



UCT REFUGEE RIGHTS CLINIC INFOGRAPHIC

HOW TO RENEW YOUR REFUGEE/ ASYLUM PERMIT ONLINE.

STEP 1.

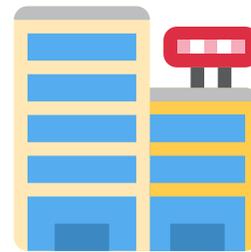
EMAIL THE REFUGEE RECEPTION OFFICE WHERE YOU LAST RENEWED YOUR PERMIT:

Email the Refugee Reception Office where you received your most recent extension for your permit. (If you last renewed your permit in Cape Town, you must send the email to the Cape Town email address).

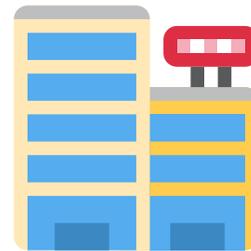
Each Refugee Reception Office has a different email address for S24 permits (refugees) and S22 permits (asylum seekers).

NB!

- Make sure that you send email from your own personal email address.
- You must send a separate email for **each person** on your file (eg one email for you as main file holder and a separate one for your spouse or each child).
- The subject line should only include your File Number (this can be found in the top left hand corner under the barcode on your permit)



Cape Town



Pretoria



Durban



Gqerbeha
(Port Elizabeth)



Musina



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STEP 2 EMAIL ADDRESSES

SECTION 22 PERMIT (ASYLUM SEEKER)



CAPE TOWN
CTRRC.EXTENSION22@DHA.GOV.ZA

PRETORIA (DESMOND TUTU)
DTRRC.EXTENSION22@DHA.GOV.ZA

MUSINA
MUSINARRC.EXTENSION22@DHA.GOV.ZA

DURBAN
DURBANRRC.EXTENSION22@DHA.GOV.ZA

GQEBERHA (PE)
PERRC.EXTENSION22@DHA.GOV.ZA

SECTION 24 PERMIT (REFUGEE)



CAPE TOWN:
CTRRC.EXTENSION24@DHA.GOV.ZA

PRETORIA (DESMOND TUTU):
DTRRC.EXTENSION24@DHA.GOV.ZA

MUSINA
MUSINARRC.EXTENSION24@DHA.GOV.ZA

DURBAN:
DURBANRRC.EXTENSION24@DHA.GOV.ZA

GQEBERHA (PE)
PERRC.EXTENSION24@DHA.GOV.ZA



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STEP 3

FILL OUT FORM AND INCLUDE YOUR INFORMATION

- Once you have sent the email to Home Affairs, they will reply to your email with a document titled "REQUEST FOR EXTENSION OR REPRINT OF SECTION 22/24 VISA TEMPLATE.
- You must provide all the information on the form.
- Each person on file must fill out a form. Parents must sign for children under 18.

Request for Extension or Reprint of Section 22/ 24 visa Template

Please complete electronically or using black ink:

File number as it appears on the document:	[REDACTED]
Full Names and Surname as it appears on visa:	[REDACTED]
Cell Number:	[REDACTED]
Alternative contact number:	[REDACTED]
E-mail address:	[REDACTED]
Current physical address:	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]

Please attach to the request for extension:

1. Copy of current visa;
2. In the event of a lost visa, please attach a commissioned affidavit stating the date the visa was lost. The affidavit must also indicate a SAPS case number, where available.
3. Proof of address (Utility bill, Lease agreement or Affidavit).

I declare the above to be correct

Signature _____

Date: [REDACTED]

(Note signature to match signature on record)

Example of the form





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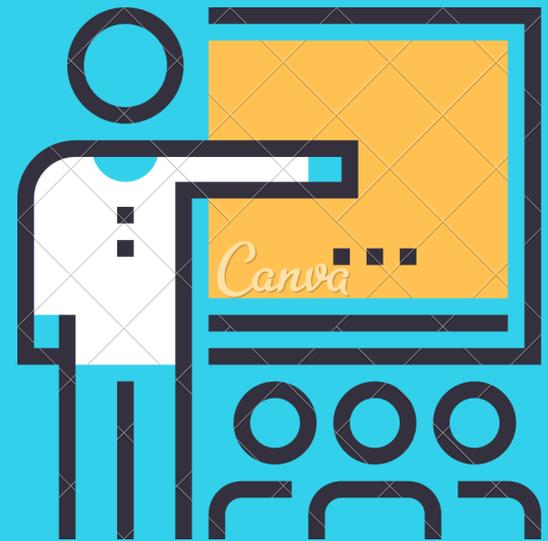
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STEP 4 DOCUMENTS TO ATTACH WITH FORM

- Request for extension for – signed (Step 2).
- Proof of Address or Proof of Address affidavit. Proof of address can be a lease agreement or utility bill.
- Copy of your most recent permit – this can be a clear photo or scan of your current permit.





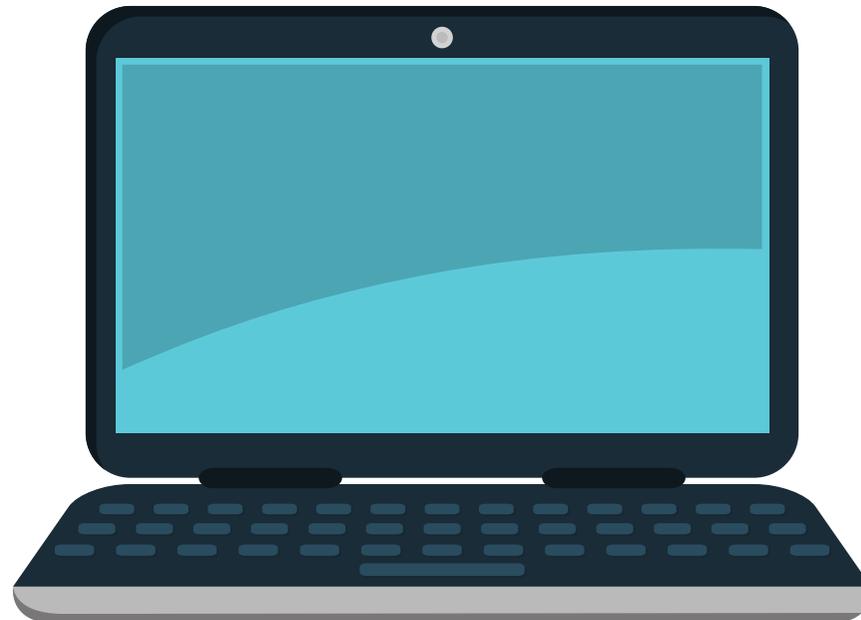
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STEP 5 SENDING THE EMAIL

• Once you have completed Step 3 and 4, you need to send the email to the relevant RRO.

NOTE: If your latest permit was issued by the Pretoria RRO, then you must use the Pretoria RRO email address.

REMEMBER: There are separate email addresses for S24 permits and S22 permits.





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STEP 6 HOME AFFAIRS WILL ISSUE YOUR PERMIT

- Department of Home Affairs will send you a renewed asylum or refugee document by email.
- If there are issues, the Department of Home Affairs will email you and may require you to go the Refugee Reception Office.

REPUBLIC OF SOUTH AFRICA
DEPARTMENT: HOME AFFAIRS

Section 22 of the Refugees Act No. 130 of 1998

ASYLUM SEEKER TEMPORARY VISA

REFERENCE NO: [REDACTED]

Permission is hereby granted to the following person as holder of this permit to remain in the RSA of part thereof as determined in part B hereof

A. PERSONAL PARTICULARS OF HOLDER

SURNAME: [REDACTED] FIRSTNAME: [REDACTED]

RESIDENTIAL ADDRESS: [REDACTED]

DATE OF BIRTH: [REDACTED] GENDER: FEMALE

NATIONALITY: [REDACTED] COUNTRY OF ORIGIN: DAC

FILE NUMBER: [REDACTED] PLACE OF ISSUE: CAPE TOWN EXPIRY DATE: [REDACTED]

ALTERNATIVE FILE NUMBER: [REDACTED]

B. CONDITIONS

1. The holder of the permit may reside temporarily in the Republic of South Africa for the purpose of applying for asylum in terms of the Refugees Act No. 130 of 1998
2. The permit holder shall, without expenses to the state, leave the Republic on before such later date as duly authorised by a Refugee Status Determination Officer if his/her application for asylum has been rejected
3. The permit entitles the holder to [WORK AND STUDY]
4. Failure to comply with the conditions of this permit will be dealt with in terms of Section 37 (b) and Section 22 (e) of the Refugees Act 1998.
5. All permit holders are obliged to respect the laws of South Africa
6. This permit will lapse if the permit holder does not appear in person as required at the designated Refugee Reception Office or if he/she departs from the Republic without prior authorisation from the Director General.
7. All other permits issued prior to the issuance of this permit are automatically nullified.
8. Other conditions [REDACTED]

ISABELLE NSUKA
I, ISABELLE NSUKA, Director General, Department of Home Affairs, do hereby certify that the above information is true and correct and that a breach thereof will result in an offence in terms of Section 37 of the Refugees Act.

PLACE: Cape Town DATE: 2021-07-05

REFUGEE RECEPTION OFFICIAL: [REDACTED] CAPTURED BY: [REDACTED] PRINTED BY: [REDACTED] FINGER IMPRESSION: [REDACTED]

NAME: [REDACTED]

APPOINTMENT/FORCE NO: [REDACTED]

DATE: [REDACTED]

PLACE: Cape Town

ORIGINALLY ISSUED IN: Cape Town NUMBER OF EXTENSIONS: [REDACTED] PERMIT EXPIRY DATE: [REDACTED]

PERMIT HOLDER SIGNATURE: [REDACTED] REFUGEE OFFICIAL SIGNATURE: [REDACTED]

For verification of this document, please contact DHA verification.ctro@dha.gov.za



Your renewed permit will look like this!



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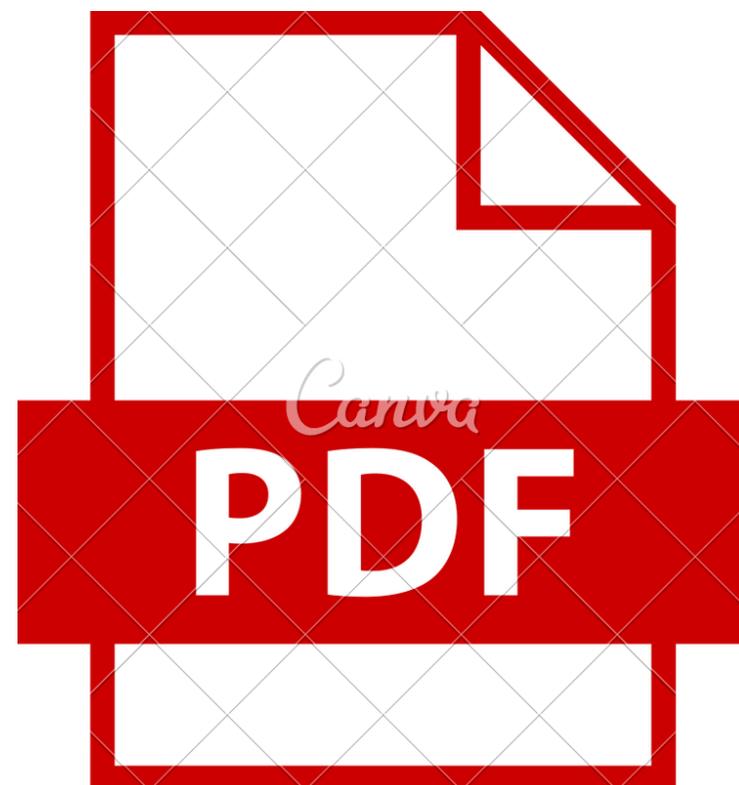
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STEP 7

IMPORTANT POINTS TO NOTE

- When you receive your document, it will be sent to your email address as a PDF.
- The PDF will be password protected. The password is your file number. You must enter the file number as it is written on your document. Documents will have a COVID-19 watermark across it.
- If your employer or anyone wants to verify your asylum permit, they must email verification.ctrro@dha.gov.za (If your file is from Cape Town)





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IF YOU NEED ASSISTANCE PLEASE CONTACT US



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Kramer Law School Building
Middle Campus
1 Stanley Road
Rondebosch
7701

Telephone: (021) 650 5581 Email: refugeelawclinic@uct.ac.za



078 594 5591

072 499 8146

063 656 5080



UCT Refugee Rights Clinic