



IMMIGRATION & CITIZENSHIP AUTHORITY

**CHANGE OF STATUS (CONDITION 2)
PERMIT CHECKLIST**

EXT 10

Name of Sponsor (If applicable) : _____
 Name of Applicant : _____
 Name of Agency (if applicable) : _____
 Name of Person Lodging : _____
 Contact Person: _____ Landline #: _____ Mobile #: _____
 Email: _____

Please complete the following checklist for the application. Place a Tick in Column two below:

| | | | |
|--------------------|---|-----------------|-----------------|
| Description | Issue of new entry visa to a person who has completed or is deemed to have completed his/her contractual commitments to an employer and who has obtained employment with an alternative employer. | | |
| Condition | Must be in continuous employment with current employer for 30 months or more and holder of a valid Employment entry visa | | |
| No. | Requirements | Comments | Tick (v) |
| 1 | Signed Undertaking Letter addressed to CMO & Attention DCMO | | |
| 2 | Duly completed Extension Form Must be clear, signed and dated by applicant | | |
| 3 | Original Migration Service Fee (MSF) of K3000 | Quote MSF _____ | |
| 4 | DLIR Work Permit Termination Letter | | |
| 5 | Former Employer Release Letter | | |
| 6 | Copy of Work Permit Approval Letter & ID – Original to be sighted at Counter | | |
| 7 | ICA Maintenance Guarantee Bond | | |
| 8 | Passport (Validity of 6 months or more) | | |

If Applicable:

| | | |
|-----------------------|--------------------------------|--|
| Letter of Explanation | Late Application / Overstayers | |
|-----------------------|--------------------------------|--|

Over Stayer Fee if Applicable:

| | | |
|-------|---|-----------------|
| (i) | Original Receipt of Migration Service Fee (MSF) | Quote MSF _____ |
| (ii) | K3000.00 (29-60 DAYS) | Quote MSF _____ |
| (iii) | K5000 (61 DAYS-1 YEAR) | Quote MSF _____ |
| (iv) | K10 000 (FROM 1 YEAR ONWARDS) | Quote MSF _____ |

IF THE COMPANY IS IN THE RETAIL SECTOR PLEASE ALSO REFER TO MORATORIUM CHECKLIST