

## SOUTH AFRICA GENERAL WORK VISA DOCUMENT CHECKLIST

Requirement	Description
How do I qualify?	You will first need to have secured employment within South Africa before being able to qualify for this type of visa.
	Through support of your South African employer, you will need to obtain either a) Certificate from the Department of Labour (DoL) to confirm that there is no South African Citizen or Permanent Resident holder who will be able to conduct the duties you intend to in South Africa; or b) Obtain a Waiver from the Department of Home Affairs waiving the Certificate from the DoL requirement.
Filing Applications	Applications for a General Work Visa, including Department of Home Affairs' Waiver applications may be filed at the South African Embassy/Mission in your home country or country where you hold residency. Department of Labour applications will need to be done through your South African employer within South Africa.  Renewal of General Work Visas may be done from within South Africa.
Passport	A valid passport with at least 6 months validity from the date of return from the scheduled trip with at least 3 blank pages at date of submission.
	A certified copy of passport bio-data page.
Application Form	A completed application form and signed by the applicant.
Passport Photos	Two (2) colour passport photographs with a white background. Size: 45mm x 35 mm.
SAQA	Proof of evaluation of your qualification by SAQA (South African Qualifications Authority).
CV/Resume	Your most recent and updated CV/Resume.
Contract of Employment	A copy of your contract of employment with the South African employer indicating the position and duration of employment.
Job Description	A detailed job description on your role and duties you will be performing in South Africa.
Undertaking Letter	A letter from the South African employer undertaking all costs in the event of deportation.
Police Clearance Certificates	Original Police Clearance Certificates from every country where you have resided for 12 months or more since your 18th birthday.
Medical & Radiological Reports	Duly completed Medical and Radiological Reports as prescribed by the Department of Home Affairs.
Processing Times	4 – 8 weeks (depending on the country of submission).
	Waiver from the Department of Home Affairs: 1 – 3 months.
	General Work Visa application: 4 – 8 weeks (depending on the country of submission).
Validity	General Work Visas are issued for a maximum period of 5 years and may be renewed in South Africa.
	You will only qualify for Permanent Residency after you have held a General Work Visa for a period of 5 consecutive years and continue to maintain your temporary residency after applying for Permanent Residency.
Accompanying family	Your family may accompany you whilst you are on a General Work Visa.

**Important to Note:** The South African embassy reserves the right to request or change document requirements without prior notice.