**PROCEDURE ON VISA ISSUANCE AND STAY EXTENSION FOR FOREIGNERS WORKING IN THUA THIEN HUE PROVINCE**

**I. INFORMATION**

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| **Field:** | [Consult General Affairs](http://tthc.thuathienhue.gov.vn/Content/Thutuc/linhvuc?iLinhVuc=75) |
| **Agency in charge** | [Foreign Affairs Department](http://tthc.thuathienhue.gov.vn/Content/Thutuc/donvi?iDonVi=17) |
| **Receiving unit:** | Division of receiving dossiers and giving results - Foreign Affairs Department, 24 Ly Thuong Kiet street - Hue city (Tel: 054.3822005) |
| **Receiving time:** | Monday to Saturday (7:30 am - 11:00 am; 2:00 pm - 4:30 pm) |
| **Processing time:** | **03** |
| **Fee** | No requirement |
| **Public service:** | **Level: 3 Register** |

**II. PROCEDURE**

**1. For organization/individual:**

- Step 1: Agencies, organization applying for visa and stay extension for foreigners complete the dossier as instructed in this Table. Completed dossier submitted at division of receiving dossiers and giving results, Foreign Affairs Department.

- Step 2: Directly receive result at division of receiving dossiers and giving results, Foreign Affairs Department.

**2. For agencies in charge**

- Step 1: Division of receiving dossiers and giving results of Foreign Affairs Department receives the dossier; checks the validity and adequacy of documents; asks for supplementary documents if the dossier is inadequate or invalid ;

- Step 2: Foreign Affairs Department processes the dossier and returns result in accordance with the return confirmation sheet sent to the organization/individual.

**Method of implementation:**

Organization/individual directly submits the dossier at division of receiving dossiers and giving results of Thua Thien Hue Foreign Affairs Department.

**III. DOSSIER**

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| **Name of the dossier** |
| The written request of the management agency (Original version) |
| Application form for visa issuance or stay extension (Original version, NA5 Form) (Original version) |
| Copy of passport, visa (Copy version) |
| Working contract of foreigner or Work permit in Vietnam (Copy version) |
| The operation permit of office, agency and organization if the foreigner is working in NGOs or foreign organizations in province (Copy version) |
| Work permit in Vietnam (Copy version) |

**Number of dossier: 02 sets**

**IV. LEGAL BASIS**

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| **Legal documents** |
| Resolution No. 21/2001/ND-CP of the Government dated May 28th, 2001 |
| Circular No. 08/2008/TT-BLDTBXH of Department of Labor - Invalids and Social Affairs dated June 10, 2008 |
| Resolution No. 34/2008/NĐ-CP of the Government dated March 25th, 2008 |