



HELP LINE: +27 61 615 0000



BUSINESS VISA REQUIREMENT CHECKLIST

Applicants Full Name: _____

Date of Departure: _____

Please also inform us of any travel prior to your departure that may affect processing times at the embassy.

PLEASE ENSURE THAT ALL DOCUMENTATION BELOW IS SUBMITTED.

Should the full requirements not be met the Embassy can reject the application and fees will be forfeited.

Processing Time: 15-20 working days from submission of passport at embassy, the embassy retains your passport for the full duration of processing.

Please check box on the Right

	✓
PLEASE DO NOT VALIDATE ANY OF THE FORMS WHEN FILLING OUT THE PDF. ORGANIZE-U WILL DO THIS BEFORE SUBMISSION ONLINE AND TO THE EMBASSY. ALTERNATIVELY, THE FORMS CAN BE PRINTED AND FILLED IN BY HAND	<input type="checkbox"/>
Completed Application Form IMM5257	<input type="checkbox"/>
Completed Use of a Representative IMM5476	<input type="checkbox"/>
Completed Family Information Form IMM5707	<input type="checkbox"/>
Completed VFS Consent Form	<input type="checkbox"/>
Completed Use of Representative	<input type="checkbox"/>
Valid Passport – minimum 6 months’ validity from arrival back in SA with atleast 3 blank pages	<input type="checkbox"/>
If not a South African citizen, a residence permit valid for a period of at least 3 months after the applicants last day of stay in Canada	<input type="checkbox"/>
Colour copy of biometric page of passport	<input type="checkbox"/>
Colour copy of South African ID Smart Card or Green barcoded ID book	<input type="checkbox"/>
Two recent colour photos (3.5cm width x 4.5cm height, Colour photo, Portrait, (white background, NO white clothing, No jewelry, hair away from face, ears must be visible)	<input type="checkbox"/>
Most recent (3) three month’s personal bank statements	<input type="checkbox"/>
Copy of air ticket / itinerary showing return dates. Please note it is NOT ADVISABLE that an airline ticket is purchased before visa is granted	<input type="checkbox"/>
Proof of Accommodation:	<input type="checkbox"/>
<ul style="list-style-type: none"> Hotel Accommodation Accommodation must cover all dates of stay according to flight itinerary and the applicants name MUST appear on the accommodation	
Letter of Invitation from the host company in Canada, stating purpose, date and relation with the invited company. The invitation must be signed by the person inviting and give contact details of the company/person inviting	<input type="checkbox"/>
<ul style="list-style-type: none"> Letter of Employment on a company letterhead, detailing your role, salary, length of employment, purpose of the trip, company will cover all costs while you are in COUNTRY and that you will return to your normal duties on your return 	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are Self-Employed: <ul style="list-style-type: none"> Certified copy of Company Registration documents (CIPC) and/or letter from Accounting Officer stating the date of inception of business, your role and that the business is in good standing 	
Proof of Travel Insurance, covering the duration of your stay	<input type="checkbox"/>
Proof of Residence:	<input type="checkbox"/>
<ul style="list-style-type: none"> Utilities Invoice, Lease Agreement, Property Ownership, Rates and Taxes (Must reflect the name of the applicant and full physical address)	
If applicable, copy of Certified Marriage Certificate and ID of spouse	<input type="checkbox"/>

GENERAL TERMS & CONDITIONS

By engaging Organize-U, you are deemed to have accepted the terms and conditions sent to you with this requirement list.



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