

VISA APPLICATION REQUIREMENTS FOR ATTENDING CONFERENCE/EXHIBITION IN REPUBLIC OF CHINA (TAIWAN)

Overview:

This application is applicable for employees or entrepreneurs that is traveling for business purpose to an exhibition/conference in Taiwan.

Please note that you will not be guaranteed to get your visa, we are able to reject invalid documents.

In addition, make sure you arrange your time spaciously for the application process, it is desirable to ask for you to book 2 weeks in advance.

On a serious note, dropping your application in our POSTBOX will not be permitted.

Kindly note if applicants are over 65 years old we will require the travel insurance which covers the medical expenses overseas including Taiwan .

Breakdown of required documents:

1. Visa Application form.
2. Original passport and passport copy.
Two standard passport photos taken within 6 months (It must be in color, please do not re-submit photos that were already used in previous visa).
3. Flight Itinerary. (Return Tickets) and hotel booking confirmation.
4. Evidence of documents.(Invitation letter from the organization or proof of exhibition/conference including the inviter's copy of ID.)
5. The applicant's the latest 3 month bank statements.
6. Applicant's proof of employment.
7. Application fee in CASH only.

Please do not use any **staples** on documents when submission, you may use paper clips.

When all documents are ready, book your appointment 2 weeks in advance to hand in the required documents. Request appointment via email, tlorsavisa@gmail.com .

Deeper elaboration of Application documentation

1. Use Google Chrome to complete the online Visa Application Form on

<https://visawebapp.boca.gov.tw>

Online application process:

- Choose the General Visa Application (make sure to complete and submit all 7 pages).
- Select *Visitor's Visa*, single entry for employment under 6 months.
- Ensure you choose the correct purpose of your travel.
- After submission, print out the form in PDF including the barcode on the bottom right corner.
- Sign the form and make sure it is identical to your signature on your passport.
- Check all information corresponds with your supporting documents.

Lastly, make sure given name and surname are exactly as is on passport.

2. Original passport and passport copy (must be valid for a minimum of 6 months after travel.)
3. Two standard passport photos – strictly coloured photo against a white background (taken within the last 6 months)
Please note that your photo must be between 3.2 -3.6 CM from the top of the head to the chin.
(Please do not re-submit photos that were already used in previous visa).
4. Flight Itinerary. (Return Tickets) and [hotel booking confirmation](#).
Ticket, electronic ticket or proof of a travel agency.
5. Invitation letter or proof of exhibition/conference including the inviter's copy of ID.
6. The applicant's the latest 3 month bank statements.
7. Applicant's proof of employment.

Fee:

Kindly make sure that the amount is exact and **cash only**, no change will be given.

NO POSTAL ORDERS, BANK DRAFT OR EFT'S WILL BE ACCEPTED.

(Kindly prepare the **exact amount** of cash for application fee)

Single Visitor's visa for [South African passport holders](#) :

- Normal: R0 (free) (7 -10 working days)
- Express/urgent: R400 (3 -4 working days)
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Multiple Visitor's visa for [South African passport holders](#) :

- Normal: R0 (free) (7-10 working days)
- Express/urgent: R800 (3 -4 working days)

Single Visitor's visa for Other countries passport holders:

- Normal: R800 (free) (7-10 working days)
- Express/urgent: R1,200 (3 -4 working days)

Multiple Visitor's visa for Other countries passport holders:

- Normal: R 1,600 (7 -10 working days)
- Express/urgent: R2,400 (3-4 working days)

Appointment procedure:

- Request for appointment 2 weeks in advance via email, tlorsavisa@gmail.com .
- If someone is coming on your behalf, email us **their details** and the person should bring along his/her copy of their ID.
- If you send an agent or courier to submit/collect your visa, this will be at your own risk and personal expense.
- It is the applicant's responsibility to check with their courier companies, agents or relatives if their Visa/authentication have been submitted or are ready for collection. We do not arrange submissions and collections with any parties.

Warning: Applicants are encouraged to be honest with their purpose of travel so that the review of your application can be done with honesty and validity. That means that we do not tolerate any fraudulent act or deception.

Please note: The Taipei Liaison Office in the RSA reserves the right to withhold the application and request further information, including supporting documents and/or an interview with the applicant, should it be deemed necessary.

Please note: the Consular office will not print any documentation on the applicant's behalf unless there is communication requiring additional documentation after submission. It is the applicant's responsibility to make sure that their application meets the requirements. We are not responsible for any information provided by agencies and other publications.

Kindly note that we require all the documents to be submitted to our office physically.

Our details:

Taipei Liaison Office in South Africa

Tel: (+27) 12 430 6071/2/3

Email Address: tlorsavisa@gmail.com

Address:

1147 Francis Baard Street
Hatfield

Please be advised that you should not pay for your flight before obtaining the visa. While the visa requirements do ask for flight details, they do not require payment for the flight at this stage.

We want to ensure that none of the applicants incur unnecessary expenses.

Once you have been notified that you may collect your visa/passport, should you send an agent or courier to collect it, they will need to present a printed letter of authority from you for them to be able to collect it from us. If using a courier, you must also email us the collection waybill prior to the collection day.

Once you obtain the visa, Please use following website to fill in the online arrival card (3 days before) before you enter Taiwan :

<https://twac.immigration.gov.tw/>

ONLINE ARRIVAL CARD



🔍 Taiwan arrival card ×

