

REQUIREMENTS FOR STUDENTS WISHING TO CONDUCT INTERNSHIP IN SOUTH AFRICA ALL RELEVANT DOCUMENTS MUST BE IN ENGLISH AND COMPLETED FORMS IN BLOCK AND BLACK INK

A foreigner who intends taking up employment in the Republic of South Africa must be issued with a work permit (in terms of the Immigration Act, as amended, the definition of work includes work-related activities **with or without remuneration or reward**).

However, in the case of a prescribed internship (“*Onbetaalde Stage*”) **for a period of stay NOT exceeding ninety (90) days**, the non-renewable authorization to work on a visitor’s permit in terms of section 11(2) (see <http://www.zuidafrika.nl/viewer/file.aspx?fileinfoID=321>) of the Immigration Act as amended may be issued once to a foreigner, who wishes to conduct an internship at a South African company / institution which is based on the latest information from the Department of Home Affairs). **Please note that a visitor’s permit issued with an authorization to work may not be renewed/extended.**

Should your planned visit exceed 90 days please read below!

For a visit / period of stay exceeding ninety (90) days, in the case of a prescribed unpaid internship (“*Onbetaalde Stage*”), an exchange permit may be issued to a foreign student, to conduct an internship at a South African company / institution – the following documentation is required for such applications:

- A letter from the applicant’s higher educational institution abroad in English (or accompanied by a sworn English translation) confirming that the applicant is a student and for his or her course of studies a compulsory internship is prescribed (i.e. work experience forms part of studies) and also confirming the place and duration of the internship.
- A letter from the South African company/institution confirming the duration of the internship, its relationship to the agreement/programme of the education institution and the work-related activities to be conducted by the student intern.
- A declaration from the applicant in English that he or she will not engage in any form of remunerated or non-remunerated work other than that covered in the letter from the company/institution.
- A duly completed permit application Form BI- 1738
- Valid Passport (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.
- Non-Dutch passports must contain a valid long term or permanent residence permit for the Netherlands.
- Two original recent identical photographs
- Proof of sufficient funds by means of bank statements 3 months back to prove that the applicant can cover envisaged living expenses during sojourn in South Africa
- Police Clearance certificate in respect of each country the applicant lived in for 12 months or longer since the age of 18 years: so-called “*Verklaring omtrent het gedrag*”. (A letter of request must be obtained at the Consulate and presented at your Town Hall).
- Flight reservations – the dates must correspond with the dates of the duration on the letters from the applicant’s higher educational institution AND the company where the internship will take place.

- Medical report (BI-811) and Radiological report (BI-806)
- The host organization/institution in South Africa should provide proof that they are responsible for the student/intern and guarantee the repatriation of the student/intern. If not, a repatriation guarantee in the amount of € 750 (Euro) should be paid.
- Proof of medical cover confirming area of coverage and period of validity in South Africa
- Non-refundable processing fee (banknotes only): 50 Euro
- EU nationals who are exempt from Dutch residence permit conditions to provide proof of residence registration by obtaining an International Basic Administration of Personal Details Extract (“Uitreksel van Gemeentelijk Basis Administratie”) from your local Town Hall (Gemeente)
- The organ of state or learning institution that has organized or is administering the programme of cultural, economic or social exchange shall report to the Director-General of the Department of Home Affairs on the stages and the completion of the relevant programme in the prescribed manner.

In the case of a paid internship, a foreigner, who is under twenty-five (25) years of age and who has received an offer to conduct work/paid internship in the Republic of South Africa for no longer than one (1) year, may be issued with an exchange work permit (see list below):

- 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;
 - 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.
- A duly completed permit application Form BI- 1738
- Valid Passport (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)
- Non-Dutch passports must contain a valid long term or permanent residence permit for the Netherlands
- EU nationals who are exempt from Dutch residence permit conditions must provide Proof of residence registration by obtaining an International Basic Administration of Personal Details Extract (“Uitreksel van Gemeentelijk Basis Administratie”) from your local Town Hall (Gemeente)
- Two original recent identical photographs
- Proof of sufficient funds by means of bank statements 3 months back to prove that the applicant can cover envisaged living expenses during sojourn in South Africa
- Police Clearance certificate in respect of each country the applicant lived in for 12 months or longer since the age of 18 years : so-called “Verklaring omtrent het gedrag” (A letter of request must be obtained at the Consulate and presented at your Town Hall)
- Flight reservations
- Medical report (BI-811) and Radiological report (BI-806)
- The host organization or institution in South Africa should provide proof that they are responsible for the student/intern and guarantee the repatriation of the student/intern. If not, a repatriation guarantee in the amount of € 750 (Euro) is payable by the applicant.

- Non-refundable processing fee (banknotes only): € 50 (Euro)
- Proof of medical cover confirming area of coverage and period of validity in South Africa
- A cover letter, signed and dated by the applicant, and including his or her valid Dutch mobile phone number and email address.

Incomplete applications will not be considered.

PLEASE NOTE:

- ❖ A yellow fever vaccination certificate is required if the applicant travelled or intends travelling from or through a yellow fever endemic area: provided that the certificate shall not be required when the applicant travelled or intends travelling in direct transit through such area.
- ❖ 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 should be original or certified copies and, if applicable, translated by a sworn translator into English.
- ❖ The original passport is required during the entire application process.
- ❖ All payments are in cash only and the correct amount must be provided.
- ❖ The conditions for permits and fees are subject to change without prior notice.
- ❖ The required processing period is 30 days.
- ❖ Office hours: 09h00 – 12h00 working days excluding holidays (see website for official public holidays).
- ❖ Please address any further questions by e-mail to prinsa@dirco.gov.za.