

The information below is from the website of the South African Consulate in New York. I've included some notes (in *italics*) to help you along. Since study permit requirements and regulations are subject to change at any time, visit [http://www.southafrica-newyork.net/homeaffairs/permit\\_study.htm](http://www.southafrica-newyork.net/homeaffairs/permit_study.htm) prior to submitting your application. You must apply directly to the Consulate **in person** – don't send your study permit application to UAlbany!!

The South African Consulate in NYC **does not accept study permit applications by mail** and instead, **applicants** themselves are expected to hand-deliver their applications.

Reminder: you must have your official acceptance letters from BOTH UAlbany AND UCT in order to submit your study permit application to the South African Consulate! But, **get started IMMEDIATELY with requesting the FBI criminal background check: it can take 12 weeks to obtain from the FBI directly (Option 1)!** It is recommended that students who are U.S. citizens consider using an FBI-approved channeler (Option #2) as explained on the FBI's website in order to significantly speed up processing time.

### Study Permit

This is a kind of a permit issued to foreigners intending to take up studies in South Africa.

**Processing Time** : 10 business days \* *I'd suggest allowing about 4 weeks total*  
**Processing Fee** : **US\$36.00** \* *postal money order or certified bank check only (see note below regarding fees)*

### Checklist of Documents to be Submitted:

- A duly completed application form ([DHA-1738](#)) signed by applicant
- Passport valid for no less than 30 days upon completion of studies \* *Make sure your passport has at least 2 blank pages*
- Two (2) passport photos
- **Notarized** copy of birth certificate
- **Proof of medical report (physical test by your physician)** \* [Click here](#) to download Form BI-811 from S.A. Consulate's website – this must be signed by a physician
- **Radiological report (chest X-Ray) or skin TB test** \* [Click here](#) to download Form BI-806 from S.A. Consulate's website OR submit results of TB skin test if negative
- **Police clearance certificate (full criminal background check report – FBI) from all countries the applicant has lived in since age 18 for one year or longer.** \* *Start early: a background check from the FBI in the U.S. takes approximately 12 weeks to process AND requires fingerprinting! Visit this link for specific instructions: <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks> It is recommended that students who are U.S. citizens consider using an FBI-approved channeler (Option #2) as explained on the FBI's website in order to significantly speed up processing time.*
- **Proof of health coverage (health insurance)** \* *Include 1) a copy of your SUNY health insurance card (UnitedHealthCare) AND 2) detailed description of your own policy if it also has international coverage*
- **Roundtrip flight itinerary**
- **An official letter from the institution in South Africa confirming acceptance and duration of the course** \* *Include the acceptance letters from both UCT AND UAlbany*

- **An official letter of enrolment from the institution of learning concerned in the U.S. if applicable.**  
\* Same as above
- **Proof of financial means in the form of bank statement and notarized letter from the parents stating the financial responsibility.** *Sample wording: "I, PARENT'S NAME, am the parent of STUDENT'S NAME, and I hereby take full financial responsibility for my son/daughter, including any emergency that may arise."*
- **In case of a minor, a notarized letter of consent from the parent is required.**
- **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**
- **IF you want your completed study permit and passport mailed back to you, you must include a **USPS** (United States Postal Service) self-addressed, pre-paid envelope**

Please note the [Schedule of Fees](#) and keep in mind that fees are subject to change:

**Fees** must be paid in postal money order or certified bank check payable to [South African Consulate General](#) (if application was submitted to any of the three Consulates General in the USA) or [South African Embassy](#) (if application was submitted to the South African Embassy in Washington, DC). The postal money order or certified bank check must be made out with the exact amount as no refunds will be made. Cash and personal check payments are not accepted. Use ONE money order to cover all fees payable.