

REQUIREMENTS FOR EXCHANGE WORK PERMIT ITO SEC. 22(b)

The following information is required:

1. A duly completed and personally signed visa application form ([BI-1738](#)) and submitted in person
2. 1 recent photo
3. Passport valid for no less than 30 days after the expiry of the intended visit and containing at least one blank page for endorsements. The original passport must be furnished together with a copy and the application or the original forwarded upon finalization of application
4. Payment of the prescribed fee EURO 33 in cash or bank transfer (see details below)
5. Yellow fever vaccination certificate, if the person traveled or intends traveling from or through a yellow fever endemic area: Provided that the certificate shall not be required where that person traveled or intends traveling in direct transit through such area or where an application is made in the Republic
6. Proof of medical cover renewed annually for the period of study with a medical scheme in South Africa and registered in terms of the Medical Schemes Act (<https://www.medicalschemes.com/MedicalSchemes.aspx>)
7. Proof of financial means to sustain person in the RSA
8. Valid return ticket not exceeding 12 months
9. Birth certificate to proof applicant is under the age of 25 years
10. Police clearance certificate for all applicants 18 years and older
11. Medical ([BI-811](#)) and Radiological ([BI-806](#)) reports
12. Marriage certificate or proof of partnership (if applicable)
13. A valid work contract from the prospective employer confirming the employment will not be for a period longer than one year (12months)
14. The employer(copy of ID must be attached) must certify that:
 - He/she is committed to pay the foreigner remuneration which complies with applicable legal requirements;
 - He/she is providing the same training program to South African citizens
 - He/she will provide for the welfare and the needs of such foreigner while in the Republic under the aforesaid permit;
 - He/she will report to the Department the failure of the foreigner to comply with the terms of his or her permit or to depart when so required.
15. In the case of a person under the age of 21 years: particulars of the person in the Republic who will act as the learner's guardian and a confirmatory letter from the intended guardian; and

Proof of consent for the intended stay from both parents or from the custodian parent, along with proof of sole custody in the latter case

16. Proof of valid residential permit (Aufenthaltstitel) if applicable

17. Any additional documents/information as required by the Mission e.g. proof of accommodation etc.

(Please take note that you may not conduct work other than work for which the permit is issued and will be valid for one (1) year only)

**BANK CONNECTION: BANK AUSTRIA CREDITANSTALT ACC. NO: 0027-21603/03
BLZ 12000
IBAN: AT511200000272160303 SWIFT CODE: BKAUATWW**

For further information please contact the Consular Section:

Tel: +43 1 320 64 93; Fax: +43 1 320 08 14

Email: vienna.consular@dirco.gov.za;

Website: www.southafrica-embassy.at

Consular hours: Monday – Friday 08:30 – 12:00 and telephone enquiries until 16:30

South African Embassy, Consular Section, Sandgasse 33, 1190 Vienna, Austria