

# GENERAL WORK VISA

1. Application to be submitted in person by the applicant
2. Passport valid for no less than 30 days after the expiry of intended visit and have at least 3 unused pages available
3. Photocopy of valid residential permit (if applicable)
4. Permit fee Euro 118.- (in cash or bank transfer)
5. 1 recent EU passport size photograph
6. Application form [DHA-1738](#) (duly completed)
7. Vaccination certificate (if traveling through yellow fever belt)
8. Applicants traveling by air must be in possession of a return ticket or submit a written undertaking by the prospective employer accepting full responsibility for the costs related to the deportation of the applicant and his family should it becomes necessary
9. Police clearance certificates in respect of all applicants 18 years and older from each country where the applicant resided for longer than 12months (not older than 6 months from date of issue)
10. [Medical](#) and [Radiological](#) reports in respect of each applicant (provided a Radiological report shall not be required in respect of children under the age of 12 years or pregnant women) (not older than 6 months from date of issue)
11. Birth certificate (to be unabridged where relevant to prove parenthood)
12. Proof of custody or adoption where applicable
13. Consent from parents where applicable
14. Marriage certificate where applicable
15. Proof of a spousal relationship by means of affidavit
16. Divorce decree or proof of legal separation where applicable
17. Death certificate in respect of a late spouse where applicable

## **Additional documentation to be submitted:**

1. A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his/her dependent family members, should it become necessary;
2. A letter issued to the prospective employer by the Department of Labour to the effect that a letter has been issued to the Department of Home Affairs confirming that:
  - i) 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;
  - ii) The applicant has qualifications or proven skills and experience in line with the job offer;
  - iii) The salary benefits of the applicant are not inferior to the average salary and benefits of citizens or permanent residents occupying similar positions in the Republic; and

- iv) 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 and is made conditional upon the general work visa being approved;
- 3. Proof of Qualifications evaluated by the South African Qualifications Authority and translated by a sworn translator into one of the official languages of the Republic
- 4. Full particulars of the employer, including where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC);
- 5. An 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; and
- 6. And undertaking by the employer to inform the Director-General upon the employee no longer being in the employ of such employer or when he/she is employed in a different capacity or role.

**BANK CONNECTION: BANK AUSTRIA**  
**ACC. NO: 0027-21603/03 BLZ 12000**  
**IBAN: AT51120000272160303 SWIFT CODE: BKAUATWW**

For further information please contact the Consular Section:  
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Consular hours: Monday – Friday 08:30 – 12:00 and telephone enquiries until 16:30  
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