

LIST OF DOCUMENTS REQUIRED FOR A GENERAL WORK VISA

- 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;
 - the applicant has qualifications or proven skills and experience in line with the job offer;
 - 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;
 - 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

- Proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic

- Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC)

- Latest Tax Clearance Certificate of the company in the Republic

- 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

- 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

- Undertaking by the employer accepting responsibility for the costs related to deportation of the applicant and his/her dependent family members, should it become necessary

- Form DHA 1738

DURATION AND PERIOD OF APPROVAL

A general work visa shall be issued for a period not exceeding five years.

A spouse and minor dependent children of a holder of a general work visa shall be issued with an appropriate port of entry visa valid for a period not exceeding the period of validity of the applicant's general work visa.

Important notes:

Incomplete applications are not accepted.

All application forms must be fully filled in with a black ink pen, and legible handwriting.

All details provided by the applicant should be in accordance with the documents produced (e.g. name and surname in accordance with passport details).

Applicants must apply for the visas in person at the South African Embassy in Lisbon, and sign the application forms in the presence of an Embassy Official.

All documents in a foreign language must be translated to English.

A Photo booth is available at the Embassy for international standard photographs. (4xphotos=5euros)

All documents and letters or work contracts must be signed and stamped