



**SOUTH AFRICAN EMBASSY
DEN SYDAFRIKANSKE AMBASSADE
COPENHAGEN – DENMARK**

Gammel Vartov Vej 8, DK-2900 Hellerup, Telephone: +45 39 18 01 85, e-mail: copenhagen.consular@dirco.gov.za

AUTHORISATION TO CONDUCT WORK ON A VISITOR’S VISA IN TERMS OF SECTION 11(2)

All foreigners who intend conducting work in terms of section 11(2), must be issued with a visitor’s visa at a foreign mission of the Republic of South Africa, before proceeding to the Republic.

	The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below. All submitted documents (except payslips) must be in English.	Mission
	<p>Original machine readable passport</p> <ul style="list-style-type: none"> • Validity of no less than thirty (30) days after the foreigner’s intended departure from the Republic of South Africa. • Passports must have at least two (2) blank pages for endorsements. • Non-machine readable / handwritten passports are not accepted / recognised. • Original second passport, if the applicant holds one, shall also be presented. • In the case of visa applicants who are not Danish citizens, proof of long term residence in Denmark must be provided 	<input type="checkbox"/>
	<p>Passport photocopies</p> <ul style="list-style-type: none"> • Of the passport page with the applicant’s personal data / photograph. • Of all previous visas for the Republic of South Africa in the passport. • Of second passport, if the applicant holds another passport. 	<input type="checkbox"/>
	<p>One fully completed application form DHA-84</p> <ul style="list-style-type: none"> • All questions must be answered in English – questions that don’t apply may be completed with ‘n/a’. • ‘Permanent residential address’ refers to the applicant’s address in Denmark. • Under ‘Duration of stay’, the intended date of departure from the Republic of South Africa (as reflected on the flight reservation) should also be completed. • The applicant must complete his or her full name, sign and date the declaration (see Page 133); an undesirable person would not qualify for a visa or admission into the Republic for a period of at least 12 months. 	<input type="checkbox"/>
	<p>Two (2) biometric photographs</p> <ul style="list-style-type: none"> • Should be a recent photograph, not older than 6 months. • Photographs must be taken and printed professionally – photographs printed at home would be rejected. 	<input type="checkbox"/>



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	<p>A signed and dated letter on the letterhead of the <i>bona fide</i> South African corporate body (e.g. company), medical or academic institution, sports body, social entity or cultural body for which the applicant will be conducting work in the Republic of South Africa, addressed to the Director-General of the Department of Home Affairs, application for a visitor’s visa in terms of section 11(2) as the subject of the letter and confirming:</p> <ul style="list-style-type: none"> a) the applicant’s full name, date of birth, nationality and passport number; b) purpose or necessity of the work; c) nature of the work; d) qualification and skills required for the work (may include information about the applicant’s occupation, employer abroad and a short summary of his or her professional qualifications and experience); e) duration of the work / visit (starting and ending dates); f) place of work (full residential address of the South African (host) company or institution); g) proof (details) of remuneration or stipend that the foreigner will receive from the South African company / entity, if any; and h) identity (name of contact person) and contact details (telephone numbers and email address) of the prospective employer or relevant contact person from the host institution. <p>(So called ‘specialist travellers in the commercial stills and film producing industry must submit a valid letter from the Commercial Producers Association (CPA) of South Africa or a similar bona fide organisation.)</p>	<input type="checkbox"/>
	<p>A signed and dated letter on the letterhead of the applicant’s company or institution abroad (e.g. in Denmark) in English, confirming –</p> <ul style="list-style-type: none"> a) the applicant’s particulars (full name, date of birth, nationality and passport number); b) the applicant’s occupation / position at the company or institution abroad (e.g. in Denmark); c) the purpose or necessity and duration (starting and ending dates) of the applicant’s visit to South Africa; and d) proof (details) of remuneration or stipend that the foreigner from his or her employer / contractor abroad will receive for the work conducted in South Africa. <p>(So called ‘specialist travellers in the commercial stills and film producing industry’ do not have to submit such letter, if they hold a valid letter from the Commercial Producers Association (CPA) of South Africa (see 5 above))</p>	<input type="checkbox"/>
	<p>Proof of sufficient available financial resources:</p> <ul style="list-style-type: none"> • salary slips for the last three (3) months. • the bank statements e.g. of a current account shall reflect all the transactions from the last three (3) months up until the week that the visa application is submitted; 	<input type="checkbox"/>



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	<ul style="list-style-type: none"> • bank statements shall be printed and certified / stamped by the bank; • in the case of an applicant, who holds a corporate credit card linked to his or her employer abroad, the applicant may submit the credit card statements from the last three (3) months reflecting all the transactions and the credit limit, and a copy of both sides of the corporate credit card, instead of bank certified statements <p>Please also note that so called ‘specialist travellers in the commercial stills and film producing industry’ do not have to submit proof of sufficient financial means, if they hold a valid letter from the Commercial Producers Association (CPA) of South Africa. All other applicants must however submit proof of sufficient financial means.</p>	
	<p>A yellow fever vaccination certificate</p> <ul style="list-style-type: none"> • Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa. • The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area. 	<input type="checkbox"/>
	<p>Proof of a valid return or onward ticket or purchase thereof</p> <ul style="list-style-type: none"> • A photocopy of the flight itinerary / booking must be submitted. 	<input type="checkbox"/>
	<p>Proof of payment of the applicable fee DKK 246</p> <ul style="list-style-type: none"> • Payment of the application fee must be made through an electronic bank transfer to DANSKE BANK Reg. No. 4001 Account No. 10647320 • A copy of the transfer / deposit slip must be submitted as proof of payment. • Payment must be made at least five working (5) days before submitting the application. • Payment of the application fee may not be made in cash 	<input type="checkbox"/>

Please note:

- **Processing time:** approximately 10 working days.
- **Status / progress reports are not provided during the above-mentioned processing period.** Furthermore, no ‘express service’ for processing visa applications is available – complete applications are adjudicated on a First-In-First-Out basis.
- *Visitor’s visas are usually issued for a single entry into the Republic of South Africa i.e. entry and use once. However, applicants who intend entering the Republic of South Africa more than once (for two or multiple entries) within the validity of the visa must confirm / complete this on the application form DHA-84 and provide a written motivation from the South African company, including reasons for the multiple entry visa.*



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- A visa in terms of section 11(2) may be issued for a period not exceeding three (3) months (ninety (90) days) at a foreign mission of the Republic of South Africa
- Any person, who has been issued with a section 11(2) visa **and had it extended for another three (3) months** shall not qualify for a section 11(2) visa within the same calendar year. If a section 11(2) 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.
- A section 11(2) visa is not a work visa and shall not be used for an ongoing regular work activity. In the case of service technicians for Original Equipment Manufacturers (OEM's) who are required to travel to the Republic of South Africa on an annual basis to maintain and repair equipment, such applicants must apply for a new section 11(2) visa each year.
- Back to back 11(2) applications within the same year by the same applicant at the Mission will not be accepted. Within the Republic, extensions or renewals not exceeding 3 months will only be accepted once per calendar year.
- As the Immigration Act, as amended, makes no provisions for foreigners to undertake internships at companies and organisations in the Republic of South Africa, **a section 11(2) visa may not be issued** to such foreigners, including foreign students whose studies prescribe an internship.
- **Visa applications which are not complete shall not be taken in to be processed.** It is therefore the responsibility of the applicant to ensure that his or her visa application is complete as per the checklist.
- 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.
- A visa issued at a foreign mission of the Republic of South Africa shall be affixed to the passport of the applicant and shall only be valid if an entry stamp has been affixed thereto at the port of entry and the date of such entry stamp shall be the effective date.