



## SOUTH AFRICA CORPORATE WORK VISA INFORMATION SHEET

Requirement	Description
<b>Description</b>	A corporate visa allows a South African registered company or branch to employ a pre-determined number of skilled/semi-skilled/unskilled foreign workers.
<b>How do I qualify?</b>	The corporate entity will need to obtain a certificate from the Department of Labour (DoL) which authorises them to employ foreign nationals and states that you are not taking job opportunities away from South African citizens or permanent residency holders.
	Once the Department of Labour certificate has been successfully obtained, the corporate entity may file an application for the corporate visa.
	Following the acquisition of the corporate visa, the foreign workers would need to apply for their own visas, corporate worker certificates, under the umbrella of the corporate visa.
<b>Filing Applications</b>	The applications for the Department of Labour certificate and the corporate visa are filed with the Department of Labour and the Department of Home Affairs respectively. Applications for a corporate worker certificates, may be filed at the South African Embassy/Mission in the home countries or countries where the foreign worker's hold residency.
<b>Passport</b>	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 title page.
<b>Application Form</b>	A completed application form and signed by each applicant.
<b>Passport Photos</b>	Two (2) colour passport photographs with a white background. Size: 45mm x 35 mm.
<b>SAQA</b>	Proof of evaluation of qualifications by SAQA (South African Qualifications Authority).
<b>Professional body</b>	A certificate of registration with the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act.
<b>Contract of employment</b>	A copy of the contract of employment with the South African corporate entity indicating the position and duration of employment of the foreign worker.
<b>Job Description</b>	A detailed job description on the role and duties of each foreign worker.
<b>Undertaking Letter</b>	A letter from the South African corporate entity undertaking all costs in the event of deportation.
<b>Police Clearance Certificates</b>	Original Police Clearance Certificates from every country where the foreign workers have resided for 12 months or more since their 18th birthday.
<b>Medical &amp; Radiological Reports</b>	Duly completed Medical and Radiological Reports as prescribed by the Department of Home Affairs.

<b>Processing times</b>	Department of Labour Certificate: 3 – 6 months.
	Corporate Visa: 3 – 4 weeks.
	Corporate worker certificate application: 4 – 8 weeks (depending on the country of submission).
<b>Validity</b>	Corporate work visas are issued for a maximum period of 3 years.  A corporate worker may not renew his or her corporate worker certificate or apply for a change of status in the Republic.
<b>Accompanying family</b>	Family members may accompany foreign workers whilst on corporate worker certificates.

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