



Visa document checklist

Mozambique – Work Visa (TWP)

Document	Description	Please tick	Office Use
Lodgement Centre Locations	There are lodgement centres available in the following areas: Johannesburg, Pretoria, Cape Town, Durban If there is no lodgement centre in your area, please contact our offices for details of where your application needs to be lodged and any additional courier costs that may be incurred.		
Appointment to appear in person	Work visas are now required prior to arrival. No appointment is required; VPU will submit the visa application to the Issuing Authority and collect the passport once the visa process has been finalized.		
Passport	Valid passport with a minimum of 6 months validity (<i>after the return date of planned trip</i>). Passport must have a minimum of 3 blank pages, and a certified copy of the BIOMETRIC PAGE of passport		
Foreign Passport Holder	Please ensure that traveller has a valid South African Work/Study/Resident permit that is valid for a minimum of 6 months validity (After the return date back to SA) Processing times on foreign passports often vary – please contact our offices for details. Valid Original passport with a minimum of 6 months validity (after the return date of planned trip). Passport must have a minimum of 3 blank pages		
Authorisation	Letter from Ministry of Labour.		
Application form	FULLY completed application form (<i>completed in black ink in block letters and signed by the applicant</i>) ALL questions MUST be answered in full.		
Photographs	2 x Identical COLOUR passport photographs taken against a white background. (<i>Must not be older than 30 days</i>) Size: 45mm x 35mm (<i>no smiling, no headgear etc</i>)		
Qualifications	Travellers degree or diploma		
Flight Itinerary	Photocopy of return flights clearly showing all flight sectors (<i>including to/from RSA</i>) and a detailed itinerary.		
Accommodation	Proof of confirmed hotel accommodation for each night you are out of RSA. All Foreign passport holders must supply a confirmation of pre-booked accommodation.		
Employment Contract	A work contract for work being done between the South African company and Mozambique must be submitted.		
Employment letter	Work Applications , An original employment letter from SA Company, confirming employment must be supplied.		
Invitation letter	Business Applications , Certified letter of invitation addressed to the Mozambique Consulate from the company in Mozambique is required. This letter must be stamped by the notaria		
Alvara + Atestado + Termo De Responsabilidade + Certidão de Quitação	1) Alvara - Processed registration papers of inviting company are required 2) Atestado - Apostille document from inviting company 3) Termo De Responsabilidade - Terms of responsibility from invite company 4) Certidao de quitacao from company in Mozambique		
Copy of Host ID/Passport	Copy of the host (invitee) passport copy or ID copy must be stamped by the notaria		
Criminal Record if Work Permit is for longer than 12months	A police clearance certificate is required - no older than 3 months - ONLY if you are working in Mozambique for more than 12months .		
Medical Clearance	A certificate from a medical doctor confirming you are healthy and fit for travel		

Important	When travelling to Mozambique passengers MUST carry their <u>Certified letter of invitation</u> and/or <u>hotel accommodation</u> when they go through the border.		
Bank Statements	If the letter of invitation or employment letter does not state the company will be paying for the trip, then latest 03 months recent stamped bank statements are required. Should your spouse/parent/partner be responsible for financial means, please supply a letter from spouse/parent/partner confirming responsibility and provide proof (<i>latest 3 months bank statements stamped by bank as well as a copy of their ID</i>)		
Processing Times	2-10 working days from date of submission.		
Travelling with Minors (U/18)	New South African passports for minors under the age of 18 are being issued containing the details of the parents as a standard feature. Children travelling on these new passports do not require any additional documentation when travelling abroad if accompanied by both parents, if the children are still travelling on the old passports then The following additional documents will be required for any minor travelling with a Parent: copy of unabridged Birth Certificate, copies of parents ID's + consent letter from each parent not accompanying minor. Both parents are required to appear at the interview for children below the age of 18 years or alternatively supply an affidavit as to why the parent cannot be in attendance.		

Please note:

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

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I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: _____

Signature _____