

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).

[illegible]

5	A written undertaking by the employer / company in the Republic of South Africa – <ul style="list-style-type: none"> a) accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; b) to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment; c) to inform the Director-General should the applicant not comply with the provisions of the Act or conditions of the visa; and 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. 	<input type="checkbox"/> <input type="checkbox"/>
6	Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC)	<input type="checkbox"/>
7	Proof of qualifications evaluated by SAQA (see http://www.saga.org.za) and translated by a sworn translator into English	<input type="checkbox"/>
8	An <u>original</u> police clearance certificate <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
9	A medical report <ul style="list-style-type: none"> • The prescribed form BI-811 (see http://www.suedafrika.org/downloads/BI-811_Medical_Certificate.pdf) must be used (downloaded and printed). • 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. • Shall not be older than six months at the time of its submission. 	<input type="checkbox"/>
10	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.	<input type="checkbox"/>

11	<p>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)</p> <ul style="list-style-type: none"> 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'. 	<input type="checkbox"/>
12	<p>A yellow fever vaccination certificate</p> <ul style="list-style-type: none"> 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. <p>(See also http://www.suedafrika.org/downloads/Yellow_fever.doc)</p>	<input type="checkbox"/>
13	<p>Proof of payment of the applicable fee</p> <ul style="list-style-type: none"> 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! 	<input type="checkbox"/>
14	<p>An A4-size envelope franked with the ExpressEasy DHL-online label (National – 0,5kg)</p> <ul style="list-style-type: none"> 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. 	<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).
- The spouse and dependent children accompanying the main applicant may be issued with a visitor's visa (see http://www.suedafrika.org/downloads/Visitors_Permitt.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_Permitt.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

General 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: GENERAL WORK VISA

SECTION 19(2) OF THE ACT

Documents Required	Yes	No
<ul style="list-style-type: none">• Proof that the employer is admitted to the Trusted Employer Scheme (Letter signed by DG of Home Affairs).		
<ul style="list-style-type: none">• Duly completed online form. Handwritten forms will not be accepted by Department of Home Affairs.		
<ul style="list-style-type: none">• Passport valid for no less than 30 calendar days after expiry of the intended visit.		
<ul style="list-style-type: none">• A medical report not older than 6 months at the time of submission		
<ul style="list-style-type: none">• 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.		
<ul style="list-style-type: none">• An offer of employment or Contract of employment signed by both employer and employee stipulating the conditions of employment.		
<ul style="list-style-type: none">• 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		
<ul style="list-style-type: none">• 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		
<ul style="list-style-type: none">• Regulation 18(3)(a): a certificate from the Department of Labour (Not required – Ministerial Waiver).		

<ul style="list-style-type: none"> • Regulation 18(3)(b) proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic (Not required – Ministerial Waiver). 		
<ul style="list-style-type: none"> • Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC); 		
<ul style="list-style-type: none"> • An undertaking by the employer to inform the Director-General should the applicant not comply with the provisions of the Act or conditions of the visa. 		
<ul style="list-style-type: none"> • An undertaking by the employer 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 		
<ul style="list-style-type: none"> • 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 		
<ul style="list-style-type: none"> • Proof of payment of the applicable fee 		

Notes:

- a) A general 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:

