

## **Requirements for new work permit**

### **1. For governmental organizations**

1. Four copies of an application form from the employing organization;
2. support letter from the immediate project supervising government organization;
3. photocopy of passport of the employee and valid Business visa;
4. five passport size recent photos of the employee,
5. support letter from the ministry of health or education, if the employee is going to work in health or education sector, respectively;
6. educational certificate and work experience;
7. work permit service fee, Birr 600.00 (six hundred Birr)

### **2 For private Organizations**

1. Four copies of an application form from the employing organization;
2. Investment Certificate issued by the Ministry of trade and industry, or trade license of the Organization if the head officer of the same is outside Ethiopia;
3. Photocopy of passport of the employee and valid business visa
4. Support letter from the ministry of health or education, if the employee is going to work in health or education sector, respectively;
5. Support letter from appropriate organization; five passport size recent photos of the employee; educational certificate and work experience work permit service fee, Birr 600.00

### **3. For Non-governmental organizations**

1. Four copies of an application form from the employing organization;
2. Registration certificate from charities and societies Agency;
3. Support letters:-
  - Support letter from the ministry of health or education, if the employee is going to work in health or education sector, respectively;
  - Support letter from appropriate organization for the employee of Association;
4. Educational certificate and work experience;
5. Photocopy of passport of the employee and valid business visa;
6. Five passport size recent photos of the employee;
7. Work permit service fee, birr 600.00 (six hundred Birr);

## **Requirements for renewal**

### **1. for governmental organization**

1. two copies of work permit renewal applications form;
2. support letter from project implementing governmental organization
3. support letter from the ministry of health or education, if the employee is working in the health or education sector, respectively;
4. Photocopy of the employee's residential permit.
5. work permit card of the employee, (if there is an extra page of work permit card, on passport size photo of the employee);
6. work permit service fee, Birr 500.00 (five hundred birr)

### **1. for private organizations**

1. Two copies of work permit renewal application form;

2. investment certificate issued by the investment Agency, or business license issued by ministry of trade and industry, or trade license of the organization if the head office of the same is outside Ethiopia;
  3. Support letter from the ministry of health or education, if the employee is working in the health or education sector, respectively.
  4. Support letter from appropriate organization;
  5. Photocopy of the employee's residential permit;
  6. Work permit card of the employee, (if there is no extra page of work permit card, in passport size photo of the employee);
  7. Work permit service fee, birr 500.00 (five hundred birr)
3. for non-government organizations
1. two copies of work permit renewal application form;
  2. registration certificate from chariest and societies agency;
  3. support letters:-
    - support letter form ministry of agriculture and rural development, disaster prevention & preparedness sector, for project experts/staff;
    - support letter from the ministry of health or education, if the employee is going to work in health or education sector, respectively;
    - support letter from appropriate organization for the employee of association;
  4. photocopy of he employee's residential permit;
  5. work permit card of the employee,(if there is no extra page of the work permit card, on passport size photo of the employee);
  6. work permit service fee, birr 500.00

### **Requirements of clearance**

1. A letter of application for clearance from the employing organization;
2. the working permit card of the employee;
3. For expired work permits woe permit service fee of birr 500.00 (five hundred Birr).

### **Requirements for replacement**

1. A letter of application for replacement of work permit card from the employing organization;
2. evidence for, police about the lot work permit card;
3. 400 Birr (Birr, four hundred) to replace damaged/lost work permit.