



**SOUTH AFRICAN HIGH COMMISSION
NIGERIA**

VISA REQUIREMENTS CHECKLIST – GENEREAL WORK VISA

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

<u>GENERAL REQUIREMENTS</u>	YES	NO
1. Application Form (DHA - 1738) fully completed in black ink only		
2. Two identical passport size (35mm widthx45mm height) photographs on white background showing the complete face.		
3. A valid passport (validity of at least 30 days after the intended stay)		
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. Introduction/Recommendation letter from an Employer, where applicable, signed with contact details, (full names of the Employer's, approved signatories, physical address and phone numbers).		
7. Verifiable hotel reservation/bookings which must be done directly with the hotels and not through third parties, (e.g. booking .com; hotel .com, HRS, etc.).		
8. 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 Immunization 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>		
9. 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>		
10. Copy of Birth Certificate must be legalized/certify by the Country's Ministry of Foreign Affairs for Minors/Children travelling with parents. Where applicable, a consent letter/s with copy/ies of parent/s national identification card/passport data page of parent(s) who is not applying with the minor(s) should be attached to the application.		
11. Copy of Marriage or Death Certificate where applicable must be legalized/certify by the Country's Ministry of Foreign Affairs to ascertain authenticity if the intended stay will be for more than 90 days.		
12. Non Refundable Visa Fee of ₦37,000.00 excluding service fee		
13. Booking Verifiable Flight		

14. Police Clearance - An <u>original</u> police clearance certificate		
- 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 Medical & Radiological Report form.		
ADDITIONAL SUPPORTING DOCUMENTS FOR GENERAL WORK VISA. <u>(over and above, where applicable, the above mentioned requirements)</u>	YES	NO
1. A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary.		
2. A written undertaking by the employer to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment		
3. A certificate by the Department of Labor confirming that – (a) Despite diligent search , the prospective employer has been unable find a suitable citizen or permanent resident with qualifications or skills and experience equivalent to those of the applicant; (b) The applicant has qualifications or proven skills and experience in line with the job offer; (c) The salary and benefits of the applicant are not inferior to the average salary and benefits of citizens or employees occupying similar positions in the Republic; (d) A contract of employment stipulating the conditions of employment and signed by both the employer and the applicant in line with the labor standards in the Republic and is made conditional upon the general work visa being approved; (e) Proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the republic; and (f) Full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC).		
4. An undertaking by the employer to inform the Directorate-General should the applicant not comply with the provisions of the Act, or conditions of the visa.		
5. An undertaking by the employer to inform the Directorate-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.		
6. A general work visa shall be issued for a period not exceeding five (5) years		