



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

<ul style="list-style-type: none"> <li>• <b>Regulation 18(3)(b)</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).</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>• 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</li> </ul>		
<ul style="list-style-type: none"> <li>• Proof of payment of the applicable fee</li> </ul>		

**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:**