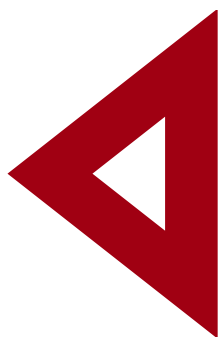


A step-by-step guide to

GETTING A WORK PERMIT

Working legally in Vietnam with APAX



AN IMPORTANT NOTE

We will help you with most of steps at each stage, but there will be independent administration for you to complete in terms of having documents go through various national bodies e.g. embassy or foreign affairs entities. Depending on your nationality, and from which country you obtained your degree and TEFL certificates, you may have to ensure this is done prior to entering Vietnam. Each country has its own process, and by now you will have had your individual circumstances and pathway to getting the admin completed explained to you. If you have any remaining questions about legalisation or notarisation, please let us know. **Please note: exact monetary figures are subject to change.**

IN BRIEF

This is a brief rundown of the process of obtaining a work permit, which was provided during the interview (steps may differ in order depending on where you are):

- Legalisation, notarisation, or certification of your documentation, including affidavits for any name differences
- Obtain the business letter from APAX as an invitation into Vietnam
- After a minimum of 5 business days, fly into Vietnam
- Pay for visa upon arrival at the airport
- Submit documentation to APAX, complete health check and successfully pass training
- Receive work permit within 1-2 months of submissions
- Receive residency card 7 days thereafter

FIRST STEPS: BUSINESS INVITATION LETTER

In order to begin working with us in Vietnam, you must enter (or re-enter) the country with a business invitation letter provided by APAX English.

For most nationalities apart from UK and RSA or those with a certificate from UK or RSA (see next page), this is the first step you must complete. In order to get the letter, you need to take note of the following:

- You need email apaxvisa@apaxenglish.com and cc geoffsokol@apaxenglish.com with your flight details, passport photo page, degree and TEFL certificates (and, if leaving and re-entering Vietnam, a scan or photo of your visa exit stamp page proving you've left the country)
- The fees are as follows: \$50 at the airport, 550,000 VND in visa agent fees, and 200,000 VND in government processing fees payable at training
- It takes 5 business days to process, so plan accordingly
- You must be outside Vietnam to receive the business letter
- Once requested, APAX covers the visa fees up front. By requesting, you are agreeing to pay the fees back to us at your earliest convenience. Unpaid-for visas are cancelled after 1 week due to legal obligations



FIRST STEPS: DOCUMENT CERTIFICATION

For most nationalities with certificates from your country of origin, you can take copies of your university degree, teaching certificate, and home country criminal background check (CBC), along with the originals, to your embassy in Vietnam, for certification.

If you have different names on any of your documents which do not match your passport, you'll need an affidavit (see page 5)

If you do not have a CBC from your home country, we can obtain a local Vietnamese police check (please see page 7).


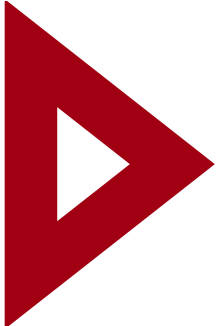


UK & RSA

If your degree and/or TEFL certificates are from the UK or RSA, there are specific steps you must follow and will have been provided with before and during interview. These steps **must** be completed before you arrive in Vietnam to begin working with APAX English.

You can use a company with consular ties. Currently, we recommend using Vital Consular if you are in the UK, and we have provided a list of recommended companies for RSA separately on the website, so please check this out.

You can let whoever you use know that APAX sent you!



THE AFFIDAVIT

If you have different names, including middle names, on any of your documentation or passport, you need an affidavit.

You must take into account the following for affidavits:


- All documents must display your full name exactly as stated on your passport, or you will need an affidavit
- An affidavit can be signed at your national embassy to correct names on official documents
- Most embassies will provide this service from within Vietnam, but the onus is on you to contact your embassy prior to arriving in Vietnam to work with APAX in order to ascertain whether you can do so or will need to make alternative arrangements
- Generally, you will need to book an appointment in advance with your embassy
- If you do need to make alternative arrangements or your embassy denies your request for an affidavit, please contact us for guidance



TRAINING WEEK

You must attend and successfully pass as part of the work permit process

During training week you will:

- Submit your completed documentation from the last step, along with three 4x6cm sized photos on a white background and with no glasses and wearing collared shirt, at headquarters
 - Undergo a health check with the rest of the training group (this will be organised with you). Bring one 4x6cm sized photo on a white background and with no glasses and collared shirt for the health check form
 - Submit scans of the picture page and the most recent visa in your passport
 - Register with the Vietnamese police and, if you do not have a CBC, obtain a Vietnamese police background check (see page7)
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LOCAL VIETNAMESE POLICE REGISTRATION

Plus obtaining a police check

You must register with the local police, the process for which depends on the location from which you are applying.

You should give your resident registration form provided during contract signing to your landlord for your landlord to register your place of residence. If a new resident registration form is required, you should send an email request to fmd@apaxenglish.com.

For those without a CBC, a local Vietnamese police check can be obtained for 200,000 VND. This takes approximately 2 weeks to process.



GETTING THE CHECK

You must attend the Department of Justice, located at 1B, Trần Phú, Vạn Quan, Hà Đông, in room 106.

You must bring two copies of the police resident registration, copies of the picture page and the most recent visa in your passport.

Email fmd@apaxenglish.com for translation of the application form. You will need to fill out the application form and photocopy in the room.

Please note: it is not necessary to obtain the Vietnamese police check if you have a home CBC stamped by your country according to the previously explained procedures.



FINAL STEPS

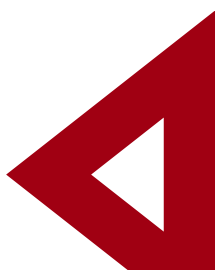
Obtaining the work permit

*FMD submits for you.
Once received, it lasts
for 12+ months.*

The validity depends on the government and the province(s) in which you are and/or will be working throughout your time with APAX.

All application documents are translated to Vietnamese, and submitted to the Ministry of Labour for approval. Email notification will be sent when the application is submitted with an ETA of work permit receipt. You'll be contacted once it is ready, and you can expect to have it within around 30 days.

Please note: to be eligible for the 25,000,000 VND startup bonus, you must have submitted all documentation within 14 business days of signing the contract.



RESIDENT CARD

The resident card (RC) allows you to avoid the hassle of visa runs every 3 months or whenever your visa expires, and is valid for 12+ months.

To obtain your resident card:

- You must have completed the work permit process through APAX
- You must submit your original passport, two 2x3cm (passport-size) photos with no glasses and wearing collared shirt
- You must pay 4,500,000-5,000,000 VND for the RC and agency processing fees, which can be submitted during the work permit application; the exact price depends on the government
- Once in receipt of the above, FMD will complete and submit the RC application form on your behalf
- You will be emailed on the date of submission and of an ETA
- Processing time is approximately 7 business days



COSTS & REIMBURSEMENTS

Check out this handy guide as to what you will need to cover upfront, what the company will cover for you, and what is reimbursed and when. Remember, there is the 25,000,000 VND start up bonus if you get your documents submitted in 14 days of the contract signing.

Item	Cost	Who Pays Upfront?	When?	Reimbursed?
Legalisation or certification	Dependent on nationality	Candidate	Before training	N
Flight	Dependent on candidate	Candidate	Before training	N
Business letter	550,000 VND	Candidate	Training	Y
Business visa	50 USD	Candidate	At airport	N
Government processing fees	200,000 VND	Candidate	Training	N
Health check fee	1,2-1,500,000 VND	APAX English	Training	Y
Work permit (WP) fee	4-5,500,000 VND	APAX English	Training	Y
Resident card (RC) fee	4-6,000,000 VND	Candidate	With WP receipt	N

In addition, remember:

- If you are from UK or RSA, legalisation before you come out to Vietnam is priority number one
- Bring mainly VND and some USD to pay for the visa
- You must have booked your flight to get the business letter, and have your business letter to get the visa at the airport
- Bring mainly VND in cash, and some USD to pay for the visa; USD can also be easily exchanged for VND in Vietnam
- The WP will be issued within 1-2 months of submission of all documentation
- The RC will be issued 7 days after the WP and you have made payment at headquarters