



EMPLOYMENT VISA REQUIREMENTS

	REQUIRED DOCUMENTS	YES/ NO	REMARKS
1.	Visa application form <ul style="list-style-type: none"> Filled in and Printed Application (use the following link http://visa.mfa.gov.ua to fill-in ONLINE application) 		
2.	One recent colored photograph <ul style="list-style-type: none"> Must be a clear copy, high-resolution, white background and not older than 6 months Passport size : 4.5cm×3.5cm in width 		
3.	No-objection letter (NOC) from employer or sponsor <ul style="list-style-type: none"> A letter from the UAE Company must be original (signed & stamped). Letter must include employee's position, start date of employment, salary details and guarantees that the employee will return to his/her country and workplace after his/her travel. Must be dated not older than a month. It must have the company's full contact details (i.e. physical address and telephone/fax numbers, email/website). If the applicant is the owner or partner of the company, a copy of the trade license is required. ➤ Applicants under the sponsorship of a husband/father/mother/wife/employer visa*** Sponsorship letter (issued by the sponsor***, it must confirm the travel dates, and financial undertaking). Sponsor's residential address in the UAE and contacts details must be indicated in the letter. Passport and UAE visa copy of the sponsor. 		
5.	Proof of Travel <ul style="list-style-type: none"> Flight reservation (provisional or confirmed). 		
6.	Certificate of Employment <ul style="list-style-type: none"> Original Certificate of Employment issued by Ukraine's State Centre for Employment. Foreigners / stateless persons exempt from the requirement to obtain a work permit in order to be employed in Ukraine are to provide a copy of the work contract. 		
7.	Medical Cover / Travel Insurance <ul style="list-style-type: none"> Medical Cover <ul style="list-style-type: none"> ➤ Copy of the insurance card. ➤ Copy of the insurance policy or certification from the service provider for the "Proof of Coverage". ➤ The insurance coverage/geographical scope must indicate that the insurance covers "WORLDWIDE" or including Ukraine) Travel Insurance <ul style="list-style-type: none"> ➤ Travel insurance policy to cover Ukraine and the period of stay (the policy should provide a minimum of €30 000 or equivalent coverage). 		
8.	Proof of financial means / Bank Statements Applicant's original bank statement/originally stamped statement by the bank for the last 3 months . (You must have sufficient financial resources to cover your cost of living in Ukraine; as a rule, an amount of \$150 per day is considered sufficient).		
9.	Passport / UAE Residence Visa /Previous Ukraine and Other Visa/s Passport <ul style="list-style-type: none"> Valid for at least 6 months from the date of submission, issued within the previous 10 years and containing at least 2 blank visa pages. The original and copy of passport with the UAE residence visa must be submitted. UAE residence visa <ul style="list-style-type: none"> It must be valid for at least 3 months from the date of application submission. Copy of valid UAE Residence visa. Ukraine and Other Visa <ul style="list-style-type: none"> Photocopies of previous Ukraine, USA, Japanese, Schengen, and UK Visa/s (if any) must be submitted. 		

- Application can only be submitted **3 MONTHS** or closer to the date of intended travel to Ukraine.
- Application must be applied “In-person” by the applicant (Except for minors under 16 years old). A notarized authorization letter is required in case sending a representative to apply in applicants behalf.
- Residence from Abu Dhabi, Al Ain, and kingdom of Bahrain can **ONLY** apply in the Embassy of Ukraine in Abu Dhabi.
- Regular processing time is **10 working days** and **5 working** days for expedite visa request.
- VFS Ukraine Visa Application Centre will only accept / process complete visa applications – it is the responsibility of the applicant to ensure that he or she submits a complete application.
- For Cabin Crews and Pilots, processing time can take up to 3 working days only by opting for the urgent visa service.

For collection of passports:

Original receipt if being collected directly by the applicant	Between 15:00 to 17:00
Emirates ID card, Original receipt and authorization letter if being collected by a representative	

Remarks:

I hereby declare that the above statement is true and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

Applicant’s Signature: _____

VFS Officer Signature : _____

Date: _____