**Last amended**: 12.10.2026

**APPLICATION FOR AN EXCHANGE VISA TO CONDUCT WORK**

An exchange visa may be issued to a foreigner, who is under twenty-five (25) years of age and has received an offer to conduct work for no longer than one (1) year: Provided that the prospective employer certifies that the position exists and makes the prescribed commitments.

**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).

| | **The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below.** | **Mission** |
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| **1** | **Original machine-readable passport**<br>• Validity of no less than thirty (30) days after the foreigner's intended departure from the Republic of South Africa.<br>• Passports must have at least two (2) blank pages for endorsements.<br>• Non-machine readable / handwritten passports are not accepted / recognised.<br>• **Original** second passport, if the applicant holds one, shall also be presented.<br>• In the case of visa applicants who are not German citizens, proof of long-term residence (*Aufenthaltstitel*) in Germany must be provided in the form of:<br>a) the residence permit or **original** *Chipkarte* (and a photocopy); or<br>b) in the case of EU citizens, the **original** '*Anmeldebescheinigung'* (and a photocopy). | ☐<br><br><br><br><br><br>☐<br>☐ |
| **2** | **Passport photocopies**<br>• Of the passport page with the applicant's personal data / photograph.<br>• Of all previous visas for the Republic of South Africa in the passport.<br>• Of second passport, if the applicant holds another passport. | ☐ |
| **3** | **One fully completed application form DHA-1738**<br>• Must be downloaded and printed: http://www.suedafrika.org/downloads/DHA-1738.pdf.<br>• All questions must be answered in English – questions that don't apply may be completed with 'n/a'.<br>• A 'fingerprint form' is not required to be completed by applicants.<br>• Applicants must provide an email address under Part 4 (may be written below telephone number).<br>• 'Contact person' under Part 4 refers to someone in Germany.<br>• 'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from Germany.<br>• Full details of the intended duration of stay in, and intended date of departure from the Republic of South Africa must be completed under Part 5.<br>• The question, 'Have you ever been refused entry into or deported from the Republic' under Part 7 must be completed with either 'yes' or 'no', and details provided, if the answer is 'yes'. | ☐ |
| **4** | **One (1) biometric photograph**<br>• Should be a recent photograph, not older than 6 months.<br>• Photographs must be taken and printed professionally – photographs printed at home would be rejected. | ☐ |

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| **5** | **A letter* from the prospective employer certifying that the position exists, and committing himself or herself to:**<br>a) pay the applicant remuneration which complies with applicable legal requirements;<br>b) provide for the welfare and the needs of the applicant while in the Republic of South Africa under the exchange visa; and<br>c) report to the Department of Home Affairs the failure of the applicant to comply with the terms of his or her visa, or to depart when so required.<br><br>* The letter from the prospective employer should be on the company letterhead, dated and signed. If deemed necessary in order to substantiate the job offer, the prospective employer may be requested to provide:<br>i. details of the exchange programme, within which the job offer was made to the applicant, including details of South African citizens and permanent residents participating in such exchange programme;<br>ii. details of when the position was created the incumbent in the position;<br>iii. clarification of why a South African citizen or permanent resident has not been selected to fill the position and why the applicant was specifically selected;<br>iv. details (amount) of the remuneration;<br>v. a signed employment contract / offer. | ☐<br>☐<br>☐ |
| **6** | **Proof of a valid return air flight ticket or written undertaking by the employer accepting responsibility for the return or deportation costs of the applicant, as the case may be** | ☐ |
| **7** | **Proof of medical cover renewed annually for the exchange period with a medical scheme registered in terms of the Medical Schemes Act, 1998**<br>• See https://www.medicalschemes.com/MedicalSchemes.aspx for full list of registered medical schemes in the Republic of South Africa which are accepted for the visa application.<br>• Proof must be submitted in the form of confirmation / insurance certificate from the registered medical scheme in the Republic of South Africa, which includes the applicants particulars and duration (starting and ending dates) of insurance cover – proof of payment / application for insurance is not accepted.<br>• Medical cover by German / overseas health insurance companies is not accepted. | ☐ |
| **8** | **An <u>original</u> police clearance certificate**<br>• 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.<br>• Shall not be older than six months at the time of its submission.<br>• 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 (*Keine Eintragung*) on a police clearance certificate for Germany, it does not have to be translated into English. | ☐ |

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| **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 (*Ausweis*) 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)**<br>• 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**<br>• Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa.<br>• The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area.<br>(See also http://www.suedafrika.org/downloads/Yellow_fever.doc) | ☐ |
| **12** | **Proof of payment of the applicable fee**<br>• Payment of the application fee must be made through an electronic bank transfer (see http://www.suedafrika.org/downloads/Application_fee.doc).<br>• A copy of the transfer / deposit slip must be submitted as proof of payment.<br>• Payment must be made at least five working (5) days before submitting the application.<br>• 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)**<br>• The franked envelope is required to return the applicant's passport – applicants may not collect passports in person after the application has been adjudicated.<br>• 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).<br>Click the '**Expressversand**' tab to access the **ExpressEasy** DHL-online label<br>• 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.<br>• 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:***

- *The holder of an exchange visa may not conduct work other than work for which the visa is issued.*

- *The holder of an exchange visa to conduct work may not qualify for a permanent residence permit within two (2) years after the expiry of the exchange visa to conduct work; this requirement may be waived by the Director-General in extraordinary circumstances.*

- *No exchange visa to conduct work may be granted, if the offer to conduct work pertains to an undesirable work as published by the Minister of Home Affairs from time to time in the Gazette, after consultation with the Minister responsible for trade and industry.*

- *The spouse and dependent children accompanying the main applicant may be issued with a visitor's visa (see http://www.suedafrika.org/downloads/Visitors_Permit.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_Permit.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.*