



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

GENERAL WORK VISA

SECTION 19(2) OF THE IMMIGRATION ACT

Documents Required	Yes	No
<ul style="list-style-type: none"> Duly completed and signed application form. 		
<ul style="list-style-type: none"> Proof of payment of the applicable fee. 		
<ul style="list-style-type: none"> A valid Passport that expires in no less than 30 days after expiry of the intended date of departure from the Republic in terms of regulation 9(1)(a). 		
<ul style="list-style-type: none"> In the case of an application for extension, the application must be submitted in person, no less than 60 days prior to the expiry date of the applicant's visa and if the visa was issued for less than 30 days, not later than seven working days before the expiry of the visa. 		
<ul style="list-style-type: none"> A medical report, signed by a medical practitioner, reflecting the practice number of the practitioner and their address and contact details, which report shall not be older than six months at the time of its submission. 		
<ul style="list-style-type: none"> Police clearance certificate issued by the police or security authority of a country where the applicant resided for longer than 12 months in the last 5 years prior to submitting the current application, which certificate shall not be older than six months at the time of its submission. 		
<ul style="list-style-type: none"> A yellow fever vaccination certificate if an applicant travelled or intends travelling from or transiting through a yellow fever endemic area, provided that the certificate shall not be required where an applicant travelled or intends travelling in direct transit through such area. 		
<ul style="list-style-type: none"> A written undertaking by the employer to: <ol style="list-style-type: none"> ensure that the passport of his or her employee is valid at all times for the duration of his or her employment; accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; inform the Director-General; should the applicant not comply with the provisions of the Act, or conditions of the visa; and 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. 		
<ul style="list-style-type: none"> Outcome of foreign qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic; or proof of application submitted to SAQA for evaluation of foreign qualifications if the outcome of the evaluation is not yet available. 		
<ul style="list-style-type: none"> Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC). 		

Notes:

- a) A general work visa shall be issued for a period not exceeding five years at a time. In the case of an application where the outcome of an evaluation of foreign qualifications by SAQA is not yet available and the applicant submits proof of application to SAQA, the general work visa shall be issued for a period of one year and will subsequently be extended to the full term provided that the applicant submits a positive

outcome of foreign qualifications evaluated by SAQA within one year.

- b) Whenever it appears to the Director-General that a visa or permanent residence permit was acquired through misrepresentation or fraud, he or she shall withdraw the visa or permanent residence permit and, where applicable, cause criminal charges to be laid against all parties implicated in the misrepresentation or fraud.
- c) The applicant is personally responsible for all supporting documents submitted with the application.

I have read and understood the above and wish to continue with my application.

Applicant Name:

Applicant Signature:

VFS Staff Name:

VFS Staff Signature:

Date of Submission:



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USE OF PERSONAL INFORMATION CONSENT FORM

PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No. 4 of 2013) (hereinafter referred to as POPI Act)

DEFINITIONS IN TERMS OF BELOW CONSENT

- “Applicant” means the person completing this document to be considered by the Department of Home Affairs for purposes of providing Immigration Services.
- “Personal Information” have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to, a name, surname, address, email address, telephone or fax number, or other personal credentials provided, or which is collected from the applicant or other third parties, before and/or during the adjudication process for a visa, permanent residence permit, appeal, waiver, exemption or visa verification request and/or thereafter.
- “POPI” shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time including any regulations made under the Act.
- “Privacy and Data Protection Conditions” refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information.
- “Responsible Parties” means the Department of Home Affairs and its’ representative VFS Global.

CONSENT FOR THE USE OF PERSONAL INFORMATION

- I hereby authorize, by signing this form, the Department of Home Affairs and Visa Facilitation Services (VFS Global) employees at the Visa Application Centre (VFC) to access my Personal Information for the purpose of verification of all supporting documents attached to this application.
- I understand that verification requests form part of the visa and permit adjudication processes at the Department of Home Affairs.
- I acknowledge that any Personal Information supplied to the Department of Home Affairs is voluntary and that Home Affairs may not be able to comply with its obligations if the correct Personal Information is not supplied to Home Affairs.

CONFIRMING OWN UNDERSTANDING OF THE CONSENT I PROVIDE

- I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
- I warrant that all information, including Personal Information, supplied to Home Affairs and its representative is accurate and current and agree to correct and update such information when necessary.
- By submitting any Personal Information to Home Affairs and its representative in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by Home Affairs and its representative:
- Personal Information may be stored by Home Affairs and its representative, for legislated retention periods and where such periods are not legislated then my personal information may be stored by Home Affairs and its representative for as long as I may need my information to be verified, or any other period as I may agree with Home Affairs and its representative.
- Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information Home Affairs and its representative will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
- I take note that if the Responsible Party has used the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI and I understand that I may dispute any information in the record provided.

APPLICANT’S INITIALS & SURNAME	
APPLICANT’S PASSPORT NUMBER	
APPLICANT’S SIGNATURE	
DATE	