



LABOR DIVISION REPUBLIC OF THE MARSHALL ISLANDS

APPLICATIONS FOR WORK PERMITS

1. Applications for work permits should consist of the following:
 - (i) Completed application form
 - (ii) Supporting documents (refer to requirements below)
 - (iii) Receipt of payment of application fee (\$100)
2. Please submit complete applications and supporting documents to the office of the Labor Division, Ministry of Foreign Affairs – Mon/Tues 9.00 – 5.00 pm.
3. Applications will take 21 days to process.

NOTE: All supporting documents are required to be originals or certified copies of the original. All foreign language documents must be translated by an official translation company or organization.

CHECKLIST OF SUPPORTING DOCUMENTS

OSL WORK PERMITS

- ✓ Letter of support from employer – original letter and signed
- ✓ Police record – check the date, must be dated within last 3 months
- ✓ Health clearance – check clearance for HIV/Aids and TB, dated within last 3 months
- ✓ Qualifications as required by OSL – original or certified copies
- ✓ Employment Contract – between employer and employee
- ✓ Receipt – application fee paid to Finance

Bond required

GENERAL WORK PERMITS

- ✓ Letter of support from employer – original letter and signed
- ✓ Police record – check the date, must be dated within last 3 months
- ✓ Health clearance – check clearance for HIV/Aids and TB, dated within last 3 months
- ✓ Qualifications – original or certified copies of degree, diploma or certificate
- ✓ References – original letter(s) from former employers
- ✓ Advertisements – original or copies of advertisements and dates
- ✓ Employment Contract – between employer and employee
- ✓ Receipt – application fee paid to Finance

Bond required

TEMPORARY WORK PERMITS

- ✓ Letter from employer stating position, purpose and duration – original letter and signed
- ✓ Employment Contract – between employer and employee
- ✓ Receipt – application fee paid to Finance

No Bond

FAMILY WORK PERMITS

- ✓ Job offer from employer – original letter and signed
- ✓ Letter of support from spouse – original letter and signed
- ✓ Marriage certificate – date of marriage must be at least one year prior to application
- ✓ Police record – check the date, must be dated within last 3 months
- ✓ Health clearance – check clearance for HIV/Aids and TB, dated within last 3 months
- ✓ Receipt – application fee paid to Finance

No Bond

FOREIGN INVESTOR WORK PERMITS

- ✓ Foreign Investment Business License – original or certified copy
- ✓ Police clearance – check the date, must be dated within last 3 months
- ✓ Health clearance – check clearance for HIV/Aids and TB, dated within last 3 months
- ✓ Clearance from MISSA, Finance, Local Govt
- ✓ Receipt – application fee paid to Finance

No Bond

EXTENSION OF WORK PERMITS

- ✓ Police clearance – check date, must be dated within last 3 months
- ✓ Health clearance – for HIV/TB
- ✓ Employment Contract – between employer and employee
- ✓ Receipt – extension fee paid to Finance

TRANSFER OF WORK PERMITS

- ✓ Police clearance – must be dated within 3 months of application submission
- ✓ Health clearance – for HIV/TB
- ✓ Qualifications for new position – original or certified copies
- ✓ Letter of support from original employer – original and signed
- ✓ Employment Contract – between new employer and employee
- ✓ Receipt – transfer fee paid to Finance