

APPLICATION FOR AUTHORISATION LETTER

Consular Section  
Embassy of the Republic of South Africa

Date: \_\_\_\_\_

Dear South African Mission Abroad

APPLICATION FOR AUTHORISATION FROM THE DIRECTOR-GENERAL OF THE DEPARTMENT OF HOME AFFAIRS TO WORK ON A VISITOR PERMIT IN TERMS OF THE AMENDED SECTION 11(2) OF ACT 19 OF 2004 READ WITH ACT 13 OF 2002

Name of Applicant: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I kindly request your assistance in granting me a visitor permit for work in terms of the amended Section 11(2) to enable me to complete a practical training / internship in South Africa. I will be completing my practical training for the period of:

\_\_\_\_\_ until \_\_\_\_\_ In \_\_\_\_\_  
*Date Date Company*

\_\_\_\_\_  
*Company address*

I will not be studying in South Africa and will return to Germany upon completion of my practical training period. The practical training forms part of my foreign studies and will enable me to gain my qualification at the

\_\_\_\_\_  
*Name of university*

It is hereby confirmed that I will not be employed by the above mentioned company and will not receive any salary. Accordingly, I will not qualify for a Work Permit or Exchange Permit.

In view of the above, I kindly request that you will grant me authorisation to engage in practical training / internship for the mentioned period at

\_\_\_\_\_  
*Name of company*

## APPLICATION FOR AUTHORISATION LETTER

My arrival and flight details are as follows:

<i>Date of arrival</i>	<i>Time of arrival</i>	<i>Port of entry</i>	<i>Flight No</i>	<i>Date of departure</i>

### **Background**

I am a student in Germany and as part of my study programme my lecturers support that students gain a better understanding of the working environment and accordingly support a period of work shadowing/ practical training/ internship.

In this regard, I attach a letter by the University and Company.

### **Proof of Funds**

I either attach a recent bank statement that confirms that I have sufficient Euro / Rand equivalent available to support my stay in South Africa or if this is not applicable I have included a letter by my parents in support of my application as well as a copy of their bank statement as proof that they will be able to transmit funds to me on a regular basis to support my stay in South Africa.

### **Accommodation**

I have already secured the assistance of Magister Student Placement in Stellenbosch to assist me in finding suitable accommodation.

### **Medical Insurance**

I undertake to subscribe to travel insurance for the duration of my stay in South Africa and undertake not to make use of government –funded medical facilities.

### **Return Airline Ticket**

I undertake to buy a return airline ticket as soon as I have received confirmation that I have been granted permission to engage in the practical training/ internship/ work shadowing for the above - mentioned period.

### **Undertaking to leave South Africa upon completion of the practical training**

I hereby undertake to leave South Africa upon completion of my internship/ training period and undertake not to engage in any other employment activity.

With this letter I have attached the following documents:

- Copy of my valid passport;
- Letter from my university abroad confirming the purpose and duration of my visit
- Letter from the South African company confirming my practical training
- Copy of flight ticket or reservation

Also please find enclosed a self-addressed envelope (registered mail) for the authorisation letter to be sent me. Thank you for your kind assistance.

Yours sincerely

Signature