



**SOUTH AFRICAN HIGH COMMISSION
NIGERIA**

VISA REQUIREMENTS CHECKLIST – PERMANENT RESIDENT PERMIT

<u>GENERAL REQUIREMENTS</u>	YES	NO
1. Application Form (DHA - 947) fully completed in <u>black ink only</u>		
2. One passport size (35mm widthx45mm height) photographs on white background showing the complete face.		
3. A valid passport		
4. 2 Copies of New & 1 copy of old passport data page as well as copies of existing visa and previously issued visas.		
5. Self-introduction letter with physical address and phone number.		
6. Copy of international travelling certificate (yellow fever card) duly and fully completed by a health practitioner. <u>A fully completed card should bear the following information; i. full names of the applicant; ii. Passport number; iii. Date of birth; iv. Gender/sex; v. signature of the applicant; vi. Date on which vaccine was taken; vii. Health practitioner's signature and the name of the centre where the vaccine was taken/administered; viii. Manufacturer and batch number of the vaccine; ix. Official stamp of the vaccinating centre; x. The period of validity of the vaccine. Children who are 10 years and below should submit their Clinic/Health Immunisation Cards. Any NEW Yellow Fever Card issued should be in line with the International Health Regulations of 2005. THE ONLY YELLOW FEVER CARDS (INTERNATIONAL TRAVELLING CERTIFICATE) ACCEPTABLE WILL BE THOSE ISSUED BY PORT HEALTH.</u>		
7. Proof of financial status (three months recent bank statement) or financial support letter from employer with three months bank statement) in a case where the Employer is sponsoring the trip. In the event the applicant is travelling on a private capacity, the bank statement submitted should reflect the salary deposited into the applicant's bank statement. Sponsored trips should always have a sponsorship letter with full details of the sponsor and contact details; as well as a copy of National ID/passport data page. Certain Corporate Entities are exempted from this requirement. In the case of a company account, the bank reference letter should state the sole signatory to the account. <u>(Original, Stamped & Signed by the bank authority)</u>		
8. Copy of Unabridged birth Certificate for Minors or extract from birth record, where applicable, must be legalized/certify by the Country's Ministry of Foreign Affairs to ascertain Authenticity, a consent letter/s with copy/ies of parent/s national identification card/passport data page should be attached to the application		
9. Copy of Marriage Certificate where applicable must be legalized/certify by the Country's Ministry of Foreign Affairs to ascertain Authenticity.		
10. Change of name or gender document (i.e. Statutory Declaration, Deed Poll or Legal Adoption Certificate)		
11. Copy of Divorce decree(s) or proof of legal separation and all relevant court orders regarding custody and maintenance of children and previous spouse(s)		
12. Copy of Death Certificate of late spouse, where applicable must be legalized/certify by the Country's Ministry of Foreign Affairs to ascertain Authenticity.		
13. Non Refundable Visa Fee of ₦37,000.00 excluding service fee, spouses are exempted from Visa Fee		
14. Police Clearance - <u>An original police clearance certificate</u> - Must be issued by the police 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. - Shall not be older than six months at the time of its submission.		
15. An Original filled, stamped & signed Radiological Report		
16. An Original filled, stamped & signed Medical Report		

ADDITIONAL SUPPORTING DOCUMENTS FOR PERMANENT RESIDENT PERMIT .(over and above, where applicable, the above mentioned requirements)	YES	NO
SECTION 26 – DIRECT RESIDENCE		
Section 26(a) of the Act – Worker		
1. Proof of five years continuous work permit status		
2. Proof of registration with professional body, board or council in the Republic, if applicable		
3. Offer of permanent employment		
Section 26(b) of the Act – Spouse of a South African Citizen or Permanent Resident		
1. Proof that the applicant has been spouse of citizen or permanent resident for five years		
2. Declaration of support for the application by the spouse who is a citizen or permanent resident		
3. Identity document of the spouse who is a citizen or permanent resident. If the spouse is a permanent resident, a copy of his or her permanent resident permit must be submitted.		

Section 26(c) of the Act – Child of a citizen or Permanent Resident		
1. Consent of both parents and guardians, together with an undertaking to provide financial support to the applicant		

(Indicate by ticking YES/NO in the space provided.)

Section 26(d) of the Act – Child of a citizen		
1. An undertaking by the South African citizen parent(s) to provide the required financial support to the applicant.		

SECTION 27 – RESIDENCE ON OTHER GROUNDS

Section 27(a) of the Act		
1. An offer of permanent employment		
2. An original clipping, not older than four months at the time of application, from the national printed media – (a) Reflecting the full particulars of the relevant newspaper or magazine, as well as the date on which the advertisement was published; (b) Stipulating the minimum qualifications and experience required to fill the position; (c) Clearly define the position offered and the responsibilities to be performed; (d) Measure at least 60 millimetres by 60 millimetres; and (e) State the closing date for the application		
3. Proof that the application falls within the specific professional category or within the specific professional category or within the specific occupational class contemplated in section 19(1) of the Immigration Act.		

Section 27(b) of the Act – Critical Skills		
1. Proof that the applicant falls within the critical skills category as published from time to time by the Minister by notice in the Gazette in the form of certificate from the professional body, council or board recognized by SAQA in term in term section 13(1)(i) of the National Qualifications Framework Act or the relevant Department confirming the skills or qualifications of the applicant.		
2. If required by law, a certificate of registration with the professional body, council or board recognized by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act		
3. Proof of post qualification experience of at least five years		
4. Testimonials from previous employers		
5. A comprehensive curriculum vitae		
6. A letter of motivation indicating that the critical skills possessed by the applicant will be to the benefit of the South African environment in which he/she intends to operate and which relates to the critical skill in question.		

Section 27(c) of the Act – In respect of an application by a foreigner who intends to establish a business or invest in a business that is not established in the Republic		
1. A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that – (a) At least an amount in cash as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the Gazette, is available; or (b) At least an amount in cash and capital as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by the notice in the Gazette, is available to be invested in the Republic.		
2. A business plan outlining the feasibility of the business, both in the short term and long term		
3. An undertaking that at least 60% of the total staff compliment employed in the operations of the business are or shall be citizens or permanent residents employed permanently in various positions		
4. An undertaking to register with the South African Revenue Service		

5. Proof of registration with the relevant professional body, board, or council recognized by SAQA in terms of section 13(2)(i) of the National Qualifications Framework Act, where applicable.		
Section 27(c) of the Act – In respect of an application by a foreigner who has established a business or invested in an existing business in the Republic		
1. A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that – (a) At least an amount in cash as determined from time to time by the Minister, by notice in the Gazette has been invested in the business; and (b) Proof that at least 60% of the total staff compliments employed in the operations of the business are citizens or permanent resident employed permanently in various positions.		
2. Proof of registration with the – (a) South African Revenue Service; (b) Unemployment Insurance Fund; (c) Compensation Fund for Occupational Injuries and Diseases; (d) Companies and Intellectual Properties Commission (CPIC); and (e) The relevant professional body, board or council recognized by SAQA in terms of section 13(2)(i) of the National Qualifications Framework Act		
3. Financial Statement in respect of the preceding financial year		
4. A partnership agreement, if applicable		
Section 27(d) of the Act – Refugees		
1. Proof of five years continuous refugee status in the Republic		
2. Certificate from the Standing Committee for Refugee Affairs that the applicant will remain a refugee indefinitely		
3. An affidavit regarding aliases used for refugee status applications(s) by the principal applicant or family members, if applicable		
Section 27(e) of the Act – Retired Person		
1. Proof of a pension fund or an irrevocable retirement annuity or a net worth or a combination of assets realizing the minimum amount per month as determined from time to time by the Minister by notice in the Gazette		
Section 27(f) of the Act – Financially Independent		
1. Proof of a net worth in the amount determined from time to time by the Minister by notice in the Gazette		
2. Written undertaken to make payment in the amount determined from time to time by the Minister by notice in the Gazette to the Director-General upon approval of the application.		
Section 27(g) of the Act		
1. Proof of kinship in the first step between the applicant and the citizen or permanent resident		