

# APPLICATION FOR A GENERAL WORK VISA

A general work visa may be issued to a foreigner **not** falling within a category, for which a [critical skills work visa](#) may be issued, and who complies with the prescribed requirements.

**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](http://www.suedafrika.org/downloads/Business_hours.doc)).

[illegible]

5	<b>A written undertaking by the employer / company in the Republic of South Africa –</b> <ul style="list-style-type: none"> <li>a) accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary;</li> <li>b) to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment;</li> <li>c) to inform the Director-General should the applicant not comply with the provisions of the Act or conditions of the visa; and</li> <li>d) to inform the Director-General upon the employee no longer being in the employ of such employer or when he or she is employed in a different capacity or role.</li> </ul>	<input type="checkbox"/>     <input type="checkbox"/>
6	<b>Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC)</b>	<input type="checkbox"/>
7	<b>Proof of qualifications evaluated by SAQA (see <a href="http://www.saga.org.za">http://www.saga.org.za</a>) and translated by a sworn translator into English</b>	<input type="checkbox"/>
8	<b>An <u>original</u> police clearance certificate</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Shall not be older than six months at the time of its submission.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
9	<b>A medical report</b> <ul style="list-style-type: none"> <li>• The prescribed form BI-811 (see <a href="http://www.suedafrika.org/downloads/BI-811_Medical_Certificate.pdf">http://www.suedafrika.org/downloads/BI-811_Medical_Certificate.pdf</a>) must be used (downloaded and printed).</li> <li>• The prescribed form BI-811 must be completed, signed, stamped and dated by a registered medical practitioner (e.g. <i>Hausarzt, Internist</i>) with regard to the applicant's general state of health, detailing any medical condition he or she suffers from.</li> <li>• Shall not be older than six months at the time of its submission.</li> </ul>	<input type="checkbox"/>
10	<b>In respect of dependent children accompanying the applicant or joining the applicant in the Republic of South Africa</b> , 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 <a href="http://www.suedafrika.org/downloads/Parental_consent_letter.doc">http://www.suedafrika.org/downloads/Parental_consent_letter.doc</a> ); <b>certified copies</b> of the parents' / legal guardians' passports or identity documents ( <i>Ausweis</i> ) must also be attached.	<input type="checkbox"/>

11	<p><b>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 <a href="http://www.suedafrika.org/downloads/Permanent_spousal_relationship.doc">http://www.suedafrika.org/downloads/Permanent_spousal_relationship.doc</a>)</b></p> <ul style="list-style-type: none"> <li>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'.</li> </ul>	<input type="checkbox"/>
12	<p><b>A yellow fever vaccination certificate</b></p> <ul style="list-style-type: none"> <li>Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa.</li> <li>The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area.</li> </ul> <p>(See also <a href="http://www.suedafrika.org/downloads/Yellow_fever.doc">http://www.suedafrika.org/downloads/Yellow_fever.doc</a>)</p>	<input type="checkbox"/>
13	<p><b>Proof of payment of the applicable fee</b></p> <ul style="list-style-type: none"> <li>Payment of the application fee must be made through an electronic bank transfer (see <a href="http://www.suedafrika.org/downloads/Application_fee.doc">http://www.suedafrika.org/downloads/Application_fee.doc</a>).</li> <li>A copy of the transfer / deposit slip must be submitted as proof of payment.</li> <li>Payment must be made at least five working (5) days before submitting the application.</li> <li>Payment of the application fee may not be made in cash at the Embassy in Berlin and Consulate-General in Munich!</li> </ul>	<input type="checkbox"/>
14	<p><b>An A4-size envelope franked with the ExpressEasy DHL-online label (National – 0,5kg)</b></p> <ul style="list-style-type: none"> <li>The franked envelope is required to return the applicant's passport – applicants may not collect passports in person after the application has been adjudicated.</li> <li>The <b>ExpressEasy</b> DHL-online label may be purchased and completed online (see <a href="https://www.dhl.de/de/privatkunden/pakete-versenden/deutschlandweit-versenden/express-easy.html">https://www.dhl.de/de/privatkunden/pakete-versenden/deutschlandweit-versenden/express-easy.html</a>). Click the '<b>Expressversand</b>' tab to access the <b>ExpressEasy</b> DHL-online label</li> <li>Applicants shall print their <b>ExpressEasy</b> franked DHL-online label, affix / glue it securely to an A4-size envelope and are advised to keep a record of the tracking number.</li> <li>Only one (1) franked envelope may be submitted in the case of a couple or a family.</li> </ul>	<input type="checkbox"/>

**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 general work visa shall be issued for a period not exceeding five (5) years.
- 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](http://www.suedafrika.org/downloads/waiver_application.doc)).
- 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](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](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.



# home affairs

Department:  
Home Affairs  
**REPUBLIC OF SOUTH AFRICA**

## GENERAL WORK VISA

### SECTION 19(2) OF THE IMMIGRATION ACT

Documents Required	Yes	No
<ul style="list-style-type: none"><li>Duly completed and signed application form.</li></ul>		
<ul style="list-style-type: none"><li>Proof of payment of the applicable fee.</li></ul>		
<ul style="list-style-type: none"><li>A valid Passport that expires in no less than 30 days after expiry of the intended date of departure from the Republic in terms of regulation 9(1)(a).</li></ul>		
<ul style="list-style-type: none"><li>In the case of an application for extension, the application must be submitted in person, no less than 60 days prior to the expiry date of the applicant's visa and if the visa was issued for less than 30 days, not later than seven working days before the expiry of the visa.</li></ul>		
<ul style="list-style-type: none"><li>A medical report, signed by a medical practitioner, reflecting the practice number of the practitioner and their address and contact details, which report shall not be older than six months at the time of its submission.</li></ul>		
<ul style="list-style-type: none"><li>Police clearance certificate issued by the police or security authority of a country where the applicant resided for longer than 12 months in the last 5 years prior to submitting the current application, which certificate shall not be older than six months at the time of its submission.</li></ul>		
<ul style="list-style-type: none"><li>A yellow fever vaccination certificate if an applicant travelled or intends travelling from or transiting through a yellow fever endemic area, provided that the certificate shall not be required where an applicant travelled or intends travelling in direct transit through such area.</li></ul>		
<ul style="list-style-type: none"><li>A written undertaking by the employer to:<ul style="list-style-type: none"><li>a) ensure that the passport of his or her employee is valid at all times for the duration of his or her employment;</li><li>b) accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary;</li><li>c) inform the Director-General; should the applicant not comply with the provisions of the Act, or conditions of the visa; and</li><li>d) inform the Director-General upon the employee no longer being in the employ of such employer or when he or she is employed in a different capacity or role.</li></ul></li></ul>		
<ul style="list-style-type: none"><li>Outcome of foreign qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic; or proof of application submitted to SAQA for evaluation of foreign qualifications if the outcome of the evaluation is not yet available.</li></ul>		
<ul style="list-style-type: none"><li>Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC).</li></ul>		

#### Notes:

- a) A general work visa shall be issued for a period not exceeding five years at a time. In the case of an application where the outcome of an evaluation of foreign qualifications by SAQA is not yet available and the applicant submits proof of application to SAQA, the general work visa shall be issued for a period of one year and will subsequently be extended to the full term provided that the applicant submits a positive

outcome of foreign qualifications evaluated by SAQA within one year.

- b) 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 the 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:**



# home affairs

Department:  
Home Affairs  
**REPUBLIC OF SOUTH AFRICA**

## USE OF PERSONAL INFORMATION CONSENT FORM

**PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No. 4 of 2013) (hereinafter referred to as POPI Act)**

### DEFINITIONS IN TERMS OF BELOW CONSENT

- “Applicant” means the person completing this document to be considered by the Department of Home Affairs for purposes of providing Immigration Services.
- “Personal Information” have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to, a name, surname, address, email address, telephone or fax number, or other personal credentials provided, or which is collected from the applicant or other third parties, before and/or during the adjudication process for a visa, permanent residence permit, appeal, waiver, exemption or visa verification request and/or thereafter.
- “POPI” shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time including any regulations made under the Act.
- “Privacy and Data Protection Conditions” refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information.
- “Responsible Parties” means the Department of Home Affairs and its’ representative VFS Global.

### CONSENT FOR THE USE OF PERSONAL INFORMATION

- I hereby authorize, by signing this form, the Department of Home Affairs and Visa Facilitation Services (VFS Global) employees at the Visa Application Centre (VFC) to access my Personal Information for the purpose of verification of all supporting documents attached to this application.
- I understand that verification requests form part of the visa and permit adjudication processes at the Department of Home Affairs.
- I acknowledge that any Personal Information supplied to the Department of Home Affairs is voluntary and that Home Affairs may not be able to comply with its obligations if the correct Personal Information is not supplied to Home Affairs.

### CONFIRMING OWN UNDERSTANDING OF THE CONSENT I PROVIDE

- I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
- I warrant that all information, including Personal Information, supplied to Home Affairs and its representative is accurate and current and agree to correct and update such information when necessary.
- By submitting any Personal Information to Home Affairs and its representative in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by Home Affairs and its representative:
  - Personal Information may be stored by Home Affairs and its representative, for legislated retention periods and where such periods are not legislated then my personal information may be stored by Home Affairs and its representative for as long as I may need my information to be verified, or any other period as I may agree with Home Affairs and its representative.
  - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information Home Affairs and its representative will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
- I take note that if the Responsible Party has used the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI and I understand that I may dispute any information in the record provided.

APPLICANT'S INITIALS & SURNAME	
APPLICANT'S PASSPORT NUMBER	
APPLICANT'S SIGNATURE	
DATE	