



**CHECKLIST for SEC 19 (4): CRITICAL SKILLS WORK VISA**

	REQUIRED DOCUMENTS	YES	NO
1.	<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>Completed Visa application Form (<b>DHA-1738</b>) <b>Form 8</b> in <b>BLACK ink only</b>.</li> <li>All questions <b>MUST</b> be answered in English. Do <b>NOT</b> leave empty/blank information - questions that don't apply may be completed with '<b>n/a</b>' or "<b>not applicable</b>".</li> <li>Applicant's full contact details must be provided.</li> <li>'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from UAE.</li> <li>Full details of the intended duration of stay in, and intended date of departure from the Republic of South Africa must be completed under Part 5.</li> <li>The question, 'Have you ever been refused entry into or deported from the Republic' under Part 7 must be completed with either 'yes' or 'no', and details must be provided if the answer is 'yes'.</li> </ul>		
2.	<p><b>Photos</b></p> <ul style="list-style-type: none"> <li>Must be a clear copy, high-resolution, white background and recent photo (not older than 6 months).</li> <li>Passport size: <b>4.5cm×3.5cm</b> in width. The photo must capture at least <b>80%</b> of the face.</li> <li>Photographs must be taken and printed professionally – photo shopped will be rejected.</li> </ul>		
3.	<p><b>Applicant's personal Affidavit/undertaking (if <u>NO</u> employer yet or have <u>NOT</u> secured yet an employment in South Africa)</b></p> <ul style="list-style-type: none"> <li>The letter must be originally signed and dated.</li> <li>It must be dated not older than a month from the date of submission.</li> <li>The letter must indicate the current background of the applicant (e.g. employment, educational, skills, etc) as well as motivation of the purpose of submission and intention to work in SA.</li> <li>Undertaking by the applicant to ensure that own passport shall be valid at all times for the duration of his/her stay in SA (as per visa validity).</li> </ul>		
4.	<p><b>UAE Company Letter (if applicant will be employed by the same company in SA)</b></p> <ul style="list-style-type: none"> <li>The letter must be originally signed, stamped and in company's letter head.</li> <li>It must be dated not older than a month from the date of submission.</li> <li>Copy of valid Trade License copy of UAE Company.</li> <li>The letter must confirm/indicate the following relevant details: - <ul style="list-style-type: none"> <li>❖ Confirmation of the duration of the transfer (maximum 5 years) as well as the exact job assignment/position– this information must correspond with the details on SA letter and on the application form.</li> <li>❖ It must confirm/explain the type of the business relationship/link between the South African company and the UAE Company.</li> <li>❖ The applicant shall be transferred to a branch/subsidiary/affiliate in the Republic of South Africa (RSA).</li> </ul> </li> </ul>		
5.	<p><b>South African Company Letter (if applicant <u>HAS</u> already secured an employment in SA prior to visa submission)</b></p> <ul style="list-style-type: none"> <li>The letter must be signed, stamped and in company's letter head.</li> <li>It must be dated not older than a month from the date of submission.</li> <li>Copy of valid <b>Business/Company Registration with CIPC</b> (Commission on Intellectual Property and Companies)</li> <li>The letter must confirm the applicant's employment, personal details; specify the occupation/capacity the applicant will be employed in and the duration of stay in SA (not exceeding 5 years).</li> </ul>		

6.	<p><b>Letter of undertaking by the employer / company in the Republic of South Africa (if applicant has already secured an employment in SA prior to visa submission)</b></p> <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> <li>• To ensure that the passport of his or her employee is valid at all times for the duration of his or her employment.</li> <li>• An undertaking by the employer to inform the Director-General should the applicant not complies with the provisions of the Act, or conditions of the visa.</li> <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/she is employed in a different capacity or role.</li> </ul>		
7.	<p><b>Employment Contract from the employer in the Republic of South Africa (if applicant has already secured an employment in SA prior to visa submission)</b></p> <ul style="list-style-type: none"> <li>• An <b>original or certified copy of the employment contract</b> specifying the occupation and capacity in which the foreigner shall be employed must be submitted.</li> <li>• The contract must confirm the applicant's employment, personal details; specify the occupation/capacity the applicant will be employed in and the duration of stay in SA (not exceeding 5 years) as well as all other provisions included in the employment package.</li> <li>• The document must be dated, signed and stamped on a company letter head.</li> </ul>		
8.	<p><b>Proof that the applicant falls within the CRITICAL SKILLS CATEGORY</b></p> <ul style="list-style-type: none"> <li>• <b>A confirmation, in writing, from the professional body, council or board recognized by SAQA</b> in terms of section 13(1)(i) of the National Qualifications Framework Act, or any relevant government Department confirming the skills or qualifications of the applicant and appropriate post qualification experience;</li> <li>• <b>Proof of application for a certificate of registration with the professional body</b>, council or board recognized by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act; and</li> <li>• <b>Proof of evaluation of the foreign qualification</b> by SAQA and translated by a sworn translator into English (if written in foreign language).</li> <li>• <b>Copy or Excerpt from the <i>government Gazette</i> of the critical skills/qualifications listing, which determines that applicant is qualified to apply for.</b></li> </ul>		
9.	<p><b>CURRICULUM VITAE (CV) / EDUCATIONAL OR SKILLS QUALIFICATIONS/ JOB DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Applicant must provide a copy of their CV.</li> <li>• Copy of the educational or skills qualification certificate/s must be attached.</li> <li>• Full Job Description.</li> </ul>		
10.	<p><b>Medical Report</b></p> <ul style="list-style-type: none"> <li>• The prescribed form <b>BI-811</b> must be completed, signed, stamped and dated by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition he or she suffers from.</li> <li>• Medical result must be submitted along with the prescribed form (if available).</li> <li>• <b>Shall not be older than six months at the time of its submission.</b></li> </ul>		
11.	<p><b>Air Ticket</b></p> <ul style="list-style-type: none"> <li>• Proof of Air tickets (provisional or confirmed). One way ticket is accepted.</li> <li>• Proof of Domestic flight/s is also required, if the applicant is travelling from one city to another.</li> </ul>		
12.	<p><b>Police Clearance Certificate</b></p> <ul style="list-style-type: none"> <li>• Must be issued by the police or security authority in each country where the applicant resided for 12 months or longer in the last 5 years after attaining the <b>age of 18 years old</b>, including country of citizenship, in respect of criminal records or the character of that applicant.</li> <li>• The <b>ORIGINAL</b> Police Certificate is <b>compulsory</b> except the UAE Police Clearance.</li> <li>• <b>Shall not be older than six months at the time of its submission or as per validity indicated in the</b></li> </ul>		
13.	<p><b>In respect of a <u>SPOUSE</u> accompanying the applicant or joining the applicant in the Republic of South Africa</b></p> <ul style="list-style-type: none"> <li>• An attested copy of your Marriage certificate or completed affidavit in the case of life partners is required.</li> <li>• Original and copy of the document must be presented at the time of submission for verification purpose.</li> <li>• It must be written in "English". If not, a legal translation by a sworn translator is compulsory.</li> <li>• An affidavit from the main applicant confirming relationship and undertaking ALL responsibility during the entire stay in SA.</li> </ul>		

16.	<p><b>In respect of <u>DEPENDENT CHILDREN</u> accompanying the applicant or joining the applicant in the Republic of South Africa</b></p> <ul style="list-style-type: none"> <li>• An attested unabridged birth certificate of minor children is required.</li> <li>• Original and copy of the document must be presented at the time of submission for verification purpose.</li> <li>• An affidavit from the main applicant confirming relationship and undertaking ALL responsibility during the entire stay in SA.</li> <li>• It must be written in “English”. If not, a legal translation by a sworn translator is compulsory.</li> <li>• Consent from parent(s) (if applicable) ; <b>Divorce decree</b> (if applicable); <b>Proof of legal separation</b> (if applicable); <b>Proof of sole custody</b> where children are involved (if applicable); <b>Death certificate</b> in the case of late spouse (if applicable).</li> </ul>		
17.	<p><b>Proof of Accommodation</b></p> <ul style="list-style-type: none"> <li>• Letter from SA company confirming or undertaking responsibility for the accommodation of the applicant and family (if applicable). Details of accommodation must be indicated in the letter (e.g. address, term/duration, etc)</li> <li>• Alternatively, a copy of Property Ownership, Lease of contract or hotel bookings, etc.</li> <li>• If staying with a family/relative/friend/colleague, a copy of the following from the SA host are required: <ul style="list-style-type: none"> <li>a) Invitation letter (typed and signed). The letter must be dated not more than a month from the date of application. The physical address and contact details of the host must be indicated in the letter. <ul style="list-style-type: none"> <li>❖ If the host is a South African, a copy of South African passport or ID book is required.</li> <li>❖ If the host is <b>NOT</b> a South African, a copy of passport and permanent residence (PR) certificate or visa/permit are required.</li> </ul> </li> <li>b) Up to date three (3) months bank statement of the South African host stamped by the Bank with a minimum balance of not less than <b>ZAR 3,000</b>.</li> <li>c) Proof of address of the South African host (e.g. Utility bills, Lease of Contract, Tax invoice, etc. - showing the same address as indicated in the invitation letter)</li> </ul> </li> </ul>		
18.	<p><b>Proof of Financial Means</b></p> <ul style="list-style-type: none"> <li>• Applicant’s personal three (3) months recent bank statement. It has to be originally stamped by the bank.</li> <li>• Multiple personal bank accounts and other relevant financial documents may be submitted (if available) to support the application.</li> </ul>		
19.	<p><b>Yellow fever certificate</b></p> <ul style="list-style-type: none"> <li>• A yellow fever certificate is required if the applicant has been in a yellow fever zone in the <b>past one year</b>, and if the applicant is transiting for <b>more than 12 hours</b> through a yellow fever endemic zone.</li> <li>• Applicants who does not have a Yellow Fever vaccination certificate and had recent travels or traveled (as above) to yellow fever zones <b>MUST</b> administer the vaccine <b>at least 10 days</b> before traveling to South Africa.</li> <li>• Applicants who are traveling straight/directly to South Africa from Dubai and has <b>NOT</b> been in a Yellow fever zone in the past one year are <b>NO longer</b> required to fulfill/submit a yellow fever certificate for visa purpose and when traveling to SA.</li> <li>• Applicants who are citizens of the countries which fall under yellow fever zone <b>MUST</b> submit a copy of yellow fever certificate “<b>irrespective</b>” if they have travelled or not to the yellow fever zone areas in the past one year or so.</li> </ul>		
20	<p><b>Passport / UAE Residence Visa / Previous South African Visa / Entry &amp; Exit Stamps in SA</b></p> <ul style="list-style-type: none"> <li>• The <b>ORIGINAL and COPY of PASSPORT</b> with the UAE residence visa must be submitted at the time of application.</li> <li>• Passport <b>MUST</b> be valid <b>at least a year (1)</b> or so at the time of application. Issuance of visa could <b>NOT</b> exceed passport expiration. Therefore, it is ideal that your passport is valid for the full duration you intend to stay in SA.</li> <li>• Non-machine readable and manually extended passports are <b>NOT</b> acceptable.</li> <li>• The passport must be valid for not less than <b>30 days</b> from the date of departure from South Africa.</li> <li>• It is <b>COMPULSORY</b> to have at least <b>2 blank visa pages</b> (one to endorse/stamp the visa and the other one for entry/exit stamps).</li> <li>• Damaged/torn out passports will strictly <b>NOT</b> be accepted.</li> </ul> <p><b><u>UAE residence visa</u></b></p> <ul style="list-style-type: none"> <li>• Copy of valid UAE Residence visa <b>and Emirates ID</b>.</li> </ul> <p><b><u>South African Visa and Entry/Exit stamps</u></b></p> <ul style="list-style-type: none"> <li>• Photocopies of previous South African Visa/s (if any) <b>MUST</b> be submitted.</li> <li>• Copies of passport pages wherein there is an entry and exit stamp of South Africa.</li> </ul>		

**IMPORTANT NOTES:**

Please **NOTE** that submitting **INCOMPLETE/INCORRECT** documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to **IMMEDIATE REJECTION** of the application by the Consulate.

- The application **MUST** be submitted at least **3 MONTHS** Prior to the date of intended travel to South Africa.
- Processing time takes **8 to 12 WEEKS** to finalize the application.
- **The Consulate reserves the right to request additional documents to substantiate the application.**
- The spouse and dependent children accompanying the main applicant may be issued with a **visitor's visa** exceeding **(3) months**; however, dependent children **of school-going age (5 years or more)** accompanying the main applicant must apply for a **study visa**.
- **Status / progress reports are not provided during the above-mentioned processing period.**
- **NO URGENT visa request will be considered. NO "express service" for processing visa applications is available – complete applications are adjudicated on a "First-In-First-Out" basis.**
- As of **23 November 2015** "ONLY" machine readable passports will be accepted. Manually extended passports are no longer acceptable.
- Permit applications must be applied "**In-person**" by the applicant **ONLY** (except for minors under 18 years old and elders above 65 years old).
- VFS South Africa Visa Application Centre will only accept / process complete visa applications – it is the responsibility of the applicant to ensure that he or she submits a complete application.
- Applicant may submit or request to keep their passport with them until the application is finalized. And if so, you may then collect your passport the **following/next working day** at VFS after verification process at the Consulate is done.

• **All documents must be submitted in English Language Only**

**For collection of passports:**

Original receipt if being collected directly by the applicant	Between 15:00 to 17:00
Emirates ID card, Original receipt and authorization letter if being collected by a representative	

**Remarks:**

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I hereby declare that the above statement is true and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

**Applicant's Signature:** \_\_\_\_\_

**VFS Officer Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_