

# **SOUTH AFRICAN HIGH COMMISSION**

## **General Work Permit Requirements**

### **NB: PLEASE NOTE;**

- Incomplete Application will not be accepted; Failure to complete the application in full may result the permit being delayed or refused.
- 1. Dully completed and signed work Permit application BI 1738 form
- 2. Valid Passport for the intended duration of stay
- 3. Two identical photographs (Passport Size).
- 4. A contract of employment stipulating the conditions of employment and signed by both the employer and the applicant.
- 5. A police clearance from country of origin & including countries where you have leaved for more than twelve month *(18 years and above)*.
- 6. Poof of qualifications evaluated by the South African Qualifications Authority and translated by a sworn translator into one of the official language of the Republic.
- 7. Proof of experience and skills in line with the job offer.
- 8. A letter of the employer motivating why a citizen or permanent resident could not fill the position, as well as proof of efforts made to obtain the services of a citizen or resident , together with particulars of the unsuccessful candidates.
- 9. Proof of publication of an advertisement in the national printed media.
- 10. An undertaking by the employer to inform the Director –general should the applicant not comply with the Act or leave the employer.
- 11. If required by law, proof of registration with the relevant professional body, council or board.
- 12. Full particular of the employer, including, if applicable, proof of registration of the business with the Registrar of Companies.
- 13. A certificate from the Department of Labour or an extract from the database of a salary benchmarking organization stipulating the average salary earned by employer occupying similar position in the Republic.
- 14. Medical and Radiological report
- 15. Document relating to marital status if applicable
- 16. Certified copy of yellow fever vaccination certificate
- 17. In the case of a foreign state accepting responsibility for the applicant in terms of the bilateral agreements, a written under taking in respect of the departure of the applicant.

Study Visa fee

**TSH 280,000.00**

*Nonrefundable (Subject to change without notice).*

**THE CONSULAR OFFICE HOURS: 8:00AM TO 11H30; MON-THUR ON FRIDAY 08H00 TO 10H30.  
STUDY VISA TURN AROUND TIME: (5) FIVE WORKING DAYS.**