



DEPARTMENT: HOME AFFAIRS
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR TEMPORARY RESIDENCE PERMIT

(Sections 13, 14, 15, 17 to 20 and 22 of Act No. 13 of 2002:
Regulations 18, 22 to 24, 26 to 29 and 31)

CATEGORY OF PERMIT BEING APPLIED FOR	
Work: Quota	Work: General
Own business	Intra-company transfer
Corporate worker	Exceptional skills
Study (> 3 months)	Medical (> 3 months)
Relative's	Retired person
Student exchange programme	Work exchange programme
Cultural/economic/social exchange programme	Treaty



IMPORTANT:

- (i) Please complete this form in BLOCK LETTERS and tick the appropriate squares, marking any sections which do not apply "n/a", ensuring that all the questions are fully responded to. Your application will be considered on the basis of the information furnished on this form and on the documentary evidence provided. If additional space is required to answer any questions, please provide the extra details on a separate signed sheet and attach with your supporting documents.
- (ii) All the applicable supporting documents specified in item 12 must be attached to this application.
- (iii) Applicants who are found to have provided false or misleading information on this form will have their applications refused or their authorisation to remain in South Africa withdrawn, as will any applicants who enter the Republic prior to holding a permit commensurate with their true purpose of entry, or who have permitted the validity of their permits to lapse.
- (iv) Spouse and dependant children accompanying the applicant must complete the prescribed visa application form.
- (v) It is the applicant's prerogative to elect an immigration practitioner to submit the application on his/her behalf. However, this will not in any way influence the outcome as all applications are considered individually on merit. Should the application be submitted on the applicant's behalf by an immigration practitioner, the applicant is still required to personally sign the application.
- (vi) Details of the prescribed fees are available from all offices. Fees are not refundable irrespective of whether or not the application is successful.
- (vii) Applying for a permit does not provide you with a status in terms of the Immigration Act, and if you do not have the relevant permit you must await the outcome of your application outside the Republic.
- (viii) In most cases and under ordinary conditions, the Department will endeavour to process this application within time frames set out in the Regulations.
- (ix) To facilitate the endorsement of your passport, please indicate which office of the Department should be advised of the outcome to this application, if other than where submitted, viz: _____ →

FOR OFFICIAL USE ONLY

Office of origin:	BLOK:	Mission file No.:
Date received:	Date forwarded to Regional Office:	Regional file No.:
Submission checked by/on:	Date received at Regional Office:	Remarks:
Passport seen/returned by/on:	Processed by/on:	
Fee: Currency and amount:	Authorised by/on:	
Fee received by/on:	Decision carried over by/on/per:	
Receipt No.:	Letter	Facsimile
		Other

1. PERSONAL DETAILS

1.1 Title:	Mr	Ms	Other (specify)	
1.2 Surname/Family name				1.3 Given name
1.4 Maiden name				1.5 Stage name
1.6 Previous/alternative name(s)/aliases, including details:				
1.7 Date of birth: Year..... Month..... Day.....				
1.8 Place of birth: Town/City..... Country.....				
1.9 Marital status: Never married		Divorced		Widowed
Married		Separated		Life partner
1.10 If separated state: Whether divorce proceedings have been instituted and when final decree is expected				
1.11 If divorced provide: Date of divorce and details of any maintenance and/or custody agreements/orders for which certified copies of substantiating legal documentation must be attached				
1.12 If married to a South African citizen, a certified copy of the marriage certificate must be attached.				

2. CITIZENSHIP DETAILS

2.1 Present country of citizenship:

2.2 If acquired other than by birth, date and conditions under which acquired:

2.3 Do you hold any other citizenship? No Yes
If so, of which country, plus details:

3. PASSPORT DETAILS

3.1 Passport number:

3.2 Country of issue:

3.3 Date of issue: / /

3.4 Valid until: / /

3.5 If you have any other document required by your government, provide details:
Type of document..... Number..... Expiry date: /

4. ADDRESSES

4.1 Residential address:
.....
.....
.....
Postal code.....

4.2 Postal address:
.....
.....
.....
Postal code.....

4.3 Country of usual residence if other than country of origin or above address:

4.4 Telephone numbers: Work (area code) Home (area code)

4.5 Other addresses where you have lived during the last ten years other than your current address:

Address	Period	Country

4.6 Do you hold the right of re-entry into your country of origin and/or country of residence if this differs?

Yes No

If no, specify period and present status.....

.....

4.7 Have you ever applied for asylum or refugee status in SA or any other country?

Yes No

If yes, specify

.....

4.8 Contact person:

Relationship:	Friend	Business associate	Relative	Other
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Name and address

.....

Telephone numbers: Work (area code) Home (area code)

4.9 Details regarding relatives and/or friends in South Africa, if any:

Name	Address	Relationship	ID No.

5. INTENTIONS/PROPOSED DURATION OF STAY IN THE RSA

5.1 Proposed date and place of departure for SA: / /

5.2 Anticipated date and place of arrival in SA: / /

5.3 Travelling by: Air Road Rail Sea Carrier

5.4 If you intend staying in SA temporarily only, state your proposed duration of stay

Days/weeks/months/or	Years	Intended date of departure:	/ /
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5.5 Do you intend settling in South Africa on a permanent basis? **5.6** If yes, have you submitted an application for a permanent residence permit?

No Yes No Yes

5.7 If yes and the outcome is still awaited, application submitted on / / (Date)

to foreign/domestic office at..... under Reference No.

5.8 Outline your proposed activities whilst in the RSA:

.....

.....

.....

.....

.....

6. MAINTENANCE/REPATRIATION

State what funds you have available for maintenance during your stay in South Africa and whether you have purchased a return ticket/other arrangements made for maintenance and return passage:

6.1 Available funds (foreign currency): Type: _____ Amount: _____
 SA Rand equivalent: _____

6.2 Valid return or onward ticket number: _____ Expiry date: _____ / _____ / _____

6.3 Cash deposit in the amount of _____ lodged at _____ office
 on _____ / _____ Receipt No. _____ SA Rand equivalent _____

6.4 Other _____

7. PARTICULARS OF ANY FAMILY/DEPENDANTS ACCOMPANYING YOU

7.1 Full names	Date of birth	Relationship	Passport number	Expiry date	Nationality	Occupation

7.2 Do any of the above hold either—

7.2.1 a South African identity document? No Yes Holder _____

Number _____ Or _____

7.2.2 a permanent/temporary residence permit? No Yes Holder _____

Office of issue _____ Type _____ Date of expiry: _____ / _____ / _____

7.3 If your spouse and/or other dependants are not accompanying you, do they intend to enter the country?

Yes On (date) _____ / _____ / _____
 No Details/reason(s): _____

8. PREVIOUS APPLICATIONS

8.1 Have you or any other person included in this application previously applied for any type of South African visa, or if exempt from visa control, obtained temporary residence permits on arrival?

No Yes

8.2 Give details of each application:

Name	Category of temporary residence permit	Date and place of application	Granted or refused	Period authorized	Reference number
				From _____ To _____	
				From _____ To _____	
				From _____ To _____	
				From _____ To _____	
				From _____ To _____	

8.3 Details of any prior restrictions/repatriations/deportations/orders to depart from South Africa:

12. THE FOLLOWING SUPPORTING DOCUMENTS MUST ACCOMPANY THE APPLICATION:

12.1 In respect of all permit applications except permits referred to in items 12.4, 12.11 and 12.12 below:	Attached		For official use
	Yes	No	
12.1.1 Passport valid for no less than 30 days after expiry of the intended visit.			
12.1.2 A full medical certificate.			
12.1.3 Full birth certificate.			
12.1.4 Full marriage certificate (where applicable).			
12.1.5 The affidavit (BI-1712A) where a spousal relationship other than a marriage is applicable with proof of co-habitation.			
12.1.6 A notarial contract, in the case of cohabitation.			
12.1.7 Proof of a customary union, where applicable.			
12.1.8 Divorce decree, where applicable.			
12.1.9 Proof of court order awarding custody, where applicable.			
12.1.10 Death certificate, in respect of late spouse, where applicable.			
12.1.11 Written consent from both parents, or sole custody parent where applicable with proof of sole custody.			
12.1.12 Proof of legal adoption where applicable.			
12.1.13 Legal separation order, where applicable.			
12.1.14 Police clearance certificates in respect of applicants 21 years and older, in respect of all countries where person resided one year or longer.			
12.1.15 A vaccination certificate, if required by the Act.			

12.2 In respect of a study permit:

12.2.1 An official letter of provisional enrolment from the institution of learning concerned stating the nature of the course, the applicant's compliance with all admission requirements, including any applicable language proficiency requirements, as well as details regarding arranged accommodation and proof of sufficient funds to cover tuition fees, maintenance and incidental costs.			
12.2.2 Proof of qualifications			
12.2.3 In the case of a minor, written permission by both parents, or sole custody parent, provided that relevant documentation proving sole custody is produced.			
12.2.4 The particulars of the person(s) in the Republic who will act as the learner's guardian.			
12.2.5 Undertaking by Institution to keep the Department informed if learner discontinues the course or fails to qualify for re-enrolment.			

12.3 In respect of a business permit to establish an own business or to invest in an existing business venture:

12.3.1 Proof of availability of funds for transfer from abroad.			
12.3.2 Certification by a chartered accountant that the applicant will have at least R2,5 m value invested as part of the book value of the business and will comply with at least one of the other criteria stipulated in regulation 24. (Specify such criteria/criterion.)			

		Attached		For official use
		Yes	No	
12.3.3	Where the application is in respect of an investment in an existing business; written partner agreements containing full details of the partners/directors and their residential status in the Republic.			
12.3.4	Proof of registration as a closed corporation or a company, if applicable.			
12.3.5	Documentation proving the investment such as share holders or partnership agreements for an investment in an existing business.			
12.3.6	Proof of planned registration with appropriate statutory body, required by the nature of the business.			
12.3.7	if it is an existing business, audited financial statements proving viability of the business.			
12.3.8	An undertaking to comply with the registration requirements of any law administered by SARS.			

12.4 In respect of a medical treatment permit:

12.4.1	A valid passport as envisaged in paragraph 12.1.1.1.			
12.4.2	Proof of financial means to cover day to day needs of persons accompanying medical permit holder, if any, in the form of bank statements, salary advices, if available, and/or travellers' cheques.			
12.4.3	A letter from the applicant's medical practitioner or medical institution, indicating the reasons/necessity for treatment, the period of treatment and particulars of the treatment plans in the Republic.			
12.4.4	Details of the person or institution responsible for the medical expenses and hospital fees, if any. Should the applicant's medical scheme or employer not be liable for expenses incurred, proof of financial means or medical cover must be submitted.			

12.5 In respect of a "General Quota" work permit:

12.5.1	Offer of employment.			
12.5.2	Certification by a chartered accountant: <ul style="list-style-type: none"> - that applicant will at no time be employed on terms and conditions inferior to those offered to citizens/residents; - giving a job description; - certifying that the job falls within a relevant category determined by the Minister; - certifying that the position exists and is intended to be filled by the applicant; - certifying that the applicant possesses the legal qualifications required to perform the tasks called for by the job position. 			
12.5.3	Commitment by employer to pay the 2% training fee. (NB: Proof of payment to be submitted within three days of receipt of permit.) <p>(a) ONLY if an exemption or reduction is sought in terms of regulation 28 (4) (d) (i) or (ii), please attach request letter from the relevant department and other relevant documentation.</p> <p>(b) ONLY if an exemption or reduction is sought in terms of regulation 28 (4) (d) (iii), please comply with the requirements set out in items 12.7.1, 12.7.2, 12.7.3, 12.7.5, 12.7.6 and 12.7.8.</p>			
12.5.4	Completion of section 13 (1), (6) and (7) of the application form by the prospective employer.			
12.5.5	Proof of registration with professional body/board, if applicable.			

12.6 In respect of an "Extraordinary Quota" work permit:

12.6.1	Proof of the relevant skills and/or qualifications, including authenticated copies of academic certifications or degrees, if applicable.			
12.6.2	Proof of registration with professional body/board, if applicable.			
12.6.3	A comprehensive curriculum vitae.			

		Attached		For official use
		Yes	No	
12.6.4	Testimonials of previous employers confirming the applicant's competencies and/or skills.			

12.7 In respect of a general work permit:

12.7.1	Completion of and compliance with section 13 of the application form.			
12.7.2	Copy of employment contract containing the signatures of both the employer and employee and the terms and conditions of employment.			
12.7.3	Proof that all shortlisted candidates have been interviewed.			
12.7.4	A letter of motivation from the employer accompanied by documentary proof of efforts made to obtain the services of a citizen/resident.			
12.7.5	Certification of the applicant's relevant skills, qualifications or experience and explaining the correlation between these and the requirements of the position.			
12.7.6	In the case of senior positions, employer's letter stating the reasons for not filling the position by the promotion of existing personnel.			
12.7.7	Proof of registration with the professional body/board if applicable.			
12.7.8	Letter of approval, where required by a law, from: <ul style="list-style-type: none"> – the relevant professional body/board/council; – the Department of Labour; – the relevant organ of state. 			
12.7.9	Certification from chartered accountant that salary benefits, terms and conditions of employment will not be inferior to those prevailing for South African citizen or residents.			

12.8 In respect of an exceptional skills work permit:

12.8.1	A comprehensive curriculum vitae together with testimonials from previous employers.			
12.8.2	A letter from a foreign or South African organ of state, or from an established South African academic, cultural or business body, confirming the applicant's exceptional skills or qualifications.			
12.8.3	Any other proof to substantiate exceptional skills or qualifications, such as publications and testimonials.			
12.8.4	Completion of section 13 (1), (6) and (7) of the application form by the prospective employer.			

12.9 In respect of an intra-company transfer work permit:

12.9.1	A letter from the international concern confirming that the foreigner will be transferred to a branch/affiliated South African company.			
12.9.2	Letter from the South African company confirming the transfer from the parent/affiliated company abroad, as well as specifying the occupation and capacity in which the foreigner will be employed, and that the maximum duration will not exceed two years.			
12.9.3	Certification by a chartered accountant acting on behalf of the employer that the employer needs to employ such foreigner within the Republic and outlining the foreigner's job description.			
12.9.4	Completion of section 13 (1), (6) and (7) of the application form by the prospective employer.			
12.9.5	Certification by a chartered accountant that applicant will not be employed on terms and conditions inferior to those applying to citizens and residents and that applicant possesses the legal qualifications required for the job.			
12.9.6	Proof of registration with professional body/board, if applicable.			

12.10	In respect of a work permit under a corporate permit:	Attached		For official use
		Yes	No	
12.10.1	Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, the occupation and capacity in which the applicant will be employed, the maximum duration of employment and his/her remuneration per month.			
12.10.2	A corporate permit holder's certification that the application is consistent with the terms and conditions of its corporate permit.			

12.11 In respect of a work permit for a corporate worker in terms of an agreement with a foreign state:

12.11.1	A passport valid for not less than 30 days after the expiry date of the intended stay.			
12.11.2	A full set of fingerprints.			
12.11.3	A valid employment contract which has been entered into and attested to in the contract worker's country of origin, for a maximum period of 18 months.			
12.11.4	Permission from the Department of Labour which is submitted by the employer or his/her agent, where applicable, unless the employer or recruiting agent is exempt from this requirement, either in terms of the international agreement, or by the Minister of Minerals and Energy, the Minister of Labour and/or the Minister of Trade and Industry or the Department of Home Affairs.			
12.11.5	An undertaking by the proposed employer, that he/she will remove the worker to his/her country or residence on completion or expiry of the contract.			
12.11.6	A corporate permit holder's certification that the application is consistent with the terms and conditions of its corporate permit.			
12.11.7	Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, the occupation and capacity in which the applicant will be employed, the maximum duration of employment (18 months maximum) and his/her remuneration.			

12.12 In respect of a work permit for a corporate worker doing seasonal labour:

12.12.1	A passport valid for not less than 30 days after the expiry date of the intended stay.			
12.12.2	A full set of fingerprints.			
12.12.3	A valid employment contract, which has been entered into and attested in the contract worker's country of origin, for a maximum period of 6 months.			
12.12.4	An undertaking by the proposed employer, that he/she will remove that worker to his/her country of residence on completion or expiry of the contract.			
12.12.5	Permission from the Department of Labour submitted by the employer or his/her agent, where applicable, unless the employer or recruiting agent is exempt from this requirement by the Minister of Agriculture or the Department of Home Affairs.			
12.12.6	Corporate permit holder's certification that the application is consistent with the terms and conditions of its corporate permit.			
12.12.7	Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, occupation and capacity in which the applicant will be employed, the maximum duration of employment (6 months maximum) and his/her remuneration.			

		Attached		For official use
		Yes	No	
12.13	In respect of a retired person:			
12.13.1	Proof of a minimum income of R25 000 per month derived from a pension fund or an irrevocable retirement annuity or from a net worth of not less than R15 000 000.			
12.13.2	Should the applicant wish to work he/she must submit proof that a South African citizen or resident is not available for the occupation applied for.			
12.13.3	Contract of employment for an applicant wishing to work and completion of and compliance with section 13 of the application form.			
12.14	In respect of a student exchange programme permit:			
12.14.1	A letter from the Department of Education or the public higher educational institution in the Republic, confirming that it is responsible for organising or administering the programme, outlining the activities and duration thereof, as well as confirming that it will take full responsibility for the student whilst he or she is in the Republic and that the student has been accepted to be registered.			
12.14.2	A letter from an organ of the foreign state, confirming the particulars of the student, including confirmation of the student's registration with a tertiary educational institution abroad, as well as the date on which study will commence.			
12.15	In respect of cultural economic/social exchange programme permit:			
12.15.1	A letter from the entity, organisation or family where the applicant intends to conduct his/her programme in the Republic confirming the status/existence of the exchange programme, and that the applicant qualifies to register/participate and that it will take responsibility for the applicant whilst he/she is in the Republic.			
12.15.2	A letter from the foreign organ of state/sponsoring body confirming the status/existence of the exchange programme, and that the applicant has been accepted to register for the programme. (The latter, if applicable.)			
12.16	In respect of an exchange work programme permit:			
12.16.1	Offer of employment detailing the terms, conditions and duration of the intended employment and certifying that the applicant's remuneration will comply with applicable legal requirements.			
12.16.2	Completion of section 13 of the application form.			
12.17	In respect of a treaty permit:			
12.17.1	A letter from the relevant organ of State attesting to: <ul style="list-style-type: none"> - the nature of the program and the treaty under which it is conducted; - the fact that the relevant foreigner participates in such program; - the type of activities which the foreigner is expected to perform under such program; - the duration thereof; and - whether he or she is expected to conduct work. 			
12.18	In respect of a relative's permit:			
12.18.1	Proof of foreigner being a member of the immediate family of the sponsoring citizen or resident.			
12.18.2	Certification by a chartered accountant or proof of corroborated documentation confirming the sponsor's means of support or the sponsor's and applicant's joint means of support of the applicant and the sponsor is not less than R5 000 per month per person for the duration of the visit (not applicable in the case of a spouse or dependent minor child).			

13. IN RESPECT OF AN APPLICATION FOR A WORK PERMIT (as specified below)

Note:

The applicant is by law precluded from commencing employment, whether remunerated or otherwise, until he/she is in possession of a valid work permit for the specific purpose. Non-compliance can lead to heavy penalties being imposed on both the employer and employee.

Separate sheets may be attached if the space provided is insufficient to include full information/motivation.

13.1 Offer of employment for all work permits:

13.1.1 Title of company/organisation:						
13.1.2 Physical address:	13.1.3 Mailing address:					
13.1.4 Telephone number: (code) (number)	13.1.5 Facsimile number: (code) (number)					
13.1.6 Employer's business registration number:	13.1.7 Employer's tax reference number:					
13.1.8 If a subsidiary, give name of principal company, nature of business conducted and location:						
13.1.9 Number of employees:						
Category	Key personnel	Management	Professional	Clerical	Unskilled	Other (specify)
SA citizens						
Residents						
Holders of temporary work permits						
13.1.10 The position offered has been vacant since:						
13.1.11 If a newly created position, details:						
13.1.12 The position was brought to the attention of the applicant by the following means:						

13.2 Recruitment and interviewing of SA citizens/residents to fill the position. Not applicable for “general quota” permits, “extraordinary quota” permits (except when a waiver of the training fee is sought), “exceptional skills” permits and “inter-company transfer” permits.

13.2.1 The Department of Labour was approached:	No	Yes	13.2.2 Branch:
13.2.3 Employment agencies were approached:	No	Yes	13.2.4 Agencies:
13.2.5 Media advertisement in: (Name of publication).....			
from..... to.....			
Note: The relevant original press cuttings at least 150 mm × 90 mm in size reflecting the full particulars of the relevant news-paper/specialist magazine, the dates on which the advertisement appeared and stipulating the minimum qualifications and experience required, the remuneration and benefits offered, the position offered, the responsibilities to be performed and the closing date for the application must be affixed to an original official letterhead (which includes details of the directors/owner members of the business) and submitted with the application. Please also attach relevant copies of replies received from the Department of Labour and employment agencies.			

13.6 Details of offer made to applicant:

13.6.1	Title of occupation to be followed:
13.6.2	Nature of offer: For a period of..... weeks/months/years.
13.6.3	Salary offered: R..... per month.
13.6.4	Additional benefits, if any:
13.6.5	Summary of duties:
13.6.6	Preferred date of commencement of employment.....

13.7 Declaration by employer:

I, (full name)..... in my capacity as

ID Number..... of the above-mentioned company/

organisation, hereby undertake full responsibility for the above-named applicant as well as his/her deportation costs if and when required. I declare that I am authorised to make this offer of employment on behalf of the aforesaid company/organisation, that this offer is made in good faith and will be honoured and that the above information provided by me are true and correct. I, furthermore, undertake to ensure that the applicant will comply with the Act and to notify the Department if the applicant is no longer employed or employed in another position.

.....
Signature of employer *Signature of witness*

Signed at.....this.....day of..... 20.....