VISA APPLICATION
☐ Passport (usually needs to be valid up to 6 months after travel and have ± 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 form 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 form host).

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