

WORK PERMIT PROCESS MAP

STEP 2: LABOUR MARKET TEST

Unless the applicant is to do specific contract work awarded through a tender, the position must be advertised for at least seven days in the national Namibian press.
Processing time: 7 days – 2 weeks

STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reviews and reverts with feedback, missing information, etc.

STEP 3: WORK PERMIT APPLICATION

The application should be filed with the Ministry of Home Affairs and Immigration in Namibia. Once a decision has been made, the applying company will receive a letter of approval.
Processing time: 3-6 months

STEP 4: WORK PERMIT ENDORSEMENT

The applicant (and any accompanying dependents) will need to show the original work permit approval letter at the port of entry to get their permit(s) endorsed into their passport(s).

STEP 5: ENTRY TO NAMIBIA

The applicant may now enter Namibia. The passport and endorsed visa(s) should be stamped at the port of entry. The applicant can begin work after this step.

