



REQUIREMENTS FOR GENERAL WORK VISA

(This is a permit issued to all foreigners with general qualifications intending to work in South Africa.)

REQUIREMENTS: (all forms to be completed in black ink)

- MACHINE READABLE VALID PASSPORT WITH MINIMUM TWO UNUSED VISA LABEL PAGES. PASSPORT MUST BE VALID FOR MINIMUM 30 DAYS AFTER THE INTENDED DATE OF DEPARTURE FROM SOUTH AFRICA.
- **NON-REFUNDABLE** APPLICATION FEE (IF APPLICABLE) IN THE FORM OF MONEY ORDER / CASHIERS CHECK: **\$127.00**
- **COMPLETED DHA-1738** SIGNED BY APPLICANT.
- TWO PASSPORT PHOTOS.
- CERTIFIED/NOTARIZED COPY BIO PAGE OF PASSPORT.
- CERTIFIED COPY OF VALID PROOF OF RESIDENCE IN US (Green Card/H1 B/ J1/ L1 etc) (Proof of residence must be valid for duration of stay in South Africa) **(B1/B2 US VISA HOLDERS NOT ELIGIBLE TO APPLY – MUST APPLY IN COUNTRY OF ORIGIN).**
- PROOF OF TENTATIVE TRAVEL ITINERARY OF ROUND-TRIP AIR TICKETS. **DO NOT PURCHASE AIR TICKETS PRIOR TO OBTAINING SOUTH AFRICAN VISA.**
- PROOF OF FINANCIAL MEANS IN THE FORM OF THREE (3) MONTHS OF THE MOST RECENT BANK STATEMENTS, **STAMPED** BY THE BANKING INSTITUTION (NO NOTARY STAMPS) OR WRITTEN CONFIRMATION FROM BANKING INSTITUTION-ONLINE BANKS.
- PROOF OF TENTATIVE ACCOMMODATION.
- IF HOSTED BY SOUTH AFRICAN CITIZEN OR PERMENANT RESIDENT: LETTER OF INVITATION, COPY OF CERTIFIED RSA ID DOCUMENT, PROOF OF RESIDENCE OF HOST (UTILITY BILL).

- IF HOSTED BY NON-SOUTH AFRICAN: LETTER OF INVITATION, COPY OF CERTIFIED VALID BIO PAGE OF PASSPORT AND VISA, PROOF OF RESIDENCE OF HOST (UTILITY BILL).
- YELLOW FEVER CERTIFICATE IS REQUIRED FOR APPLICANTS TRAVELING THROUGH YELLOW FEVER BELT AREAS EN ROUTE TO SOUTH AFRICA.
- **MEDICAL REPORT** ON PRESCRIBED FORM – **DHA-811** (PHYSICAL). THE CERTIFICATE MUST NOT BE OLDER THAN SIX (6) MONTHS AT THE TIME THE APPLICANT SUBMITS AN APPLICATION.
- **ORIGINAL FBI CERTIFICATE** (FULL CRIMINAL BACKGROUND CHECK REPORT) AND **ORIGINAL** POLICE CLEARANCE CERTIFICATE FROM EACH COUNTRY WHERE THE RELEVANT APPLICANT RESIDED FOR 12 MONTHS OR LONGER AFTER ATTAINING THE AGE OF 18 YEARS (FOR THE LAST 5 YEARS) IN RESPECT OF CRIMINAL RECORDS OR THE CHARACTER OF THAT APPLICANT, WHICH CERTIFICATE SHALL NOT BE OLDER THAN SIX MONTHS AT THE TIME OF ITS SUBMISSION.
- MARRIAGE CERTIFICATE OR IN THE CASE OF A FOREIGN SPOUSAL RELATIONSHIP, PROOF OF OFFICIAL RECOGNITION THEREOF ISSUED BY THE AUTHORITIES OF THE FOREIGN COUNTRY OF THE APPLICANT (WHERE APPLICABLE).
- THE AFFIDAVIT WHERE A SPOUSAL RELATIONSHIP TO A SOUTH AFRICAN CITIZEN OR PERMANENT RESIDENT IS APPLICABLE, AS WELL AS DOCUMENTATION PROVING COHABITATION AND THE EXTENT TO WHICH THE RELATED FINANCIAL RESPONSIBILITIES ARE SHARED BY THE PARTIES AND SETTING OUT THE PARTICULARS OF CHILDREN IN THE SPOUSAL RELATIONSHIP.
- DIVORCE DECREE, WHERE APPLICABLE.
- PROOF OF COURT ORDER GRANTING SPECIFIC PARENTAL RESPONSIBILITIES AND RIGHTS, WHERE APPLICABLE.
- DEATH CERTIFICATE, IN RESPECT OF LATE SPOUSE, WHERE APPLICABLE.
- LEGAL SEPARATION, WHERE APPLICABLE.
- A **STAMPED** 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 **STAMPED** 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.
- A CERTIFICATE OR WAIVER SIGNED BY THE MINISTER OF LABOUR CONFIRMING THAT:-
 - a) DESPITE DILIGENT SEARCH, THE PROSPECTIVE EMPLOYER HAS BEEN UNABLE TO FIND A SUITABLE CITIZEN OR PERMANENT

RESIDENT WITH QUALIFICATIONS OR SKILLS AND EXPERIENCE EQUIVALENT TO THOSE OF THE APPLICANT;

b) THE APPLICANT HAS QUALIFICATIONS OR PROVEN SKILLS AND EXPERIENCE IN LINE WITH THE JOB OFFER;

c) THE SALARY AND BENEFITS OF THE APPLICANT ARE NOT INFERIOR TO THE AVERAGE SALARY AND BENEFITS OF CITIZENS OR EMPLOYEES OCCUPYING SIMILAR POSITIONS IN THE REPUBLIC;

d) A CONTRACT OF EMPLOYMENT STIPULATING THE CONDITIONS OF EMPLOYMENT AND SIGNED BY BOTH THE EMPLOYER AND THE APPLICANT IN LINE WITH THE LABOR STANDARDS IN THE REPUBLIC AND IS MADE CONDITIONAL UPON THE GENERAL WORK VISA BEING APPROVED.

- PROOF OF QUALIFICATIONS EVALUATED BY SAQA AND TRANSLATED BY A SWORN TRANSLATOR INTO ONE OF THE OFFICIAL LANGUAGES OF THE REPUBLIC.
- FULL PARTICULARS OF THE EMPLOYER, INCLUDING, WHERE APPLICABLE, PROOF OF REGISTRATION OF THE BUSINESS WITH THE COMMISSION ON INTELLECTUAL PROPERTY AND COMPANIES (CIPC).
- 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.
- 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.
- THE ADVERTISEMENT CONTEMPLATED IN SECTION 27(A)(I) OF THE ACT SHALL BE AN ORIGINAL CLIPPING FROM THE NATIONAL PRINTED MEDIA AND SHALL:

(A) REFLECT THE FULL PARTICULARS OF THE RELEVANT NEWSPAPER OR MAGAZINE, AS WELL AS THE DATES ON WHICH THE ADVERTISEMENT WAS PUBLISHED;

(B) STIPULATE THE MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED TO FILL THE POSITION;

(C) CLEARLY DEFINE THE POSITION OFFERED AND THE RESPONSIBILITIES TO BE PERFORMED;

(D) MEASURE AT LEAST 60 MILLIMETERS BY 60 MILLIMETERS;

(E) STATE THE CLOSING DATE FOR THE APPLICATION IN THE ADVERTISEMENT; AND

(F) NOT BE OLDER THAN FOUR MONTHS AT THE TIME OF APPLICATION, WHICH PERIOD SHALL BE CALCULATED FROM THE CLOSING DATE FOR APPLICATIONS.

- ALL PRESCRIBED REQUIREMENTS IN RESPECT OF FAMILY IF SPOUSE AND CHILDREN WISH TO ACCOMPANY APPLICANT.
- **KINDLY ENSURE THAT ALL COPIES OF ORIGINAL DOCUMENTS ARE CERTIFIED ACCORDINGLY**
- PROCESSING TIME FOR LONG VISAS EXCEEDING 90 DAYS MAY TAKE UP TO 3 TO 4 WEEKS.

- **WHERE TO SUBMIT YOUR APPLICATION**

For residents of Alabama, Arkansas, District of Colombia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota and South Dakota, Ohio, Oklahoma, Texas, Virginia, Puerto Rico, Virgin Islands and Wisconsin:

- **THE SOUTH AFRICAN EMBASSY IN WASHINGTON, DC**
3051 Massachusetts Avenue NW
Washington, DC 20008