

HOW CAN I APPLY FOR "FAMILY JOINING" ONLINE?

This document is to help people understand the asylum system in South Africa. Please note that this is a guide only. It is not legal advice. This information might change. Visit www.scalabrini.org.za/information-about-asylum-in-south-africa for updated information. The Scalabrini Centre of Cape Town will not be held liable for action taken based on this document.

STEP 1



MAKE SURE YOU HAVE YOUR OWN PERSONAL E-MAIL ACCOUNT.

STEP 2



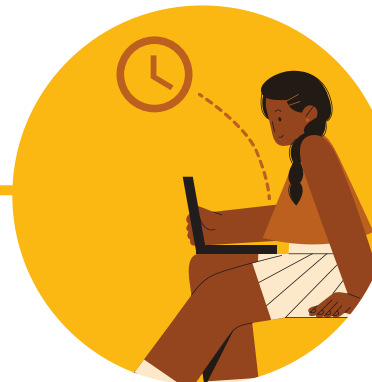
E-MAIL THE CORRECT REFUGEE RECEPTION OFFICE.

STEP 4



ATTEND YOUR APPOINTMENT AT THE REFUGEE RECEPTION OFFICE, IN PERSON.

STEP 3



AWAIT A REPLY. AN APPOINTMENT LETTER WILL BE SENT.

FIND OUT MORE ON THE NEXT PAGE



STEP 1 ENSURE YOU HAVE YOUR OWN EMAIL ADDRESS



For this process, it is very important that you have your own e-mail address. If you do not have your own e-mail address, you must create one. Do not use a general e-mail address in an internet cafe or any e-mail address shared by others. It must be your own personal e-mail address. You must be able to access this e-mail account in the future, so make sure to remember your log-in details and password. Many of Home Affairs' services are now online. We recommend using the same personal e-mail account when you interact with Home Affairs.

STEP 2 E-MAIL THE CORRECT REFUGEE RECEPTION OFFICE



To apply for "family joining," you start the process by sending an e-mail. However, later in the process, you will have to go, in person, to a Refugee Reception Office for an in-person appointment. Make sure you send your e-mail to the Refugee Reception Office where you got your last extension on your asylum or refugee document. Select the correct e-mail address from the list below:

CAPE TOWN REFUGEE RECEPTION OFFICE	inquiries.ctrro@dha.gov.za
PRETORIA (DESMOND TUTU) REFUGEE RECEPTION OFFICE	inquiries.dtrro@dha.gov.za
MUSINA REFUGEE RECEPTION OFFICE	inquiries.musinarro@dha.gov.za
DURBAN REFUGEE RECEPTION OFFICE	inquiries.durbanrro@dha.gov.za
GQEBERHA REFUGEE RECEPTION OFFICE (FORMERLY PORT ELIZABETH)	inquiries.perro@dha.gov.za

In your e-mail to the Department of Home Affairs, you can write in the subject line: "Family Joining" and then your name and permit number (file number). In the e-mail, you can write, "Dear Sir or Madam, I am kindly requesting family joining for my husband / wife / children / elderly parent." Put your full name, permit number, and cell phone contact on the e-mail too. Send the email.

STEP 3 AWAIT AN APPOINTMENT LETTER + GO TO APPOINTMENT



After you have e-mailed the Department of Home Affairs, they will email you back with an appointment letter. This will be attached to the e-mail. It will state when you must go to the Refugee Reception Office.

- Make sure that you go to the Refugee Reception Office for your appointment.
- Bring the people with you that you want to join into your file. This might be your spouse (husband or wife), elderly parent, or children.
- Bring any important documents with you such as marriage certificates and birth certificates, and any other important documents that prove the fact that these are your family members.

REMEMBER, THIS WHOLE ONLINE PROCESS IS **FREE OF CHARGE.**

