



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS

APPLICATION FOR TEMPORARY WORK OR STUDY PERMIT

- DIRECTIVES:
1. This form must be completed in BLOCK Letters.
 2. All items must be completed in detail. A mere dash is not acceptable.
 3. Failure to complete in detail will cause unnecessary delay.
 4. The completed form must be forwarded to the Under-Secretary, Department of Civic Affairs, Private bag 13200, Windhoek, Namibia.

PARTICULARS OF THE APPLICANT

1. Surname: _____
2. Maiden Name (if applicable): _____
3. First Names (in full): _____
4. Particulars of birth:
 - (a) Date of birth: _____
 - (b) Place of birth: _____
(District) (Country)
5. Sex:

MALE	<input type="checkbox"/>
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FEMALE	<input type="checkbox"/>
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6. Marital status (Indicate by means of an "X" whatever is applicable and attach copy of marriage certificate)
Single Married Window/Windower Separated Divorced
*If separated, state whether divorce proceedings have been instituted and when final divorce is expected:

(Copy of document to be attached)
7. Identity number: (if available) _____
8. Passport or other travel document:
 - (a) Number: _____ (b) Date of expiry _____
 - (c) Issuing Authority (attach document) _____
 - (d) Nationality: _____
 - (e) Immigration Permit Number?: _____ (f) Date of issue: _____
9. Particulars of residence in Namibia (if any): (If not, complete paragraph 13)
 - (a) date of entry: _____
 - (b) Postal address in Namibia: _____
 - (c) Residential Address: _____

Telephone Number: _____
 - (d) If you are already working Namibia or on a visit, state number and date of your temporary residence permit:

 - (e) If you have no permit explain circumstances under which you find yourself in Namibia:

10.
 - (a) If married, state full name of spouse (including maiden name, where applicable): _____
 - (b) Place and date of birth of spouse: _____
 - (c) Name and address of employer of spouse (if employed): _____

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 the spouse and children outside Namibia (if not accompanied by applicant):

13. Present address outside Namibia:

(a) Residential: _____
(b) Postal: _____ Telephone number _____

14 (a) Will your dependants accompany you: YES NO

(b) If not, state reason: _____

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: _____

Prescribe 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 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 entry is to study, state:

(a) Reason 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 any time applied for a permit to reside in Namibia?

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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21. Have you ever been restricted, or refused entry into Namibia?

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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22. Have you ever been deported from or ordered to leave Namibia or any other country?

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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23. Have you ever been convicted of any crime in any country?

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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24. Are you suffering from any infectious or contagious diseases?

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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25. Particulars if the reply to one or more of the 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 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 _____ 20_____

SIGNATURE OF APPLICANT

AS WITNESSES:

1. _____
2. _____