

Requirements and documents to be submitted with NEA, EC, OC and SC Applications

(Effective August 01, 2009)

FES, MHRYS

NEA Applications:

1. Passports' data page copies (copies must be legible and passports must have a validity of at least a year).
2. For professional category NEA Applications, attested (from an official institution in Country of origin) copies of educational and/or professional certificates. Those submitting attested copies of university degrees, must submit attested copies of transcripts therewith.
3. For non-professional, semi-skilled category NEA Applications, attested (from an official institution in Country of origin) copies of trade certificates and/or documents evidencing at least two years work experience in the applied occupation.
4. Unless pre-verified, originals and copies of Employers' ID card(s) or Companies' registration certificate(s) whichever is applicable. All originals will be returned instantly after verification.
5. Job description.
6. Deposit payment to Department of Immigration and Emigration endorsed by the Department.

EC Applications:

1. Employee's passport and passport's data page copy. Copy must be legible and passport must have a validity of at least six months. Passport will be returned instantly after verification.
2. Employment Approval original.
3. Original and copy of NEW Employers' ID card or Company registration certificate whichever is applicable. All originals will be returned instantly after verification.
4. Job description.
5. Deposit payment to Department of Immigration and Emigration endorsed by the Department.

OC Applications:

1. Employee's passport and passport's data page copy. Copy must be legible and passport must have a validity of at least a year. Passport will be returned instantly after verification.
2. Employment Approval original.
3. For professional category EC Applications, originals and copies of educational and/or professional certificates. Those submitting university degrees, must submit transcripts therewith. All originals will be returned instantly after verification.
4. For non-professional, semi-skilled category EC Applications, originals and copies of trade certificates and/or documents evidencing at least two years work experience in the applied occupation. All originals will be returned instantly after verification.
5. Job description.

SC Applications:

1. Employee's passport and passport's data page copy. Copy must be legible and passport must have a validity of at least a year. Passport will be returned instantly after verification.
2. Employment Approval original.