

SOUTH AFRICA INTRA-COMPANY TRANSFER WORK VISA DOCUMENT CHECKLIST

Requirement	Description
Description	An intra company transfer work visa allows an employee of a multinational company to be transferred from the overseas to its local branch in South Africa. The employee must have been employed by the company abroad for at least six (6) months prior to his or her transfer to the South African operations. The South African company must provide a Skills Transfer Plan as proof that the transfer of skills to a South African citizen or permanent resident will take place.
Filing Applications	Applicants for visas will be required to apply in person at the South African mission or VFS office in their home country or a country where they hold residency.
How do I qualify?	The visa is issued to foreigners being transferred by their own company abroad to an affiliate company in South Africa.
Passport	Machine readable valid passport with at least two (2) unused (blank) pages labelled. Passport must be valid for 30 more days after the intended return date from South Africa.
	A certified copy of passport bio-data page.
Application Form	A completed DHA-1738 application form and signed by the applicant.
Passport Photos	Two (2) colour passport photographs with a white background. Size: 45mm x 35 mm.
CV/Resume	Your most recent and updated CV/Resume.
Contract of Employment	A copy of your contract of employment with a foreign entity valid for a period of not less than six months.
Foreign Entity Letter	A letter from the company abroad confirming that the foreigner shall be transferred to a branch, subsidiary or an affiliate of that company in the Republic of South Africa.
SA Letter	A letter from the branch, subsidiary or an affiliate in the Republic of South Africa confirming the transfer of the foreigner and specifying the occupation and capacity in which that foreigner shall be employed together with its undertakings.
Skills Transfer Plan	A developed plan for the transfer of skills to a South African citizen or permanent resident.
Police Clearance Certificates	Original police clearance certificates from every country where you have resided for more than 12 months since your 18th birthday.
Medical & Radiological Reports	A duly completed Medical and Radiological Report as prescribed by the Department of Home Affairs.
Processing Times	4 – 8 weeks (depending on the country of submission).
Validity	Intra-company transfer work visas are issued for a maximum period of four (4) years and are not renewable or extendable. Should the continued services of the applicant for some or other reason be required by the South African operations at the end of the four year term, an application for a new intra-company transfer work visa must be applied for from the applicant's country of origin or of permanent residence.
Accompanying Family	Your family may accompany you whilst you are on an Intra-Company Transfer work visa.

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