



FACULTY OF AGRISCIENCES

REQUEST FOR VISA LETTERS

All staff of the SU who travels overseas for workrelated and/or holidays and need a letter from the SU (*the employer*) for visa purposes, must remember to complete the “*Request for Visa Letter*” well in advance.

Such a letter cannot be done a day before an appointment at an Embassy.

1. Complete the document and have it signed by your line manager.
2. Submit leave for approval to your line manager.
3. Sent the signed document **and** the proof of accepted leave to the Dean's office (*email Karin at: ccav@sun.ac.za*).
4. The Dean will sign and sent it to HR - (*the staff member and the HR practitioner will be copied into the request to HR*).
5. Your letter will be emailed to you within 2 days.

The form is also available on the webpage of the Faculty of AgriSciences:
<http://www.sun.ac.za/english/faculty/agri/staff>