

PRESENTATION ON STUDY VISA EXTENSION/RENEWAL



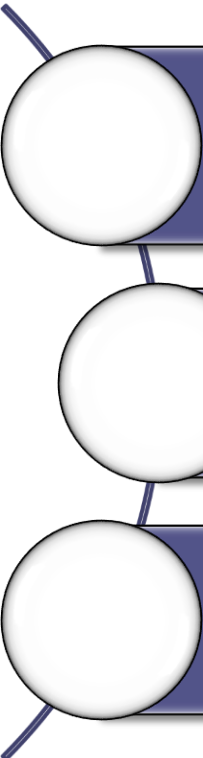
STUDY VISA – EXTENSION/RENEWAL

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
<https://www.vfsglobal.com/southafrica/>.

The completed form and supporting documents to be submitted in person at the selected VFS Office.
All documents must be printed single sided.

STUDY VISA - EXTENSION/RENEWAL...continued



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

If you are **unable** to submit the
application in South Africa before the
expiry of the current visa, you

MUST:



Return to your home country to apply for the
new study visa



Have a South African Police (SAP) Clearance
Certificate for the new application.

The issuing of the SAP Clearance Certificate
takes a minimum of four weeks plus to obtain.



If you are in South Africa after the visa has
expired, you will be illegal.

SUPPORTING DOCUMENTS REQUIRED FOR EXTENSION/RENEWAL OF A STUDY VISA



**Printed copy of the
completed online form**



**Confirmation of
appointment**



**Certified copy of valid
Passport**



**Certified copy of current
study visa**



**Certified copies of all
supporting documents as
per the VFS Checklist for
the relevant visa category**

SUPPORTING DOCUMENTS continued...



MEDICAL REPORT

Not older than six (6) months

The Medical Report MUST be stamped by the attending Practitioner with a Practice number, contact details, address and signature.



SOUTH AFRICAN MEDICAL AID

Valid Membership Certificate

Proof of medical cover renewed annually for the period of study with a medical scheme registered in terms of the Medical Schemes Act.

Sponsored Students: in the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking from such foreign state to for the departure or deportation/repatriation of the applicant.

Student Accompany Parents: an undertaking by the parents or legal guardian that the student will have medical cover for the full duration of the period of study;

Unaccompanied Student: Proof of sufficient financial means available to the student while resident in the Republic.



LETTERS FROM THE UNIVERSITY

STEP 1:

Proof of **confirmation of registration from the Faculty**

This is a *visa letter* issued by the Faculty Office confirming your registration and specifying the duration of your programme for visa extension purposes..

Masters (Research) and PhD students must first obtain a letter from their **Supervisor** before approaching the Faculty Office for the visa letter.

STEP 2:

Undertaking from the University

This letter is issued by the International Students Office (ISO) based on the visa letter issued by the Faculty office.

Important:

All fees due to the University must be paid in full before the undertaking letter can be issued.

SUPPORTING DOCUMENTS continued...

PROOF OF FUNDS

All foreign bank statements MUST be converted to South African Rand (ZAR)



Self -Funded:

- ☐ Proof of sufficient financial means available to the student while resident in the Republic
- ☐ Original personal stamped bank statement for the past three (3) months
- ☐ The statements MUST NOT be older than two weeks at the time of submission



Parent/Guardian:

- ☐ Letter from parent/guardian confirming payment of tuition fees and living expenses
- ☐ Original personal stamped bank statement OR pay slips for the past three (3) months
- ☐ The bank statements MUST NOT be older than two weeks at the time of submission
- ☐ Certified copy of passport of parent/guardian



Sponsored:

- The sponsorship/bursary letter MUST:
 - ☐ Confirm for when the sponsorship is for e.g., 2023 or 2024
 - ☐ Confirm what the sponsorship/bursary is covering i.e., tuition, living expenses etc.
- ☐ Have your name, student number and name of institution

SUPPORTING DOCUMENTS continued...

SOUTH AFRICAN POLICE CLEARANCE



The VFS Office is linked to the South African Police Services.

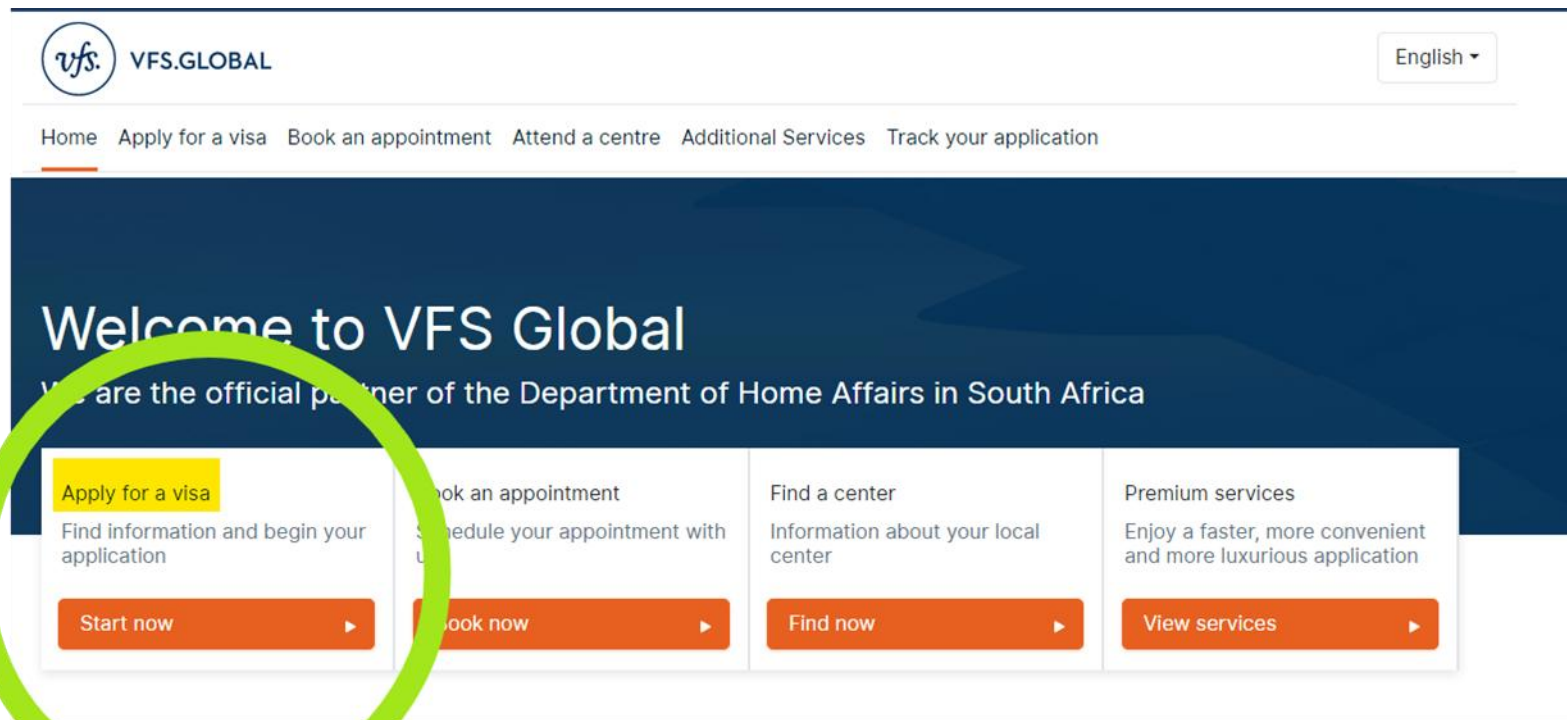


Biometrics will be taken for the Police Clearance when submitting the application.



This is at an additional cost, remember to check the box when making payment.

STEPS TO COMPLETING THE ONLINE FORM



- Go to the VFS website [DHA Visa Information in South Africa](#)
- Click on “*South Africa Visa & Permit Application/Renewal*”
- Click on “*Apply for a visa*”

STEPS TO COMPLETING THE ONLINE FORM

[Home](#) [Apply for a visa](#) [Book an appointment](#) [Attend a centre](#) [Additional Services](#) [Track your application](#)

[Home](#) → [Apply for a visa](#)

Apply for a visa

Information about starting your application

[Need more information?](#) [Ready to apply?](#)

Step-by-step guide

Let us walk you through the process

1

Identify visa type

Choose the right visa for your trip

[View more ↓](#)

2

Begin your application

Get started with your visa application

[View more ↓](#)

Click on “*View more*”

STEPS TO COMPLETING THE ONLINE FORM

Need more information? Ready to apply?

Step-by-step guide

Let us walk you through the process

1

Identify visa type

Choose the right visa for your trip

[View more](#) ↓

2

Begin your application

Get started with your visa application

[View more](#) ↑

Once you are ready to apply, please fill the visa application form and arrange your documents as per the checklist.

If you are applying for the first time, [click here](#).

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

Choose the applicable application status

If you have '*already registered previously*' go to **Slide 16**

STEPS TO COMPLETING THE ONLINE FORM

First time applicant

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

Are you currently on an Asylum/Refugee permit* ☐ Yes ☒ No

Are / Were you part of Zimbabwean Special Project* ☐ Yes ☒ No

Application type*

Application sub type*

Application sub type category*

Location*

Corporate visa no.

Date of first entry into RSA*

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.

Complete the highlighted fields and click “*Submit*”

STEPS TO COMPLETING THE ONLINE FORM

First time applicant

Email Registration

Email: *

Confirm Email: *



I'm not a robot



reCAPTCHA
Privacy - Terms

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

Submit

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Complete the highlighted fields and click “*Submit*”

STEPS TO COMPLETING THE ONLINE FORM

First time applicant

An email has been sent to entered email address with a link to complete the registration process. Please click on that link to proceed with registration.

Note: This link will be valid only for next 4 hours.

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

The above message will appear.

STEPS TO COMPLETING THE ONLINE FORM

First time applicant

Email:

Please enter new password:

Retype password:

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

[Change password](#)

© VFS Global. All Rights Reserved

Complete the highlighted fields.
The following message will appear: *“Password Change successful.”*

STEPS TO COMPLETING THE ONLINE FORM

First time applicant and previously registered applicant

Email:

Password:

 I'm not a robot


reCAPTCHA
Privacy - Terms

Log-in

[Forgot Password](#)

For Registration Please Click [here](#).

Complete the highlighted fields and log-in

New application User Logout

Applicant Reference	Applicant Name	Passport Number	Application Type	Application Subtype	Application Subtype catg.	Location	Reschedule	Cancel	Print	Refund	Payment Detail
TRR			Temporary Residence Visa	TRV - Renewal Visa	Study Visa Section 13	Johannesburg					

Click on the 'TRR' Reference Number to access the form.

STEPS TO COMPLETING THE ONLINE FORM

First time applicant and previously registered applicant

User Applicant Reference No : TRR [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

Passport 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](#)

STEPS TO COMPLETING THE ONLINE FORM

First time applicant and previously registered applicant

User Applicant Reference No : TRR Logout Home

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

First time applicant and previously registered applicant

DECLARATION BY AUTHORISED REPRESENTATIVE OF EMPLOYER

Representative First name(s)	
Representative Surname	
Representative ID number	
Representative occupation	
Representative employer name	
Representative work address	
Representative telephone number	
Representative fax number	

DECLARATION BY AUTHORISED HEAD OF EDUCATIONAL INSTITUTION

Applicant grade		e.g., University
Applicant year of study		Insert year of study e.g., 1 or 2, etc
Qualification type		e.g., Bachelors, Honours, Masters or PhD
Medical cover proof attached?		Yes or No. The medical aid membership certificate MUST be submitted with the application.

Submit

Complete the page, click on 'Save and Continue'

STEPS TO COMPLETING THE ONLINE FORM

continued...

Overview Page:

Allows the applicant to review and amend the information captured on the application form before submitting.

Click on 'OK'

STEPS TO COMPLETING THE ONLINE FORM

continued...

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'

User [redacted] Group Reference No [redacted] Logout Home

Payment Mode **Payment Confirmation**

PAYMENT CONFIRMATION

VAS Services	
Service name	Applicable Charges
SMS Fee	20.00
Premium Lounge Fee	500.00

General Appointment Information

Kindly note that the earliest available appointment date for General Submission at this location is :2023/10/12

Premium Lounge Appointment Information

Kindly note that the earliest available appointment date for Premium Lounge Submission at this location is :2023/10/12

☒ **Visa Fee**

Payment Details								
Applicant name	Individual reference number	Payment mode	Sub category	SMS Fee	Appointment Type	PCC Fee	Visa fee	VFS Service charge
[redacted]	[redacted]	Online	[redacted]	☐ 20.00	General Submission	☒ 185	[redacted]	[redacted]

Earliest appointment dates	
	2023/10/12
	2023/10/16
	2023/10/17

These dates are indicative and subject to successful payment

Total Amount: [redacted]

☒ 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](#)
- [Disclaimer](#)

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 **Proceed to payment**

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.

Dear applicant, please note that you will no longer receive a separate email as proof of payment when paying via online/card payments, your appointment letter which reflects your payment details will now serve as your proof of payment.

STEPS TO COMPLETING THE ONLINE FORM

continued...



 **VFS.GLOBAL**

VFS Visa Processing SA
PayU HUB Transaction

Amount Due **R1775.00**

☐ Card

We accept major credit cards including VISA and MasterCard. The accepted payment options are provided above.

Card number

Card holder name

Expiry date

Pay R1775.00

Cancel

*You may be redirected to your bank's secure site to authenticate yourself before making the payment.

STEPS TO COMPLETING THE ONLINE FORM

continued...

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 'Download Bank Receipt'

User Group Reference No Logout Home

Payment Mode **Payment Confirmation**

PAYMENT CONFIRMATION

VAS Services	
Service name	Applicable Charges
SMS Fee	20.00
Premium Lounge Fee	500.00

General Appointment Information

Kindly note that the earliest available appointment date for General Submission at this location is :2023/10/12

Premium Lounge Appointment Information

Kindly note that the earliest available appointment date for Premium Lounge Submission at this location is :2023/10/12

☒ **Visa Fee**

Payment Details										Earliest appointment dates	
Applicant name	Individual reference number	Payment mode	Sub category	SMS Fee	Appointment Type	PCC Fee	Visa fee	VFS Service charge	Amount paid		
		Pre Payment		☐ 20.00	General Submission	☒				2023/10/12	
						185				2023/10/13	
										2023/10/16	

These dates are indicative and subject to successful payment

Total Amount:

☒ By selecting the box, I confirm I have read and understood the below.
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- [Disclaimer](#)

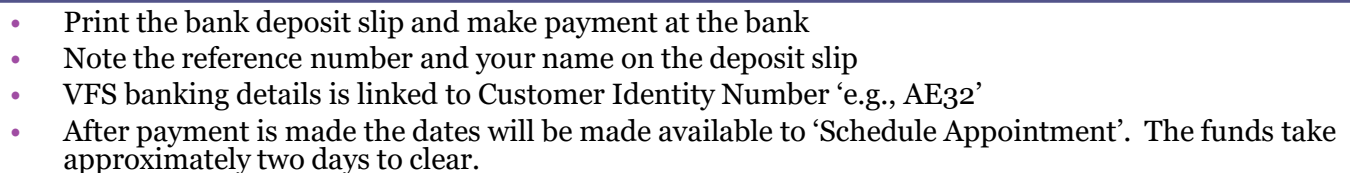
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[Cancel](#) [Download Bank Receipt](#)

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.

Dear applicant, please note that you will no longer receive a separate email as proof of payment when paying via online/card payments, your appointment letter which reflects your payment details will now serve as your proof of payment.

WITS
UNIVERSITY

STEPS TO COMPLETING THE ONLINE FORM continued...

Schedule Appointment

Applicant List / **Final calendar** / Appointment Confirmation

Reference Number: TRU

Final calendar

July

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

Legend:
■ Holidays
■ Available
■ Selected date for appointment

CANCEL **CONTINUE**

Select	Time Range
☐	8:30-8:45
☐	8:45-9:00
☒	9:00-9:15
☐	9:15-9:30
☐	9:30-9:45
☐	9:45-10:00
☐	10:00-10:15
☐	10:15-10:30
☐	10:30-10:45
☐	10:45-11:00
☐	11:00-11:15
☐	11:15-11:30
☐	11:30-11:45
☐	11:45-12:00
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☐	13:15-13:30
☐	13:30-13:45
☐	13:45-14:00
☐	14:00-14:15
☐	14:15-14:30
☐	14:30-14:45
☐	14:45-15:00
☐	15:00-15:15
☐	8:00-8:15

- Select the office to submit application
- Select the desired date and time, click 'CONTINUE'

STEPS TO COMPLETING THE ONLINE FORM

continued...

[Print Appointment](#) / [Applicant List](#)

Applicant List

- If you wish to print a consolidated appointment letter for more than one applicant, please select the checkbox against each applicant or else select one checkbox at a time for generating individual appointment letters.

Select	First Name	Last Name	Contact #	Passport #	Actions
☒					Download Form and Checklist

[CLOSE](#) [Download Appointment Letter](#)

- A confirmation of appointment will generate.
- Click on '*Download Form and Checklist*'

STEPS TO COMPLETING THE ONLINE FORM

continued...

- The following documents will be made available



TRR _Completed Online Form.pdf



TRR _Checklist.pdf



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.

Please Note:

- DO NOT submit original copies of supporting documents.
- The supporting documents can be copied and certified for submission.
- Always keep copies of the completed application form and supporting documents submitted.
- All forms, checklists and supporting documents must be printed single sided.

CONTACT DETAILS

INTERNATIONAL STUDENTS OFFICE

Ground Floor, Solomon Mahlangu House, Wits University



+27 (0)11 717 1054



StudySA.international@wits.ac.za

VFS GLOBAL



<https://www.vfsglobal.com/southafrica/>

Johannesburg VFS Office

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



+27 (0)12 425 3000

**THANK
YOU**

