

## DOCUMENTS REQUIRED WHEN APPLYING FOR A TEMPORARY WORK OR STUDY PERMIT

### I. TEMPORARY WORK PERMIT (*BEFRISTETE ARBEITS-ERLAUBNIS*)

*TO BE COMPLETED AND SUBMITTED BY THE APPLICANT (VOM ANTRAGSTELLER AUSZUFÜLLEN UND VORZULEGEN)*

1. Application form (3-1/0001) -(Antragsformular)
2. Copy of marriage/divorce certificate. If married to a Namibian citizen, proof of citizenship. (Kopien der Heirats-oder Scheidungsurkunde. Falls mit einem namibischen Staatsbürger verheiratet, Nachweise über Staats-angehörigkeit vorlegen.)
3. Two (2) passport photographs of each person and copy of travel document or passport (2 Passfotos von jeder Person und Kopien des Reisedokumentes oder Passes)
4. Highest educational qualifications and/or training certificates (Höchste Qualifikation und/oder Ausbildungsnachweise)
5. Copies of certificates of service (Empfehlung des letzten Arbeitgebers oder Dienstzeugnisse)
6. Medical Certificate (3-1/0003) -(Ärztliches Attest)
7. Radiological Report (3-1/0004) -(Röntgenbericht)
8. Police clearance certificate from country of origin (all applicants 18 years and older) (Polizeiliches Führungszeugnis vom Herkunftsland – für alle Antragsteller über 18)

*TO BE COMPLETED AND SUBMITTED BY THE EMPLOYER (VOM ARBEITGEBER AUSZUFÜLLEN UND VORZULEGEN)*

9. Representation by Employer (3-1/0002) -(Angaben des Arbeitgebers)
10. Deed of Surety (3-1/0005) See instruction for completion at the bottom of the document. Bürgschaftserklärung)
11. Proof of advertisement of vacancy in local newspapers (Nachweis über die Stellenanzeige in einer lokalen Zeitung)
12. If applicant is applying for a vacancy in the Government Service a letter of recommendation signed by the Permanent Secretary of that Ministry is required. (Sollte der Antragsteller sich für eine staatliche Stelle bewerben, dann muss ein Empfehlungsschreiben des Staatssekretärs des betreffenden Ministeriums vorgelegt werden.)

#### Note:

1. Incomplete forms and outstanding documents will cause unnecessary delays. (Unvollständig ausgefüllte Formulare und fehlende Dokumente verursachen unnötige Verzögerungen.)
2. All documents must be in English or translated into English. (Alle Dokumente sollten in Englisch abgegeben oder ins Englische übersetzt werden.)



11. Particulars of children:

Full name and registered surname of each child	Date of birth	Place (district) of birth	Sex
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

12. Present permanent residential address of spouse and children outside of Namibia (if not accompanied by applicant):  
.....

13. Present address outside Namibia:

(a) Residential: .....

(b) Postal: ..... Telephone number: .....

14. (a) Will your dependents accompany you: 

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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(b) If not, state reasons: .....

15. Occupation of applicant: .....

16. Contemplated period of residence in Namibia: .....

17. If purpose of entry is to accept employment state:

(a) Nature of employment:.....

(b) Name and address of firm/person offering employment or sponsoring applicant (If you have an offer of employment in Namibia, attach copy):  
.....

18. Details of training and experience:

(a) School education	From	To
Primary School: .....	.....	.....
Secondary School: .....	.....	.....
Highest examination passed: .....	.....	.....
Major subjects: .....	.....	.....

(b) Higher education or special training (**Copies of relevant documents to be attached**):

Name of college, university or institution attended: .....

Prescribed duration of course:.....

Period attended: From: ..... To: .....

Major subjects: .....

Degree, diploma or certificate obtained: .....

(c) Trade qualifications: .....

Duration of apprenticeship training: From: ..... To: .....

Trade in which qualified: .....

(d) Record of employment: **(The details furnished must be in date order including periods of employment for the last 5 years. Submit documentary proof!)**

Name of Firm/Employer	Address where located	From	To	Nature of work

(e) Describe briefly your last duties: .....

(f) What is the trade or business of your last employer? .....

(g) What was your last monthly salary or income per month? .....

(h) What occupation do you intend following in Namibia? .....

(i) What amount of money will you transfer to Namibia? .....

(j) Do you receive a pension or do you have a private income? If so, please give details: .....

(k) Language proficiency:

(i) What is your mother tongue? .....

(ii) What is your proficiency in other languages (Answer YES or NO)?

	Speak	Read	Write
(aa) English	.....	.....	.....
(bb) .....	.....	.....	.....
(cc) .....	.....	.....	.....
(dd) .....	.....	.....	.....

19. If purpose of your entry is to study, state:

(a) Reasons for study in Namibia: .....

(b) Nature of course: .....

(c) Intended period of study: .....

(d) Name of educational institution (attach copy of registration certificate): .....

20. Have you at any time applied for a permit to reside in Namibia?  YES  NO

21. Have you ever been restricted, or refused entry into Namibia?  YES  NO

22. Have you ever been deported from or ordered to leave Namibia or any other country?  YES  NO

23. Have you ever been convicted of any crime in any country?  YES  NO

24. Are you suffering from any infectious or contagious disease?  YES  NO

25. Particulars if the reply to one or more of questions 20 to 24 is in the affirmative:.....  
 .....  
 .....
26. If your spouse was born outside Namibia and resides in Namibia, state whether permanent residence has been granted to him/her or his/her parents and, if so, give the number of the residence permit:  
 .....
27. If you reside outside Namibia at the time of this application, a medical certificate from a doctor in that country to the effect that you are free from infectious disease and physically fit for the type of work which you will perform in Namibia, must be attached to this application.
28. I clearly understand that if the application is approved, the work permit will not entitle me to reside permanently in Namibia and on expiration of the validity or the cancellation of the permit or the termination of my service or whenever the Ministry of Home Affairs so decides, I will leave the country forthwith. My employer or myself will be solely responsible for my accommodation. I realise that my spouse and children may not enter Namibia unless they acquire residence rights in Namibia.
29. I solemnly declare that I understand the aforesaid conditions and that the information furnished in this form is true and correct.

SIGNED at ..... in the presence of the undersigned two witnesses on this ..... day of ..... 2.....

.....  
 SIGNATURE OF APPLICANT

AS WITNESSES:

1. ....
2. ....