

GENERAL WORK VISA

Requirements

- Duly completed application form (DHA-1738) signed by applicant.
- Passport valid for no less than 30 days after the expiry of the intended date of departure from South Africa.
- Payment of the prescribed fee
- 2 Photograph (35 mm x 45 mm)
- Proof of financial means, that is:
 - ❖ 3 months certified bank statement of the last 3 months.
 - ❖ Cash available or traveller's cheques to cover envisaged living expenses until the applicant receives a salary.
- Medical and radiological report.
- Original police clearance certificate from all countries he/she lived in, for a period of 12 months since the age of 18.
- Original letter of 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.
- Original letter of 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.
- Original and a copy of contract of employment stipulating the conditions of employment and signed by both the employer and the applicant is in line with the labour standards in South Africa and is made conditional upon the general work visa being approved.
- Original proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of South Africa.
- Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC)
- Original letter of 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.

- Original letter of 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.
- Certification by Department of Labour in the RSA:
 - ❖ Despite a 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;
 - ❖ The applicant has qualifications or proven skills and experience in line with the job offer;
 - ❖ The salary and benefits of the applicant are not inferior to the average salary and benefits of citizen or employees occupying similar positions in South Africa.
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- Submission of the original advertisement in the national printed media, which must comply with regulation 16(5):-
 - ❖ Reflect the full particulars of the relevant newspaper or magazine as well as date on which the advertisement was published.
 - ❖ Stipulates the minimum qualifications and experience required to fill the position.
 - ❖ Clearly define the position and duties to be performed.
 - ❖ Measures at least 60mm by 60mm.
 - ❖ States the closing date for applications.
 - ❖ May not be older than 3 months at the time of application for work permit which period shall be calculated from closing date of advert.
- Original and a copy of yellow fever vaccination certificate if that person travelled or intends travelling from or transiting through a yellow fever endemic area.

- Processing period: 10 working days. The applicant must submit the application in person.