



General Work Visa 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. Kindly consider the processing time in line with your intended residence and your travel plans. VFS does not influence the processing times in any manner.

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.**

## GENERAL WORK VISA

### SECTION 19 OF THE ACT

Documents Required	Yes	No
• Application form fully completed in detail and signed.		
• An original Passport and a copy authenticated by the issuing authority of the country of origin with a valid visa as proof of current status in the Republic.		
• The Passport is valid and 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)		
• The application is being 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.		
• A medical report, signed by a Medical Practitioner, reflecting the Practice No. of the Practitioner and their address and contact details, which report shall not be older than six months at the time of its submission.		
• 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.		
• a yellow fever vaccination certificate if that person travelled or intends travelling from or transiting through a yellow fever endemic area: (Provided that the certificate shall not be required where that person travelled or intends travelling in direct transit through such area)		
• 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 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.		
• Court order granting full or specific parental responsibilities and rights, where applicable.		
• Death certificate, in respect of late spouse, where applicable.		

<ul style="list-style-type: none"> <li>Written consent from both parents and full parental responsibilities, where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>Proof of adoption where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>Legal separation order, where applicable.</li> </ul>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<ul style="list-style-type: none"> <li>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</li> </ul>		
<p>A certificate by the Department of Employment and Labour confirming that-</p> <ol style="list-style-type: none"> <li>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;</li> <li>the applicant has qualifications or proven skills and experience in line with the job offer;</li> <li>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;</li> <li>a contract of employment stipulating the conditions of employment and signed by both the employer and the applicant in line with the labour standards in the Republic and is made conditional upon the general work visa being approved;</li> </ol>		
<ul style="list-style-type: none"> <li>Proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic; and</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>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<ul style="list-style-type: none"> <li>Proof of payment</li> </ul>		

**Notes:**

- A general work visa shall be issued for a period not exceeding five years;
- 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.
- 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:**



# 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.

<b>APPLICANT'S INITIALS &amp; SURNAME</b>	
<b>APPLICANT'S PASSPORT NUMBER</b>	
<b>APPLICANT'S SIGNATURE</b>	
<b>DATE</b>	