

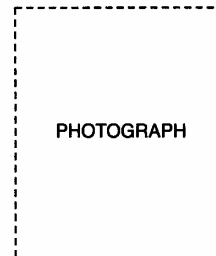


**DEPARTMENT: HOME AFFAIRS  
REPUBLIC OF SOUTH AFRICA**

**APPLICATION FOR TEMPORARY RESIDENCE PERMIT**

[Sections 10 (2); Regulation 7(1) (a)]

CATEGORY OF PERMIT BEING APPLIED FOR	
Work: Quota	Work: General
Own business	Intra-company transfer
Corporate worker	Exceptional skills
Study (> 3 months)	Medical (> 3 months)
Relative's	Retired person
Student exchange programme	Work exchange programme
Cultural/economic/social exchange programme	Treaty



FOR OFFICIAL USE ONLY				
Office of origin:	BLOK:	Mission file No.:		
Date received:	Date forwarded to Regional Office:		Remarks:	
Submission checked by/on:	Date received at Regional Office:			
Passport seen/returned by/on:	Recommended by/on:			
Fee: Currency and amount:	Approved by/on:			
Fee received by/on:	Decision conveyed by/on/per:			
Receipt No.:	Letter	Facsimile		Other
Reasons for decision:				

**1. PERSONAL DETAILS**

Title:	Mr	Ms	Other (specify)		
Surname/Family name:			Given names:		
Maiden name:			Stage name:		
Previous/alternative name(s)/aliases, including details:					
Date of birth: Year..... Month..... Day.....					
Place of birth: Town/City..... Country.....					
Marital status:	Never married		Separated		Legally recognised spousal relationship
	Married		Widowed		
	Divorced		Customary union		
<b>If separated state:</b>					
Whether divorce proceedings have been instituted and when final decree is expected .....					
.....					
.....					
<b>If divorced, provide:</b>					
Date of divorce .....					
Divorce order must be attached.					
If married to a citizen or a permanent resident, a certified copy of the marriage certificate must be attached.					

**2. CITIZENSHIP DETAILS**

Present country of citizenship:	
If acquired other than by birth, date and conditions under which acquired:	
.....	
.....	
Do you hold any other citizenship? No <input type="checkbox"/> Yes <input type="checkbox"/>	
If so, of which country, plus details .....	
.....	

**3. PASSPORT DETAILS**

Passport number:	Country of issue:
Date of issue: / /	Valid until: / /
If you have any other document required by your government, provide details:	
Type of document..... Number..... Expiry date ..... /..... /.....	

**4. ADDRESSES**

<b>Residential address:</b>	<b>Postal address:</b>
.....	.....
.....	.....
.....	.....
<b>Postal code</b> .....	<b>Postal code</b> .....
Country of usual residence if other than country of origin or above address:	
.....	
Telephone numbers: Work: (area code ) .....	
Home: (area code ) .....	

Other addresses where you have lived during the last ten years other than your current address:		
Address:	Period:	Country:

**Do you hold the right of re-entry into your country of origin and/or country of residence if this differs?**

Yes  No

If no, specify period and present status.....

.....

**Have you ever applied for asylum or refugee status in SA or any other country?**

Yes  No

If yes, specify .....

.....

**Contact person:**

Relationship:	Friend		Business associate		Relative		Other	
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Name and address .....

.....

Telephone numbers: Work (area code )..... Home (area code ).....

**Details regarding relatives and/or friends in South Africa, if any:**

Name	Address	Relationship	ID No.

**5. INTENTIONS/PROPOSED DURATION OF STAY IN THE REPUBLIC**

<b>Proposed date and place of departure for South Africa:</b>	/ /				
<b>Anticipated date and place of arrival in South Africa:</b>	/ /				
<b>Travelling by:</b>	Air	Road	Rail	Sea	Carrier
If you intend staying in South Africa temporarily only, state your proposed duration of stay:					
Days/weeks/months/or	Years	Intended date of departure:	/ /		
Do you intend settling in South Africa on a permanent basis?			If so, have you submitted an application for a permanent residence permit?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes and the outcome is still awaited, application submitted on:		/ /	(Date)		
To foreign/domestic office under Reference No. ....					

**Outline your proposed activities whilst in the REPUBLIC:**

.....

.....

.....

**6. MAINTENANCE/DEPORTATION**

State what funds you have available for maintenance during your stay in South Africa and whether you have purchased a return ticket or other arrangements made for maintenance and return passage:

Available funds (foreign currency):	
Type .....	Amount.....
SA Rand equivalent.....	Attached bank statements as proof of funds held.
Valid return or onward ticket number:	Expiry date:            /        /
Cash deposit in the amount of ..... lodged at ..... office ..... on:            /        /	
Receipt No..... SA Rand equivalent .....	
Other: ..... .....	

**7. PARTICULARS OF ANY FAMILY/DEPENDANTS ACCOMPANYING YOU**

Full names	Date of birth	Relationship	Passport number	Expiry date	Nationality	Occupation

Do any of the above hold either:						
a South African identity document?	No	Yes	Holder			
Number:						
or a permanent or temporary residence permit?	No	Yes	Holder			
Office of issue:	Type:	Date of expiry:		/    /		

If your spouse and/or other dependants are not accompanying you, do they intend to enter the country at a later stage ?	
Yes <input type="checkbox"/>	On (date)    /    /
No <input type="checkbox"/>	Details/reason(s): ..... .....

**8. PREVIOUS APPLICATIONS**

Have you or any other person included in this application previously applied for any type of South African visa, or if exempt from visa control, obtained temporary residence permits on arrival?

No	Yes
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Give details of each application:					
Name	Category of temporary residence permit	Date and place of application	Granted or refused	Period authorized	Reference number
				From To	
				From To	
				From To	
				From To	

Details of any prior restrictions/deportations/orders to depart from South Africa: ..... ..... .....
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**THE FOLLOWING ORIGINAL SUPPORTING DOCUMENTS MUST ACCOMPANY THE APPLICATION:**

**Part A**

In respect of all permit applications, except medical treatment permits:	Attached	
	Yes	No
Passport valid for no less than 30 days after expiry of the intended visit.		
A medical certificate.		
A radiological report.		
Full birth certificate in respect of each dependent child.		
Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country of the applicant (where applicable).		
The affidavit where a spousal relationship to a South African citizen or resident is applicable as well as documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties and setting out the particulars of children in the spousal relationship.		
Proof of a union recognised in terms of the Recognition of Customary Marriages Act, 1998 (Act No. 120 of 1998), where applicable.		
Divorce decree, where applicable.		
Proof of court order awarding custody, where applicable.		
Death certificate, in respect of late spouse, where applicable.		
Written consent from both parents, or sole custody parent where applicable with proof of sole custody.		
Proof of legal adoption where applicable.		
Legal separation order, where applicable.		
Police clearance certificates in respect of applicants 18 years and older, in respect of all countries where person resided one year or longer.		
A vaccination certificate, if required by the Act.		

**Part B**

**In respect of a study permit:**

An official letter from the relevant institution confirming provisional acceptance at that institution and the duration of the course.		
In the case of a minor (i.e. a person under 21), written permission by both parents or sole custody parent: Provided that relevant documentation proving sole custody is produced.		
The particulars of the person(s) in the Republic who will act as the minor learner's guardian and a confirmatory letter from the intended guardian.		
Proof of a medical cover recognised in the Republic.		
Proof of sufficient funds to cover tuition fees, subsistence and incidental costs.		

**Part C**

**In respect of a business permit to establish an own business or to invest in an existing business venture:**

Certification by a chartered accountant that at least R2,5 million in cash or a capital contribution of at least R2,5 million of a combination of cash and a capital contribution amounting to R2,5 million available.		
A business plan outlining the feasibility of the business.		

	Attached	
	Yes	No
Proof or undertaking that at least five citizens or permanent residents will be permanently employed.		
Where the application is in respect of an investment in an existing business; written partner agreements containing full details of the partners/directors and their residential status in the Republic.		
Documentation proving the investment by means of shareholder's or partnership agreements, if an existing business.		
Undertaking to register with appropriate statutory body, required by the nature of the business.		
If it is an existing business, financial statements proving viability of the business.		
An undertaking to register with the South African Revenue Services.		

**Part D**

**In respect of a medical treatment permit:**

Particulars of and proof of financial means to cover day to day needs of persons accompanying medical permit holder, if any, in the form of bank statements, salary advices, if available, or travellers' cheques.		
A letter from the applicant's medical practitioner or medical institution, indicating the reasons for treatment, the period of treatment and particulars of the treatment in the Republic.		
A passport valid for no less than 30 days after expiry of the intended visit.		
Particulars of persons accompanying such permit holder, if any.		

**Part E**

**In respect of a quota work permit:**

	Attached	
	Yes	No
Proof of the relevant qualifications as certified by the South African Qualifications Authority including authenticated copies of academic certifications or degrees.		
Proof of registration with professional body, board or council, if applicable.		
Proof of previous experience in the occupation.		

**Part F**

**In respect of a general work permit:**

A letter of motivation from the employer why a citizen/resident could not fill the position, accompanied by documentary proof of efforts made to obtain the services of a citizen or resident.		
Particulars of unsuccessful candidates.		
Proof of qualifications evaluated by the South African Qualifications Authority.		
Proof of registration with the professional body or board, if applicable.		
Proof of experience and skills in line with the job offer.		
The employer to submit a certification from the Department of Labour or an extraction from the database of a salary benchmarking organisation detailing the average salary earned by employees fulfilling similar positions in the Republic.		

**Part G****In respect of an exceptional skills work permit:**

	Attached	
	Yes	No
A comprehensive curriculum vitae together with testimonials from previous employers.		
A letter from a foreign or South African organ of state, or from an established South African academic, cultural or business body, confirming the applicant's exceptional skills or qualifications.		
Any other proof to substantiate exceptional skills or qualifications, such as publications and testimonials.		
Completion of the relevant sections of the application form by the prospective employer, if already in possession of a job offer.		
A letter of motivation indicating that the exceptional skills possessed by the applicant will be to the benefit of the South African environment in which he or she intends to operate.		

**Part H****In respect of an intra-company transfer work permit:**

Foreigner's contract of employment with a company abroad.		
Letter from the company abroad that the applicant shall be transferred to a branch of that company or an affiliated company situated in South Africa.		
South African company confirming the transfer from the parent or affiliated company abroad as well as specifying the occupation and capacity in which the foreigner shall be employed, and that the maximum duration will not exceed two years.		

**Part I****In respect of a work issued in terms of a corporate permit:**

A corporate worker authorisation certificate from the employer.		
A valid employment contract.		

**Part J****In respect of a retired person permit:**

Proof of a pension fund or an irrevocable retirement annuity or a net worth or a combination of assets realising a minimum amount of R20 000 per month per retired person.		
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**Part K****In respect of a learning institution in the Republic in conjunction with a foreign learning institution or an organ of a foreign state organising or administering the exchange programme:**

A letter from the Department of Education or the learning institution in the Republic, confirming that it is responsible for organising or administering the programme outlining the activities and duration thereof, as well as confirming that it will take full responsibility for the student whilst he or she is in the Republic.		
A letter from the organ or learning institution of the foreign state, confirming the particulars of the student, the student's enrolment with a learning institution abroad, as well as the date on which study shall commence.		

**Part L****In respect of an organ of state in conjunction with a foreign learning institution or an organ of a foreign state organising or administering the exchange programme:**

A letter from the organ of state confirming the existence of the exchange programme.		
A letter from the foreign learning institution confirming the enrolment of the applicant or a letter from the organ of the foreign state conducting the programme as the case may be.		



**Part M****In respect of an exchange permit:**

	Attached	
	Yes	No
Offer of employment detailing the terms, conditions and duration of the intended employment and certifying that the applicant's remuneration will comply with applicable legal requirements and the employer's undertaking to provide for the welfare and needs of the applicant.		

**Part N****In respect of a treaty permit:**

A letter from the relevant organ of state attesting to— <ul style="list-style-type: none"> <li>– the nature of the programme and the treaty under which it is conducted;</li> <li>– the fact that the relevant foreigner participates in such programme;</li> <li>– the type of activities which the foreigner is expected to perform under such programme; and</li> <li>– the duration of the programme.</li> </ul>		
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**Part O****In respect of a relative's permit:**

Proof that foreigner is a member of the immediate family of the sponsoring citizen or permanent resident.		
Proof by means of salary advice or bank statement that the sponsoring citizen or permanent resident has R5 000 per month per person, which amount shall not apply in the case of a spouse or minor child of the citizen or permanent resident.		

**Part P****In respect of an application for a work permit**

This part must be completed by the employer and submitted by the applicant with all other required documents. Separate sheets may be attached if the space provided is insufficient to include full information or motivation.

**Offer of employment for all work permit:**

Name of company/organisation:						
Physical address:			Postal address:			
Telephone number: (code) (number)			Facsimile number: (code) (number)			
Employer's business registration number:			Employer's tax reference number:			
If a subsidiary, give name of principal company, nature of business conducted and location:						
Number of employees:						
Category	Key personnel	Management	Professional	Clerical	Unskilled	Other (specify)
South African citizens						
Permanent residents						
Holders of temporary work permits						
The position offered has been vacant since:						
If a newly created position, provide details:						
The position was brought to the attention of the applicant in the following manner:						

**Recruitment and interviewing of citizens or permanent residents to fill the position:**

The Department of Labour was approached:	No		Yes		Branch:
Salary benchmarking organisation was approached:	No		Yes		Organisation:
Employment agencies were approached:	No		Yes		Agencies:
<i>Media advertisement in</i> ..... <i>(name of publication) on</i> <i>(date)</i> .....					

**Full details of the outcome to the above and reasons as to why a suitably qualified citizen or permanent resident has not been appointed:**

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.....

.....

**Does the applicant possess any special qualifications or skills distinguishing him or her as the most suitable candidate for that position:**

No  Yes

Details.....

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**Additional motivation to support the selection of a foreign candidate:**

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**Details of offer made to applicant:**

DESCRIPTION OF OCCUPATION TO BE FOLLOWED: ..... .....
Nature of offer: ..... .....
Contract period of employment..... weeks/months/years.
Salary offered: R..... per month.
Additional benefits, if any: ..... .....
Summary of duties: ..... ..... ..... ..... ..... ..... ..... .....
Preferred date of commencement of employment.....

**Declaration by employer:**

I,.....(first name(s) and surname)

.....ID Number in my capacity as

.....of the above-mentioned company/organisation, hereby undertake full responsibility for the above-named applicant as well as his/her deportation costs should this become necessary. I declare that I am authorised to make this offer of employment on behalf of the aforementioned company/organisation that this offer is made in good faith and will be honoured and that the above information provided by me is true and correct. I furthermore undertake to ensure that the applicant will comply with the Act and the Regulations made in this terms thereof and to notify the Department if the applicant is no longer employed by the mentioned company/organisation or if he or she is employed in another position.

.....  
*Signature of employer*

Signed at.....(place) on this the.....day of..... 20.....