

**DEPARTMENT OF HOME AFFAIRS**  
**REPUBLIC OF SOUTH AFRICA**

**APPLICATION FOR CHANGE OF CONDITIONS ON EXISTING PERMIT OR  
CHANGE OF STATUS**

**[Section 10(6); Regulation 7(9)(c)]**

For official use only	BLOK:
Office of origin:	
Date received:	Mission file no.:
Submission checked by ..... on .....	Regional file no.:
Passport seen/returned by ..... on .....	Date received at Permitting Office:
Fee (currency and amount):	Recommended by:
Fee received by ..... on .....:	Approved/rejected by:  Rank:
Receipt no.:	Decision conveyed on .....

Reason(s) for decision:

.....

.....

.....

**IMPORTANT:**

- Foreigners are obliged, by law, to apply for the correct status prior to arrival in the Republic and good cause shall exist necessitating a change of status. Applicants will not be allowed to change status or sojourn in the Republic through misrepresentation.
- Applying for a change of status does not provide you with a status in terms of the Act.
- If the validity of your permit has already expired, you are in contravention of the Act and guilty of an offence and, on conviction, liable to a fine or to imprisonment. In terms of sections 32 and 43 of the Act, you are obliged to depart from the Republic. In the provided space on this Form you may give reasons why criminal charges should not be brought against you.
- All relevant documents specified in this Form shall accompany the application, unless they have already been submitted with the original application.
- The Department may request you to re-submit any of the documentation or certification on which the issuance of your original permit was based.
- An application for change of status shall comply with the requirements for the relevant permit.

PARTICULARS OF APPLICANT:

Surname/Family name: .....	First name(s): .....	Date of birth: .....
Residential address in the Republic:		
Home telephone no:	(code) ..... (number) .....	

PASSPORT DETAILS:

Passport number:	Issuing country:
Date of issue:	Valid until:
<p>If you have any other identity document issued by your government, provide details:</p> <p>Type of document: ..... Number: ..... Expiry date: .....</p>	

DETAILS OF ORIGINAL PERMIT, AS ISSUED TO YOU PRIOR TO OR ON  
ARRIVAL IN SOUTH AFRICA:

Date of entry:	Permit No:
Place of entry:	Date of expiry:
Purpose of entry:	

DETAILS OF ANY SUBSEQUENT PERMIT ISSUED TO YOU OR THE MOST  
RECENT RENEWAL THEREOF:

Type of permit:	
Issued at: ..... (Permitting office)	Reference number:
Date of issue/renewal: .....	Date of expiry: .....

I HEREBY APPLY TO:

**\*Delete whichever is not applicable**

<p>*Change the status of my existing permit:</p> <p>.....</p> <p>.....</p>
<p>*Change the conditions on my existing permit as follows:</p> <p>.....</p> <p>.....</p>

Provide full details of your reason(s) for requesting the above-mentioned change of status or conditions:

This image shows a full page of white paper with horizontal dotted lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## SECURITY AND HEALTH QUESTIONNAIRE

Have you or any of your dependants ever been convicted of any crime in any country? Yes ☐ No ☐

Is there a criminal action pending against you or any of your dependants in any country? Yes ☐ No ☐

Are you or any of your dependants suffering from tuberculosis, any other infectious or contagious disease? Yes ☐ No ☐

Have you ever been declared insolvent? Yes ☐ No ☐

If yes, have you been rehabilitated? Yes ☐ No ☐

Have you ever been judicially declared incompetent? Yes ☐ No ☐

Have you been a member of, or adherent to, an association or organisation utilising or advocating the practice of racial hatred or social violence, crime or terrorism to pursue its goals? Yes ☐ No ☐

Furnish full particulars if your reply to any of these questions is in the affirmative:

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ANY ADDITIONAL MATTERS YOU WISH TO BRING TO THE DEPARTMENT'S  
ATTENTION

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.....  
.....

DECLARATION BY APPLICANT

I acknowledge that I understand the contents and implications of this application.  
I solemnly declare that the above particulars provided by me are true and correct.

.....

**Signature of applicant**

Signed at ..... (place) on this ..... day  
of ..... 20..

THE FOLLOWING SUPPORTING DOCUMENTS SHALL ACCOMPANY AN APPLICATION IN RESPECT OF ALL THE CATEGORIES OF TEMPORARY RESIDENCE PERMITS, EXCEPT MEDICAL TREATMENT PERMITS:

	Attached		
	Y	N	
Passport valid for no less than 30 days after expiry of the intended visit.			
Medical and radiological reports.			
Unabridged birth certificate in respect of each minor dependent child accompanying applicant.			
Marriage certificate, or in the case of spousal relationship concluded abroad, proof of official recognition thereof issued by the authorities concerned.			
In the case of a spousal relationship between a foreigner and a South African citizen or permanent resident, or between two foreigners having concluded the relationship in the Republic, the affidavit, as well as documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties and setting out the particulars of children in the spousal relationship.			
Divorce decree or proof of legal separation.			
Proof of court order awarding custody or guardianship.			



	Attached		
	Y	N	
Death certificate, in respect of deceased spouse.			
Written consent from parent(s) or guardian(s), or in the case of one parent having sole custody, proof thereof.			
Proof of legal adoption.			
Police clearance certificate.			
A yellow fever certificate.			

## Part B

### In respect of a study permit:

An official letter of provisional acceptance and the duration of the course.			
In the case of a person under the age of 21 years, proof of consent for the intended stay from both parents or custodian parent, along with proof of sole custody in the latter case.			
In the case of a person under the age of 21 years, the particulars of the person(s) in the Republic who will act as that learner's guardian and a confirmatory letter from that intended guardian.			
Proof of South African medical cover.			

**Part C**

**In respect of a business permit to establish a business or to invest in an existing business venture:**

Certification by a chartered accountant that at least R2,5 million in cash or a capital contribution of at least R2,5 million or a combination of cash and a capital contribution amounting to R2,5 million is available.			
A business plan outlining the feasibility of the business.			
Proof or an undertaking that at least 5 citizens or permanent residents shall be permanently employed.			
Where the application is in respect of an investment in an existing business; written partnership agreements containing full details of the partners/directors and their status in the Republic, as well as financial statements for the preceding financial year.			
Undertaking to register with the relevant body, board or council, if applicable.			
An undertaking to register with the South African Revenue Service.			

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**Part D**

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**In respect of a medical treatment permit:**

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Proof of financial means to cover day to day needs of persons accompanying medical permit holder, if any, in the form of bank statements, salary advices, if available, or travellers' cheques.			
A letter from the applicant's medical practitioner or medical institution, indicating the reasons for treatment, the period of treatment and particulars of the treatment in the Republic.			
Details of the person or institution responsible for the medical expenses and hospital fees, if any. Should the applicant's medical scheme or employer not be liable for expenses incurred, proof of financial means or medical cover must be submitted.			
Particulars of persons accompanying such permit holder.			

**Part E****In respect of a visitor's permit:**

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Proof of cohabitation or residence by an applicant who is the spouse or dependant child of the holder of a permit issued in terms of sections 13, 14, 15, 17, 19, 20, 21 and 22 of the Act.			
Statement or documentation confirming the purpose and duration of the visit.			

Proof of academic sabbatical.			
Proof that non-remunerative voluntary or charitable activities will be undertaken.			
Documentation in support of research to be undertaken.			
Proof of sufficient funds for subsistence during period of visit.			
Proof of marriage or spousal relationship with a South African citizen or permanent resident.			
Proof that the applicant is staying or cohabiting with a person who is the spouse or dependent child of the holder of a valid permit issued in terms of sections 13, 14, 15, 17, 19, 20, 21 and 22 of the Act.			

#### **Part F**

##### **In respect of quota work permit:**

Proof of necessary qualifications as certified by the South African Qualifications Authority, including authenticated copies of academic certifications or degrees.			
Proof of registration with professional body, board or council.			

#### **Part G**

##### **In respect of a general work permit:**

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A contract of employment containing the signatures of both the employer and employee and the terms and conditions of employment.			
Original press clipping of advertisement.			
Particulars of unsuccessful candidates.			
A letter of motivation from the employer accompanied by documentary proof of efforts made to obtain the services of a citizen/resident.			
Proof of qualifications evaluated by the South African Qualifications Authority.			
Proof of registration with the professional body, board or council.			
Proof of experience and skills in line with job offer.			
Certification from the Department of Labour or an extract from the database of a salary benchmarking organisation detailing the average salary earned by employees fulfilling similar positions in the Republic.			

#### **Part H**

#### **In respect of an exceptional skills work permit:**

A comprehensive curriculum vitae accompanied by testimonials from previous employers.			
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A letter from a foreign or South African organ of state, or from an established South African academic, cultural or business body, confirming the applicant's exceptional skills or qualifications.			
Any other proof to substantiate exceptional skills or qualifications, such as publications and testimonials.			
A letter of motivation indicating that the exceptional skill possessed by the applicant will be to the benefit of the South African environment in which he or she intends to operate.			

#### **Part I**

<b>In respect of an intra-company transfer work permit:</b>
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Foreigner's contract of employment with company abroad.			
A letter from the company abroad confirming that that foreigner shall be transferred to a branch of that company or an affiliated company situated in South Africa.			
Letter from the South African company confirming the transfer of the foreigner from the company abroad, as well as specifying the occupation and capacity in which the foreigner shall be employed.			

#### **Part J**

#### **In respect of a work permit issued in terms of a corporate permit:**

A corporate worker authorisation certificate from the employer.			
A valid employment contract.			

**Part K**

**In respect of a work permit for a corporate worker in terms of an agreement with a foreign state:**

A duly completed corporate worker authorisation certificate submitted by the employer.			
A valid employment contract, which has been entered into and attested to by the authorities in the contract workers' country of origin, for the maximum period stipulated in the Bilateral Agreement.			
A full set of fingerprints.			

**Part L**

**In respect of a retired person permit:**

Proof of a pension or an irrevocable retirement annuity or a net worth or a combination of assets realising a minimum amount of R20 000 per month per retired person.			
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<b>Part M</b>  <b>In respect of an exchange permit where the exchange is administered by an organ of state or a learning institution in the Republic in conjunction with a foreign learning institution or an organ of a foreign state:</b>		
Letter from the Department of Education or the learning institution in the Republic, confirming that it is responsible for organising or administering the programme, outlining the activities and duration thereof, as well as confirming that it will accept full responsibility for the student whilst he or she is in the Republic.		
A letter from the organ or learning institution of the foreign state, confirming the particulars of the student, the student's enrolment with a learning institution abroad, as well as the date on which study shall commence.		
<b>Part N</b>  <b>In respect of an exchange permit where the exchange is administered by an organ of state in conjunction with a foreign learning institution or an organ of a foreign state organising or administering the exchange programme:</b>		
A letter from the organ of state confirming the existence of the exchange programme.		
A letter from the foreign learning institution confirming the enrolment of the applicant or a letter from the organ of the foreign state conducting the programme, as the case may be.		



**Part O**

**In respect of an exchange permit to conduct work:**

Offer of employment detailing the terms, conditions and duration of the intended employment, certifying that the applicant's remuneration will comply with applicable legal requirements and the employers' undertaking to provide for the welfare and needs of the applicant.			
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**Part P****In respect of a treaty permit:**

<ul style="list-style-type: none"><li>- A letter from the relevant organ of state attesting to—</li><li>- the nature of the programme and the treaty under which it is conducted;</li><li>- the fact that the relevant foreigner participates in such programme;</li><li>- the type of activities which the foreigner is expected to perform under such programme; and</li><li>- the duration of the programme.</li></ul>			
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**Part Q****In respect of a relative's permit:**

Proof that foreigner is a member of the immediate family of the sponsoring citizen or permanent resident.			
Proof by means of salary advice or bank statement that the sponsoring citizen or permanent resident has R5 000 per month per person, which amount shall not apply in the case of a spouse or minor dependent child of the citizen or permanent resident.			

**Part R****In respect of an application for a work permit:**

This Part must be completed by the employer and submitted by the applicant with all other required documents.

Separate sheets may be attached if the space provided is insufficient to include full information or motivation.

**Offer of employment for all work permits and exchange permit to conduct work:**

Name of company or organisation:	
Physical address:	Postal address:
Telephone number: ..... (code) ..... (number)	Facsimile number: .....(code) ..... (number)
Employer's business registration number: .....	Employer's tax reference number: .....
If a subsidiary, give name of principal company, nature of business conducted and location.	
Number of employees:	

Category	Key personnel	Management	Professional	Clerical	Unskilled	Other specify
South African citizens						
Permanent residents						
Holders of temporary work permits						
The position offered has been vacant since:						
If a newly created position, provide details:						
The position was brought to the attention of the applicant in the following manner: .....						

**Recruitment and interviewing of citizens or permanent residents to fill the position:**

The Department of Labour was approached:		Yes	No	Branch:
Salary benchmarking organisation was approached		Yes	No	Organisation:
Employment agencies were approached:		Yes	No	Agencies:

Media advertisement in: ..... (name of publication) on ..... (date)
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Full details of the outcome of the above and reasons as to why a suitably qualified citizen or permanent resident has not been appointed:

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.....  
.....

Does the applicant possess any special qualifications or skills distinguishing him or her as the most suitable candidate for that position:

Yes ☐ No ☐

Details:

.....  
.....  
.....

Additional motivation to support the selection of a foreign candidate:

.....  
.....  
.....

Details of offer made to applicant:

Description of occupation to be followed:  .....
Nature of offer:  ..... .....
Contract period of employment: ..... weeks/months/years
Salary offered: R.....per month
Additional benefits, if any:  .....
Summary of duties:  ..... ..... ..... ..... .....
Preferred date of commencement of employment:  .....

Declaration by employer:

I, ..... (first  
name(s) and surname) ..... (ID number) in my  
capacity as ..... of the  
abovementioned company/ organisation, hereby undertake full responsibility for  
the abovenamed applicant, as well as his or her deportation costs should this  
become necessary. I declare that I am authorised to make this offer of  
employment on behalf of the aforementioned company/organisation, that this  
offer is made in good faith and will be honoured and that the above information  
provided by me is true and correct. I furthermore undertake to ensure that the  
applicant will comply with the Act and the Regulations made in terms thereof and  
to notify the Department if the applicant is no longer employed by the mentioned  
company/organization or if he or she is employed in another position.

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**Signature of employer**

Signed at ..... (place) on this ..... day of  
..... 20..