

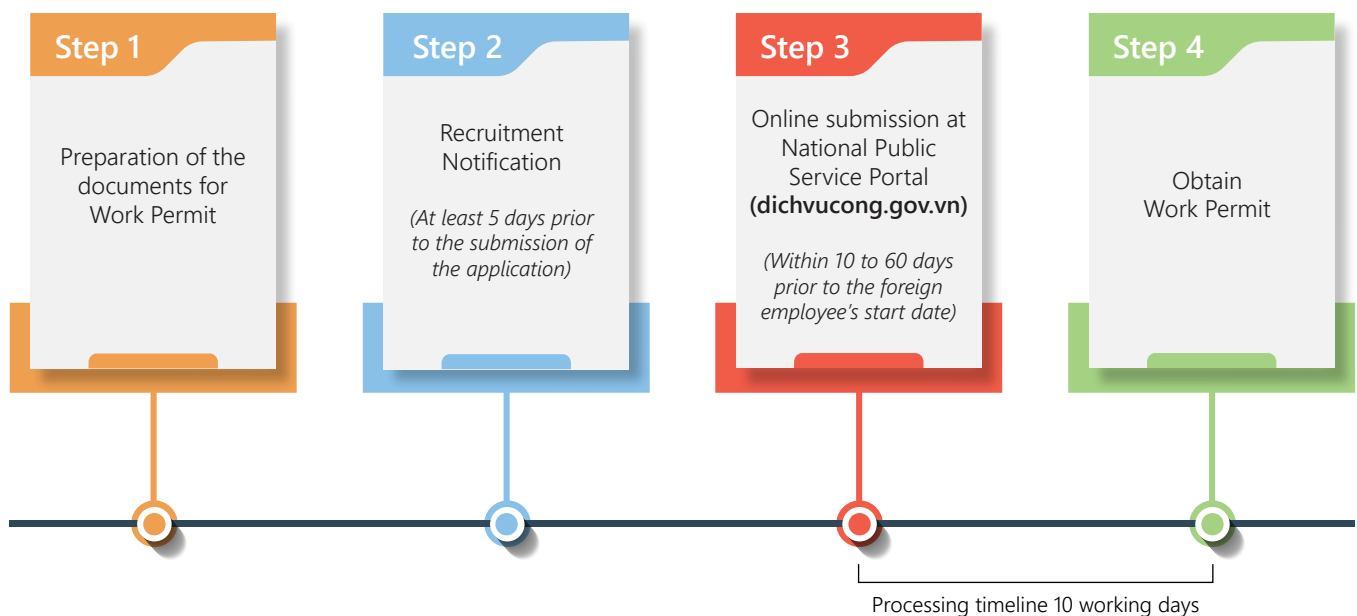
GUIDE TO OBTAINING A WORK PERMIT FOR FOREIGN EMPLOYEES IN VIETNAM - 2025

A Work Permit is an official document issued by the Vietnamese authorities, granting permission to a foreign employee to lawfully work in Vietnam for a specific employer. It also serves as proof of the employee's lawful rights and interests in labor relations under Vietnamese law.

Pursuant to Decree No. 219/2025/ND-CP ("Decree 219"), which introduced new regulations on foreign employees in Vietnam and took effect on 7 August 2025, the procedures for obtaining a Work Permit are as follows:

I. Newly issued Work Permits

For cases where foreign employees intend to legally work and carry out employment activities in Vietnam.



Required document

1. Application form completed by the employer.
2. Health certificate: Issued by a qualified medical examination and treatment establishment; no hard copy required if results are available on the Health Examination and Treatment Management Information System or the National Health database (remains valid within 12 months).
3. Valid passport.
4. Criminal record certificate (Issued within 6 months).
5. Color photograph (size 4 cm x 6 cm), white background, full-face, bareheaded, without glasses: 2 photographs.
6. Documents proving form of employment (on a case-by-case basis): As stated in Clause 6 Article 18 Decree No. 219.
7. Document proving the foreign employee's role as a manager, a chief executive officer, an expert, or a technical worker (on a case-by-case basis): As stated in Article 19 Decree No. 219.

* **Validity:** A maximum of 2 years.

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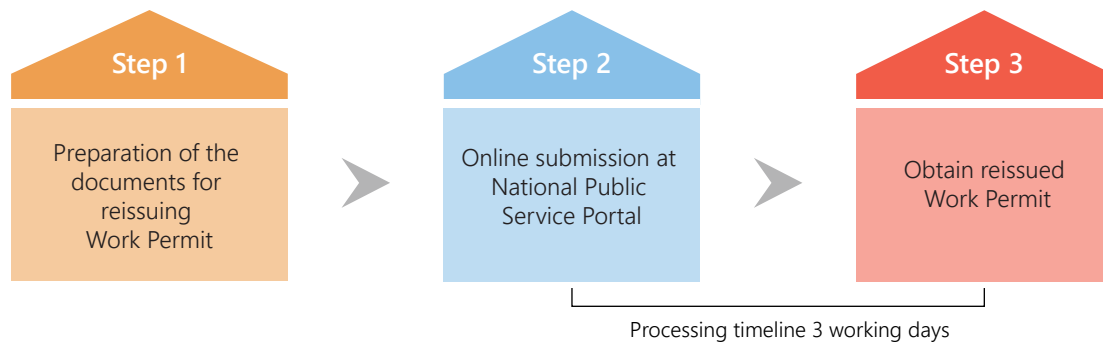
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II. Reissuing Work Permits

For cases where:

- Lost or damaged unexpired Work Permits.
- Updates to information on an unexpired Work Permit: the employee's name, nationality, passport number, or employer's name (without changing the employer's registration number).



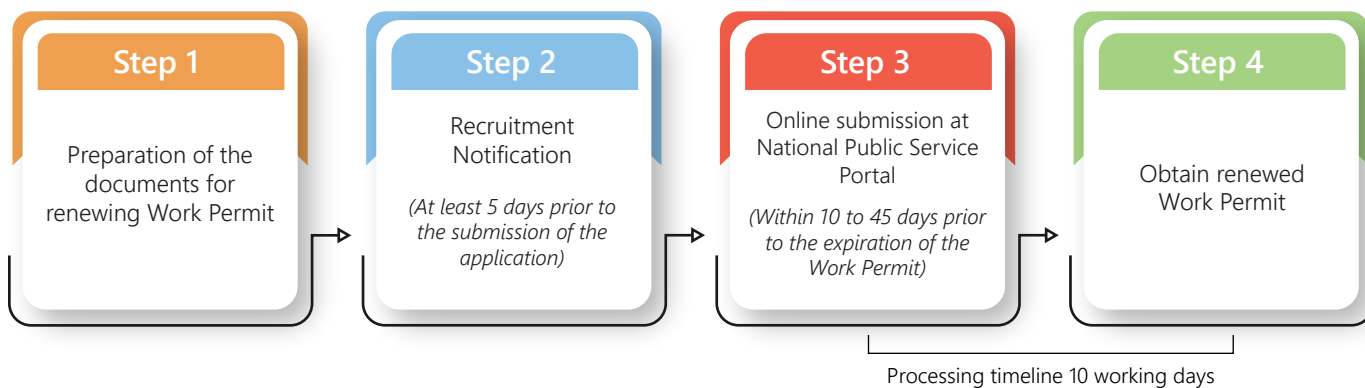
Required document

1. Application form completed by the employer.
2. Color photograph (size 4 cm x 6 cm), white background, full-face, bareheaded, without glasses: 2 photographs.
3. Documents proving the changed content: The employee's name, nationality, passport number, or employer's name (without changing the employer's registration number).
4. The unexpired work permit, except in cases where lost.

* **Validity:** Equal to the remaining period of the original work permit, less the time already worked.

III. Renewing Work Permits

For cases where a foreign employee wishes to continue working legally and carrying out professional activities in Vietnam.



Required document

1. Application form completed by the employer.
2. Health certificate: Issued by a qualified medical examination and treatment establishment; no hard copy required if results are available on the Health Examination and Treatment Management Information System or the National Health database (remains valid within 12 months).
3. Valid passport.
4. Color photograph (size 4 cm x 6 cm), white background, full-face, bareheaded, without glasses: 2 photographs.
5. An existing Work Permit that remains valid.
6. Documents proving form of employment (on a case-by-case basis): As stated in Clause 6 Article 27 Decree No. 219.

***Validity:** Can only be renewed once, with a maximum validity of 2 years.

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