WHAT IS AN EMPLOYMENT PERMIT?

An employment permit is a legal document granting an employer permission to hire a non-citizen to work for a specific time.

REQUIREMENTS TO OBTAIN AN EMPLOYMENT

- All non-citizens who wish to work in Samoa must have a valid Employment Permit issued under the authority of the Minister of Commerce, Industry and Labour (MCIL) for employed for more than 3 months.
- The non-citizen must only work in the occupation and for the employer which the permit was issued for.
- Employers are not allowed to poach or employ non-citizens while his/her Contract of Employment exists with another employer.
- The non-citizen must carry at all times the permit Identification Card issued by MCIL.

BUSINESS CHECKLIST

- Cover letter explaining rationale for employing a foreign employee
- Completed, signed FEEP application form
- Appropriate application fee and lodgment fee
- Two passport-sized colour photographs
- Passport or travel document (copy)
- Employee / Employer Information
- Medical Clearance Report
- Police Clearance Report

Qualifications /Training /Employment

- Evidence of qualifications relevant to job offered. All qualifications must be certified by the Samoa Qualification Authority (SQA) before any FEEP application is assessed - For more information visit the SQA’s website www.sqa.gov.ws.
- Evidence of work experience relevant to job offered
- Any relevant work references related to the proposed job
- Copy of the Job Offer letter
- Copy of a job description (JD)
- Signed Contract Employment / Arrangement detailing working terms and conditions of the job offered
- Copy of Advertisement for job prior to recruiting a foreign employee
- Copy of current Business License
- Copy of current Foreign Investment
- Copy of payroll (one period wages of business)

Domestic Work Checklist

- Cover letter explaining rationale for employing a foreign employee
- Completed, signed FEEP application form
- Appropriate application fee and lodgment fee
- Two passport-sized colour photographs
- Passport or travel document (copy)
- Employee / Employer Information
- Medical Clearance Report
- Police Clearance Report

Qualifications /Training /Employment

- Evidence of qualification / training relevant to job offered. All qualifications must be certified by the Samoa Qualification Authority (SQA) before any FEEP application is assessed - For more information visit the SQA’s website www.sqa.gov.ws.
- Evidence of work experience relevant to job offered
- Any relevant work references related to the proposed job
- Copy of the Job Offer letter
- Copy of a job description (JD)
- Signed Contract Employment / Arrangement detailing working terms and conditions of the job offered

Overview of the Foreign Employee Employment Permit

Phase 1: Pre-Assessment

Step 1. Receipt of FEEP application
Step 2. Application checked by Employment Permit Officer
Step 3. Application endorsed by ACEO
Step 4. Lodgment Fee
Step 5. Enter information in FEEP database/create file

Phase 2: Metric Point System Assessment

Step 1. 6 Metric Point System Assessment
Step 2. Assessment endorsed by ACEO
Step 3. Medical & Character
Step 4. Industry Development
Step 5. Relevant work experience

Phase 3: Post Assessment

Step 1. CEO endorses or reject recommendation
Step 2. Application Fee
Step 3. Employment Permit ID card issued
Step 4. Update employment permit database

To find out more about foreign employee employment permit contact the
Ministry of Commerce, Industry and Labour
Phone: 26441
Email: mipa@mcil.gov.ws
Location: Level 4, ACC House, Apia