

# An Application for General Work Visa

## Requirements

- (a) A duly completed application Form **DHA-1738** signed by the applicant (completed in black ink).
- (b) The prescribed fee is **€ 118-00**. (Fees are subject to change on the 1<sup>st</sup> April every year)
- (c) 1 (One) passport size photograph
- (d) A valid passport. The passport must be valid for no less than 30 days after expiry of the intended stay and must contain two blank pages for endorsements.
- (e) **A vaccination certificate**, if required by the Act. A list of yellow fever regions is available at [www.capegateway.gov.za/eng/directories/services11594/21089](http://www.capegateway.gov.za/eng/directories/services11594/21089)
- (f) Medical Cover is Strongly Advisable
- (g) **Proof of financial means** (to cover envisaged living expenses until the applicant receives a salary) in the form of:
  - **Copies of latest bank statements from the past 3 months**
- (h) **BI-811** Medical Certificate
- (i) **Police clearance** in respect of each country in which the applicant resided since the age of 18 years and lived in for 12 months or longer
- (j) **A written undertaking by the employer** accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary
- (k) **A Certificate from the Department of Labor** confirming that despite a diligent search, the prospective employer has been unable to find a suitable citizen or permanent resident with qualifications or skills and experience equivalent to those of the applicant;
- (l) **Proof of Qualifications or Proven Skills and Experience** in line with the job offer **(26 No. 37679 GOVERNMENT GAZETTE, 22 MAY 2014, this gazette is also available free online at [www.gpwonline.co.za](http://www.gpwonline.co.za))**
- (m) Proof that the salary and benefits of the applicant are not inferior to the average salary and benefits of citizens or permanent residents occupying similar positions in the Republic
- (n) **The Contract of employment** stipulating the conditions of employment and signed by both the employer and the applicant is in line with the labor standards in the Republic and is made conditional upon the general work visa being approved
- (o) **Proof of Qualifications evaluated by SAQA**
- (p) **Full Particulars of the employer**, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (**CIPC**)
- (q) **An Undertaking by the employer** to inform the Director-General should the applicant not comply with the provisions of the Act or conditions of the visa
- (r) **An Undertaking by the employer** to inform the Director-General upon the employee no longer being in the employ of such employer or when he or she is employed in a different capacity or role.
- (s) **The Original Job advertisement** contemplated in section 27(a)(i) of the Act shall be an original clipping from the national printed media and shall-
  - reflect the full particulars of the relevant newspaper or magazine, as well as the dates on which the advertisement was published;

- stipulate the minimum qualifications and experience required to fill the position;
- clearly define the position offered and the responsibilities to be performed;
- measure at least 60 millimeters by 60 millimeters;
- state the closing date for the application in the advertisement and not be older than four months at the time of application, which period shall be calculated from the closing date for applications.

**(t) Proof of Accommodation**

(u) Copy of flight **reservations – Please do not confirm your flight before your visa has been approved**

(v) A General work visa shall be issued for a **period not exceeding five years.**

**Please note:**

- **All Documents must be Originals**
- **If Applicable documents should be translated into English by a sworn official translator**
- **Faxes and/or e-mails are not accepted**

**FEES ARE TO BE PAID INTO THE EMBASSY BANK ACCOUNT**

**ACCOUNT NO: BE 20 7350 2551 7856**

**BIC KREDBEBB**

**To be paid 4 days in advance before submission of documents at the embassy and a proof of payment is to be submitted with the application.**

**Please make sure you have all copies required for the application, No copies will be made for applicants and incomplete applications will not be accepted**

**APPLICATIONS CAN ONLY BE ACCEPTED WHEN ALL REQUIREMENTS ARE SUBMITTED AT ONCE DURING THE APPOINTMENT. (IT IS NOT ALLOWED TO E-MAIL MISSING DOCUMENTS).**

**PLEASE BOOK APPOINTMENT ON OUR WEBSITE: [WWW.SOUTHAFRICA.BE](http://WWW.SOUTHAFRICA.BE) - CONSULAR**

*South African Embassy and Mission to the European Union*

*Consular Section*

*Rue Montoyer 19*

*1000 Brussels*

*Tel.: 02/285 44 00 (13h30 – 16h00)*

*E-mail: [brussels.consular@dirco.gov.za](mailto:brussels.consular@dirco.gov.za)*

*With the compliments of the Consular Section at the South African Embassy in Brussels, Belgium*