

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

**APPLICATION FOR TEMPORARY RESIDENCE PERMIT**  
**[Section 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

PHOTOGRAPH

FOR OFFICIAL USE ONLY		
Office of origin:	BLOK:	Mission file no:
Date received:	Date forwarded to Regional Office:	
Submission checked by/on:	Date received at Regional Office:	Remarks:

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:			

### 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:						
Place of birth: Town/City			Country			
Marital status		Divorced		Widowed		Customary union
				Legally recognised spousal relationship		
				Separated		
Never married						
Married						

If separated state:

Whether divorce proceedings have been instituted  
.....

and when final decree is expected.....

If divorced, provide:

Date of divorce.....

Divorce order must be attached.

If married to a citizen or permanent resident, a certified copy of the marriage certificate must be attached.

## 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  Yes

If so, of which country, plus details.....  
.....

## 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:...../...../.....	

## ADDRESSES

Residential address: ..... ..... ..... ..... .....	Postal address: ..... ..... ..... ..... .....
Postal code.....	Postal code.....
Country of usual residence if other than country of origin or above address:	
Telephone numbers: Home: ..... (area) ..... (code)	Work: ..... (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:		Business Associate		Relative		Other	
Friend							

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

#### INTENTIONS/PROPOSED DURATION OF STAY IN THE REPUBLIC

Proposed date and place of departure for South Africa:			/	/					
Anticipated date and place of arrival in South Africa:			/	/					
Travelling by 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? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, have you submitted an application for a permanent residence permit? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes and the outcome is still awaited, application submitted on	/ / (Date)
To foreign/domestic office at	under reference no

Outline your proposed activities whilst in the Republic .... .... .... .... ....
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#### 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: South African Rand equivalent      Attach bank statement as proof of funds held
Valid return or onward ticket no:      Expiry date / /

Cash deposit in the amount of				lodged at
office	on	/	/	Receipt no
.....South African Rand equivalent.....				
Other				
.....				
.....				

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	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Holder
Number						
a permanent or temporary residence permit?		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Holder
Or						

Office of issue	<input type="text"/>	Type	<input type="text"/>	Date of expiry	<input type="text"/> / <input type="text"/> / <input type="text"/>
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If your spouse and/or other dependants are not accompanying you, do they intend to enter the country at a later stage?

Yes  On  /  /  
 (date)

No  Details/reason(s)  
 .....  
 .....

#### 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

Give details of each application:

Name	Category of temporary residence permit	Date and place of application	Granted or refused	Period authorized	Ref no
				From	
				To	
				From	
				To	
				From	
				To	
				From	
				To	

Details of any prior restrictions/deportations/orders to depart from South Africa:

.....

.....

.....

#### SECURITY/HEALTH QUESTIONNAIRE

Have you or any of your dependants accompanying you ever  
been convicted of any crime in any country?

Yes

No

Is a criminal/civil case pending against you or any of your dependants accompanying you in any country?

Yes

No

Are you or any of your dependants suffering from tuberculosis, any other infectious or contagious disease or any mental or physical deficiency?

Yes

No

Are you an unrehabilitated insolvent?

Yes

No

Have you ever been judicially declared incompetent?

No

Yes

Are you a member of, or adherent to an association or organisation advocating the practice of social violence, or racial hatred?

Yes

No

Furnish full particulars if the reply to any of these questions is in the affirmative:

...

ANY ADDITIONAL INFORMATION YOU WISH TO BRING TO THE DEPARTMENT'S ATTENTION

...

...

.....
.....

#### DECLARATION BY APPLICANT

I acknowledge that I understand the contents and implications of this application and solemnly declare that the above particulars given by me as well as all particulars in the attached supporting documentation are true and correct.

.....

Signature of applicant

Date.....

THE FOLLOWING ORIGINAL SUPPORTING DOCUMENTS MUST ACCOMPANY  
THE APPLICATION

#### Part A

**In respect of all permit applications, except medical treatment permits:**

	Attached	
	Y	N
Passport valid for no less than 30 days after expiry of the intended visit.		
A medical report.		
A radiological report.		

	Attached	
	Y	N
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.		

		Attached
		Y N
<b>Part B</b>		
<b>In respect of a study permit:</b>		
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 medical cover recognised in the Republic.		
Proof of sufficient funds to cover tuition fees, subsistence and incidental costs.		
<b>Part C</b>		
<b>In respect of a business permit to establish an own business or to invest in an existing business venture:</b>		
Certification by a chartered accountant that at least R2,5 million in cash or a capital contribution of at least R2,5 million or a combination of cash and a capital contribution amounting to R2,5 million is available.		
A business plan outlining the feasibility of the business.		

	Attached	
	Y	N
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 the 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.		
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	Attached	
	Y	N
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.		
<b>Part E</b>		
<b>In respect of a quota work permit:</b>		
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.		
<b>Part F</b>		
<b>In respect of a general work permit:</b>		
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.		

	Attached	
	Y	N
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.		
<b>Part G</b>		
<b>In respect of an exceptional skills work permit:</b>		
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.		

	Attached	
	Y	N
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.		
<b>Part H</b>		
<b>In respect of an intra-company transfer work permit:</b>		
Foreigner's contract of employment with 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.		
<b>Part I</b>		
<b>In respect of a work permit issued in terms of a corporate permit:</b>		
A corporate worker authorisation certificate from the employer.		
A valid employment contract.		

		Attached
	<input type="checkbox"/> Y	<input type="checkbox"/> N
<b>Part J</b>		
<b>In respect of a retired person permit:</b>		
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.		
<b>Part K</b>		
<b>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:</b>		
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.		

		Attached
	<input type="checkbox"/> Y	<input type="checkbox"/> N
<b>Part L</b>		
<b>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:</b>		
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.		
<b>Part M</b>		
<b>In respect of an exchange permit:</b>		
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 employers' undertaking to provide for the welfare and needs of the applicant.		
<b>Part N</b>		
<b>In respect of a treaty permit:</b>		

	Attached	
	Y	N
A letter from the relevant organ of state attesting to—  - the nature of the programme and the treaty under which it is conducted;  - the fact that the relevant foreigner participates in such programme;  - the type of activities which the foreigner is expected to perform under such programme; and  - the duration of the programme.		

#### **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 permits:**

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:
Media advertisement in: .....(name of publication) on (date).....			

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

.....  
.....  
.....

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

No  Yes

Details:

Additional motivation to support the selection of a foreign candidate:

**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

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**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 abovementioned company/organisation, hereby undertake  
full responsibility for the abovenamed applicant, as well as his or 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  
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..