

APPLICATION FOR A CRITICAL SKILLS WORK VISA

Subject to any prescribed requirements, a critical skills work visa may be issued to an individual possessing such skills or qualifications determined to be critical for the Republic of South Africa from time to time by the Minister of Home Affairs by notice in the *Gazette* (see http://www.suedafrika.org/downloads/Critical_Skills_Categories.pdf) and to those members of his or her immediate family as determined by the Director-General under the circumstances or as may be prescribed.

PLEASE PRINT OUT THIS CHECKLIST AND SUBMIT IT WITH THE COMPLETE VISA APPLICATION!

The complete visa application must be submitted **in person** to the office of application (see http://www.suedafrika.org/downloads/Business_hours.doc).

[illegible]

5	Proof that the applicant falls within the critical skills category (see http://www.suedafrika.org/downloads/Critical Skills Categories.pdf) in the form of – a) a confirmation, in writing, from the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act (see http://pbdesig.saqa.org.za/index.php), or any relevant government Department confirming the skills or qualifications of the applicant and appropriate post qualification experience; b) if required by law, proof of application for a certificate of registration with the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act (see http://pbdesig.saqa.org.za/index.php); and c) proof of evaluation of the foreign qualification by SAQA (see http://www.saqa.org.za) and translated by a sworn translator into English.	☐ ☐ ☐
6	An offer or contract of employment from the prospective employer / company in the Republic of South Africa in line with the respective critical skills category, and specifying the occupation and capacity in which the foreigner shall be employed • If the original document is submitted, it must be accompanied by a photocopy, which will be certified; the original document will then be given back to the applicant.	☐ ☐
7	A written undertaking by the prospective employer / company in the Republic of South Africa – • accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; • to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment.	☐ ☐
8	An <u>original</u> police clearance certificate • Must be issued by the police or security authority in each country where the applicant, after attaining the age of 18 years, resided for 12 months or longer during the 5 years immediately preceding the date of the visa application, in respect of criminal records or the character of that applicant. • Shall not be older than six months at the time of its submission. • In respect of the police clearance certificate for Germany, the ‘normal’ certificate regarding the entries over the last 5 years, which is sent to the applicant’s private address, may be submitted. If there are no entries (<i>Keine Eintragung</i>) on a police clearance certificate for Germany, it does not have to be translated into English.	☐
9	In respect of dependent children accompanying the applicant or joining the applicant in the Republic of South Africa, proof of parental responsibilities and rights or written consent in the form of an affidavit from the other parent or legal guardian, as the case may be (see http://www.suedafrika.org/downloads/Parental_consent_letter.doc); certified copies of the parents’ / legal guardians’ passports or identity documents (<i>Ausweis</i>) must also be attached.	☐

10	In respect of a spouse accompanying the applicant or joining the applicant in the Republic of South Africa, a copy of a marriage certificate or proof of a permanent homosexual or heterosexual relationship (see http://www.suedafrika.org/downloads/Permanent_spousal_relationship.doc) If a marriage certificate is not in English, it must be translated and certified as a correct translation by a sworn translator; alternatively, applicants who got married in Germany may submit an 'international marriage certificate'.	☐
11	A yellow fever vaccination certificate - Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa. - The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area. (See also http://www.suedafrika.org/downloads/Yellow_fever.doc)	☐
12	Proof of payment of the applicable fee - Payment of the application fee must be made through an electronic bank transfer (see http://www.suedafrika.org/downloads/Application_fee.doc). - A copy of the transfer / deposit slip must be submitted as proof of payment. - Payment must be made at least five working (5) days before submitting the application. - Payment of the application fee may not be made in cash at the Embassy in Berlin and Consulate-General in Munich!	☐
13	An A4-size envelope franked with the ExpressEasy DHL-online label (National – 0,5kg) - The franked envelope is required to return the applicant's passport – applicants may not collect passports in person after the application has been adjudicated. - The ExpressEasy DHL-online label may be purchased and completed online (see https://www.dhl.de/de/privatkunden/pakete-versenden/deutschlandweit-versenden/express-easy.html). - Click the 'Expressversand' tab to access the ExpressEasy DHL-online label - Applicants shall print their ExpressEasy franked DHL-online label, affix / glue it securely to an A4-size envelope and are advised to keep a record of the tracking number. - Only one (1) franked envelope may be submitted in the case of a couple or a family.	☐
FOR OFFICIAL USE (Not to be completed by the applicant) Applicant's name: Application taken in to be processed ☐ Application not taken in due to incompleteness ☐ (Please send this checklist, if the application shall be re-submitted) Date: Ref.:		

Please note:

- *A critical skills work visa shall be issued for a period not exceeding five (5) years.*
- *The spouse and dependent children accompanying the main applicant may be issued with a visitor's visa (see http://www.suedafrika.org/downloads/Visitors_Permits.doc); however, dependent children of school-going age accompanying the main applicant must be issued with study visas (see http://www.suedafrika.org/downloads/Study_Permits.doc).*
- *Should it become evident that the prospective employee i.e. applicant would not be able to meet one or more of the requirements, the South African employer should request the Director: Visas at the Department of Home Affairs to waive the requirements in terms of section 31(2)(c) of the Immigration Act, as amended. The employer must motivate each request with full particulars and background, and should the waiver be granted, confirmation thereof must be submitted with the application (see http://www.suedafrika.org/downloads/waiver_application.doc).*
- ***Status / progress reports are not provided during the above-mentioned processing period.*** Furthermore, no 'express service' for processing visa applications is available – complete applications are adjudicated on a First-In-First-Out basis.
- ***Visa applications which are not complete shall not be taken in to be processed.*** It is therefore the responsibility of the applicant to ensure that his or her visa application is complete as per the checklist.
- *In the case of inconsistencies and / or incomplete information, our office reserves the right to request the applicant to submit additional documentation to substantiate the visa application.*
- *Documentation that accompanies the visa application shall be original or copies authenticated by the issuing authority of the country of origin and where necessary, translated into English and certified as a correct translation by a sworn translator (beeidigter Übersetzer) at the expense of the applicant.*
- *A visa issued at a foreign mission of the Republic of South Africa shall be affixed to the passport of the applicant and shall only be valid if an entry stamp has been affixed thereto at the port of entry and the date of such entry stamp shall be the effective date.*



home affairs
Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA



VFS.GLOBAL
EST. 2001

Critical Skills Work Visa applications have a minimum processing time of 5 – 20 working days. Kindly consider this processing time in line with your intended residence and your travel plans. Applications are assessed individually and time frames may vary, therefore you are kindly informed that VFS Global does not have any control over applications submitted to Home Affairs. VFS does not have any influence on the processing times in any manner whatsoever.

Immigration Regulation 9(1) prescribes that an application for any visa referred to in section 11 up to and including sections 20 and 22 of the Act shall be made together with ALL supporting documents. The onus is on the applicant to ensure that they have met the requirements for the application in which they have chosen to apply for and to ensure that all documents as per the checklist have been submitted.

You will not be able to submit further documents once your application has been submitted at the Visa Facilitation Centre. The documents that you submitted at the time you lodged your application will be the only documents that will be considered. **Submission of fake or fraudulent documents is a criminal offence in terms of section 49 of the Immigration Act.**

TRUSTED EMPLOYER SCHEME: CRITICAL SKILLS WORK VISA

SECTION 19(4) OF THE ACT

Documents Required	Yes	No
• Proof that the employer is admitted to the Trusted Employer Scheme (Letter signed by DG of Home Affairs).		
• Duly completed online form. Handwritten forms will not be accepted by Department of Home Affairs.		
• Passport valid for no less than 30 calendar days after expiry of the intended visit.		
• Police clearance certificate issued by the police or security authority of a country where the applicant resided for more than 12 months in the 5 years preceding this application, which certificate <u>shall not be older than six months</u> at the time of its submission:		
• An offer of employment or Contract of employment signed by both employer and employee stipulating the conditions of employment.		
• A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family		

members, should it become necessary		
A written undertaking by the employer to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment		
Regulation 18(5)(a): confirmation, in writing, from the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act, or any relevant government Department confirming the skills or qualifications of the applicant and appropriate post qualification experience (Not required – Ministerial Waiver).		
Regulation 18(5)(c): proof of evaluation of the foreign qualification by SAQA and translated by a sworn translator into one of the official languages of the Republic. (Not required – Ministerial Waiver).		
Regulation 18(5)(b): <i>if required by law</i>, for jobs that require a professional licence before practising, proof of application for a certificate of registration with the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act (eg. Medical practitioners);		
An undertaking by the Trusted Employer confirming that the applicant is skilled and has the requisite experience and qualifications to occupy the position being offered to the employee		
Proof of payment of the applicable fee		

Notes:

- a) A critical skills work visa shall be issued for a period not exceeding five years.
- b) Fraudulent Documents: Whenever it appears to the Director-General that a visa or permanent residence permit was acquired through misrepresentation or fraud, he or she shall withdraw the visa or permanent residence permit and, where applicable, cause criminal charges to be laid against all parties implicated in the misrepresentation or fraud.
- c) The applicant is personally responsible for all supporting documents submitted with this application.

I have read and understood the above and wish to continue with my application.

Applicant Name:

Applicant Signature:

VFS Staff Name:

VFS Staff Signature:

Date of Submission: