



# APECS SOUTH AFRICA INTERNATIONAL TRAVEL CHECKLIST



---

## VISA APPLICATION

- Passport (usually needs to be valid up to 6 months after travel and have  $\pm$  5 empty pages).
- Proof of SA address, and a reason that you will return (proof of registration/employment).
- Proof that you will have financial support (income or bank statements, proof of support from a sponsor/host/grant/bursary/employer).
- Reason and proof of travel (conference acceptance /registration, invitation letter from host), or if you're a tourist you should have absolutely no proof of business on you!
- Travel plan or itinerary - proof of booking with dates are sometimes needed (accommodation and transit - flights, train, bus, taxi, etc.).
- Proof of medical insurance.
- Photo for identification (certain visas have extremely specific requirements).

---

## BEFORE YOU LEAVE

- Check Passport expiry date & empty pages.
- Apply for visa.
- Activate your debit / credit cards for use outside of SA.
- Activate roaming on your SIM card.
- Arrange foreign exchange.
- Arrange travel insurance (e.g. if your baggage gets lost, or if you miss a flight).
- Arrange medical insurance (in case you need to be evacuated in an emergency).
- Vaccinate.

---

## CONTACTS FOR EMERGENCIES

- Accommodation, conference venue etc.
- Contact person in the destination country (e.g. collaborator/conference organisers/host).
- Local & international number for bank (to stop / replace card).
- Medical insurer's local & international number and printed claim form.
- Airline or other transport providers (in case of cancellations or delays).

---

## BACKUP COPIES

Copy of the following on your person and upload it to the cloud (useful for visa application and emergencies):

- Passport & visa.
- Credit card(s) (if it gets stolen and you want to stop it, you need the card number).
- Itinerary (flight number and times, accommodation booking details and dates).
- Proof of visit (conference letter, invitation letter, letter from host).
- Emergency contact numbers.
- Medical aid card and/or claim form.
- Proof of vaccinations (yellow card).
- Proof that you will return to SA (proof of registration, leave letter, proof of address).
- Proof of financial support (bank statements, letter of bursary/grant, letter from host).

---

## GENERAL

- Spare underwear for when you are travelling.
- Books, audio books, movies, TV-series (If travelling to SANAE IV or the Islands, older ones are available on the base servers.).
- Poster or presentation (if attending a conference).