

South Africa Student Permit (Temp. Residence Permit)

In adherence to South African Government rules and regulations, U.S. citizens in South Africa more than 90 days must apply for a study permit, which is a type of temporary residence permit. It is your responsibility to contact the specific South African mission to which you are applying regarding the documents you will need to present. Each mission has different requirements, so it is important that you consult with them directly. Most UW-Eau Claire students will apply at the South African Consulate in Chicago. **The information in this handout was current on 3/7/2017 but you should check the South African Consulate General of Chicago site below to make sure nothing has changed.** Students are responsible for keeping up to date on any changes to the visa application process.

South African Consulate General, Chicago

(servicing Arkansas, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Wisconsin)

200 South Michigan Avenue, Suite 600

Chicago, IL 60604

Tel: (312) 939-6540- Consular Services, (312) 939-7929- General Number

When dialing in to the main number at the Consulate (312) 939-7929, if there is a silence instead of a ringing tone, please dial 0 for the Operator or 1 for the Consular section.

Fax: (312) 939-2588

Web: <http://www.southafricachicago.com/>

Do not proceed to Stellenbosch University without a study permit. Students without valid study permits cannot be registered at the university. Also, the U.S. State Department recommends that all travelers enter South Africa with a valid yellow fever vaccination even if you are not planning to transit through a yellow fever country. An emergency layover in a yellow fever country can create entry problems with South African immigration.

Application Process for Study Permit

Per the South Africa Home Affairs Web site: (http://www.southafrica-newyork.net/homeaffairs/permit_study.htm), students need to submit the following documents:

- A duly completed application form [DHA-1738](#) signed by applicant
- Machine readable valid passport with at least two (2) unused (blank) pages labeled *Visa* when presented at the Embassy or Consulate; one page for affixing the visa or permit by the embassy/consulate and the other page for endorsement of entry/departure stamp by the South African Immigration Services. Passport must be valid for 30 more days after the intended return date from South Africa
- Two (2) passport photos with white or light background
- Notarized copy of birth certificate
- Notarized copy of bio page of the passport
- [Medical report](#) on prescribed form (physical). The certificate must not be older than six (6) months at the time the applicant submits an application.
- [Radiological report](#) on prescribed form (chest X-ray) or skin TB test. Radiological report is not required in respect of children under the age of 12 years or a pregnant woman. The certificate must not be older than six (6) months at the time the applicant submits an application.

NOTE: You can schedule a skin TB test at Student Health Services at UWEC by calling 715-836-5360. Contact the Chicago Consulate to clarify which is required.

- FBI certificate (full criminal background check report) and police clearance certificate from all countries applicant lived in since age 18 for one year or longer.

NOTE: Please start your FBI background check immediately as it may take 14-16 weeks to receive the result of your FBI clearance. Options and directions for completing the FBI check can be found on pages 3-4 of this document. Students from previous semesters have said they did not need the police clearance certificate if they have lived in the U.S. their entire lives; however, please contact the Chicago Consulate to clarify if it is required.

- Proof of health coverage (health insurance)

NOTE: In the past, the consulate required proof of South Africa health coverage. Please contact the Chicago Consulate to clarify if they need proof of South Africa health coverage or if they will accept the CISI insurance you will be enrolled in May. Remember, you will not be enrolled in the new CISI policy until May, so depending on when you apply for your visa, you may need to use the proof of South Africa health coverage instead.

- Round trip flight itinerary
- An official letter from the institution in South Africa confirming acceptance and duration of the course

NOTE: Stellenbosch University will provide this letter after you've submitted your online application.

- An official letter of enrolment from the institution of learning concerned in the U.S. if applicable.

NOTE: The CIE will provide this letter. Please request this letter from your study abroad coordinator (Courtney – brostcn@uwec.edu) before you submit your visa application.

- Proof of financial means in the form of recent three months bank statements stamped by bank, and notarized letter from the parents stating the financial responsibility.
- In case of a minor, a notarized letter of consent from the parent is required.

NOTE: The age of majority in South Africa is 21. If you will not be 21 by the time you apply for your visa, you will need a notarized letter of consent from your parents/guardians.

- Certified copies of proof of adoption/legal guardianship/birth certificate where applicable
- Proof of physical address and contact number of the adult person residing in South Africa, who is acting or has accepted to act as the learner's guardian, including a confirmatory letter from that guardian

NOTE: The age of majority in South Africa is 21. If you will not be 21 by the time you apply for your visa, you will need this letter. Please email your study abroad coordinator (Courtney – brostcn@uwec.edu) so she can request this letter from Stellenbosch University.

- Proof of sufficient financial means available to the learner while in South Africa
- Certified/notarized copy of proof of U.S. legal status (I-20 for F1 visa holders, copy of green card etc).
- Non-refundable fee of **\$36.00 money order** for processing

Appearing in Person at the Chicago Consulate

As of 1/13/2015, applicants submitting to the Chicago Consulate are required to appear in person during regular consular hours, which are Monday-Friday from 9:00 am to 12:00 pm. Visas are not issued on the same day. You are required to bring a prepaid self-addressed envelope (with a tracking number) for the return of your passport.

Processing Time

Processing time is 10-15 business days. Please note this does not include mailing time.

Processing Fee

US\$36 money order or certified bank check only

Please note the following:

- The expiry date of your study permit is very important. It is your own responsibility to apply for an extension 6 weeks before it expires. The International Office provides support in this regard.
- You are responsible for maintaining the validity of your study permit throughout your stay in South Africa.
- Formal admission to the university does not guarantee the issuing of a study permit.

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FBI Identity History Summary Check (Background Check)

Part of the FBI Background Check involves getting your fingerprints taken. The [Eau Claire Sherriff's office](#) does a live scan of fingerprints for \$28. Ask to have them printed on fingerprint cards.

Hours of operation: Monday-Thursday, 9:00am-3:00pm. Friday – closed.

It takes about 20 minutes to have your fingerprints taken. No appointments are necessary. Any questions, call 715-839-7204.

You have two options for completing the background check:

1. Apply through an FBI Channeler with a cost of approximately \$50 with about 2 weeks processing time. (Recommended)
2. Apply directly through the FBI with cost of \$18 and 12-14 week processing time.

Option 1-Apply Through an FBI-Approved Channeler

FBI-approved Channelers are private businesses that have contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBI CJIS Division for a national Identity History Summary check, and receive the electronic summary check result for dissemination to the individual. A list of approved channelers can be found on the FBI site: <https://www.fbi.gov/services/cjis/compact-council/list-of-approved-channelers> You will need to contact each organization to see what the processing times are.

You should double check with the South African Consulate in Chicago that they will accept an FBI channeler document. A past student used the following company and it took about two weeks processing time:

National Background Check, Inc.
www.nationalbackgroundcheck.com
(877) 932-2435

With this channeler, you can get your fingerprints taken electronically or through live scan and have them printed on fingerprint cards to mail to them for processing (the second option can be done at the Eau Claire Sheriff's office). This channeler does not accept electronically transmitted fingerprints from third parties.

Option 2-Apply Through the FBI- Apply now.

The FBI has indicated that 12-14 weeks is the current processing time as FBI undergoes the installation of a new IT system. Allow

plenty of time for your request to be processed and plan for a cushion in case something goes wrong. Please note the FBI will not rush a request. If you wait to the last minute, they are unable to expedite your request even if you offer to pay extra.

Here are the steps. Copies of the forms mentioned are attached. However, **it is recommended that you complete them online and then print them.** All the forms can be found here: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Step 1: Complete the [Applicant Information Form](#).

- If the request is for a couple, family, etc., all persons must sign the form.
- Include your complete mailing address. Please provide your telephone number and/or e-mail address, if available.
- Your results will be provided on standard white paper and returned to you by First-Class Mail via the U.S. Postal Service.
- Self-addressed envelopes will not be accepted. This includes pre-paid Priority Mail, FedEx account numbers, United Parcel Service, etc., foreign postage coupons, and requests to forward correspondence to the Department of State for the apostille process.

Step 2: Obtain a set of your fingerprints.

- Your fingerprints should be placed on a [standard fingerprint form \(FD-258\)](#) commonly used for applicant or law enforcement purposes. The FBI will accept FD-258 fingerprint cards on standard white paper stock.
- You must provide a current fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth must be provided on the fingerprint card.
- You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions).
- If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency.
- Fingerprints taken with ink or via live scan are acceptable.
- To ensure the most legible prints possible, refer to the [Recording Legible Fingerprints page](#). If fingerprints are not legible, the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees.
- The name on your response letter will match the name indicated on the fingerprint card.
- If the last four digits of your social security number are needed on your response letter, then please ensure your full nine-digit Social Security number is on the fingerprint card when submitting your request.

Step 3: Submit payment.

- Option 1: Pay by credit card using the [Credit Card Payment Form](#). **Don't forget to include the expiration date of the credit card that you are using.**
- Option 2: Obtain a money order or certified check for \$18 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.
- **Important note:** Cash, personal checks, or business checks WILL NOT be accepted and sending any of these will delay processing of your request.
- Payment must be for the exact amount.
- If the request is for a couple, family, etc., include \$18 for each person.
- If the request is for multiple copies per person, include \$18 for each copy requested.
- The FBI will provide one sealed response for each request received. You may make as many copies as needed upon receipt of your response. **Note:** If you need additional sealed responses mailed to the same address or separate address, you must submit an additional request with another payment of \$18 for each sealed response requested. Also, if you need additional copies of your response that do not need to be in a sealed envelope, you may make as many copies as needed upon receipt of your response.
- The FBI will not accept additional payment to expedite your request.

Step 4: Review the [Identity History Summary Request Checklist](#) to ensure that you have included everything needed to process your request.

Step 5: Mail the required items listed above—signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars per person—to the following address:

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

What Happens Next

If the FBI finds no Identity History Summary on file, you will receive a response indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or “rap sheet.”

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