



### **CORPORATE WORK CERTIFICATE**

A corporate permit allows a corporate entity (e.g. a mine group, farmer, etc.) to employ a pre-determined number of skilled/semi-skilled/unskilled workers. There is no fixed validity period for such permits as the validity period is determined and stipulated by the corporate entity upon application. A corporate visa is issued for a period not exceeding three (3) years.

A foreigner, who intends to conduct work in the Republic of South Africa for a corporate visa holder (employer), may be issued with a corporate worker certificate.

A corporate worker **may not** renew his or her corporate worker certificate or apply for a change of status in the Republic.

### **VISA FEES**

- Visa fees are subject to change annually.
- No visa fee is required by the applicant / employee

### **PROCESSING TIME**

- 5 – 10 Working Days

### **RENEWAL AND EXTENSION OF VISAS**

The Embassy does not renew or extend visas therefore each application will be treated as a new application and all supporting documentation must be submitted.

**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.
- **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)**

<b>1.</b>	<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 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>Copies of the second passport <i>if applicable</i></li><li>Manually or electronically extended passports <b>will not</b> be accepted</li></ul>
<b>2.</b>	<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>
<b>3.</b>	<b>An application for a corporate visa shall be made on DHA-1743 – Form 13 accompanied by:</b> <ol style="list-style-type: none"><li>proof of the need to employ the requested number of foreigners;</li><li>a letter issued to the corporate applicant by the Department of Labour to the effect that a certificate has been issued to the Department confirming:<ol style="list-style-type: none"><li>that despite diligent search the corporate applicant was unable to find suitable citizens or permanent resident to occupy the position available in the corporate entity;</li><li>the job description and proposed remuneration in respect of each foreigner;</li><li>that the salary and benefits of any foreigner employed by the corporate applicant shall not be inferior to the average salary and benefits of citizens or permanent residents occupying similar positions in the Republic;</li></ol></li><li>proof of registration of the corporation with the:<ol style="list-style-type: none"><li>South African Revenue Service;</li><li>Unemployment Insurance Fund;</li><li>Compensation Fund for Occupational Injuries and Diseases; and</li><li>Companies and Intellectual Properties Commission (CIPC), where legally required;</li></ol></li><li>an undertaking by the employer to inform the Director-General should any foreign employee not comply with the provisions of the Act or visa conditions or no longer be in the employ of such employer or be employed in a different capacity or role; and</li><li>a written undertaking by the corporate applicant to ensure that the foreigner departs from the Republic upon termination of his or her contract of employment or accepting responsibility for the return costs related to the deportation of the foreign employee, should it be necessary.</li></ol>
<b>4.</b>	<b>Non-Argentine; Paraguay and Uruguay Nationals</b> <ul style="list-style-type: none"><li>Proof of permanent residential status in the form of a long term residence visa / D.N.I. (original and copy)</li></ul>
<b>5.</b>	<b>Medical report BI-811 in English (Mandatory for all applicants)</b> <ul style="list-style-type: none"><li>The prescribed form BI-811 must be completed, signed, stamped and dated by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition he or she suffers from.</li></ul>
<b>6.</b>	<b>A Radiological Report BI-806 (For applicants above the age of 12 years at the time of application)</b> <ul style="list-style-type: none"><li>The prescribed form BI-806 must be completed, signed, stamped and dated by a registered radiologist certifying that the applicant has been examined and that no signs of active pulmonary tuberculosis could be detected.</li><li>Pregnant women need not provide a radiological report, but a doctor's note will be required</li></ul>
<b>7.</b>	<b>Original Police Clearance Certificate</b> <ul style="list-style-type: none"><li>Required for all applicants 18 years and older, in respect of all countries where the applicant resided for one year or longer since having attained the age of 18;</li></ul>



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	<ul style="list-style-type: none"> <li>• Original Police Clearance Certificate from country of origin must be submitted;</li> <li>• Foreign Nationals with permanent residence status in Argentina or Paraguay or Uruguay will require original police clearance certificates;</li> <li>• Applicants who resided in countries for longer than 12 months since attaining the age of 18 can submit certificates in respect of criminal records from Embassies / Consulates in lieu of original police clearance certificates             <ul style="list-style-type: none"> <li>○ The signature on certificates from Embassies / Consulates must be authenticated by the Foreign Ministry</li> </ul> </li> <li>• Must not be older than six (6) months by date of application.</li> <li>• The documents contemplated above shall be original documents and apostilled by the issuing authority of the country of origin and, where applicable, translated into English, which translation shall be certified as a correct translation by a sworn translator.</li> </ul>
<b>8.</b>	<b>Certified copy of main corporate visa issued to the prospective employer</b>
<b>9.</b>	<b>Original Corporate Worker Authorization Certificate</b> ( <i>fully completed</i> )
<b>10.</b>	<b>A valid employment contract</b>
<b>11.</b>	<b>Proof of qualifications</b> evaluated by the South African Qualifications Authority (SAQA) and translated by a sworn translator into English, or skills and experience in line with the job offer
<b>12.</b>	<b>A certificate of registration</b> with the professional body, council or board recognized by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act
<b>13.</b>	<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>
<b>14.</b>	<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><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>➤ <b>ALL</b> 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>
<b>15.</b>	<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 the indicated date of departure</p>
<b>16.</b>	<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> </ul>



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	<ul style="list-style-type: none"><li>• Vaccination must be administered ten (10) days prior to date of departure</li></ul>
<b>17.</b>	<p><b>Proof of payment</b></p> <ul style="list-style-type: none"><li>• Can be paid for in cash at the Embassy when applying</li></ul> <p><b><u>PLEASE NOTE:</u></b> The non-refundable application (administrative) fee must be in Argentinian Pesos. The Embassy reserves the right to reject any application that does not satisfy its requirements.</p>



**ADDITIONAL DOCUMENTATION TO BE SUBMITTED FOR ACCOMPANYING DEPENDENTS  
(IF APPLICABLE)**

<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: (i)</b> A notarial agreement signed by both parties; <b>(ii)</b> an affidavit on Part A of Form 12 where a spousal relationship to a South African citizen or permanent resident is applicable; <b>(iii)</b> 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), medical reports (where applicable) and radiological reports (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. **All** medical reports, radiological reports and police clearance certificates must be dated and issued not older than six months at the time of application. Out-dated documents will strictly not be accepted
11. **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.
12. **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:



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- 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
- 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.**

**13. Permanent homosexual or heterosexual relationships:**

1. An applicant for a visa in terms of the Act who asserts in his or her application to be a spouse, as defined in paragraph (b) of the definition of spouse in section 1 of the Act, must prove to the satisfaction of the Director-General that he or she is a spouse to a citizen or permanent residence permit holder in the manner set out in subregulation (2).
2. An applicant contemplated in subregulation (1) must submit—
  - a. notarial agreement signed by both parties attesting that—
    - i. the permanent homosexual or heterosexual relationship has existed for at least two years before the date of application for a relevant visa and that the relationship still exists to the exclusion of any other person; and
    - ii. neither of the parties is a spouse in an existing marriage or a permanent homosexual or heterosexual relationship with any other person;
  - b. an affidavit on Part A of Form 12, confirming the continued existence of the permanent homosexual or heterosexual relationship;
  - c. in the case where such a party was a spouse in a previous marriage, any official documents that prove the dissolution of such marriage either by divorce or the death of the other spouse;
  - d. documentation to prove—
    - i. the financial support the partners provide to each other; and
    - ii. the extent to which the financial and other related responsibilities are shared by the applicant and his or her spouse; and
  - e. where applicable, in the case of a permanent homosexual or heterosexual relationship concluded between two foreigners in a foreign country, an official recognition of the relationship issued by the relevant authorities of the country concerned.
3. Both partners to a permanent homosexual or heterosexual relationship may be interviewed separately, on the same date and time, to determine the authenticity of the existence of their relationship.
4. An applicant contemplated in subregulation (1) who has been issued with a visa must, after a period of two years from the date of issuing of that visa, inform the Director-General whether or not the permanent homosexual or heterosexual relationship still exists by submitting to the Director-General an affidavit on Part B of Form 12 illustrated in Annexure A.
5. An applicant contemplated in subregulation (1) who has been granted a visa on the basis of the permanent homosexual or heterosexual relationship must immediately inform the Director-General when his or her relationship ceases to exist.
6. The Director-General may, upon receipt of the information contemplated in subregulation (5), withdraw the visa issued on the basis of the existence of a permanent homosexual or heterosexual relationship.
7. Whenever it appears to the Director-General that a visa was acquired through error, misrepresentation or fraud, he or she shall withdraw the visa and, where applicable cause, criminal charges to be laid against all parties implicated in the misrepresentation or fraud.

**14. 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.



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- 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.
15. **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.
  16. 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.
  17. 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.
  18. 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.
  19. 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.
  20. 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.