



## VIETNAM VISA EXEMPT PROCESS

(for Asean / Japanese / Korean / German / UK / French / Spanish / Italian etc<sup>1</sup>)



It is important for all visitors and volunteers who would like to take part in HFHV's programs to follow the below guidelines for obtaining the appropriate permission which must be processed through HFHV and Local Government Authority.

List of visa exemption: <http://www.chinhphu.vn/portal/page/portal/English/visa-procedure><sup>2</sup>

### A. Overview of HFHV's process with the Vietnam authorities

1. HFHV must first seek approval from the local authorities in the location of the volunteer build.
2. This approval requires HFHV to submit volunteer details including copies of passports all together. Therefore, if some volunteers are traveling earlier, the process must be started earlier in order to be completed for their entry date to Vietnam.
3. The local authorities will provide an approval letter to accept the team to come to the community.

### B. Required Steps and timeline

|   | Required steps   | Timeline   | Person in charge                    |
|---|--|--|-------------------------------------|
| 1 | Team Leader submits to Hosting Coordinator: <ol style="list-style-type: none"> <li>(1) Final team list<br/> <br/>               GV list_form_visa exempt.xls</li> <li>(2) Arrival &amp; Rooming List<br/> <br/>               Arrival Rooming list_form.xls</li> <li>(3) Passport Scanned Copies<br/>               Important information should be noted:               <ul style="list-style-type: none"> <li>- Passport must be at least <u>6 months</u> valid from the departure date</li> <li>- Finalized build schedule</li> </ul> </li> </ol> | At least <b>8 weeks</b> prior to the departure date of first volunteer | Sending Coordinator/<br>Team Leader |

<sup>1</sup> Please see list of visa exemption

<sup>2</sup> For teams comprised of volunteers that are all citizens of countries exempt from visa AND are staying less than 15 days, this process timeline must be followed. However, if one or more volunteers within team need visa OR staying longer than 15 days, Visa Process timeline must be followed due to the fact that HFHV must submit permissions for the team all at one time. However, visa will be requested only for those volunteers who are not visa-exempted.

|   |   |   |                     |
|---|---|---|---------------------|
| 2 | Hosting Coordinator submits documents to Local Government and PACCOM<br>- Request Letter<br>- Build Schedule<br>- Final Team List | At least <b>8 weeks</b> prior to the departure date | Hosting Coordinator |
| 3 | Approval Letter issued by Local Government Authority  | at least <b>4 weeks</b> prior to the departure date | Hosting Coordinator |
| 4 | Team departs  | Departure date                                      | All team members    |

**Other important notes:**

No names added or no details changed are allowed after the final team list has been submitted. It is **IMPERATIVE** that all potential members are listed in the request with the correct passport information. If there is one change, the whole process must be started again from step 1...

Contact information:

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THANK YOU FOR YOUR ATTENTION!