



**REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS**

APPLICATION FOR A TEMPORARY WORK OR STUDY PERMIT

- DIRECTIVES: 1. This form must be completed on BLOCK letters.
2. All items must be filled out 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:
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 ☐ Widow/Widower ☐ *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 in Namibia:
..... Telephone number:
(d) If you are already working in 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, if 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 spouse and children outside of Namibia (if not accompanied by applicant):

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13. Present address outside Namibia:

(a) Residential:

(b) Postal: Telephone number:

14. (a) Will your dependents accompany you:

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

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

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

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

YES	
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NO	
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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.