



**CHECKLIST for SEC 19 (2) : GENERAL 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</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> </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 has 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.	<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> <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.	<b>A certificate by the Department of Labour confirming that:-</b> <ol style="list-style-type: none"> <li>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;</li> <li>b) The applicant has qualifications or proven skills and experience in line with the job offer;</li> <li>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;</li> <li>d) 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> <li>e) Proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic, and</li> <li>f) Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC).</li> </ol>		
9.	<b>CURRICULUM VITAE (CV) / EDUCATIONAL OR SKILLS QUALIFICATIONS/ JOB DESCRIPTION</b> <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.	<b>Medical Cover</b> <ul style="list-style-type: none"> <li>• Proof of medical insurance recognized in South Africa must be submitted.</li> <li>• Alternatively, a letter from the South African company undertaking responsibility for medical coverage in South Africa for the main applicant and family (if applicable).</li> <li>• Copy of insurance card must be submitted (if available).</li> <li>• Travel insurance will <u>NOT</u> be accepted.</li> </ul>		
11.	<b>Air Ticket</b> <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.	<b>Police Clearance Certificate</b> <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 after attaining the <b>age of 18 years old</b>, 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 report.</b></li> </ul>		
13.	<b>Medical Cover</b> <ul style="list-style-type: none"> <li>• Proof of medical insurance recognized in South Africa must be submitted.</li> <li>• Copy of insurance card must be submitted (if available).</li> <li>• See <a href="https://www.medicalschemes.com/MedicalSchemes.aspx">https://www.medicalschemes.com/MedicalSchemes.aspx</a> for full list of registered medical schemes in the Republic of South Africa which are accepted for the visa application.</li> <li>• Proof must be submitted in the form of confirmation / insurance certificate from the registered medical scheme in the Republic of South Africa, which includes the applicant's particulars and duration (starting and ending dates) of insurance cover, as well as proof of payment. A mere application for insurance is not accepted.</li> <li>• Travel insurance will <u>NOT</u> be accepted.</li> </ul>		

14.	<p><b>Radiological Report</b></p> <ul style="list-style-type: none"> <li>The prescribed form <b>BI-806</b> must be completed, signed, stamped and dated by a registered radiologist certifying that the applicant has been examined and that no signs of active pulmonary tuberculosis could be detected.</li> <li>This is <b>NOT</b> required in respect of <b>children under the age of 12 years or pregnant women</b>.</li> <li>Applicants are <b>compulsory required</b> to submit the radiological findings from his or her radiologist.</li> <li><b>Shall not be older than six months at the time of its submission.</b></li> </ul>		
15.	<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 <b>attested</b> 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>		

<b>20</b>	<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.</li> <li>• The UAE Residence permit must be issued at <b>least 6 months and above</b> at the time of submission.</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>		
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**IMPORTANT NOTES:**

- The application **MUST** be submitted at least **3 MONTHS** prior to the date of intended travel to South Africa.
- Processing time takes **8 WEEKS (2 months)** 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 **three (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.

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.

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