

## REQUEST FOR VISA LETTER

Applicant's full name(s)		Applicant's surname	
Position		Job grade	
Division/Department		UT Number	
Identity number		SA Passport number	
Appointment date at SU		Name of your Line Manager	
Work related  Personal	Please provide information about the visit:		
Country/countries to be visited? Please provide the specific dates of each leg of your visit(s).	Country:  From:  To:	Country:  From:  To:	Country:  From:  To:
<p>NB: The applicant is responsible for ensuring that the letter provided by HR meets the requirements of the consulate(s) concerned.</p> <p>E.g. Should the salary of the applicant be stated in the letter or will it suffice if the applicant takes a copy of their salary slip to the consulate or includes it in the application?</p>			
Are you a member of Discovery Health Medical Aid or Medihelp for the necessary cover?	YES  NO		
Has your leave of absence (LOA) been loaded on the Oracle system?	YES  NO	Has your Line Manager approved your leave on the Oracle system? *	YES  NO

\*Please attach a copy of your approved leave.

Visit is approved by:

Name, designation and signature of Line Manager / Delegated Authority	DATE
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Please send the completed form by email to Human Resources at [sun-e-hr@sun.ac.za](mailto:sun-e-hr@sun.ac.za)  
**The letter will be available for collection from Human Resources two days after receipt of the request**