

This document is intended to provide advice to UK Nationals, and Non-Nationals with certifications issued by UK institutions, regarding the obtaining of a Work Permit in Vietnam.

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Overview

To work in Vietnam legally, you will need to obtain a Work Permit. For Full-Time employees, this is fully funded by Language Link. For Part-Time employees, Language Link will assist, but the cost will be covered by the employee.

The process for obtaining a Work Permit includes the Legalisation of your documentation, namely the following documents:

- a. Degree certificate
- b. Educational certificate (e.g. CELTA, TEFL etc)
- c. Police disclosure document
- d. Reference from an employer (*Language Link will advise if this is necessary during your application*)

Each document needs to be stamped by **BOTH** the relevant UK Legalisation Office **AND** the Vietnamese Embassy in the UK.

The process for getting documents Legalised has recently changed. Currently, the British Mission (Embassy) in Vietnam (Hanoi and Ho Chi Minh City) **does not provide legalisation services for documents related to obtaining a Work Permit for working in the Education field.**

Statement from British Mission in Vietnam

Please see following, the official statement from the British Embassy in Hanoi (this is lifted directly from their website - <https://www.gov.uk/guidance/notarial-and-documentary-services-guide-for-vietnam>).

STATEMENT FROM THE BRITISH EMBASSY

LEGALISATION OF UK DOCUMENTS

Effective from 13 November 2017

Legalisation is the official confirmation that a signature, seal or stamp on an official public document is genuine. UK public documents are legalised with an apostille attached by the Legalisation Office. To get a UK document legalised for use in Vietnam, you need to:

Contact the FCO Legalisation Office in the UK

Visit <https://www.gov.uk/get-document-legalised> to check if the document can be legalised by using the 'Check your documents' option. Your document may require certification by a UK Solicitor or Notary Public before it can be legalised.

You should apply online for the legalisation service.

The turnaround time is normally 2 working days excluding postage time, or up to 10 days during peak periods around Easter and summer.

The Legalisation Office can return your documents by courier to you in Vietnam or an address in the UK, including the Vietnamese Embassy. If you need any help with your application please email: legalisationenquiries@fco.gsi.gov.uk

And then have the documents legalised by the Vietnamese Embassy in London

You can either go in person or send the documents by courier.

Contact the Vietnamese Embassy (at <http://www.vietnamembassy.org/uk> & consular@vietnamembassy.org.uk) for further advice about the cost and postal arrangements before you send your documents. Their published turnaround time for legalising documents is 5 working days, excluding postage time.

Notice:

You can either do this yourself or employ a commercial provider to do it on your behalf.

There is no requirement for the British Embassy in Hanoi or the Consulate General in Ho Chi Minh City to view or stamp these documents once they have been legalised by the Vietnamese Embassy in London.

This information is provided as a general guide and is based upon information provided to the Embassy by the relevant local authorities and may be subject to change at any time with little or no notice.

END STATEMENT

Regarding your Educational Certification

If you have a TEFL certification, you will need to check that your document can be legalised by the Legalisation Office. The advice regarding this is that there are many organisations that provide TEFL courses and issue qualifications. However, not all TEFL service providers are recognised in the UK. The UK Apostille (which is needed to get the Legalisation) can only be issued to TEFL certificates that meet the following criteria:

- The company issuing the TEFL must be based in the UK. While many 'appear' to be UK based with phone numbers and a UK address, they are often overseas businesses using a UK developed learning program. Check if your TEFL was provided by a genuine UK based service. Documents that were not issued by a UK company cannot be legalised.
- The certificate must clearly show that the TEFL qualification was obtained by following a training course. It cannot be called a Diploma, Degree or Masters. It must not sound like a university has issued the document.

The Legalisation Office can Legalise either your original UK educational documents, or photocopies. Both original and copies must be signed, dated and certified in the UK by a UK practicing solicitor or notary public before being submitted to the Legalisation Office for Legalisation. The authorities in Vietnam will accept 'original photocopies'. To clarify they will accept a photocopy of your documents, **but with an original stamp**. They will not accept a photocopy of the stamped document.

The Legalisation Office understand that it can be difficult for customers who are already overseas to get their documents certified by a UK-based solicitor, as such, they are able to accept original Educational Certificates which have been certified by the British Council, but please be aware that not all British Councils are able to provide this service. (Please note: The British Council cannot certify your TEFL certificate, but a solicitor or notary public can.)

Regarding your Police Disclosure Document

Police Disclosure documents (a.k.a Police Check) must be submitted to the Vietnamese authorities **within 6 months of issue**. Therefore to ensure that the document is still valid when it is submitted, Language Link requires that your document **be no more than 5 months old** when the Legalisation Process starts.

The Legalisation Office will only authenticate original police documents that have been signed by a relevant police official. Some documents, such as a Disclosure certificate, may not be signed however the original certificate can be signed, dated and certified by a solicitor or notary public using the guidelines as laid out on their website. You can find more details using the document checker at www.gov.uk/get-document-legalised.

If your documents meet their requirements they legalise them by attaching an apostille that they sign and emboss, then despatch the documents to the return address provided, either by UK courier (if you pay to use their courier service) or using a pre-paid, self-addressed envelope that you have provided.

Supplementary notes from the Legalisation Office in the UK

They do not send documents to Embassies or similar as part of their procedure (they typically return documents to the customer), however they have advised that you are welcome to use an Embassy address as the return address for your application. As you need to send them to the Vietnamese Embassy in the UK, you could use this address (available from the Vietnamese Embassy). If you do this, they recommend providing a separate envelope with a covering letter for the Vietnamese Embassy requesting what needs doing and providing a pre-paid envelope to return your documents to Vietnam.

Additional information regarding Language Link policy

The cost of completing Legalisation from Vietnam can be expensive (ranging from £200+ per document) depending on how you do it and what you need to have done.

A number of agencies are offering full apostille and Legalisation services for people already overseas.

An example of one such agency is Hague Apostille (<http://www.hagueapostille.co.uk>). They have agreed to provide an LLV rate for LLV employees. HR can provide you with this form.

Please note that Language Link has no affiliation with this organisation, nor can we vouch for their effectiveness, competency or competitiveness compared with other agencies that may offer a similar service. Should you use their services, you do so at your own risk.

In all cases, where possible, Language Link requests that prospective teachers complete their Document Legalisation in the UK, prior to coming to Vietnam. This is also the advice from the British Embassy, in line with a mandate from the Vietnamese Government. Completing the Legalisation Process in the UK is cheaper and less time consuming.

For non-UK Nationals

For non-UK nationals who need to get documents from British Institutions (such as a CELTA) Legalised, you will need to follow the same process as described in the British Embassy statement included in this document.