



SOUTH AFRICAN EMBASSY: BRASÍLIA
SOUTH AFRICAN CONSULATE-GENERAL: SÃO PAULO

WORK EXCHANGE VISA

Dear Sir/Madam,

We refer to your enquiry and wish to inform you that a foreigner, who is under twenty-five (25) years of age and who has received an offer to conduct work in the Republic of South Africa for no longer than one (1) year, may be issued with an exchange permit. The following documentation must be submitted in respect of each person applying for an exchange permit:

1. A fully completed application form BI-1738, including one (1) photograph sized **3.5X4.5**;
2. A passport valid for no less than thirty (30) days after departure from the Republic of South Africa, and containing at least two (2) blank pages for endorsements; **NB: Non-Brazilian passports must contain a valid long term or permanent residence permit for the Federal Republic of Brazil;**
3. A letter from the prospective employer certifying that the position exists, and committing himself or herself to:
 - a) pay the applicant remuneration which complies with applicable legal requirements;
 - b) provide for the welfare and the needs of the applicant while in the Republic of South Africa under the exchange permit; and
 - c) report to the Department of Home Affairs the failure of the applicant to comply with the terms of his or her permit, or to depart when so required;
4. An International Certificate of Vaccination against Yellow Fever;
5. In respect of the applicant's marital status or spousal relationship, the following documentation shall be submitted:
 - a) a marriage certificate in the case of a married applicant;
 - b) proof of a permanent spousal relationship in the case of so called *life partners*, including:
 - i. the prescribed affidavit, which is available on request from our office;
 - ii. documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties;
 - iii. proof of a legal or the death of a spouse in the event of a preceding marriage; and
 - iv. in the case of a relationship concluded between two foreigners in a foreign country, official recognition thereof issued by the authorities of the relevant country;
 - c) a death certificate in the case of a widowed applicant;
 - d) a decree of divorce in the case of a divorced applicant; or
 - e) proof of legal separation in the case of a separated applicant;
6. In respect of minor dependent children accompanying the applicant to or joining the applicant in the Republic, the following documentation shall be submitted:
 - a) an unabridged birth certificate;
 - b) proof of adoption, in the case of an adopted minor;
 - c) proof of guardianship or custody, in the case of a minor subject to guardianship or custody; or
 - d) consent from the guardian, in the case of an unaccompanied minor;
7. A police clearance, issued by the police or security authority in each country where the applicant resided for twelve (12) months or longer since having attained the age of eighteen (18) years, in respect of criminal records or the character of the applicant, and this certificate shall not be older than six (6) months at the time of its submission;
8. A medical report (**Form BI-811**), which shall not be older than six (6) months at the time of its submission;

9. a radiological report (**Form BI-806**), which shall not be older than six (6) months at the time of its submission, and shall not be required in respect of children under the age of twelve (12) years or pregnant women;
10. A self-addressed envelope (registered mail) to return the endorsed passport, if applicable;
11. The non-refundable application fee of **R\$ 188** (one hundred and eighty-eight Reais) if applicable.

Should you have any further enquiries, please contact our office at your convenience.

Note:

- The holder of an exchange permit may not conduct work other than work for which the permit is issued.
- The holder of an exchange permit in respect of work exchange programmes may not qualify for a permanent residence permit within two (2) years after the expiry of such exchange permit. This requirement may be waived by the Director-General of the Department of Home Affairs in extraordinary circumstances.
- Documentation that accompanies the application shall be original or certified copies and, if applicable, **translated by a sworn translator into English**.
- On condition that a complete application for a permit is submitted, the time required to process the application is **MAXIMUM TEN (10) WORKING DAYS**.

****Applications and payment must be made in person at the Embassy or Consulate***