



REQUIREMENTS FOR INTRA-COMPANY TRANSFER WORK VISA

(This is a permit issued to foreigners being transferred by their own Company to an affiliate company in South Africa.)

Occasionally, multinational companies may decide to transfer an existing employee from a foreign branch in South Africa. These employees must apply for intra-company transfer work visas. In such cases, no proof of steps taken to obtain the services of a South African/permanent residents will be required.

REQUIREMENTS: (all forms to be completed in black ink)

- MACHINE READABLE VALID PASSPORT WITH MINIMUM TWO UNUSED VISA LABEL PAGES. PASSPORT MUST BE VALID FOR MINIMUM 30 DAYS AFTER THE INTENDED DATE OF DEPARTURE FROM SOUTH AFRICA.
- **NON-REFUNDABLE** APPLICATION FEE (IF APPLICABLE) IN THE FORM OF MONEY ORDER / CASHIERS CHECK: **\$127.00**
- **COMPLETED DHA-1738** SIGNED BY APPLICANT.
- TWO PASSPORT PHOTOS.
- CERTIFIED/NOTARIZED COPY BIO PAGE OF PASSPORT.
- CERTIFIED COPY OF VALID PROOF OF RESIDENCE IN US (Green Card/H1 B/ J1/ L1 etc) (Proof of residence must be valid for duration of stay in South Africa) (**B1/B2 US VISA HOLDERS NOT ELIGIBLE TO APPLY – MUST APPLY IN COUNTRY OF ORIGIN**).
- PROOF OF TENTATIVE TRAVEL ITINERARY OF ROUND-TRIP AIR TICKETS. **DO NOT PURCHASE AIR TICKETS PRIOR TO OBTAINING SOUTH AFRICAN VISA.**

- PROOF OF FINANCIAL MEANS IN THE FORM OF THREE (3) MONTHS OF THE MOST RECENT BANK STATEMENTS, **STAMPED** BY THE BANKING INSTITUTION (NO NOTARY STAMPS) OR WRITTEN CONFIRMATION FROM BANKING INSTITUTION-ONLINE BANKS.
- PROOF OF TENTATIVE ACCOMMODATION.
- IF HOSTED BY SOUTH AFRICAN CITIZEN OR PERMENANT RESIDENT: LETTER OF INVITATION, COPY OF CERTIFIED RSA ID DOCUMENT, PROOF OF RESIDENCE OF HOST (UTILITY BILL).
- IF HOSTED BY NON-SOUTH AFRICAN: LETTER OF INVITATION, COPY OF CERTIFIED VALID BIO PAGE OF PASSPORT AND VISA, PROOF OF RESIDENCE OF HOST (UTILITY BILL).
- YELLOW FEVER CERTIFICATE IS REQUIRED FOR APPLICANTS TRAVELING THROUGH YELLOW FEVER BELT AREAS EN ROUTE TO SOUTH AFRICA.
- **MEDICAL REPORT** ON PRESCRIBED FORM – **DHA-811** (PHYSICAL). THE CERTIFICATE MUST NOT BE OLDER THAN SIX (6) MONTHS AT THE TIME THE APPLICANT SUBMITS AN APPLICATION.
- **ORIGINAL FBI CERTIFICATE** (FULL CRIMINAL BACKGROUND CHECK REPORT) AND **ORIGINAL** POLICE CLEARANCE CERTIFICATE FROM EACH COUNTRY WHERE THE RELEVANT APPLICANT RESIDED FOR 12 MONTHS OR LONGER AFTER ATTAINING THE AGE OF 18 YEARS (FOR THE LAST 5 YEARS) IN RESPECT OF CRIMINAL RECORDS OR THE CHARACTER OF THAT APPLICANT, WHICH CERTIFICATE SHALL NOT BE OLDER THAN SIX MONTHS AT THE TIME OF ITS SUBMISSION.
- THE **STAMPED** FOREIGNER'S CONTRACT OF EMPLOYMENT WITH THE COMPANY ABROAD VALID FOR A PERIOD OF NOT LESS THAN SIX (6) MONTH.
- A **STAMPED LETTER** FROM THE COMPANY ABROAD CONFIRMING THAT THE FOREIGNER SHALL BE TRANSFERRED TO A BRANCH, SUBSIDIARY OR AN AFFILIATE OF THAT COMPANY IN THE REPUBLIC OF SOUTH AFRICA.
- A **STAMPED LETTER** FROM THE BRANCH, SUBSIDIARY OR AN AFFILIATE IN THE REPUBLIC OF SOUTH AFRICA CONFIRMING THE TRANSFER OF THE FOREIGNER AND SPECIFYING THE OCCUPATION AND CAPACITY IN WHICH THAT FOREIGNER SHALL BE EMPLOYED.
- AN UNDERTAKING BY THE RELEVANT EMPLOYER THAT:
 - A FOREIGNER IS ONLY EMPLOYED IN THE SPECIFIC POSITION FOR WHICH THE VISA HAS BEEN ISSUED;
 - THE FOREIGN EMPLOYEE WILL AT ALL TIMES COMPLY WITH THE PROVISIONS OF THE ACT AND CONDITIONS OF HIS OR HER VISA AND UNDERTAKES TO IMMEDIATELY NOTIFY THE DIRECTOR-GENERAL IF THE EMPLOYEE REFUSES TO COMPLY WITH THE PROVISIONS OF THE ACT OR CONDITIONS OF THE VISA; AND

- A DEVELOPED PLAN FOR THE TRANSFER OF SKILLS TO A SOUTH AFRICAN CITIZEN OR PERMANENT RESIDENT.
- AN UNDERTAKING BY THE RELEVANT EMPLOYER TO REIMBURSE THE DEPARTMENT ANY COSTS INCURRED IN RELATION TO THE DEPORTATION OF THE HOLDER OF AN INTRA-COMPANY TRANSFER WORK VISA AND ANY OF HIS OR HER DEPENDENT FAMILY MEMBERS.
- PROOF OF PAYMENT OF THE APPLICABLE FEE FOR MEDICAL COVERAGE.
- NOTARIZED/CERTIFIED COPIES OF MARRIAGE AND BIRTH CERTIFICATE WHERE APPLICABLE.
- STATEMENT AND/OR DOCUMENTATION CONFIRMING THE PURPOSE AND DURATION OF VISIT.
- APPROVED SKILLS TRANSFER PLAN.
- CV AND CERTIFIED IDENTITY DOCUMENT OF SA CITIZEN / PR HOLDER OFFICIAL, WHOM THE SKILLS WILL BE TRANSFERRED TO.
- THE FOREIGNER'S CONTRACT OF EMPLOYMENT WITH THE COMPANY ABROAD.
- A **STAMPED LETTER** FROM THE INTERNATIONAL COMPANY CONFIRMING THAT THE FOREIGNER WILL BE TRANSFERRED TO A BRANCH/AFFILIATED SOUTH AFRICAN COMPANY
- A **STAMPED LETTER** FROM THE SOUTH AFRICAN COMPANY CONFIRMING THE TRANSFER OF SUCH FOREIGNER FROM THE PARENT/AFFILIATED COMPANY ABROAD, AS WELL AS SPECIFYING THE OCCUPATION AND CAPACITY IN WHICH THE FOREIGNER WILL BE EMPLOYED, AND THAT MAXIMUM DURATION WILL NOT EXCEED FOUR (4) YEARS.
- PROCESSING TIME FOR LONG VISAS EXCEEDING 90 DAYS MAY TAKE UP TO 3 TO 4 WEEKS.
- **WHERE TO SUBMIT YOUR APPLICATION**
For residents of Alabama, Arkansas, District of Colombia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota and South Dakota, Ohio, Oklahoma, Texas, Virginia, Puerto Rico, Virgin Islands and Wisconsin:
 - **THE SOUTH AFRICAN EMBASSY IN WASHINGTON, DC**
3051 Massachusetts Avenue NW
Washington, DC 20008