



VIETNAM VISA PROCESS

Visa regulations governing volunteer engagement with NGOs in Vietnam are quite specific and include several different government offices. Therefore, 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 visa which must be processed through HFHV and PACCOM (The People's Aid Coordinating Committee who manages NGOs in Vietnam).

A. General Requirements from Vietnamese Immigration Department



1. Visa Type: **NN3** is compulsory (*tourist visa – DL is not allowed*)
NN3 - issued to people who come to work with foreign non-governmental organizations, representative offices, branches of foreign traders, representative offices of other foreign economic, cultural, professional organizations in Vietnam
2. Valid: 1 month
3. Entry: single entry
4. Location: Visa should be obtained prior to departure at the nearest Vietnam Embassy or Consulate.
5. List of visa exemption: <http://www.chinhphu.vn/portal/page/portal/English/visa-procedure>¹

B. 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 visa 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 PACCOM who will then submit to the immigration office.
4. Once processed, the immigration office will provide an official letter to HFHV that will support the NN3 visa request which we will then send to the Sending Coordinator/Team Leader.
5. With this letter, volunteers can submit their visa application to their local Vietnam Embassy.

¹ For teams comprised of volunteers that are all citizens of countries exempt from visa AND are staying less than 15 days, please see the HFH Vietnam Visa-Exempt Process for Global Village Volunteer. However, if one or more volunteers within team need visa OR staying longer than 15 days, this 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.

C. Required Steps and timeline

	Required steps	Timeline	Person in charge
1	<p>Team Leader submits to Hosting Coordinator:</p> <p>(1) Final team list</p>  <p>GV list_form.xls</p> <p>(2) Arrival & Rooming List</p>  <p>Arrival Rooming list_form.xls</p> <p>(3) Passport Scanned Copies</p> <p>Important information should be noted:</p> <ul style="list-style-type: none"> - Passport must be at least <u>6 months</u> valid from the departure date - Name of the nearest Vietnam Embassy/Consulate for visa obtaining - Finalized build schedule - Requested date for visa for the whole team based on the departure date of the first volunteer 	At least 10 weeks prior to the departure date of first volunteer	Sending Coordinator/ Team Leader ²
2	<p>Hosting Coordinator submits documents to Local Government and PACCOM</p> <ul style="list-style-type: none"> - Request Letter - Build Schedule - Final Team List - Requested date for visa - Visa pick up location 	At least 10 weeks prior to the departure date	Hosting Coordinator
3	<p>Visa Approval Letter issued by Vietnamese Immigration Department</p> <p>Hosting Coordinator sends Visa Approval Letter to Team Leader and Sending Coordinator</p>	at least 4 weeks prior to the departure date	Hosting Coordinator
4	<p>Team Leader or Sending Coordinator forwards Visa Approval Letter to all Team Members</p>	at least 4 weeks prior to the departure date	Team Leader
5	<p>Visa application process at Vietnam Embassy/ Consulate at location indicated in list (<i>could be sent by airmail</i>)</p> <ul style="list-style-type: none"> - Original passport (<i>valid at least 6 months from the departure date</i>) - 01 Passport photo (passport size) - Visa application form (<i>downloaded from the VN Embassy website in your country</i>) - Visa approval letter (<i>received from HFHV</i>) - Visa fees (<i>please check with the embassy</i>) 	At least 4 weeks prior to the departure time	All team members

² Please advise HFHV who is taking the lead on visa process

	<i>before submission)</i>		
6	Visa Stamp received from the Embassy/Consulate	At least 2 weeks before the departure time	All team members
7	Volunteer checks the visa issued and advises Team Leader/Sending Coordinator if it is not NN3.	Immediately	All team members
8	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...

Visa approval is NOT granted on a set timeline in Vietnam and may not be granted until it is very close to the departure (It takes the minimum of 10 weeks for visitors or groups to obtain the visa approval since submitting the passport information). Please allow plenty of time for the visa approval process when planning to visit Vietnam as part of HFHV's programs.

Please read the attached [FAQs for Vietnam Visa Process](#) for further information.

Emergency contact information:

Please contact:

- maianh.ho@habitatvietnam.org / Volunteer Program Manager or
- bay.to@habitatvietnam.org / Program Director

THANK YOU FOR YOUR ATTENTION!