



## **APPLICATION FOR A VISITOR'S VISAS SECTION 11(2)**

### **AUTHORIZATION TO CONDUCT WORK ON A VISITOR'S VISA IN TERMS OF SECTION 11(2) OF THE IMMIGRATION ACT, AS AMENDED, NOT EXCEEDING A PERIOD OF THREE (3) MONTHS**

The Visitor's Section 11(2) Visa of the Act is to address an immediate short term and urgent need for a limited duration of time (not exceeding 90 days) that cannot be met by an application for a general work visa. As such, **ALL** foreigners (*including passport / travel document holders who are exempt for South African visa requirements*) who intend to conduct work in the Republic of South Africa, with or without remuneration or reward **must** apply for authorization to conduct work on a visitor's visa in terms of Section 11(2) of the Immigration Act, as amended.

#### **Applicants should please note:**

1. If approved, the authorization to work shall not be extended beyond the validity period of the visa issued in terms of section 11 (1)(a) of the Act i.e. 90 days.
2. Back-to-back section 11(2) visa applications within the same year will not be accepted at South African Missions abroad. Within the Republic, extension or renewals not exceeding 3 months will only be accepted once per calendar year.
3. Any person who has been issued with a section 11(2) visa and had it extended for another 3 months shall not qualify for a section 11(2) visa within the same calendar year.
4. Section 11(2) visas are issued for a maximum collective of 180 days per calendar year.
5. If a visa was issued with dates that overlap into a new calendar year, the dates falling into the new calendar year will be calculated as part of the new calendar year i.e. 180 days per calendar year.
6. The Section 11(2) visa **is not a work visa** and should not be used for regular ongoing work activity.
7. Section 11(2) authorization **does not** apply to freelance self-employed persons, contract workers, exotic dancers, project managers, casual labors, seasonal labors, internships or work seekers.

***Please note that applications for authorization to conduct work on a visitor's permit cannot be considered / negotiated at a Port of Entry – no immigration officer at a Port of Entry will be allowed to endorse a foreigner's passport with authorization to conduct work on a visitor's permit in terms of section 11(2), if he or she arrives without a communication / authorization letter from the Director-General.***

#### **VISA FEES**

- Visa fees are subject to change.
- Consult with the Embassy the corresponding tariff according to the type of visa

#### **PROCESSING TIME**

- 5 – 10 Working Days

**PLEASE NOTE:** No person holding a visitor's visa may apply for a change of status to his or her visa while in the Republic, unless under exceptional circumstances set out below:

- is in need of emergency lifesaving medical treatment for longer than three months;
- is an accompanying spouse or child of a holder of the business or work visa, who wishes to apply for a study or work visa;
- be that the holder's continued stay in the Republic is required for any purpose related to a criminal trial in the Republic: Provided that such application shall be initiated by the relevant Deputy Director of Public Prosecutions and addressed to the Director-General.

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- **Only** foreign spouses and children of South African citizens or permanent resident holders can apply to change their status or the conditions attached to their visas from within the Republic **without the need to first apply for a waiver.**

**THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED BY EACH APPLICANT (NOTE: Please pay careful attention to the general visa information for additional information on requirements)**

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| 1. | <b>Original machine-readable Passport or Travel Document</b> <ul style="list-style-type: none"><li>• Valid for thirty (30) days after intended date of departure from the Republic of South Africa</li><li>• Passports must have at least two (2) blank pages for endorsements</li><li>• Original/ copy of second passport, if the applicant holds one, should also be presented</li><li>• Copies of previous visas / entry stamps of visits to the Republic of South Africa</li><li>• Manually or electronically extended passports <b>will not</b> be accepted</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. | <b>Photographs</b> <ul style="list-style-type: none"><li>• 2 (two) 4x4 cm passport photographs, white background and applicant facing the camera</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3. | <b>Visa Application Form</b> <ul style="list-style-type: none"><li>• Fully completed <b>DHA-84 Form 11</b> in black ink with BLOCK letters (to be downloaded from the website prior to appointment for submission)</li><li>• Questions to be answered in English – questions that don't apply may be completed with N/A</li><li>• The applicant must complete his / her full name, sign and date the declaration on page 133; an undesirable person would not qualify for a visa or admission into the Republic for a period of at least <b>12 months</b></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4. | <b>Non-Argentine; Paraguay and Uruguay Nationals</b> <ul style="list-style-type: none"><li>• Proof of residential status in the form of a long-term residence visa / D.N.I. (original and copy)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5. | <b>Documentation confirming the purpose and duration of the visit</b> <ul style="list-style-type: none"><li>• A signed and dated letter on the letterhead of the bona fide <b>South African</b> corporate body (e.g. company), medical or academic institution, sports body, social entity or cultural body for which the applicant will be conducting work for in the Republic addressed to the Director-General of the Department of Home Affairs. Application for a visitor's visas in terms of section 11(2) as the subject of the letter and confirming:<ul style="list-style-type: none"><li>a. the applicant's full name, date of birth, nationality and passport number;</li><li>b. purpose or necessity of the work;</li><li>c. nature of the work;</li><li>d. qualification and skills required for the work;</li><li>e. duration of the work / visit (starting and ending times);</li><li>f. place of work (i.e. full address of the South African company / institution (host);</li><li>g. proof of remuneration or stipend that the foreigner will receive from the employer; and</li><li>h. proof of identity and contact details of the prospective employer or relevant contact person from the host institution;</li></ul></li><li>• A signed and dated letter on the letterhead of the applicant's company or institution abroad (e.g. in Argentina) in English confirming:<ul style="list-style-type: none"><li>a. the applicant's particulars (i.e full name, date of birth, nationality and passport number);</li><li>b. the applicant's occupation / position at the company or institution;</li><li>c. the purpose or necessity and duration of the applicant's visit to South Africa;</li><li>d. proof of remuneration or stipend that the applicant will receive for work conducted in South Africa</li></ul></li></ul> <p><b>PLEASE NOTE:</b> Port of entry visas are usually issued for a single entry into the Republic. Applicants who intend entering the Republic more than once must provide a written motivation in the form of</p> |



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|     | a letter in English; provide proof of planned visits i.e. flight and hotel reservations clearly indicating the dates of travel and intended date of return to the Republic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6.  | <p><b>Proof of accommodation</b></p> <ul style="list-style-type: none"> <li>Confirmation from the institution that they will provide accommodation for the applicant for the duration of their stay; OR</li> <li>Proof of hotel accommodation stating the name of the applicant and full hotel details for the duration of the stay, OR</li> <li>In the case of private accommodation (including private rental apartments / houses; booking via Airbnb,), a letter of invitation from the host confirming the length of stay; residential address and contact details. <ul style="list-style-type: none"> <li>Additional information to be provided for private accommodation: <ul style="list-style-type: none"> <li>certified copy of the hosts identity document or proof of residency status in RSA; and</li> <li>recent utility account</li> </ul> </li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                |
| 7.  | <p><b>Proof of sufficient available financial means to cover living expenses while in the Republic</b></p> <ul style="list-style-type: none"> <li>3 months' bank statements (not older than 2 weeks at time of submission) with transactions OR</li> <li>Cash available to the applicant i.e. credit card statement indicating available balance and limit, with transactions.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>If the applicant holds a corporate credit card from his or her employer, then a copy of the card and statements from the last three (3) months reflecting the transactions and the credit limit may be submitted.</li> </ul> <p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>➤ ALL bank statements <b>must be</b> stamped by the bank or accompanied by a verification letter from the bank confirming the account holder and funds available;</li> <li>➤ The <b>minimum</b> sufficient available funds is R3000.00 per person per month for the length of stay of the visa at the current exchange rate</li> <li>➤ Salary advices and company undertakings to cover the costs are <b>NOT</b> accepted as proof of sufficient available financial means</li> </ul> |
| 8.  | <p><b>Provisional</b> return flight reservation or itinerary in the name of the applicant</p> <p><b>PLEASE NOTE:</b> The Embassy will not be held liable for costs incurred due to change of flight bookings on confirmed tickets if the visa is not finalized prior to date of departure</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9.  | <p><b>Original yellow fever vaccination certificate</b></p> <ul style="list-style-type: none"> <li>Required if the applicant travelled or intends travelling from or transiting through a yellow fever endemic area</li> <li>Vaccination must be administered ten (10) days prior to date of departure</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10. | <p><b>Proof of payment</b></p> <ul style="list-style-type: none"> <li>Must be paid by local bank transfer only on the day of the appointment</li> </ul> <p>The Embassy reserves the right to reject any application that does not satisfy its requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>ADDITIONAL DOCUMENTATION TO BE SUBMITTED FOR ACCOMPANYING DEPENDENTS<br/>(IF APPLICABLE)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>1.</b>                                                                                       | <p><b>Documentation in respect of a spousal relationship with a South African citizen or permanent resident permit holder:</b></p> <ul style="list-style-type: none"><li>• Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• <b>Permanent homosexual or heterosexual relationships:</b> (i) A notarial agreement signed by both parties; (ii) an affidavit on Part A of Form 12 where a spousal relationship to a South African citizen or permanent resident is applicable; (iii) as well as documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties. <i>Refer to General Visa Information for further information;</i></li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• <b>Proof of a union</b> recognised in terms of the Recognition of Customary Marriages Act, 1998 (Act No. 120 of 1998), where applicable.</li></ul> <p><b>PLEASE NOTE:</b> All official documents must be apostilled by the issuing authorities and translated into English by a sworn translator if applicable</p> |
| <b>2.</b>                                                                                       | <p><b>Documentation in respect of dependents</b> accompanying the applicant to or joining the applicant in the Republic:</p> <ul style="list-style-type: none"><li>• Unabridged birth certificate of the child authenticated by means of an apostille and translated into English by a sworn translator;</li><li>• certified copies of both parents' passports / identity document;</li><li>• proof of consent from one or both parents or legal guardian, as the case may be, in the form of a signed letter and dated. Contact details of the parents or legal guardian to be stated;</li><li>• a letter of confirmation from the person who is to receive the child in the Republic, containing his or her residential address in the Republic where the child will be residing; <i>if applicable</i></li><li>• a certified copy of the identity document or valid passport and visa or permanent residence permit of the person who is to receive the child in the Republic; <i>if applicable</i></li></ul> <p><b>Additional documents will be required on a case-to-case bases when either of the parents is unable to sign</b></p>                                                                                                            |
| <b>3.</b>                                                                                       | <p><b>Additional documentation where applicable</b> (<i>authenticated by means of an apostille and translated to English by a sworn translator</i>)</p> <ul style="list-style-type: none"><li>• Divorce decree</li><li>• Death certificate of late spouse</li><li>• Legal separation order</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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### GENERAL VISA INFORMATION

1. Argentine; Uruguay and Paraguay Passport Holders are visa exempt for 90 days when travelling to South Africa in respect of purposes for which a port of entry visa may be issued. Please refer to the Visa Exempt List for the complete list of countries who are exempt from obtaining South African visas and for the period of exemption <http://www.dha.gov.za/index.php/immigration-services/exempt-countries>
2. Submission of applications are by appointment only and must be submitted **in person**.
3. **Machine readable** passports / travel documents which have been **manually / electronically** extended will **NOT** be accepted.
4. **ALL** foreign nationals (*whether you are visa exempt or not*) who intend conducting work in the Republic of South Africa for a period up to ninety (90) days, including, but not limited to, technicians, journalists and film crews, must submit a completed application for **authorisation to conduct work on a visitor's visa in terms of Section 11(2)**.
5. **Internships:** The Immigration Act, as amended, makes no provisions for foreigners to undertake internships at companies and organisations in the Republic of South Africa, **a visitor's visa issued in terms of section 11(2) may not** be issued to such foreigners, including foreign students whose studies prescribe an internship. Foreign nationals intending to undertake internships must apply for a general work permit.
6. **Birth Certificate** means any birth record of a child issued by the relevant authority indicating the full names, surname and the date of birth, including the names and surname(s) of the parent(s) of such a child.
7. **All non-South African public documents** (i.e. birth; marriage; death certificates; divorce decree; court orders, foreign police clearance certificates etc.) must be authenticated by means of an apostille by the issuing authority and officially translated into English by a sworn translator, with further legalization at the Board of Translators at the expense of the applicant.
8. **Where applicable**, please only submit certified copies of official documents (e.g. birth, marriage certificates etc).
9. **Incomplete applications will not be accepted.**

For an application to be considered complete, application forms must be fully completed (areas that are not applicable to the applicant must be indicated with N/A); all couples and families applying together must provide complete sets of required documents for **EACH** applicant. This includes copies of bank statements, flight tickets, accommodation, marriage certificate certified copies (where applicable), etc.

- All copies of ID/Passport/Residence permit of host in South Africa must be certified copies – that is, certified by the Police in South Africa or a Commissioner of Oaths;
- Invitation letter from host in South Africa must be signed and dated;
- All bank statements must be stamped by the bank, or accompanied by a separate letter from the bank verifying the account, name and address of the client.

***Applicants who submit incomplete applications risk their applications being refused!***

10. **Accompanying spouse and dependent children** of the main applicant who is the holder of a visa issued in terms of section 11, 13, 14, 15, 17, 18, 19, 20 or 22 of the Act may be issued with a visitor's visa exceeding 3 months; however, it is recommended that dependent children of school-going age accompanying the main applicant apply for a study visa.
11. **Proof of sufficient available financial resources** refers to funds available to the applicant in order to sustain themselves whilst in the Republic. Please note that for family's and couples the amount stipulated is for per person per month. Copies of salary slips / employer's undertaking is **not accepted** as proof of sufficient available financial resources.

The requirement is:

- a. R3000.00 for all short stay visa applications (i.e. not exceeding three months)
- b. R8500.00 for long stay visa applications including accompanying dependents



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- c. **Volunteer Visas:** R3000.00 per month for the length of stay for e.g. if the length of the visa is for 6 months the proof of available funds is R18 000. Financial undertaking by the institution is not accepted.

**NOTE: The amounts indicated above is applicable to per person per month for the length of the visa. A financial undertaking or support by a foreigner (parents/ spouse of an applicant who is not a South African citizen) is no longer recognized in terms of the South African Immigration Regulations.**

**12. Provisional flight reservations:**

- a. **No fixed flight arrangements** should be made until the visa has been attained.
- b. All applicants travelling to the Republic for less than twelve (12) months must hold a valid return ticket when presenting themselves to the Immigration Officer at the ports of entry.
- c. Entry will only be permitted on a one-way flight ticket, where applicants are in possession of a valid Temporary Residence Permit issued for 12 months or longer, a Permanent Residence Permit or an appropriate visa.

13. **Yellow fever certificates** are required if the journey starts or entails passing through the yellow fever belt of Africa or South America within 14 days prior to arriving in the Republic. Yellow fever vaccinations **must** be administered **10 days** prior to date of travel or you will run the risk of being denied boarding by the airline. As of 11 July 2016, all existing and new vaccinations validity is considered as lifelong.
14. Applicants should be aware that all decisions regarding the issuance of, number of entries and duration of a visa are at the sole discretion of the Embassy, and it is not guaranteed that the Embassy will grant your request.
15. All application forms filled by hand must be original and completed in black ink in BLOCK letters. Scanned copies of application forms will not be accepted.
16. In the case of inconsistencies and / or incomplete information, our office reserves the right to request the applicant to submit additional documentation to substantiate the visa application.
17. Applicants who are unable to collect their passports in person must provide a letter of authorisation to the Embassy to release the passport to their nominated representative. The letter must be signed; dated and accompanied by a certified copy of the collecting person's D.N.I / Passport.
18. The Embassy **does not** accept applications for the renewal or extension of an existing visa. Each visa application will be treated as a new application and as such required supporting documentation must be submitted as if applying for the first time.