g. BA or BA Honours or Masters or PhD

Yes or No - **the onus is on the applicant to submit the proof of the medical aid membership certificate. If not submitted the application can have a negative outcome.**

Submit

- Complete the page, click on 'Submit'

STEPS TO COMPLETING THE ONLINE FORM continued...

User : GITA.PATEL@WITS.AC.ZA Applicant Reference No : TRR2599183 Logout Home

Particulars of applicant	Visa details	OverviewPage	Print
--------------------------	--------------	--------------	-------

Overview Page: allows the applicant to review and amend the information captured on the application form before submitting.

Important Notice: 1. All First Name(s), Surname, Date of Birth, Passport Number, Nationality and Gender must be correctly spelt and correspond to the bio data page of your passport.

2. No applicant data can be changed beyond this stage.

Home

Submit

- Click on 'Home' to exit the application form
- Click on 'Submit' if the information is correct – the following message will appear

If details entered by you is correct and as per the bio data page on the passport, please click on "OK" to submit application.If you want to edit any details please Click on "Cancel" and edit your VAF details by going to respective Tabs, because after Submission no data can be edited.

OK

Cancel

- Click on 'OK'

STEPS TO COMPLETING THE ONLINE FORM continued...

Applicant Details Successfully Saved

OK

- Click on 'OK'

User : GITA.PATEL@WITS.AC.ZA Applicant Reference No : TRR2599183 [Logout](#) [Home](#)

Particulars of applicant

Visa details

OverviewPage

Print

Add Applicant

Document Checklist

Payment

Schedule Appointment

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- Click on 'Payment'

STEPS TO COMPLETING THE ONLINE FORM continued...

User : GITA.PATEL@WITS.AC.ZA Group Reference No : TRR1764178 [Logout](#)

Payment Mode Payment Confirmation

PAYMENT MODE

EFT

Online payment(Debit/Credit card)

Pre payment at bank.

Please only use the electronically generated Bank Receipt with the Unique Customer Identity number, when depositing cash into the VFS Standard Bank Account. VFS will no longer be able to accept hand written bank deposit slips.

[Back](#) [Continue](#)

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PAYMENT MODE tab

- Select option applicable to you
- Click on 'Continue'

STEPS TO COMPLETING THE ONLINE FORM continued...

User : GITA.PATEL@WITS.AC.ZA Group Reference No : TRR2599183 Logout

Payment Mode **Payment Confirmation**

PAYMENT CONFIRMATION

Visa Fee

Payment Details								
Applicant name	Individual reference number	Payment mode	Sub category	SMS Fee	PCC Fee	Visa fee	VFS Service charge	Amount paid
Gita Patel	TRR2599183	Pre Payment	Study Visa Section 13	<input type="checkbox"/> 20.00	<input checked="" type="checkbox"/> 0	425	1350	1775

Earliest appointment dates
2018/09/28
2018/10/15
2018/10/16

These dates are indicative and subject to successful payment

Total Amount: 1775

By selecting the box, I confirm I have read and understood the below.
Please click on the below hyperlinks and ensure you have read the below before proceeding:

- [Terms and Conditions](#)
- [VFS Global Refund Policy](#)

By placing your order, you agree to **VFS's Privacy Statement**

Please ensure the correct form has been completed, all applicable documents are available and the online form correctly completed before proceeding.
In the event of a refund request, the VFS Global refund policy will apply to all requests whereby it will attract a penalty of either R850 or admin fee of R250.

[Cancel](#) [Download Bank Receipt](#)

Please only use the electronically generated Bank Receipt with the Unique Customer Identity number, when depositing cash into the VFS Standard Bank Account. VFS will no longer be able to accept hand written bank deposit slips.

PAYMENT CONFIRMATION tab

- Check the 'Visa Fee'
- Check the 'SMS Fee' **if** you want to receive SMS communication from VFS
- Check 'By selecting the box, I confirm...'
- Click on 'Proceed to payment'
- PCC Fee = R175.00

STEPS TO COMPLETING THE ONLINE FORM continued...

M&S
Standard Bank M&S credit transfer

Complete in triplicate Date (YYYY-MM-DD)
 Shaded areas for bank use only

Customer name **VFS Visa Processing SA Pty Ltd.**

The Bank shall not be responsible for the accuracy of data reference fields

Teller's date stamp and signature	Notes		
	Coin		
	Postal/Money orders		
	Total cash	1775	00
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total credit			R 1775.00

Checks, etc. handed in for collection, will only be available cash when paid. While acting in good faith and exercising reasonable care, the Bank will not accept responsibility for ensuring that depositor's account holders have lawful title to cheques, etc. collected.

M&S (M) E

Customer identity number	A, C, 8 7 E
Amount *	0, 0, 0, 0 0, 0, 0, 1, 7, 7, 5 0, 0 E
Transaction code	E
Depositing branch (BT number)	E
Applicant Reference Number	T, R, C, 1 1, 9, 2, 4, 3, 9, E

Depositor's/Contact person's name **Gita Patel** Contact telephone no. _____

Depositor's/Contact person's signature _____ Operator's initials _____

The Standard Bank of South Africa Limited (Pty. Ltd.) 1992/000000
 An authorized financial services and regulated credit provider (NCRCPFI)

- Print the bank deposit slip and make payment at the bank
- Note the reference number and your name on the deposit slip
- VFS banking details is linked to Customer Identity Number 'AC87'
- After payment is made the dates will be made available to 'Schedule Appointment'. The funds take approximately two days to clear.

STEPS TO COMPLETING THE ONLINE FORM continued...

Payment to VFS Visa Processing SA Pty Ltd

VFS online vaf payment, Ref: 20413513

Payment Total R 1775.00 (ZAR)

Payment Method reset | cancel payment

- Cards - credit cards and most debit cards
- EFT - secure instant deposit

Terminal-Id: 108S | Tel: +27 11 235 2017

Brooklyn, Pretoria, ZA 0181

Merchant acquiring bank: Standard Bank of South Africa

IF MAKING PAYMENT VIA EFT OR CREDIT CARD

- Select the applicable payment method and complete transaction.
- After payment is made the dates will be made available to 'Schedule Appointment'.

STEPS TO COMPLETING THE ONLINE FORM continued...

Please wait for 3 working days to schedule the appointment after making payment at the bank. In case you are unable to schedule appointment even after 3 working days of payment, please contact VFS helpdesk info.dhasa@vfishelpline.com

User : GITA.PATEL@WITS.AC.ZA Applicant Reference No : TRR2599183 [Logout](#) [Home](#)

Particulars of applicant	Visa details	OverviewPage	Print
Add Applicant	Document Checklist	Payment	Schedule Appointment

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- Click on 'Schedule 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 office to submit application
- 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

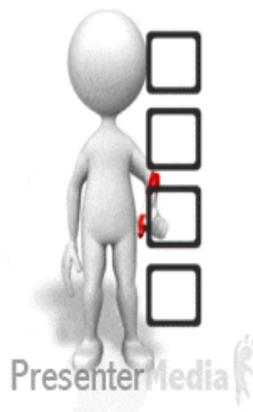
- Prepare all supporting documents as per the check list.
- Sign the completed form.
- Submit the completed application and supporting documents at the VFS Office on the scheduled appointment date.

NB.

DO NOT submit original copies of supporting documents.

All supporting documents can be copied and certified for submission.

Always keep copies of the completed application form and supporting documents submitted.



CONTACT DETAILS

INTERNATIONAL STUDENTS OFFICE

Ground Floor, Solomon Mahlangu House, Wits University



+27 (0)11 717 1054



StudySA.international@wits.ac.za



www.facebook.com/InternationalStudentsOffice

VFS GLOBAL



www.vfsglobal.com/dha/southafrica

Johannesburg VFS Office

1st Floor Rivonia Village, Cnr Rivonia Boulevard and Mutual Road



+27 (0)12 425 3000

Any
Questions?

Thank you!