

# EMBASSY OF THE REPUBLIC OF SOUTH AFRICA – COTONOU - BENIN

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## REQUIREMENTS FOR A WORK VISA AS DETERMINED BY THE DEPARTMENT OF HOME AFFAIRS IN SOUTH AFRICA 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"> <li>Original passport to be submitted with the application.</li> <li>Passport valid for no less than 30 days after the expiry of the intended visit, with at least two blank pages.</li> <li>Copies of the first 03 pages.</li> <li>Copies of old South African visas.</li> <li>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.</li> </ul>	
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 one of the following: <ul style="list-style-type: none"> <li>A residential address of the intended place of stay in South Africa</li> <li>The Business, residential or physical address of the host in South Africa</li> <li>Hotel/guest house booking.</li> </ul> <p style="text-align: right;"><b>OR</b> <b>OR</b></p>	
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 marriage certificate (if applicable).	
12	A written undertaking by the employer for the following: <ul style="list-style-type: none"> <li>Accepting responsibility for the cost related to the deportation of the applicant and their dependent family members, should it become necessary.</li> <li>That the passport of the employee will be valid at all times for the duration of their employment.</li> </ul>	
13	From the employer <ul style="list-style-type: none"> <li>Full particulars of the employer, including (where applicable) proof of registration of the business with the Commission on Intellectual property and Companies (CIPC).</li> <li>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.</li> <li>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.</li> </ul>	
14	A certificate from the Department of Labour confirming that: <ul style="list-style-type: none"> <li>Despite a diligent search, the prospective employer has been unable to find a suitable citizen or permanent resident with qualifications or skills and experience equivalent to those of the applicant.</li> <li>The applicant has qualifications or proven skills and experience in line with the job offer.</li> <li>The contract of employment stipulating the conditions of employment and signed by both the employer and the applicant is in line with the labour standards in South Africa and is made conditional upon the general work visa being approved.</li> <li>The salary and benefits of the applicant are not inferior to the average salary and benefits of citizens or permanent residence occupying similar positions in South Africa.</li> </ul>	
DOCUMENTS REQUIRED		DOCUMENT ATTACHED
15	Proof of qualifications evaluated by SAQA.	
16	Self employed sponsors should provide documentation to serve as proof of business registration as well as their identification documents.	

Please turn over and read the back of the page as well

17	Proof of medical cover with a recognised medical insurance scheme.	
18	Self-employed applicants should provide documentation to serve as proof of business registration.	
19	<p>Proof of financial means for the duration of the intended visit:</p> <ul style="list-style-type: none"> <li>Letter of sponsorship indicating costs to be covered (letter of sponsorship should be accompanied by a copy of an identity document/ passport of the sponsor, as well as a valid permit in case of a sponsor residing in South Africa on a visa/ permit.)</li> <li>3 months bank statements bearing the bank stamp. The financial means must proof that the sponsor can maintain themselves and the applicant. The applicant needs to provide proof that their food, transport and day-to-day living expenses can be provided for. The amount will depend on the time of stay in South Africa.</li> <li>In the case where the applicant will be responsible for their own upkeep, 3 months bank statement in the applicants name must be included bearing the bank stamp. The financial means must proof that the applicant can maintain themselves in term of travel, food, transport and day-to-day living expenses. The amount will depend on the time of stay in South Africa.</li> <li>Proof of host's address in the form of a utility bill or a lease agreement.</li> </ul>	

### IMPORTANT INFORMATION:

- 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.
- 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.
- A complete set of application forms, together with supporting documents should be presented for each application individually, including minor children.
- Letters written in private capacity should not be written on employer's letter heads except for self-employed applicants.
- Due to small office space, clients are not allowed to complete the forms in the reception area.
- 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.
- 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.
- The Mission reserves the right to request an interview with the applicant or to request any additional information in support of the visa application.
- 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.
- Work visa applicants may be subject to an interview at the adjudicators 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.
- 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			