

Work Permit Planning Checklist for Foreign Engineers



Plan the work permit before the engineers arrive. The construction operation license and the executive office do not, by themselves, give an engineer the right to work.

Work Permit Planning Checklist

Items 1 – 6



Engineer list



Identifies who needs review

Prepare: Names, passports, arrival timing



Job title



Must match real work

Prepare: Clear position and duties



Technical role



Affects document requirements

Prepare: Role description and project need



Qualifications



Supports the filing

Prepare: Degrees and technical certificates



Experience



Shows technical capacity

Prepare: CV and employer confirmation



Filing entity



Determines application path

Prepare: Contractor or local support structure

Work Permit Planning Checklist

Items 7 – 11



Work location

Must match project reality

Prepare: Site, office, or project location



Timing

Avoids late mobilization

Prepare: Filing schedule before arrival



Compliance

Avoids penalty and contract breach

Prepare: No work before the permit or confirmed exemption



Practicing certificate

Relevant for some regulated roles

Prepare: Role-based professional review



Document consistency

Avoids correction requests

Prepare: Same names, dates, roles, addresses



Do not let engineers work before the permit or a confirmed exemption is in place. Working without authorization risks penalties, removal of a key engineer, and breach under the project contract.

Work Permit Planning Checklist

Plan early, in one sequence

- 1 Prepare the foreign engineer mobilization list.
- 2 Confirm each engineer's job title and technical role.
- 3 Check work period and work location in Vietnam.
- 4 Collect qualification and experience documents.
- 5 Confirm the filing entity and local support structure.
- 6 Align with the executive office setup.
- 7 Check any construction practicing certificate issue.
- 8 Confirm any exemption (and notify if required).
- 9 Prepare legalized, translated, consistent documents — and do not start work before the permit.

Talk to us before mobilization

ANT Lawyers supports construction operation licensing, executive office setup, and work permits for foreign engineers in Vietnam.

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