

EMBASSY OF THE REPUBLIC OF SOUTH AFRICA – COTONOU - BENIN

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REQUIREMENTS FOR A CRITICAL SKILLS WORK VISA (SECTION 19(4) OF THE ACT) AND ADDITIONAL INFORMATION AS REQUESTED BY THE EMBASSY

DOCUMENTS REQUIRED		DOCUMENT ATTACHED
1	Proof of payment of the prescribed processing fee.	
2	A duly completed application form signed by the applicant: BI-947 and BI-1738	
3	Two recently taken identical passport photographs with white background (35 mm width and 45 mm length)	
4	Valid biometric or machine readable passport. <ul style="list-style-type: none"> • Original passport to be submitted with the application. • Passport valid for no less than 30 days after the expiry of the intended visit, with at least two blank pages. • Copies of the first 03 pages. • Copies of old South African visas. • Foreign nationals residing in Benin/Togo should be in possession of a valid, up to date, Residence Permit and should further note that their applications are referred to their country of nationality for approval, therefore, the 10 working days turnaround time is not applicable to them. 	
5	Up to date Yellow fever vaccination certificate. The Embassy considers a yellow vaccination to be valid for 10 years. (Copy and original to be included in the application).	
6	A letter from the applicant stating the purpose and duration of the intended visit. Any additional information that will assist with the adjudication process can also be included.	
7	Provisional flight/airline booking – Return ticket. (It is advised not to buy an airline ticket until the visa application has been approved and the visa has been issued.)	
8	Proof of accommodation details in the form of proof of the residential address of the intended place of stay in South Africa.	
9	If the application is for longer than 90 days, a full medical report by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition they suffer from, must be attached. The report shall not be older than 6 months at the time of its submission.	
10	If the application is for longer than 90 days, a police clearance certificate (if the applicant is 18 years or older), issued by the police or security authority 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 the applicant, which certificate shall not be older than 6 months at the time of submission.	
11	A written undertaking by the employer for the following:	
12	Accepting responsibility for the cost related to the deportation of the applicant and their dependent family members, should it become necessary. (Regulation 18 (1)). That the passport of the employee will be valid at all times for the duration of their employment. (Regulation 18 (2)). Full particulars of the employer, including (where applicable) proof of registration of the business with the Commission on Intellectual property and Companies (CIPC). An undertaking by the employer to inform the Director-General should the applicant not comply with the provisions of the Act or conditions of the visa. An undertaking by the employer to inform the Director-General upon the employee no longer being in the employ of such employer or when they are employed in a different capacity or role. A foreigner may only be employed in the specific position for which the visa has been issued	
13	An employment contract clearly stipulating the position, duration and conditions of employment. Where there is no written employment contract, the visa will only be issued for 12 months with the endorsement of "To secure employment in the category of (Critical skills category) as a (position) within 12 months."	
14	In the absence of an employment contract, proof of sufficient financial means to sustain the applicant and all dependents to the amount of R8 500 per person per month must be submitted in the form of 3 months bank statements bearing the bank stamp.	

DOCUMENTS REQUIRED		DOCUMENT ATTACHED
15	<p>The applicant shall provide proof that the application falls within the Critical Skills category in the form of:</p> <ol style="list-style-type: none"> 1. A confirmation, in writing, from the professional body, council or board recognised by SAQA in terms of section 13 (1) (i) of the National Qualifications Framework Act, or any relevant government Department confirming the skills or qualifications of the Applicant and appropriate post qualification experience. (Regulation 18 (5)). 2. If required by law, proof of application for a certificate of registration with the professional body, council or board recognised by SAQA in terms of section 13 (1) (i) of the National Qualifications Framework Act. (Regulation 18 (5)). If proof of application is submitted instead of the certificate, it will affect the validity period of the visa. The visa will only be issued for 12 months with the endorsement of "To secure employment in the category of (Critical skills category) as a (position) at (company) within 12 months." 3. Proof of evaluation of the foreign qualification by SAQA and translated by a sworn translator into one of the official languages of South Africa. (Regulation 18 (5)). Proof of application will not be accepted, only a certificate of registration. 4. Specifically indicating the occupation/critical skill for which the application is being made. The occupation/critical skill must be on the Critical Skills list. <p>Where proof of application for a certificate of registration with the professional body, council or board recognised by SAQA is available, there is no need to submit or request an additional document from the professional body as confirmation of skills, as that would have been considered by the professional body in the process of registering the applicant. (Immigration directive no 22 of 2014)</p>	
16	<p>MARITAL AND FAMILY STATUS – Only attach the relevant documents that is applicable to the applicant's situation:</p> <ul style="list-style-type: none"> • Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country of the applicant OR Proof of a union recognised in terms of the Recognition of Customary Marriages Act, 1998 (Act no 120 of 1998), where applicable. • Divorce decree, where applicable. • Death certificate in respect of late spouse, where applicable. • Legal separation order, where applicable. • Proof of court order awarding custody, where applicable. • Written consent from both parents and/or sole custody parent, where applicable, with proof of sole custody. • Proof of legal adoption, where applicable 	

IMPORTANT INFORMATION:

1. During the adjudication process, this document is used as a checklist to ensure that the application meets all the requirements. None of these requirements are negotiable. The application will be declined if the following conditions are not met:
 - All the relevant documents as indicated in these requirements are not submitted with a fully completed application form.
 - No application will be considered without proof of payment of the prescribed visa processing fee. This fee is non-refundable.
 - All documents are not translated into English. No French documents will be accepted.
 - All copies of documents submitted, are not certified as true copies of the original documents.
 - Documents are not completed in black ink or electronically. If any other colour ink is used, the application will be declined.
2. Visa applications have a turnaround time of a **minimum** of 10 working days. No visa will be issued until confirmation is received from the Department of Home Affairs that the applicant does not appear on the visa stop list.
3. Letters written in private capacity should not be written on employer's letter heads except for self-employed applicants.
4. Due to small office space, clients are not allowed to complete the forms in the reception area.
5. Office hours are strictly Monday to Friday, 08:30 until 12:00. No visa applications will be received after 12:00. No visa collections will be allowed after 12:00.
6. It is the responsibility of the applicant to ensure that the visa application is complete and submitted well in advance before the date of travel. The Embassy will not take any responsibility for flights missed due to the visa application not submitted in time to allow for due processes to be followed.
7. The Mission reserves the right to request an interview with the applicant or to request any additional information in support of the visa application.
8. For any further information kindly please visit the Department of Home Affairs website at <http://www.dha.gov.za>. The application forms can be downloaded.
9. Critical skills visa applicants may be subject to an interview at the adjudicator's discretion. Kindly please provide your e-mail address on the application in order for the Embassy to contact you to set up an appointment. If no e-mail address is provided, the application will be set aside until the application enquires about the status of the application.
10. A critical skills work visa shall be issued according to the employment contract and for a period not exceeding 5 years. (Regulation 18 (6)).
11. A spouse and dependent children of a holder of a critical skills work visa shall be issued with an appropriate visa valid for a period not exceeding the period of validity of the applicant's critical skills work visa. (Regulation 18 (7)).
12. A complete set of application forms, together with supporting documents should be presented for each application individually, including minor children.
13. If the application is declined, a new application can be submitted after 10 working days.

BANKING DETAILS FOR PROCESSING FEE:			
AMBASSADE D'AFRIQUE DU SUD: VISA-ACCOUNT		ECO BANK	
CODE BANQUE	BJ062	CODE GUICHET	1001
N DE COMPTE	110037732003	RIB	92
MONTANT: 77 400 CFA			