**DOCUMENTS NEEDED FOR FOREIGN TEACHERS/SPECIALISTS WORKING AT ULIS**

**1.    Documents needed to get short-stay working visas for experts working less than 3 months (submitted to ULIS International Office 45 days before visa date)**

a.      CV in Vietnamese or in a foreign language with translation into Vietnamese

b.      Copies of relevant degree certificates (BA, MA, PhD,…)

c.       Proofs of at least 2 years of cumulative relevant work experience (verified by previous employers)

d.      A copy of ID page of passport (valid for more than 3 months)

**2.    Documents to get visas for experts working more than 3 months, up to 1 year, (submitted to ULIS International Office 60 days before visa date)**

a.      Medical certificate issued by relevant health authorities in the home country or Vietnam within the last 12 months

b.      Police check (criminal record) issued by relevant authorities in the home country or Vietnam within the last 6 months

c.       Copies of relevant degree certificates (BA, MA, PhD,…)

d.      Teaching certificates issued by relevant authorities in the home country or Vietnam (if the work purpose is teaching)

e.      Proofs of at least 3 years of cumulative relevant work experience (verified by previous employers)

f.        CV in Vietnamese or in a foreign language with translation into Vietnamese

g.       A copy of ID page of passport (valid for more than the requested length of stay)

h.      Online passport photo (plain white background, clear face, not eyeglasses, taken within the last 6 months)

**Notes:**

* + All photocopies of original documents in foreign languages need to be **certified** by competent authorities of the home country and **authenticated** by Vietnamese consulates, then translated into Vietnamese (2 **notarised** copies).
  + If all the above 8 documents cannot be secured 60 days before arriving at ULIS, the foreign expert can get a 3 months working visa and prepare the required documents while working in ULIS in order to get the work permit and then a long-stay visa.
  + If the required documents are not secured and work permit not granted, the expert has to exit Vietnam after the 3 month visa expires.

**3.    Documents needed to get visas for language teaching interns (up to 1 year): same as short stay working visa**