



**SOUTH AFRICAN EMBASSY: BRASÍLIA  
SOUTH AFRICAN CONSULATE-GENERAL: SÃO PAULO**

**EXCHANGE VISA**

A foreigner who intends to participate in a programme of cultural, economic or social exchange that is organized or administered by an organ of state or a learning institution in South Africa, in conjunction with a learning institution or an organ of a foreign state may be issued with an Exchange Permit. The following documentation must be submitted in respect of each person applying for an Exchange Permit:

**1.** Prescribed form BI-1738 filled in with black ink.

**2.** One (1) photo sized 3.5X4.5 cm.

**3.** A valid passport with at least two (2) unused/blank visa pages.

*Obs.: Passport must be valid for at least thirty (30) more days after the intended return date from South Africa.*

**4.** Valid long term of residence or permanent residence permit for Brazil (RNE) for non-Brazilian passport holders.

**5.** In the case of a learning institution in South Africa in conjunction with a foreign learning institution or an organ of a foreign state organizing or administering the programme, the following letters shall be submitted:

- a) from the Department of Education or learning institution in South Africa confirming that it is responsible for organizing or administering the existence of the programme, outlining the activities and duration thereof and accepting full responsibility for the student while he or she is in South Africa; and
- b) from the learning institution or organ of a foreign state confirming the particulars of the student, the student's enrolment with a learning institution abroad, and the date on which the study shall commence.

*Obs.: The dates of arrival/departure appearing in the letters must be consistent with the dates of arrival/departure indicated by the applicant in the prescribed form BI-1738 as well as with the dates indicated in the health coverage/insurance letter.*

**6.** In the case of an organ of state in conjunction with a foreign learning institution or an organ of a foreign state organizing or administering the programme, the following letters shall be submitted:

- a) from the organ of state in South Africa confirming the existence of the programme, outlining the activities and duration thereof and accepting full responsibility for the student while he or she is in South Africa; or
- b) from the foreign learning institution confirming the enrolment of the applicant or a letter from the organ of a foreign state conducting the programme, as the case may be.

*Obs.: The dates of arrival/departure appearing in the letters must be consistent with the dates of arrival/departure indicated by the applicant in the prescribed form BI-1738 as well as with the dates indicated in the health coverage/insurance letter.*

**7.** Details regarding arranged accommodation in South Africa.

**8.** In respect of applicants under the age of eighteen (18) years, the following documentation shall be submitted:

- Certified true copy of the original birth certificate and a sworn translation (into English) of the birth certificate if it is not in English;
- Particulars of the person in South Africa who will act as the applicant's guardian (copy of guardian's ID document/passport and signed confirmatory letter);
- Notarized declaration of consent (in English) signed by the applicant's parents/guardian in the case of an unaccompanied minor.

**9.** International certificate of vaccination against yellow fever.

**10.** Police clearance certificate (criminal background check) from each country where the applicant has resided for twelve (12) months or longer since having attained the age of eighteen (18) years.

*Obs.: Sworn translation (into English) of the police clearance certificate is necessary if it is not in English.*

**11.** Prescribed form BI-811 (medical certificate) which must be filled in, signed, dated and stamped by a professional and which shall not be older than six (6) months at the time of its submission.

**12.** Prescribed form BI-806 (radiological report) which must be filled in, signed, dated and stamped by a professional and which shall not be older than six (6) months at the time of its submission.

*Obs.: Radiological report shall not be required in respect of children under the age of twelve (12) years or pregnant women, in which case, a declaration (in English) from the professional can replace the radiological report.*

**13.** Proof of medical cover / health insurance which must be registered in terms of South African medical scheme.

*Obs.: The dates (start/end) appearing in the health insurance letter must be consistent with the dates of arrival/departure indicated by the applicant in the prescribed form BI-1738 as well as with the dates indicated in the official letters from the relevant learning institution.*

**14.** Proof of financial means in the form of:

- Bank statements of the last three months;
- Notarized letter (in English) signed by the applicant's parents/guardian stating the financial responsibility, plus copies of the documents of the person(s) who signed the letter; or
- Undertaking supported by, where necessary, bank statements or salary advices, by the host in South Africa accepting responsibility for the costs related to the maintenance and removal of the applicant, should this be necessary; or
- Scholarships or bursaries in the case of scholars and students respectively.

**15.** Copy of the air ticket reservation.

**16.** Non-refundable application fee in the amount of R\$188,00 (one hundred and eighty-eight Reais) per applicant.

**17.** On condition that a complete application for a Study Permit is submitted, the time required to process the application is maximum eight (8) weeks.

Notes:

**a)** Permits issued for studies at higher education and training institutions shall not be valid for a longer period than the minimum duration of the course.

**b)** Permits issued for studies at school shall not be valid for a period exceeding three (3) years.

**c)** Permits issued for studies at other recognized institutions of learning shall not be valid for a longer period than the duration of the course, provided that it shall not exceed two (2) years.

**d)** The holder of a Study Permit for studies at a higher educational institution may conduct part-time work for a period not exceeding twenty (20) hours per week.

**\*Applications and payment must be made in person at the Embassy or Consulate**