



Viet Nam Visa Process Frequent Asked Questions

Questions / Concerns	Explanations
1. The visa application in Vietnam is a timely process. Why?	Due to Vietnam’s government system, the visa process included 2 approvals – first from the local authorities at the location of the build and second from the immigration office. The immigration office does not process visas until the approval from the local government authorities. Therefore, this unfortunately results in a timely process. . We thank you for your willingness to work with us through this.
2. Which type of visa will HFHV apply for?	Visa type - NN3
3. What does the visa type mean?	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
4. Will tourist visa (DL) be acceptable / allowed to enter into Vietnam as a volunteer?	No, it is not acceptable / not allowed Tourist visa (DL) – issued to foreigners entering Vietnam for traveling or tourism purposes
5. If I am an Asean/ Japanese/ Korean passport holders and stay in Vietnam less than 15 days, do I need a visa to Vietnam?	No, you don’t need a visa. However, your passport information must be submitted to HFHV at per requested timeline. Please work with your team leader and sending coordinator to know the plan.
6. But my travel agent/friend/dog’s cousin says I don’t need a business visa to volunteer....	There are clear regulations for the required visa for the type of volunteer work that HFHV engages volunteers and in order to operate our volunteer programs we must follow them. HFHV’s program relies on strong relationships with our local and national government partners. Not only will the individual volunteer face potential consequences, but HFHV’s volunteer program and overall housing program may be at risk in the event that we do not follow the agreed procedures.
7. Why can I not apply for the visa by myself?	For the appropriate type of visa, an approval from the local authorities from the construction project area is necessary. Therefore, a letter facilitated through HFH Vietnam is required.
8. What should I do when I receive the Visa Approval Letter from HFHV?	It is always best to contact with the registered Vietnam Embassy/ Consulate to check the requirements before submitting following documents to them (<i>by airmail</i>) <ul style="list-style-type: none"> - Original passport (<i>valid at least 6 months from the departure date</i>) - 01 Passport photo (<i>passport size</i>) - 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 before submission</i>)
9. What will I receive back from the Embassy/ Consulate?	Visa stamp on your original passport Please check the information if they are all correct: <ul style="list-style-type: none"> - Visa type: NN3 - Date of entry and exit - Length of stay - Times of entries: single or multiple

	If not correct, please contact to the Embassy immediately for revision. If the Embassy cannot/does not make the correction, please contact your team leader immediately so that they can discuss with the HFHV Volunteer Program Manager.
10. When should I expect to receive back my passport with visa stamp?	It is different by countries but maximum is 10 days.
11. My passport is less than 6 month valid from the departure date? What should I do?	You must renew your passport and submit to HFHV the new passport information. However, your new passport information must be sent to Team Leader and Hosting Coordinator at least 10 weeks prior to the departure date
12. I am planning to travel much earlier before the build starts, how can I get the visa permit earlier?	HFHV applies visa for the whole team <u>at once</u> . We cannot apply for visas individually. Please work with your team leader to discuss your travel plans to ensure that the visa can be obtained in time. Please note that <u>Team List</u> is required to be sent to HFHV at least 10 weeks prior to the first volunteer's departure date (<i>in this case it is considered your earliest departure date of the whole team</i>)
13. Can I get multiple-entry visa?	No, only single-entry visa is permitted. If your travel plans require a multiple visa, please share your travel itinerary and purpose and we will do our best to advise you regarding your options.
14. Can I get a visa valid for more than one month?	No, only one month valid visa is permitted. If you would like to stay in Vietnam longer than 1 month, a second visa will be necessary. If you plan to stay longer than the HFHV processed visa will allow, then you can apply for a tourist visa while in country to be used when the business visa is expired. If you plan to arrive earlier and the HFHV processed visa will expire before the end of the build, please contact your team leader so that they can share your travel itinerary with the HFHV Volunteer Program Manager and she will do her best to advise you regarding your options.
15. What happens if I enter into Vietnam with the wrong type of visa (not NN3)?	You will have to change to the right visa (NN3), otherwise you will be penalized by the Vietnam Immigration Department with a fine of approximately US\$1,000/each case. Unfortunately this will also require additional time and fees to change the visa.
16. Why can't I get a visa on arrival (instead of obtaining visa at the Embassy/ Consulate)?	The regulations that HFHV has accepted for its volunteer programs are visa issued by the Vietnamese Embassies and Consulates.
17. How much do I have to pay for visa obtained at the Embassy/ Consulate?	Visa fees are different by countries. Please kindly contact with the nearest Embassy/ Consulate at your country to ask for this
18. How do I fill out certain sections of the Visa Application Form	<p><u>Purpose of visit to Vietnam</u>: Volunteering with Habitat for Humanity International in Vietnam</p> <p><u>Full name of Vietnamese sponsor</u>: The People's Aid Coordinating Committee (PACCOM)</p> <p><u>Contact name, address</u>: The People's Aid Coordinating Committee (PACCOM) 105A Quan Thanh, Ba Dinh Ha Noi, Vietnam Phone: +84 (0) 4.3843 6936 Fax: +84 (0) 4.3845 2007</p>