

International Human Rights Exchange (IHRE) 2010

Study Permit (Visa) Application: Instructions

The Study Permit Application Process

Applying for a permit to study in South Africa (also referred to as a visa) is quite easy, but can be time-consuming. Please read this sheet completely and all accompanying documents carefully and pay close attention to timeline suggestions and deadlines.

We ask that you fill out the study permit application and gather all supporting documents (see below checklist). You will need to have a South African student visa to participate in the Bard-Smolny Program. Tzell Travel will process your visa for you. **To insure your participation in the program, it is essential that you FedEx the following items to Natalia Lentsi at Tzell at the address below no later than April 25, 2010:**

**Natalia Lentsi, Russian Travel Consultant
TZell Travel
119 West 40th Street
New York, NY 10018**

We ask that you FedEx the items since you will be sending your actual passport. The IILE will also gather certain documents on your behalf (see items that appear below the checklist) and will then submit the complete application to the Consular General of South Africa in New York.

When your study permit is processed, it will be placed in your passport. Your passport will then be returned directly to the IILE. We will hold the passport until your arrival to Bard for orientation in June.

Materials Checklist

The application for a study permit calls for the following documents (specific instructions pertaining to each material appears below the checklist):

- Application form BI-1738
- Passport
- Two identical passport photos
- Copy of birth certificate
- Medical certificate, which is available by clicking here or at
- A negative TB test **OR** a radiological report
- State police clearance certificate (criminal background check) from all countries you have lived in for a year or more since the age of 18.
- A bank statement that proves you have \$2,000 to cover meals and incidentals for the duration for your stay in South Africa
- If you are not a US citizen, your US student visa must be present in your passport
- If you are under 21, please enclose a signed letter from your parent/guardian

International Human Rights Exchange (IHRE) 2010

Application Materials provided by the IILE (will be attached to your application once you submit it to the IILE):

- The contact information of an individual who will act as your “learner’s guardian” (i.e. local advisor) while in South Africa. This person will be a Wits International Office staff member. We will include this letter in your application.
- Official letter of acceptance from Wits
- Proof of medical cover (IILE also provides you with a copy of this)***
- A letter stating that Bard College has received payment from you for tuition and housing and that Bard College will pay those funds appropriately to Wits on your behalf (the South African government wants to ensure that you will not incur charges and/or bills that you cannot pay)

Materials Instructions

--Application Form BI-1738 available at <http://www.ihre.org/accepted/>

- Please fill this out neatly with a ballpoint black pen
- Do not attach photos to the application
- **Page 1:** You are applying for a **study permit**, NOT a student exchange programme (student exchanges are permits for less than three months)
- **Section 4:**
 - Use your permanent home address, not your college address. The residential and postal address can be the same unless you use a PO box regularly.
 - Use a parent or guardian as your contact person
- **Section 5:** Leave blank
- **Section 6:**
 - Please state the funds available. As stated in the list below, you must attach a bank statement that verifies that you have \$2,000 available to you.
 - Leave the South Africa Rand conversion blank; we will fill in for you
 - Leave the flight number field blank if you will be on the group flight; we will fill in for you to ensure accuracy.
 - You do not need to make a cash deposit, as you will be proving funds via a bank statement
- **Section 7:**
 - No dependents or spouses will be accompanying, so please leave blank
- **Section 8-11:** Fill out. *Sign and date!*
- **Checklists:** several materials checklists appear.
 - Checklists A and B can serve as a guide and generally mirror the above checklist. You’ll see that A and B are longer than the checklist above, so if you see any documentation on the application that might apply to you (but probably won’t), please include it with your application. On Checklist A, you will note that they have a field for a radiological report, but not for a TB test. If you are submitting a negative TB test. This counts as a radiological report and you can check “yes” if you include it.

International Human Rights Exchange (IHRE) 2010

- Checklists C – P do not apply to you. They have therefore not been included in this form.
- Fields not outlined above are considered self-explanatory, but please contact the IILE if you have any questions!

--Passport

- Ensure that it has at least two blank (unstamped) visa pages; these pages are in addition to the endorsement/amendment page at the back of the passport
- Ensure that the passport is valid for at least 30 days after you plan to exit South Africa
- Yes, you must actually relinquish your passport to the IILE! If you have any international travel planned before the July departure, please be in touch with the IILE immediately

--Two passport size photos

- These should be identical
- When you have the photos taken, we suggest that you request two additional pictures to take with you to South Africa

--Copy of birth certificate

- A legal adoption certificate is acceptable

--Medical Certificate – Available at <http://www.ihre.org/accepted/>

- Your doctor needs to fill this out and sign it

--Negative TB Test or Radiological Report – Available at <http://www.ihre.org/accepted/>

- Most US colleges and universities require a TB test upon entry. We encourage you to visit your college's health services center to see if you have a negative TB test on file. If so, a photocopy of that negative test will suffice
- If you do not already have a negative TB test, you must have one taken. If results are negative, these results must be submitted. There is no form for this, but please ensure that the results are presented in an official manner
- Many on-campus health centers will administer a TB test
- If the TB test is positive, a radiological report must be submitted. Please see the enclosed form for use in this situation

--Criminal Record Report (also known as a criminal history report or background check)

- You need to provide a criminal record report from the police for all countries in which you have lived for more than one year since the age of 18
- Call your local police station for details on how to obtain this document. In some cases, they can produce it for you. In other cases, they will refer you to the proper agency

International Human Rights Exchange (IHRE) 2010

--Proof of Medical Aid

- You will note that the study permit application calls for proof of South African medical aid (medical aid is the term used in South Africa for health insurance). A medical aid application will arrive to you in the next few weeks with its own set of instructions. You will then return this application to us and we will include proof of medical aid with your application.

--Bank Statement

- You must provide a bank statement verifying that you have adequate funds available for your time in South Africa
- The statement should show that you have \$2,000 available
- \$2,000 is estimated food, incidental and miscellaneous costs. Bard College will be including a letter stating that your tuition and room will be paid on your behalf by Bard College, which is why you do not need to have those funds available
- If the statement is coming from your parents, they must also attach a letter stating that you will have access to their funds while abroad
- You can submit more than one bank statement (example: you have funds in your account to supplement the money your parents have available) so long as the total is \$2,000

--Proof of US Student Status (if you are not a US citizen)

- 1-20 for F1 visa holders, green card, etc.

--Letter from Parent or Guardian

- If you are younger than 21 at the time that the application is filled out, you must submit a letter from a parent or guardian stating that you have their permission to study in South Africa

Suggested Timeline for Permit Tasks—remember the due dates for IILE to receive ALL materials is April 25th, so plan ahead!

- Visit your campus health center and make appointment for a TB test and/chest x-ray, if necessary
- Contact your local police department about obtaining a police report
- Be in touch with your parents/guardians about a birth certificate, bank statement and letter of permission
- Once all appointments and contacts have been made, begin working on the application itself