

## EMPLOYMENT VISA CHECKLIST

- Issued to applicants who will be getting paid in India by an Indian Company.
- Foreign Nationals to reside in South Africa for a minimum of two years before an employment visa application can be conducted.

| <p style="text-align: center;"><u>DOCUMENTATION REQUIRED FOR ALL APPLICANTS:</u></p> <p style="text-align: center;"><b>PLEASE NOTE ALL DOCUMENTS ARE REQUIRED TO BE IN ENGLISH ONLY, INCLUDING BANK STATEMENTS.</b></p>  |  | v/X |
|--|--|-----|
| 1. Original Passport valid for 6 months after return date as well as a minimum of three blank pages reflecting with no ink stamps.   |  |     |
| Applicants, whose passports have been issued after January 2018, should submit their previous passport along with the visa application (Applicable for the Johannesburg Centre only).  |  |     |
| 2. 2 Passport sized photographs 5cmx5cm on a white background(please follow photo specifications)  |  |     |
| 3. Online Application form submitted to the correct Indian Mission, signed both places originally (ensure no errors as this will result in completing the form over)<br><a href="https://indianvisaonline.gov.in/visa/">https://indianvisaonline.gov.in/visa/</a>  |  |     |
| 4. Full return flight reservation with name reflecting( itinerary of entire trip)  |  |     |
| 5. Copy of Passport bio page.  |  |     |
| 6. Proof of stay in South Africa – Bank statement/utility bill/FICA document/full lease agreement/paid invoice. ( foreign nationals to provide proof of stay till flight date)   |  |     |
| <p>7. <b>Applicable for the Cape Town Centre only:</b><br/>Latest 3 months bank statement (clearly reflecting name and account number) with a minimum amount of R5000 reflecting positively in the closing balance. No Credit card statements are accepted.</p> <p><b>Applicable for the Durban Centre only:</b><br/>Latest 3 months bank statement (clearly reflecting name and account number) with a minimum amount of R5000 reflecting positively in the closing balance. Statements are required to be bank stamped / E-Stamped. No internet statements are accepted.</p> <p><b>Applicable for the Johannesburg Centre only:</b><br/>Latest 3 months bank statement (clearly reflecting name and account number).</p> |  |     |
| 8. Applicants of Indian origin require proof of surrendered documentation (if previous nationality was Indian)   |  |     |
| 9. Payment can be made with either a credit/debit card on the day of submission OR Original cash deposit slip from the bank to be brought upon submission. <b>NO Cash and EFT's accepted.</b>  |  |     |
| 10. Signed Invitation letter on employer's letterhead indicating nature of job, monthly salary structure, duration of contract, exact location thereof and confirmation from the Indian company confirming that the company is unable to find an Indian national with the skill they require.  |  |     |
| 11. A copy of the full employment contract in English signed by both parties – with a minimum salary of \$25000 or more per annum.   |  |     |
| 12. The Certificate of Incorporation/registration document for the Indian company.   |  |     |
| 13. A copy of a Valid South African Police Clearance certificate.  |  |     |
| 14. Applicants CV/Resume copy in English and proof of qualifications.  |  |     |
| <b><u>FOREIGN NATIONALS ADDITIONAL DOCUMENTATION (FOREIGNERS ARE ADVISED TO APPLY IN</u></b>   |  |     |

| <b><u>HOME COUNTRY.)</u></b>  |  |
|---|--|
| 1. Copy of Valid South African Visa/permit  |  |
| 2. Foreign National Form(located on our website and found at the visa application Centre's)   |  |
| 3. Motivational letter stating reason for applying from S.A for foreigners residing in S.A for less than 2 years.                     |  |
| <b><u>IF APPLICANT HAS DUAL NATIONALITY</u></b>   |  |
| 1. A signed declaration of holding more than one passport if any (located on our website)   |  |
| 2. A copy of second passport if any.  |  |
| 3. In case there is a valid Indian visa in the second passport both passports must be submitted in order to cancel the existing visa. |  |
| <b><u>PROCESSING TIME</u></b>   |  |
| 1. South African Nationals takes a minimum of <b>10 WORKING DAYS</b>  |  |
| 2. Foreign Nationals takes a minimum of <b>10 WORKING DAYS</b>  |  |
| 3. Pakistani, Bangladeshi and Nigerian Origin nationals can take a minimum of <b>6 – 8 weeks</b> processing time.                     |  |

- Each applicant to have their own set of documentation.
- If Sponsored or proof of stay is being confirmed by someone else – applicant needs a signed letter confirming the needful as well as a copy of their identification and the necessary document with the sponsor's name clearly reflecting.
- Dependents of employment visa applicant – partner/children, to apply for dependent employment visas PLUS a company letter stating that they are aware of the family member/ members will be accompany the employee (must show proof of relationship, with valid visa copy- if issued).

**PLEASE NOTE:**

1. There should be two signatures on the form one is on first page below photograph and second is on next page below declaration.
2. Please use passport number as a reference on Cash Deposit payments.
3. **Appointments are Mandatory.** Kindly schedule individual appointments or contact the call centre on 012 425 3007 / [info.inza@vfshelpline.com](mailto:info.inza@vfshelpline.com) for group bookings.
4. Please select the Indian mission as per the jurisdiction mentioned below.

| JURISDICTION | PROVINCES   |
|--------------|---|
| JOHANNESBURG | GAUTENG, LIMPOPO, NORTH WEST & MPUMALANGA PROVINCES |
| CAPE TOWN    | WESTERN & NORTHERN CAPE PROVINCES                   |
| DURBAN       | KWA-ZULU NATAL, FREE STATE & EASTERN CAPE PROVINCES |

**PLEASE NOTE ANY ADDITIONAL DOCUMENTS MAY BE REQUESTED BY THE MISSION AT ANY GIVEN TIME**

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

VFS VISA PROCESSING SA PTY LTD  
INDIA VISA CHECKLIST