



Our Reference:

Immigration Request
Date
Requested Due Date

Organisation Requesting	Contact Person

Service Required (please mark as appropriate):					
Work Permit	Special Pass	Dependant's Pass			
Please attach:		Please attach:		Please attach:	
Complete applicant names below	Complete applicant names below	Complete applicant names below			
Application Letter	2 passport photos	2 passport photos			
2 passport photos	Covering letter from Employer/NGO	Covering letter from Employer/NGO			
Scanned copy of passport	Copy of Return Air Ticket	Copy of Marriage Certificate (spouses)			
Recommendation from Employer/NGO	Scanned copy of passport	Copy of Birth Certificate (children)			
Confirmation of employment		Scanned copy of passport			
Copies of academic qualifications		Record of good conduct			
Record of good conduct/no criminal record		Copy of Work Permit			
Articles or constitution of Employer/NGO					
Valid NGO Certificate (if applicable)					
Student's Pass		NGO Registration/Renewal			
Please attach:		Please see separate list of requirements			
Complete applicant names below					
Cover letter from school					
Copy of Resident's Permit					
Scanned copy of applicant's passport					
Scanned copy of Work Permit holder's passport					
2 passport photos					

N°	Full names	Nationality	Sex	Date of Birth

AUTHORISED BY	
Name	
Position	
Date	
Signature	

See separate MAF Price List for prices per service

MAF USE ONLY			
Date Received		Forms Submitted?	
Staff member responsible		Bank Payment?	
Form(s) Complete?		Permit(s) Collected?	