

**OAKHILL SPAIN ART & HOCKEY TOUR 2012  
SOUTH AFRICAN PASSPORT HOLDERS - DOCUMENT & VISA REQUIREMENTS**

Please provide the following documents. All documents are to be handed to Mrs Sharon Brown at Oakhill School no later than 18<sup>th</sup> January 2012.

No	Document	Original, Copy or Certified	Quantity
1	<b>Copy of South African Passport</b> (main page showing details and photo)	Certified copies	x 3
2	<b>Original South African Passport</b> (this will be kept in the school safe ready for submission to the Spanish Consulate for your Schengen Visa)	Original – valid until at least end July 2012 and with 2 blank pages.	Original
3	<b>Copy of Medical Aid / Medical Insurance Card</b>	Copy of front and back of card or membership document	x 2
4	<b>Colour Passport Photos</b> (35 x 45 mm) with a white background (visa & travel cards)	Original	x 4
5	<b>Schengen Visa Application Form</b> Complete form and then photocopy as you need 2 forms for your visa application. Sign both copies after photocopying. There are 2 places to sign and date (end of Page 3 and end of Page 4). Glue your photo on the top right corner of Page 1 of each application form.	Originals	x 2
6	<b>Unabridged Birth Certificate</b> This Certificate is not the normal Birth Certificate. An unabridged birth certificate shows names and details of mother & father and is very important and necessary for your Schengen Visa.	Certified copies	x 2
7	<b>Copy of Mother's passport or ID</b>	Certified copies	x 2
8	<b>Copy of Father's passport or ID</b>	Certified copies	x 2
9	<b>Letter from BOTH Parents</b> signed before a Commissioner of Oaths (Police Station can assist) – see sample letters attached which you can complete and sign.	Original and certified by Commissioner of Oaths	x 2 from each parent