

Work Permit Application to the Ministry of Labour and Skill Development

A CASE SPECIFIC EXAMPLE FOR BI-LATERAL PROJECTS



**Effective and sustainable
WaSH services**

COWASH

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Applying for permits from MoLSD

The Ministry of Labor and Skills Development (MoLSD) website (<https://eservices.gov.et/services>) is the starting place for expatriates permit services. The website provides a wide range of online services, including for example the issuance of new work permits, renewing work permits, cancelling work permits, issuance of diplomatic IDs, issuance of vehicle import permits etc. Check the website for the available services.

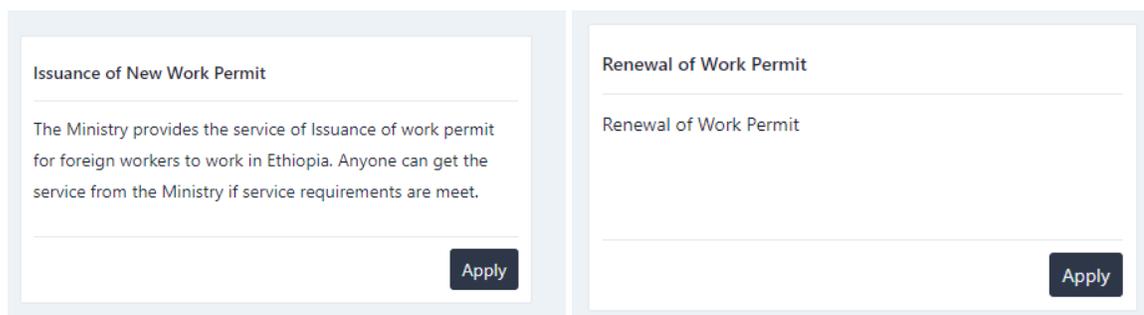
Regarding work permits, all expatriates need to begin the process by registering to the MoLSD website. After you submit an online application, a MoLSD case handler will contact you by email or text message, and you will find further instructions on your MoLSD account (the follow-up tasks section). In case you need any further assistance, contact the Expatriates Work Permit Team Leader office (Mrs. Emebet Sisay, email: emebsisay@gmail.com).

This document describes the application process for a new working permit and the renewal of a work permit, for expatriates working in COWASH (note: bi-lateral agreements are case specific). However, this document has applicable parts for all the MoLSD applications in general.

The steps of the process

1.1. The online application

1. The application for a (find the link you need: “new work permit” or “renew work permit”) will be done online via this link: <https://eservices.gov.et/services>



- When leaving the work assignment, remember to cancel your permit:



The image shows a screenshot of a web form titled "Cancellation of work permit". The form has a light blue border and contains the text "Cancellation of work permit" at the top. Below this, there is a horizontal line, followed by the text "Cancellation of work permit" again. At the bottom right of the form, there is a dark blue button with the word "Apply" in white text.

2. You will need the following documents as **attachments on your online application. So scan and prepare these PDF-files before applying:**

- A. Letter of application of the employer (Niras Support letter)
- B. Letter of support from the immediate supervising government body (Supporting letter from MoWIE to MoLSD)
 - Although not demanded in the application, it is good to have a supporting letter from the MoF to the MoLSD
- C. An authenticated educational certificate, and work experience of expat
 - Authenticated = a LEGALIZED document, which means that the document needs to be stamped by the Digital and Population Data Services Agency, MFA/Finland, Ethiopian Embassy in Stockholm (This to be done before coming to the country)
 - In Ethiopia; Legalization is done by Ethiopian MoFA in Addis
 - In Finland, you can use legalization services like visumservices.fi
- D. Copy of the pages of the expat's travel document that shows his/her travelling details: the date of entry and the type of visa
 - Include your first VISA and possible VISA extensions
 - Tourist VISA not accepted

- E. Attachment of passport
 - The hard page of your passport: the page with your personal info, passport number, place of issue etc...

- F. Attachment of arrival date/dates
 - Scan of VISAs to show arrival dates (GV VISA)

- G. Valid investment or Business license or Certificate of registration (for NGOs and Religious organizations) as appropriate
 - For COWASH, this means the bi-lateral agreement

- H. Contract of employment of the expat
 - Attach the English translation of the employment contract

- I. Letter of delegation for the liaison organizing the expatriate's work permit, accompanied with his/her valid IDs of the organization and kebele (i.e. resident ID); or Power of attorney as appropriate
 - Liaison = an Ethiopian person who is helping to sort things out at the MoLSD – this is for example a worker from your organization (does not need to be a government official)
 - Delegation letter from the CTA

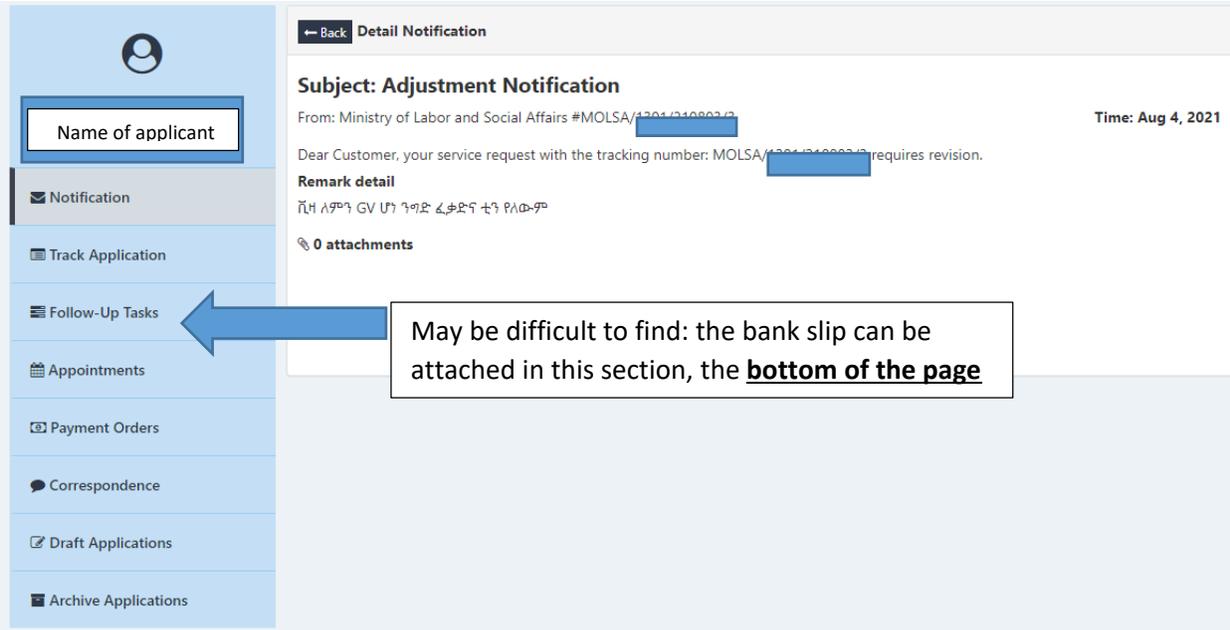
- J. Attach TIN certificate of the organization you are working in

- K. Attach commercial registration certificate (this is not a mandatory attachment)
 - Not required for COWASH

3. Once you have submitted your application, wait to be contacted by the MoLSD case handlers (1-2 days). They will check your application and inform you, if there is something lacking or missing.
 - MoLSD case handlers will contact you by email or as a text message (contact information given to MoLSD website during registration)

1.2. After the online application

4. Go to the MoLSD office to:
 - A. To get the supporting forms (annex 1 and 2) for your online application
 - You will need 3 pieces of the form “Information Sheet on Expatriate Workers” (annex 1) to support the bi-lateral agreement (step 2 G)
5. Return to the MoWIE to:
 - To fill form(s): Information Sheet on Expatriate Workers (annex 1) and to get Dr. Negash’s signature and stamps from MoWIE
 - Attach your passport pictures (3 pictures) to the form
 - To fill form: Additional Information of the Expatriate (annex 2)
6. Return to MoLSD offices:
 - A. Return the forms (annex 1 & 2)
 - After MoLSD case handlers accept the forms, they will set the status of your application to be accepted after payment
 - B. Then complete the payment
 - Complete the payment in the Commercial Bank of Ethiopia (2000 Birr, bank account info in the text message/email from MoLSD)
 - Take a photo of your payment slip and attach it to the online application



- C. Have a 4th passport photo at hand to give to the MoLSD case handler, to add to your work permit ID
 - D. The process is completed
7. The work permit is given for a maximum of 1 year per time.
- A. On the first time you apply for “new work permit”
 - B. The next time(s) you will apply for “renewal of work permit”
 - When applying for renewal of work permit, you will only need the “final letter from MoLSD to MoWIE” (annex 3)

Getting your residence ID-card

After receiving your work permit, you are ready to apply for your Ethiopian residence ID-card. You will receive a work permit document from MoLSD, which needs to be delivered to the immigration office in Addis Ababa. The immigration office will take the document and make the residence ID-card within 7 days.

Annex 1. Information Sheet on Expatriate Workers

3 pieces of this form, so 3 passport photos also 

 **Ministry of Labour & Social Affairs**
Information Sheet on Expatriate Workers

Instructions: Please **PRINT** letters in spaces provided.

Ref no: _____
Date: _____

Application Type: New Renewal

Basic Data:

Full Name: _____
Other Name(s): _____
Sex: Male Female Date of Birth: _____ Nationality: _____
Marital Status: Single Married Divorced Widow Separated
Passport Number: _____ Date of Issue: _____
Visa Number: _____ Date of Issue: _____ Visa Type: Business Others
Date of Employment: _____ Length of Employment: _____
Basic Salary (In Birr): _____ Monthly Allowance (In Birr): _____
Name of the region and district / town where the employee is assigned to work: _____

Education Data:

Qualification Type: Certificate Diploma Degree Others (Specify): _____
Level of Qualification: Elementary Junior Secondary Secondary Level Secondary Complete
 Vocational Level Vocational Complete College Level College Complete
 Post Graduate Level Post Graduate Non-formal Education
 Others _____
Year Completed: _____ Field of Study: _____
Award: Certificate Diploma BA/BSC MA/MSC PhD Other (specify) _____
Professional Skill: _____
Years of Work Experience: Starting Date: _____ End Date: _____
Type of Occupation: _____ Occupation Code: _____
Current position in the Firm: _____
Nature of Service: Employee Voluntary Other (specify) _____

Employer Data:
Organization Name: _____
Address-Region: _____ Kebele: _____
City/Town: _____ Tel.: _____
Sub-city/Zone: _____ Fax: _____
Woreda: _____ P.O.Box: _____
E-mail: _____
Major Activity: _____ Activity code: _____
Type of Organization: Private Organization Governmental NGO Religious Other _____
Industry/Engagement: Agricultural, Hunting, Forestry & Fishing Mining & Quarrying Manufacturing
 Electricity, Gas & Water Construction
 Wholesale and Retail Trade Transport, Storage and Communication
 Finance, insurance and Business Services Community, Social & Personal Services
Number of Ethiopian Employees: _____ Number of Expatriates: _____
Investment Permit or Business License Number: _____

..... THIS IS FILLED BY THE MINISTRY OFFICIAL

Certification

I hereby confirm that all the particulars furnished in this application are free and correct.

Name of the employer or employer's representative _____
Title _____
Signature: _____ Date: _____

..... THIS WILL BE FILLED BY MoLSA

For Office Use Only:

File Number: _____ Application Number: _____
Support Letter Ref.no: _____ Signed By: _____
Date Signed: _____
Work Permit – Type: New Renewal Work Permit Number: _____
Issue/Renew Date: _____ Expiry Date: _____
Residence Permit – Residence ID: _____
Residence ID Issue Date: _____ ID Expiry Date: _____
Approved by: _____ Signature: _____
Date Approved: _____

Annex 2. Additional information of the expatriate



Additional Information of the expatriate who is issued work permit by MoLSA

Reg. no

E	M	R					
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 (For office purpose)

States of work permit New Renewal Cancellation

1. Place of employment

1.1 Project / Organization Name

1.2 Address

- Region _____
- Town _____
- Zone _____
- Woreda _____
- Kebele _____
- House No. _____
- Tel. No. _____

Local people who can verify your whereabouts, if you cannot be contacted personally e.g. work mates...

2. Counterpart (Not of employment of expatriate)

2.1.1 Counterpart name 1 _____

2.1.2 Counterpart position in the firm _____

2.2.3 Date of assignment

Date	Month	Year

2.2.1 Counterpart name 2 _____

2.2.2 Counterpart position in the firm _____

2.2.3 Date of assignment

Date	Month	Year

2.3.1 Counterpart name 3 _____

2.3.2 Counterpart position in the firm _____

2.3.3 Date of assignment

Date	Month	Year

3. Name of the person who filled the form

- Name _____
- Position _____
- Signature _____
- Date _____

Annex 3. Final MoLSD letter

Annex 1. Information Sheet on Expatriate Workers

3 pieces of this form, so 3 passport photos also



Ministry of Labour & Social Affairs

Information Sheet on Expatriate Workers

Instructions: Please PRINT letters in spaces provided.

Ref no: _____

Date: _____

Application Type: New Renewal

Basic Data:

Full Name: _____

Other Name(s): _____

Sex: Male Female Date of Birth: _____ Nationality: _____

Marital Status: Single Married Divorced Widowed Separated

Passport Number: _____ Date of Issue: _____

Visa Number: _____ Date of Issue: _____ Visa Type: Resident Other

Date of Employment: _____ Length of Employment: _____

Basic Salary (In Birr): _____ Monthly Allowance (In Birr): _____

Name of the region and district / town where the employee is assigned to work: _____

Education Data:

Qualification Type: Certificate Diploma Degree Others (Specify): _____

Level of Qualification: Elementary Junior Secondary Secondary Level Secondary Complete

Vocational Level Vocational Complete College Level College Complete

Post Graduate Level Post Graduate Non-formal Education

Others _____

Year Completed: _____ Field of Study: _____

Award: Certificate Diploma BA/BSC MA/MSC PhD Other (specify): _____

Professional Skill: _____

Years of Work Experience: Starting Date: _____ End Date: _____

Type of Occupation: _____ Occupation Code: _____

Current position in the Firm: _____

Nature of Service: Employee Voluntary Other (specify): _____

Employer Data:
Organization Name: _____
Address-Region: _____ Kebele: _____
City/Town: _____ Tel.: _____
Sub-city/Zone: _____ Fax: _____
Woreda: _____ P.O.Box: _____
E-mail: _____
Major Activity: _____ Activity code: _____
Type of Organization: Private Organization Governmental NGO Religious Other _____
Industry/Engagement: Agricultural, Hunting, Forestry & Fishing Mining & Quarrying Manufacturing
 Electricity, Gas & Water Construction
 Wholesale and Retail Trade Transport, Storage and Communication
 Finance, insurance and Business Services Community, Social & Personal Services
Number of Ethiopian Employees: _____ Number of Expatriates: _____
Investment Permit or Business License Number: _____

..... THIS IS FILLED BY THE MINISTRY OFFICIAL

Certification
I hereby confirm that all the particulars furnished in this application are free and correct.
Name of the employer or employer's representative _____
Title _____
Signature: _____ Date: _____

..... THIS IS FILLED BY MoLSA

For Office Use Only:
File Number: _____ Application Number: _____
Support Letter Ref.no: _____ Signed By: _____
Date Signed: _____
Work Permit – Type: New Renewal Work Permit Number: _____
Issue/Renew Date: _____ Expiry Date: _____
Residence Permit – Residence ID: _____
Residence ID Issue Date: _____ ID Expiry Date: _____
Approved by: _____ Signature: _____
Date Approved: _____

Annex 2. Additional information of the expatriate



Additional information of the expatriate who is issued work permit by MoLSA

Reg. no:

E	M	R					
---	---	---	--	--	--	--	--

 (For office purpose)

States of work permit: New Renewal Cancellation

1. Place of employment

1.1 Project / Organization Name

1.2 Address

- Region _____
- Town _____
- Zone _____
- Wereda _____
- Kebele _____
- House No. _____
- Tel. No. _____

Local people who can verify your whereabouts, if you cannot be contacted personally (e.g. work mates)

2. Counterpart (Not of employment of expatriate)

2.1.1 Counterpart name 1 _____

2.1.2 Counterpart position in the firm _____

2.1.3 Date of assignment

Date	Month	Year
------	-------	------

2.2.1 Counterpart name 2 _____

2.2.2 Counterpart position in the firm _____

2.2.3 Date of assignment

Date	Month	Year
------	-------	------

2.3.1 Counterpart name 3 _____

2.3.2 Counterpart position in the firm _____

2.3.3 Date of assignment

Date	Month	Year
------	-------	------

3. Name of the person who filled the form

- Name _____
- Position _____
- Signature _____
- Date _____

Annex 3. Example of a legalized study certificate



UNIVERSITY OF JYVÄSKYLÄ
Faculty of Mathematics and Science

MASTER OF SCIENCE

Ville Mikko Hermann Juusela

(born on 22 November 1983) has been awarded the degree of Master of Science as required by the Finnish Government Decree (794/2004) on University Degrees. The degree was completed in the Master's Degree Programme in Sustainable Management of Inland Aquatic Resources.

The degree includes the following studies:

Major subject: Aquatic Sciences 115 ECTS credits advanced studies, grade: very good
Other Studies in the Major 11 ECTS credits

A pro gradu thesis "Turbidity and suspended solids distribution in an open channel flow" (in English), grade: very good, is included in the advanced studies in the major subject.

Other studies 13 ECTS credits.

The total extent of studies is 139 ECTS credits.

The degree grantee has completed his secondary school education in English and written a maturity essay in Finnish. The required language and communication studies are included in the degree of Bachelor of Engineering.

Jyväskylä, 17 April 2013

Vice Dean


Hannu Häkkinen

Head of Academic Affairs


Marja Korhonen



CERTIFICATE M.Sc. 25/2013



11-1/15/2014

SUPPLEMENTARY INFORMATION for the diploma for the Master of Science degree awarded by the University of Jyväskylä Faculty of Mathematics and Science

According to the Finnish Government Decree on University Degrees (794/2004):

Education leading to a higher university degree, a Master's degree, is based on the lower university degree or education of a corresponding level. In fields to be enacted by Government Decree, education for the higher university degree may be organised without the inclusion of a separate lower university degree where appropriate in terms of the professional demands of the field. (Universities Act 558/2009)

The extent of studies leading to the degree of Master of Science is 120 ECTS credits. Courses are quantified according to the work load required. The average input of 1600 working hours needed for studies of one academic year corresponds to 60 ECTS credits.

The education for the degree of Master of Science provides the student with good overall knowledge of the major subject or a corresponding entity and conversance with the fundamentals of the minor subjects or good knowledge of the advanced studies included in the degree programme; knowledge and skills needed to apply scientific knowledge and scientific methods; knowledge and skills needed for independently operating as an expert and developer of the field; knowledge and skills needed for scientific postgraduate education as well as good language and communication skills. The education is based on scientific research and professional practices in the field.

To be awarded the degree of Master of Science, the student must complete advanced studies in the major subject or a corresponding entity or the advanced studies of a degree programme and the internship supervised by the university possible included in the degree. The sufficient studies in minor subject(s) must also be completed, unless these have been completed in education leading to a lower university degree. In subject teacher education, studies in teaching subjects and teachers' pedagogical studies are included in the degree.

The extent of *basic studies* in the subject or a corresponding entity is a minimum of 25 ECTS credits. The extent of *intermediate studies* is a minimum of 60 ECTS credits. The extent of *advanced studies* is a minimum of 60 ECTS credits. The major subject or a corresponding entity or the advanced studies of a degree programme includes a thesis, a pro gradu thesis, of at least 20 and at most 40 ECTS credits.

Grading system

Basic, intermediate and advanced studies,
and a pro gradu thesis from 1 August 2011:

excellent (5)
very good (4)
good (3)
satisfactory (2)
sufficient (1)
or
no grade assigned

A pro gradu thesis until 31 July 2011:

laudatur
eximia cum laude approbatur
magna cum laude approbatur
cum laude approbatur
non sine laude approbatur
lubenter approbatur
approbatur



I confirm that the copy is accurate and genuine. At the same time,
I confirm that this copy contains 2 pages stamped with the
agency's stamp.

Helsinki, Finland 08-07-2021

Ex officio:

Fee 8 €

MAISA GYNTHNER
henkikirjoittaja, julkinen notaari
häradsskrivare, notarius publicus
District Registrar, Notary Public



Address:
P.O. Box 35 (YK)
40014 University of Jyväskylä
FINLAND

Phone:
+358 40 770 7777
E-mail:
study-sci@jyu.fi

The Ministry for Foreign Affairs of Finland certify that MAISA GYNTHER

NOTARY PUBLIC

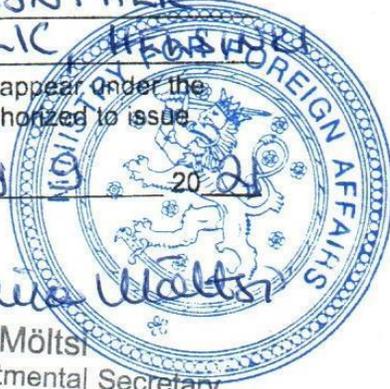
whose signature and seal appear under the foregoing certificate, is authorized to issue certificates of that nature.

Helsinki, JUNE 20

No. 2429

Fee € 20,-

Aino Möltsi
Aino Möltsi
Departmental Secretary

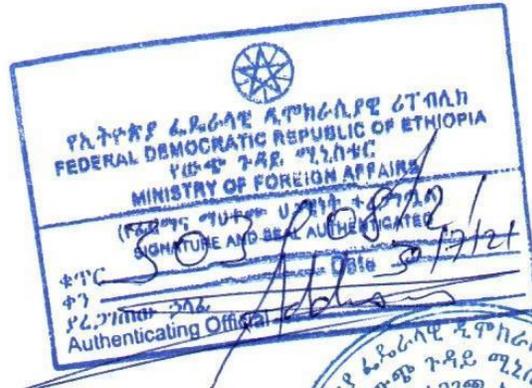


**Embassy of The Federal
Democratic Republic of Ethiopia
Stockholm RR116/21**

This is to authenticate the Signature of
Aino Möltsi
The Ministry of Foreign Affairs of
Finland
Stockholm JUN 20 21

[Handwritten signature]

Addis Desta Asfaw
Document Authentication
Officer



የኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ ለውጭ ጉዳይ ጽ/ቤት
የ ሪፐብሊክ ስም
ለምሳሌ የኢትዮጵያ
ስም የጉዳይ ቀን 20 ዓ.ም

Ex officio:
Helsinki, Finland
agency's stamp.
I confirm that this copy contains _____ pages stamped with the
I confirm that the copy is accurate and genuine. At the same time,

Fee _____

Annex 4. Final MoLSA letter to MoWIE



የኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ
 የሠራተኛና ማህበራዊ ጉዳይ ሚኒስቴር
 The Federal Democratic Republic of Ethiopia
 Ministry of Labour and Social Affairs

August 04, 2021

5.3/J2/498

ለአ.ሚ.ግሬሽን ዜግነትና ወሳኝ ኩነት ኤጀንሲ

አዲስ አበባ

የውጭ ዜጋው ስም JUUSELA VILLE MIKKO HERMANNI

NAME JUUSELA VILLE MIKKO HERMANNI

ዜግነት Finland

የፓስፖርት ቁጥር FP

የገባበት ቀንና የቪዛው ዓይነት July 11,2021 Business

ሥራው JUNIOR PROFESSIONAL OFFICER

የቤተሰብ ሁኔታ Single

የአሠራው ድርጅት ስም MINISTRY OF WATER IRRIGATION AND ENERGY

አድራሻ ክልል Addis Ababa ስልክ 0116-61-6111 ፋክስ 0116-636909

ከዚህ በላይ ስማቸው፤ ዜግነታቸውና ፓስፖርት ቁጥራቸው ለተገለጸው ግለሰብ ከ July 11,2021 እስከ

July 11,2022 የሚያገለግል የሥራ ፈቃድ የሰጠናቸው መሆኑንና የተሞላውን ፎርም አባሪ በማድረግ

መላካችንን እንገልጻለን።



ከሰላምታ ጋር

(Handwritten signature)
 አገልግሎት ደክሞ
 የውጭ ጉዳይ ሚኒስቴር
 ፈቃድ ሠራተኛ

ግልባጭ

- ለፌዴራል ፖሊስ የፎረንሲክ ምርመራ ዋና መምሪያ

ለ MINISTRY OF WATER AND ENERGY

አዲስ አበባ