

VISA APPLICATION

PROCEDURE

1. Deposit and registration of the visa application forms at the Embassy reception;
2. Payment of the visa fee at the Paymaster Office and to get a receipt;
3. The minimum delay for the examination of the visa application is five (5) days for ordinary visas and two (2) days for diplomatic visas;
4. The application forms are dropped every day (working days) from **09H00** to **13H00** and collections are done every day (working days) from **15H00** to **17H00**;
5. The passports collection at the Embassy Reception by the applicants after signature in the appropriate register.

N.B

- The access to the consular office is prohibited to the visa applicants
- The fact that the required documents are submitted does not automatically lead to the issuing of a visa.
- The visa fees are not refundable and any visas refusal will not be justified
- Any application submitted that does not follow the above requirements, will be purely and simply rejected.

VISA REQUIREMENTS

BUSINESS VISA

1. A letter of invitation from Gabon
2. A letter from working place in South Africa
3. The itinerary of ticket
4. Copy of yellow-fever certificate or vaccination card
5. 2 passports size photos

VISIT/TOURIST VISA

1. A letter of invitation from Gabon certified at the City Hall/hotel reservation
2. A letter from working place in South Africa
3. The itinerary of ticket
4. Copy of vaccination card/yellow-fever certificate
5. 2 passport size photos

DIPLOMATIC VISA

1. Note verbal
2. 2 passport photographs

REFUGEE CASE

- All required documents +Refugee status document three (03) months validity

VISA FEES

1. Single entry: R850.00
2. Multiple entries: R1 250.00

OPENING HOURS

- 09h00-17h00 Monday –Friday
- **Submission:** 09h-13h00 Mon- Fri
- **Collection** 15h00-17h00 Mon-Fri

CONTACTS

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