



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application form (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary showing applicant's name.
- Copy of hotel reservations, or a letter of invitation from a private host in South Africa. *(Not required for Work Authorization.)*
- Proof of health insurance that provides coverage in South Africa.
- Travelers who have recently visited countries in which Yellow Fever is endemic must also submit the International Certificate of Vaccination for Yellow Fever (original or copy).

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A letter of invitation from the company to be visited in South Africa. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. Faxed or scanned copies are accepted. Please see the attached sample letter.

SECTION 11(2) WORK AUTHORIZATION APPLICANTS must also include:

- A letter of invitation from the South African company/organization confirming purpose and duration of visit. The letter must state the purpose or necessity of the work; nature of the work; duration of the work/visit; place of work; and the identity and contact details of the prospective employer or relevant contact person from the host institution.

TOURIST TRAVELERS must also include:

- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure other information.

OFFICIAL VISA APPLICANTS (U.S. Government employees or contractors) must also include:

- A letter from the U.S. Department of State stating the nature and duration of the visit. If applying for an Official visa you will need to submit your Official U.S. Passport (brown cover) NOT your Personal Passport (blue cover).

NON-US CITIZENS must also include:

- A copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.

There is No Substitute for Experience.

G3's Standard of Service

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.

Visa Requirements



EssentialInfo

There is No Substitute for Experience.

Concierge Service \$175.00 Extra

G3's Concierge Service includes the following benefits:

Document Review: Email ConciergeDesk@g3visas.com for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

Accelerated Processing: G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

Expert Advice: Call our dedicated Concierge Service phone number: 855.266.0701, or email ConciergeDesk@g3visas.com for a quick response from the experts.

Real-Time Status Updates: Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

Upgraded Delivery Service: Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

Emergency Support: You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

VISA NOTES

- U.S. Citizens do not require visas to South Africa for business or tourist trips of less than 90 days. Please note that a valid U.S. passport with two blank visa pages facing each other is required for entry. Contact G3 for assistance with additional passport pages.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at www.g3visas.com/Policies.html.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.



Send to: G3 Visas & Passports
 Attn: Visa Department
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

CHICAGO SOUTH AFRICA

There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

Consular Fees for Visa Processing

| Visa Type | Mission Critical 5 Business Days | Priority 7 Business Days | Expedited 10 Business Days |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Tourist | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 |
| Business | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 |
| Section 11(2) Work Authorization | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 |
| Flight Crew | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 |
| Official | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 | <input type="checkbox"/> \$77.00 |

G3 Service Fees

| | | | |
|----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|
| Tourist | <input type="checkbox"/> \$140.00 | <input type="checkbox"/> \$100.00 | <input type="checkbox"/> \$70.00 |
| Business | <input type="checkbox"/> \$170.00 | <input type="checkbox"/> \$135.00 | <input type="checkbox"/> \$80.00 |
| Section 11(2) Work Authorization | <input type="checkbox"/> \$170.00 | <input type="checkbox"/> \$135.00 | <input type="checkbox"/> \$80.00 |
| Flight Crew | <input type="checkbox"/> \$170.00 | <input type="checkbox"/> \$135.00 | <input type="checkbox"/> \$80.00 |
| Official | <input type="checkbox"/> \$170.00 | <input type="checkbox"/> \$135.00 | <input type="checkbox"/> \$80.00 |

Return Delivery Fees

| | | | |
|--|-------------|--|-------------|
| <input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery | \$19.00 | <input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM | \$84.00 |
| <input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM | \$29.00 | <input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM | \$44.00 |
| <input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline | Please Call | <input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location | Please Call |
| <input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/> | \$5.00 | <input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/> | No Charge |

**These services may not be available for all delivery locations.*

Send This Page, Completed Order Form, and All Required Documents To:

G3 Visas & Passports, Attn: Visa Department, 11 East Adams Street, Suite 1605, Chicago, IL 60603

312.704.8472 Phone | 800.830.8472 Toll Free | 312.704.8150 Fax | Chicago@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Visas & Passports
 Attn: Visa Department
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

CHICAGO SOUTH AFRICA

VisaOrderForm

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #:

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature: _____

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Requested
Exceptional service for exceptional people.
ConciergeDesk@g3visas.com

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

| FEE | # Travelers | TOTAL |
|--|---|------------------------|
| Concierge Fee | <input type="text"/> X <input type="text"/> | = <input type="text"/> |
| Consular Fee | <input type="text"/> X <input type="text"/> | = <input type="text"/> |
| G3 Service Fee | <input type="text"/> X <input type="text"/> | = <input type="text"/> |
| Return Delivery Fee | | <input type="text"/> |
| Subtotal | | <input type="text"/> |
| Add 5% for credit card convenience fee | | <input type="text"/> |
| Total Payment Enclosed | | <input type="text"/> |

Traveler Names

| | | | |
|---|----------------------|---|----------------------|
| 1 | <input type="text"/> | 3 | <input type="text"/> |
| 2 | <input type="text"/> | 4 | <input type="text"/> |

Visa Service

Visa Type: Tourist Business Flight Crew Other _____

Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure: I must have my passport no later than:

Other visa or passport services requested:

Notes:

Contact Information Who should G3 contact about this request?

Name: Company:

Contact Email (required):

Daytime Phone: Mobile Phone:

Return Delivery Address This must be a physical address for FedEx delivery; no P.O. Boxes.

Name: Company:

Street Address:

City: State: Zip Code:

Daytime Phone: Mobile Phone:

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:



BI-84) Form 11

DEPARTMENT OF HOME AFFAIRS
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR VISA OR TRANSIT VISA

[Section 7(1)(g) read with section 10A and 10B; Regulation 8(1)]

Failure to complete this application form in full may result in the visa being delayed or refused.
Please use block letters and black ink only.

PERSONAL PARTICULARS

| | | | | | | | | | | |
|---|------|---|--------|---|---|---|---|--|---|--|
| Surname: | | | | | | | | | | |
| First names (in full): | | | | | | | | | | |
| Maiden name: | | | | | | | | | | |
| Previous surname(s): | | | | | | | | | | |
| | | Y | Y | Y | Y | M | M | D | D | |
| Date of birth: | | | | | | | | City of birth: | | |
| Country of birth: | | | | | | | | | | |
| Gender: | Male | | Female | | | | | | | |
| Nationality: | | | | | | | | If acquired by naturalisation, state original nationality: | | |
| Where and when was present nationality obtained: | | | | | | | | | | |
| Passport/Travel Document Number: | | | | | | | | Issuing authority: | | |
| Type of document: Diplomatic/Official/Ordinary Passport/Travel Document/other (specify) | | | | | | | | Date of expiry: | | |

Permanent residential address:

| | |
|--|--|
| Period resident at this address: | Telephone number: (.....) (code) (number) |
|--|--|

| | |
|---------------------------------------|---|
| Country of permanent residence: | Period resident in that country: |
|---------------------------------------|---|

Occupation or profession:

Name, address and telephone no. of employer, university, organisation, etc. to which you are attached, or that you attend or which you represent:

If self-employed, state name, address, telephone no. and nature of business:

| | | | | | | | | | | |
|-----------------|---------------|--|---------|--|---------|--|-----------|--|----------|--|
| Marital status: | Never married | | Married | | Widowed | | Separated | | Divorced | |
|-----------------|---------------|--|---------|--|---------|--|-----------|--|----------|--|

.....

First name(s) of spouse:

Maiden name:

| | | | | | | | | | |
|----------------|---|---|---|---|---|---|---|---|------------------|
| | Y | Y | Y | Y | M | M | D | D | |
| Date of birth: | | | | | | | | | Nationality..... |

NB: SEPARATE FORMS MUST BE COMPLETED IN RESPECT OF PERSONS OVER THE AGE OF 16 AND CHILDREN UNDER THE AGE OF 16 TRAVELLING ON THEIR OWN PASSPORTS.

Particulars of children endorsed on your passport accompanying you:

| Surname | First name(s) | Date of birth | Place of birth |
|---------|---------------|---------------|----------------|
| (1) | | | |
| (2) | | | |
| (3) | | | |
| (4) | | | |

VISIT TO SOUTH AFRICA

Expected date of arrival in the Republic: Y M D

Place of arrival:.....

Purpose of visit:

Duration of stay (months, weeks or days)

Number of entries required:

| | |
|----------|--|
| Single | |
| Multiple | |
| Two | |

Proposed residential address (physical) in the Republic, including the full name(s) of your host or hotel:

.....

.....

.....

Names of organisations or persons you will be contacting during your stay in the Republic:

| Name | Address | Relationship |
|------|---------|--------------|
| | | |
| | | |
| | | |

Identity document number or permanent residence permit number of South African host:

.....

Indicate by means of an X whichever is applicable

| | | | | |
|--|-----|--|----|--|
| Have you at any time applied for a permit to settle permanently in South Africa? | yes | | no | |
|--|-----|--|----|--|

| | | | | |
|--|-----|--|----|--|
| Have you ever been restricted or refused entry into South Africa? | yes | | no | |
| Have you ever been deported from or ordered to leave South Africa? | yes | | no | |
| Have you ever been convicted of any crime in any country? | yes | | no | |
| Is a criminal action pending against you in any country? | yes | | no | |
| Are you an unrehabilitated insolvent? | yes | | no | |
| Are you suffering from tuberculosis or any other infectious or contagious disease or any mental or physical deficiency? | yes | | no | |
| Have you ever been judicially declared incompetent? | yes | | no | |
| Are you a member of, or adherent to an association or organisation advocating the practice of social violence or racial hatred or are you or have you been a member of an organisation or association utilizing crime or terrorism to pursue its ends? | yes | | no | |

Give particulars if reply to one or more of the questions above is in the affirmative:

.....
.....
.....

To be completed by applicants applying for visitor's permits exceeding three months:

In the case of a spouse or dependant minor child of the holder of a permit issued in terms of section 11, 13, 14, 15, 17, 19 or 22, submission of a marriage certificate or an unabridged birth certificate.

Proof of academic sabbatical, if applicable.

Proof of non-remunerative voluntary or charitable activities to be undertaken, if applicable.

Proof of research to be undertaken, if applicable.

Proof of funds available for subsistence during period of visit.

To be completed by applicants applying for diplomatic, official or courtesy visas:

In the case of an official visit, submission of a note verbale.

In the case of a diplomatic placing in the Republic, proof of such placing.

To be completed only by passengers in transit to another country:

Destination after leaving the Republic:

Mode of travel to destination:

Intended date and port of departure from the Republic to that destination:

Do you hold a visa or permit for temporary or permanent residence in the country of your destination? (Proof must be submitted).....

To be completed by persons wishing to work in the Republic: Yes No

If the answer is yes, please provide details:

.....

I SOLEMNLY DECLARE THAT THE ABOVE PARTICULARS PROVIDED BY ME ARE TRUE IN SUBSTANCE AND IN FACT AND THAT I FULLY UNDERSTAND THE MEANING THEREOF. I FURTHER DECLARE THAT I DO NOT CONTEMPLATE CHANGING THE PURPOSE OF MY VISIT WHILST IN THE REPUBLIC.

.....

Signature of applicant **Date**

| | | |
|--|--|--|
| <p>FOR OFFICIAL USE</p> <p>Approved/not approved by</p> <p>on</p> | <p>Type of visa:</p> <p>.....</p> <p>.....</p> | <p>Reasons for decision:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|--|--|--|



VISAS
& PASSPORTS

Sample Business Letter From U.S. Company

*****Please print your business letter on company stationery.*****

July 1, 2014

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, September 1 through September 15 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
Senior Vice President
Sample Products, Inc.

(The letter must have an original ink signature of a manager other than the applicant.)

Sample Letter



VISAS
& PASSPORTS

Sample Business Letter for Flight Crew

*****Please print your business letter on company stationery.*****

July 1, 2014

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: August 13, 2014 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: August 20, 2014 Date of Departure #2: *(if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

Heather Bauer

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)

Sample Letter



VISAS
& PASSPORTS

Sample Business Invitation Letter from Overseas Company

*****Please print your business letter on company stationery.*****

July 1, 2014

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, September 1 through September 15 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

James Ventura

James Ventura
Executive Officer
Overseas Company, Ltd.

Sample Letter



VISAS
& PASSPORTS

Sample Flight Crew Invitation Letter from Overseas Company

*****Please print your business letter on company stationery.*****

July 1, 2014

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots: Primary Captain: Brian Randall
 Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
 Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

They will be in *(country)* from August 13 to August 20, 2014. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country, Postal Code
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

Alice Matthews

Alice Matthews
Flight Coordinator
Overseas Company, Ltd.

(The letter must be signed by a representative of the overseas company, handler, or FBO.)

Sample Letter