



REQUIREMENTS FOR PORT OF ENTRY VISA (REMOTE WORK VISA) – EXCEEDING 3 MONTHS

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

Please submit your application in the order outlined below:

- **A Printed Copy** of the ‘**Confirmation of Appointment**’.
- **Completed DHA-1738** signed by applicant.
- **Machine Readable Valid Passport** with minimum two (2) 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 a money order/cashier’s check: **\$55.00**
- Two (2) passport photos.
- A Certified/Notarized copy bio page of your passport.
- A Certified/Notarized copy of valid Proof of Residence in the USA (Green Card/H1 B/J1/L1 etc) (Proof of Residence must be valid for duration of stay in South Africa) *(B1/B2 USA visa holders are not eligible to apply in WDC and must apply in your Country of Residence).*
- A Certified/Notarized Unabridged Birth Certificate.
- A pre-paid, self-addressed mailing label and envelope for the return of your passport after processing. **Prepaid Return Envelope Requirements:**
 - **Single passport:** A5-size envelope
 - **Multiple passports:** A4-size envelopeThe envelope must be **sturdy (padded or cardboard-backed)**, **suitably sized to prevent bending**, and include a **trackable prepaid courier label**. Kindly ensure that the **full return address is clearly indicated**.

A Statement or Documentation detailing the purpose and duration of the visit.

- Proof of **Tentative Travel Itinerary** for round-trip air tickets. **Do not purchase air tickets prior to obtaining your South African visa.**
- Proof of **Tentative Accommodation.**
- **If hosted by South African Citizen or Permanent Resident**, include the following:
 - A Letter of invitation from Hosts,
 - A certified/notarized copy of their RSA ID document,
 - A copy of Host's proof of residence (in the form of a utility bill, tax receipt, bank statements). duly certified by the South African Police Service.
- **If hosted by a Non-South African**, include the following:
 - A Letter of invitation from Hosts,
 - A certified/notarized copy of their RSA ID document,
 - A copy of Host's proof of residence (in the form of a utility bill, tax receipt, bank statement). duly certified by the South African Police Service.
- **Proof of Financial Means** in the form of bank statements for the last three (3) months, **stamped** by your bank **OR** in the absence of the stamp, a bank-issued verification letter for the account holder. **Notarized statements will not be accepted.**
- **A 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.
- The original **Federal Bureau of Investigation (FBI) Clearance Certificate** (full criminal background check report), together with **original Police Clearance Certificates** from each country in which the applicant has resided for a period of 12 months or longer after the age of 18 (within the past five (5) years), confirming the applicant's criminal record status or character. All certificates must not be older than six (6) months at the time of submission.
- **Valid Contract of Employment** signed by both the Applicant and the Foreign Based Employer.
- **Proof of Financial Means defined as a gross salary of no less than the equivalent of R650 796.00 per annum** in the form of three (3) months of the most recent bank statements, **stamped by your banking institution OR** in the absence of the stamp, a bank-issued verification letter for the account holder. **Notarized statements will not be accepted.**

- **Tax compliance 1:** if the recipient of the visa is a tax resident in a country that the Republic has an Agreement in force with for the prevention of or relief from Double Taxation under Section 108(2) of the Income Tax Act, 1962, the recipient will be required to register with the South African Revenue Service if they are present in the Republic for longer than an aggregate of 183 days during any 12- month period.

- **Tax compliance 2:** if the recipient of the visa is not a tax resident in a country referred to in (1), the recipient will be required to register with the South African Revenue Services.

- **Processing Time:**
For Long Term Visas exceeding 90 days: 4-6 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
Tel: (240) 937 5760

Email: info.saembassydc@dirco.gov.za
Website: www.saembassy.org