

WHAT IS AN EMPLOYMENT PERMIT?

An employment permit is a legal document granting an employer permission to hire a non-citizen to work for a specific time.



REQUIREMENTS TO OBTAIN AN EMPLOYMENT PERMIT



- ◆ All non-citizens who wish to work in Samoa must have a valid Employment Permit issued under the authority of the Minister of Commerce, Industry and Labour (MCIL) if employed for more than 3 months.
- ◆ The non citizens must only work in the occupation and for the employer which the permit was issued for.
- ◆ Employers are not allowed to poach or employ non-citizens while his/her Contract of Employment exists with another employer.
- ◆ The non citizen must carry at all times the permit Identification Card issued by MCIL

- ◆ Upon the cessation of the employment arrangement, the permit is subject to cancellation and the non-citizen must leave the country
- ◆ Upon exceptional circumstances the employer may apply for a new permit to continue working in Samoa.
- ◆ It is the responsibility of the employer to notify MCIL on early termination of the non-citizens employment
- ◆ Once an Employment Permit is issued, Immigration Services will then issue a temporary residence visa

BUSINESS CHECKLIST



- ◆ Cover letter explaining rationale for employing a foreign employee
- ◆ Completed, signed FEEP application form
- ◆ Appropriate application fee and lodgement fee
- ◆ Two passport-sized colour photographs
- ◆ Passport or travel document (copy)
- ◆ Employee / Employer Information
- ◆ Medical Clearance Report
- ◆ Police Clearance Report

Qualifications /Training /Employment

- ◆ Evidence of qualifications relevant to job offered. **All qualifications must be certified by the Samoa Qualification Authority (SQA) before any FEEP application is assessed - For more information visit the SQAs' website www.sqa.gov.ws.**
- ◆ Evidence of work experience relevant to job offered
- ◆ Any relevant work references related to the proposed job
- ◆ Copy of the Job Offer letter
- ◆ Copy of a job description (JD)
- ◆ Signed Contract Employment / Arrangement detailing working terms and conditions of the job offered
- ◆ Copy of Advertisement for job prior to recruiting a foreign employee
- ◆ Copy of current Business License
- ◆ Copy of current Foreign Investment
- ◆ Copy of payroll (one period wages of business)

DOMESTIC WORK CHECKLIST



- ◆ Cover letter explaining rationale for employing a foreign employee
- ◆ Completed, signed FEEP application form
- ◆ Appropriate application fee and lodgement fee
- ◆ Two passport-sized colour photographs
- ◆ Passport or travel document (copy)
- ◆ Employee / Employer Information
- ◆ Medical Clearance Report
- ◆ Police Clearance Report

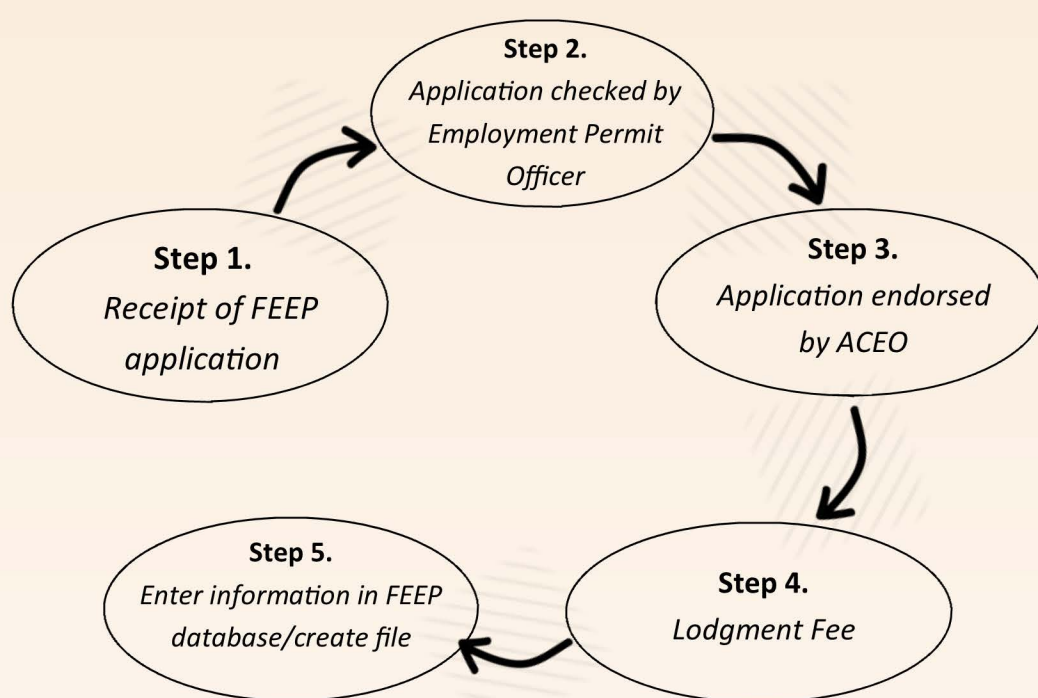
Qualifications /Training /Employment

- ◆ Evidence of qualification / training relevant to job offered. **All qualifications must be certified by the Samoa Qualification Authority (SQA) before any FEEP application is assessed - For more information visit the SQAs' website www.sqa.gov.ws.**
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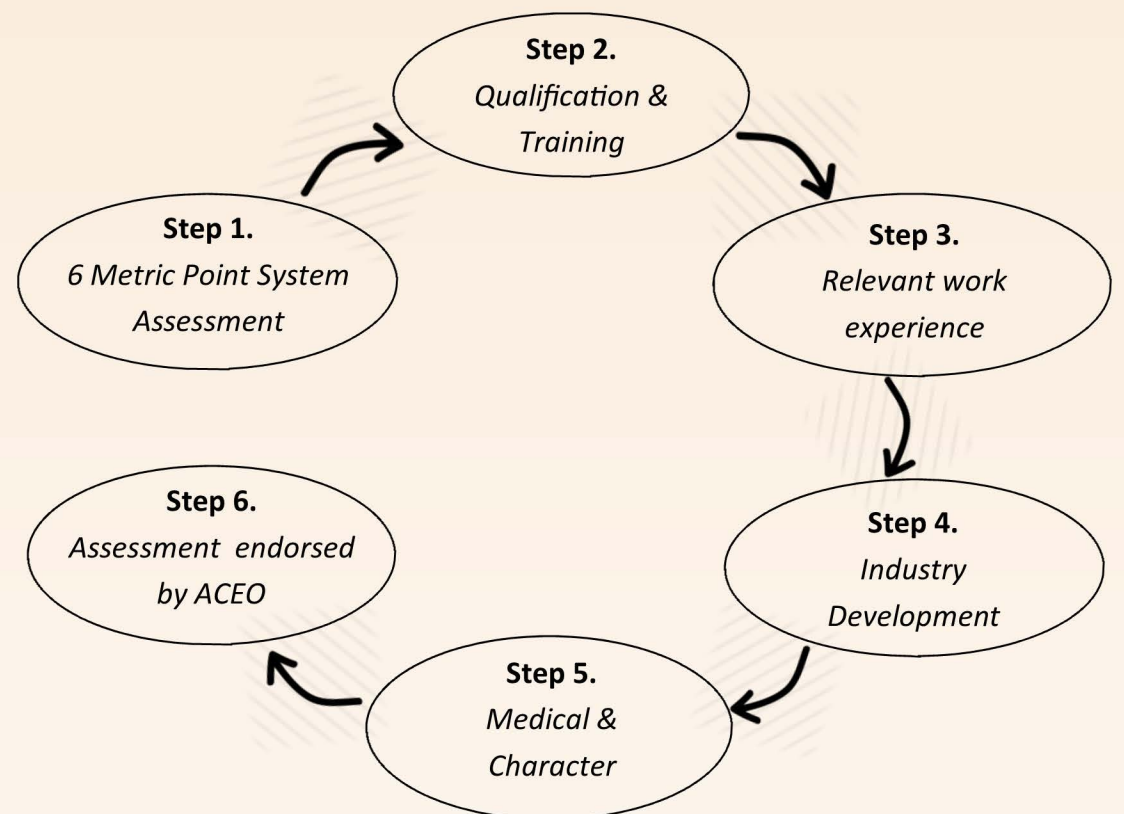
Overview of the Foreign Employee Employment Permit



PHASE 1: PRE-ASSESSMENT



PHASE 2: METRIC POINT SYSTEM ASSESSMENT



PHASE 3: POST ASSESSMENT

