

## **EXCHANGE VISA (WORK)**

**NOTE:** Exchange permits may be issued to foreigners who are not older than 25 years of age and wish to participate in cultural, economic or social exchange programmes administered by an organ of the State or a public higher educational institution in conjunction with an organ of a foreign state.

- Passport valid for no less than 30 calendar days after expiry of the intended visit.
- A medical report.
- A radiological report.
- 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.
- Proof of a union recognised in terms of the Recognition of Customary Marriages Act, 1998 (Act No. 120 of 1998), where applicable.
- Divorce decree, where applicable.
- Proof of court order awarding custody, where applicable.
- Death certificate, in respect of late spouse, where applicable.
- Written consent from both parents and/or sole custody parent, where applicable, with proof of sole custody.
- Proof of legal adoption where applicable.
- Legal separation order, where applicable.
- Original Police clearance certificate issued by the police or security authority in each country where the relevant applicant resided for 12 months or longer after attaining the age of 18 years except for South Africa, in respect of criminal records or the character of that applicant, which certificate shall not be older than six months at the time of its submission: (Provided that the certificate shall not be required from a foreign country in the case of renewal or extension of a visa)
- Biometric enrolment fee applicable: Yes
- 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)

- Proof of payment of the applicable fee

In addition to the above requirements, in the case of a learning institution in the Republic, in conjunction with a foreign education and training institution or a foreign state institution organising or administering the programme, submit a letter from:

- proof of a valid return air flight ticket or written undertaking by the organ of state or learning institution accepting responsibility for the return or deportation costs of the applicant, as the case may be
- Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act.
- the Department of Basic Education or Higher Education and Training or a learning institution in the Republic confirming that it is responsible for organising or administering the existence of the programme, outlining the activities, terms and conditions and duration thereof and accepting full responsibility for the student while he or she is in the Republic; and
- the foreign state institution or education and training institution confirming the particulars of the applicant, the applicant's enrolment with the foreign education and training institution, and the date on which the programme shall commence.

In addition to the above requirements, in the case of a programme of cultural, economic or social exchange organised or administered by an organ of state or a learning institution, in conjunction with a foreign education and training institution or a foreign state institution, submit a letter from:

- Proof of a valid return air flight ticket or written undertaking by the organ of state or learning institution accepting responsibility for the return or deportation costs of the applicant, as the case may be
- Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act.
- The organ of state or foreign education and training institution confirming the existence of the exchange programme; or
- The foreign education and training institution confirming the enrolment of the applicant or the foreign state institution conducting the programme, as the case may be.

In addition to the above requirements, in the case of a foreigner who is under 25 years of age and has received an offer to conduct work for no longer than one year

- proof of a valid return air flight ticket or written undertaking by the employer accepting responsibility for the return or deportation costs of the applicant, as the case may be
- Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act.
- A written undertaking by the employer to—
  - a. Pay such foreigner remuneration which complies with applicable legal requirements;
  - b. Provide for the welfare and the needs of such foreigner while in the Republic under the aforesaid visa; and
  - c. Report to the Director-General the failure of the foreigner to comply with the terms of his or her visa or to depart when so required;

## EXCHANGE VISA - RENEWAL

- Passport valid for no less than 30 calendar days after expiry of the intended visit.
- A medical report.
- A radiological report.
- 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.
- Proof of a union recognised in terms of the Recognition of Customary Marriages Act, 1998 (Act No. 120 of 1998), where applicable.
- Divorce decree, where applicable.
- Proof of court order awarding custody, where applicable.
- Death certificate, in respect of late spouse, where applicable.
- Written consent from both parents and/or sole custody parent, where applicable, with proof of sole custody.
- Proof of legal adoption where applicable.
- Legal separation order, where applicable.
- Original Police clearance certificate issued by the police or security authority in each country where the relevant applicant resided for 12 months or longer after attaining the age of 18 years except for South Africa, in respect of criminal records or the character of that applicant, which certificate shall not be older than six months at the time of its submission: (Provided that the certificate shall not be required from a foreign country in the case of renewal or extension of a visa)
- Biometric enrolment fee applicable: Yes
- 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)
- Proof of payment of the applicable fee

In addition to the above requirements, in the case of a learning institution in the Republic, in conjunction with a foreign education and training institution or a foreign state institution organising or administering the programme, submit a letter from:

- proof of a valid return air flight ticket or written undertaking by the organ of state or learning institution accepting responsibility for the return or deportation costs of the applicant, as the case may be
- Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act.
- the Department of Basic Education or Higher Education and Training or a learning institution in the Republic confirming that it is responsible for organising or administering the existence of the programme, outlining the activities, terms and conditions and duration thereof and accepting full responsibility for the student while he or she is in the Republic; and
- the foreign state institution or education and training institution confirming the particulars of the applicant, the applicant's enrolment with the foreign education and training institution, and the date on which the programme shall commence.

In addition to the above requirements, in the case of a programme of cultural, economic or social exchange, organised or administered by an organ of state or a learning institution, in conjunction with a foreign education and training institution or a foreign state institution, submit a letter from:

- Proof of a valid return air flight ticket or written undertaking by the organ of state or learning institution accepting responsibility for the return or deportation costs of the applicant, as the case may be
- Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act.
- The organ of state or foreign education and training institution confirming the existence of the exchange programme; or
- The foreign education and training institution confirming the enrolment of the applicant or the foreign state institution conducting the programme, as the case may be.

In addition to the above requirements, in the case of a foreigner who is under 25 years of age and has received an offer to conduct work for no longer than one year

- Proof of a valid return air flight ticket or written undertaking by the employer accepting responsibility for the return or deportation costs of the applicant, as the case may be
- Proof of medical cover for the duration of the exchange period with a medical scheme registered in terms of the Medical Schemes Act.
- A written undertaking by the employer to—
  - a. Pay such foreigner remuneration which complies with applicable legal requirements;

- b. Provide for the welfare and the needs of such foreigner while in the Republic under the aforesaid visa; and
- c. Report to the Director-General the failure of the foreigner to comply with the terms of his or her visa or to depart when so required;

## PROCESSING TIME

The Department of Home Affairs is committed to the following turnaround times for specific categories of visas and permits:

Permanent residence finalized within 8 months (Only for extra-ordinary skills, general work and business applications)

Temporary Residence visa applications for Business and general work visas will be finalized within 8 weeks or less (40 working days) and

Temporary Residence visa applications for Critical skills work visas will be finalized within 4 weeks or less (20 working days).

All other categories for Temporary Residence visa applications will be finalised in 60 working days from date of submission at VFS (renewals, change of conditions, extensions. Not applicable to Appeals)

All other categories for permanent residence permit applications will be finalised between 12 months to 24 months from date of submission at VFS.