

APPLICATION FOR GENERAL WORK VISA

A general work visa is issued to foreigners with general qualifications intending to work in South Africa.

REQUIREMENTS	
1	Original machine readable passport valid for no less than thirty (30) days after the foreigner's intended departure from the Republic of South Africa, and having at least two (2) blank pages for endorsements, and a photocopy of the passport page with the applicant's biometric data / photograph
2	Application form – DHA -1738 completed in full and signed by the applicant
3	Radiological Report (BI-806)
4	Medical Report (BI-811)
5	Prescribed fee : US\$ 169 US dollars (if applying abroad, non-refundable) MXN \$ 2,040 Mexican pesos (if applying within Mexico, non-refundable)
6	Two (2) passport photographs
7	A yellow-fever international vaccination certificate if travelled from/through a yellow-fever endemic area.
8	An original police clearance certificate, issued by the police or security authority in each country where the applicant resided for 12 months or longer after attaining the age of 18 years, in respect of criminal records or the character of that applicant, which certificate shall not be older than six months at the time of its submission.
9	IF ACCOMPANIED BY DEPENDENT CHILDREN
	Unabridged Birth / Full Birth Certificate, or
	Proof of guardianship or custody, or
	Proof of adoption
10	MARITAL STATUS OF APPLICANT
	Marriage Certificate, or
	Decree of Divorce, or
	Proof of legal separation
11	A certificate from the Department of Labour confirming that – <ul style="list-style-type: none"> - 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 of South Africa; and - the contract of employment stipulating the conditions of employment and signed by both the employer and the applicant is in line with the labour standards in the Republic of South Africa and is made conditional upon the general work visa being approved;
12	A written undertaking by the employer / company in the Republic of South Africa – <ul style="list-style-type: none"> a) accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; b) to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment; c) to inform the Director-General should the applicant not comply with the provisions of the Act or conditions of the visa; and d) 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;

14	Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC);
15	Proof of qualifications evaluated by SAQA (see http://www.saqa.org.za) and translated by a sworn translator into English;

Please note:

1. A General work visa shall be issued for a period not exceeding five (5) years.
2. Documentation that accompanies the visa application shall be original or copies authenticated by the issuing authority of the country of origin and translated into English, where applicable, and certified as a correct translation by a sworn translator (*Perito Traductor*) at the expense of the applicant.
3. A spouse and dependent children of a holder of a general work visa shall be issued with an appropriate visa valid for a period not exceeding the period of validity of the applicant's general work visa.
4. Applicants are allowed to make use of courier services to deliver their applications to and from the Embassy. It is the responsibility of applicants to arrange and pay for courier services. Applicants must enclose a self-addressed, pre-paid courier service airway bill and envelope, at the time of application, for documents to be returned
5. Processing time: 3-4 weeks
6. Visa applications need to be forwarded or submitted at the following address: Consular Section, South African Embassy, Andres Bello 10, 9th floor, Polanco, 11560, Mexico City. Telephone: 52(55) 1100-4970.
7. It is the responsibility of applicants to verify this information in advance. This information is subject to change without notice.