

# **VI. VISA AND IMMIGRATION**

**Version 1**

**(5<sup>th</sup> October 2015)**

## ***VI. VISA and Immigration***

Foreign investors, foreign employees and their family members need to acquire business visas before entering Myanmar. There are three ways to apply for a business visa. It can be applied at the Myanmar Embassies of respective countries, and alternatively it can be applied online (<http://evisa.moip.gov.mm>) or at the airport on arrival.

If a business visa holder plans to stay longer, a multiple special re-entry visa needs to be applied at the One Stop Service Center of the Thilawa SEZ. At the time when the multiple special re-entry visa is applied, stay permit needs to be applied simultaneously. For the first applicants, six-month multiple special re-entry visa (with the stay permit for the same period) can be issued. Starting from the second application, twelve-month multiple special re-entry visa (with the stay permit for the same period) can be issued.

Entry VISA related to foreign business persons is summarized as follows.

### Foreign employees for short stay (less than 90 days)

**Business VISA:** This visa is given to applicants from business organizations which have business establishments in Myanmar or an applicant who intends to establish business in Myanmar. The visa is valid for three months from the date of issue with 70 days stay. The Business Visa is also issued to the foreign employees and their family members.

**VISA on Arrival** VISA on Arrival is issued at the Myanmar International Airport, to those residing abroad where there are no Myanmar embassies, or to those who have had no time to obtain an Entry Visa at the Myanmar embassies.

### Foreign employees for long stay (more than 90 days)

**Stay Permit:** Stay Permit is given to a foreigner who is planning to stay in Myanmar more than 90 days. The applicant shall apply stay permit after entering to Myanmar by Business VISA allowed to stay 70 days. Stay Permit can be extended.

**Re-Entry VISA** If a foreigner is obliged to leave for foreign countries on official or personal business during the period of permitted stay, the foreigner shall apply Re-Entry VISA. There are two types of Re-Entry VISA, i.e., Multiple Journey Special Re-Entry VISA (MJSRV) which allows multi entries and Single Re-Entry VISA (SRV) which allows only single entry.

An Investor which obtained the Investment Permit issued by Thilawa Special Economic Zone Management Committee may receive following services on VISA and Immigration through the Immigration Section of OSSC of the Thilawa Special Economic Zone for their foreign employees and family members of them.

1. Stay Permit
2. Foreign Registration Certificate (FRC)
3. Multiple Journey Special Re-entry VISA (MJSRV)/Single Re-entry VISA (SRV)

The foreign employees who may apply for Stay Permit/ FRC/MJSRV/SRV to the Immigration Section of OSSC Thilawa Special Economic Zone are;

- Foreign employees and their family who are confirmed their employment by the representative of the investor.
- Foreign employees and their family who belong to the group companies of the Investor such as Head Quarter or other branch offices/factories located in both Myanmar and overseas, if they are confirmed by the representative of the Investor to work in the Investor's factory/company aiming to support their business operation and their family members.

It should be noted that the employees and their families planning to stay more than 90 days shall apply for stay permit and foreign registration certificate (FRC).

In the case of applying VISA on Arrival, an Investor (the employer) should send an invitation letter together with a copy of company's registration certificate to its foreign employee and/or his/her family members who will apply for such visa at the airport. When they enter Myanmar, that letter and a copy of company's registration certificate need to be presented at the Visa-on-Arrival Counter at the airport. Then a business visa will be issued. On-arrival visa (for business purpose) is valid for 90 days.

The Investors also may receive various kinds of consultation services such as VISA on Arrival and procedure for VISA application in an overseas Myanmar's diplomatic office from the Immigration Section of OSSC.

### 1. Application Procedures

|  |   |
|--|---|
| Necessary Documents submitted by Applicant | <ol style="list-style-type: none"> <li>1. Letter of Certificate of Employment or Work in an Investor's factory/company (To be issued by the representative of an Investor)</li> <li>2. Application Forms for;             <ol style="list-style-type: none"> <li>i. Stay Permit: FORM-IM1</li> <li>ii. Foreign Registration Certificate (FRC) : FORM of FRC</li> <li>iii. Multiple Journey Special Re-Entry VISA (MJSRV)/ Single Re-Entry VISA (SRV): FORM-IM2</li> </ol> </li> <li>3. Passport Copy of Applicant ( a copy of the page in which applicant's picture and signature are printed)</li> <li>4. Copy of Existing Stay Permit/FRC/MJSRV/SRV of Applicant , if any –</li> <li>5. Photo: Electronic Photo or Printed Photo             <ol style="list-style-type: none"> <li>i. Stay Permit: 2 photos of passport size, color</li> <li>ii. FRC: 5 photos of passport size, color</li> <li>iii. VISA: 2 photos of passport size, color</li> </ol> </li> </ol> |
| Actual Procedures                          | - The application for Stay Permit/FRC/MJSRV/SRV can be submitted together with required documents to Front Office of the One Stop Service Center either in person or online.  |
| Application Fee                            | See Appendix 1: List of fees attached to this manual  |
| Time Frame                                 | <ul style="list-style-type: none"> <li>- Same day if submitted the application before noon</li> <li>- Next day if submitted the application after noon.</li> </ul>  |
| Remarks                                    | <ol style="list-style-type: none"> <li>1. All persons who will obtain Stay Permit and MJRSV/SRV more than 90 days shall apply FRC.</li> <li>2. FRC permitting procedures shall be carried out at the same time for Stay Permit.</li> <li>3. The Original Form of FRC can be obtained at the One Stop Service Center of the Thilawa Special Economic Zone.</li> <li>4. FRC Form becomes the FRC after getting signature, seal and chopping by Immigration Section of OSSC.</li> <li>5. The required items to be filled in the Form of FRC are shown in Annex 1.</li> </ol>   |

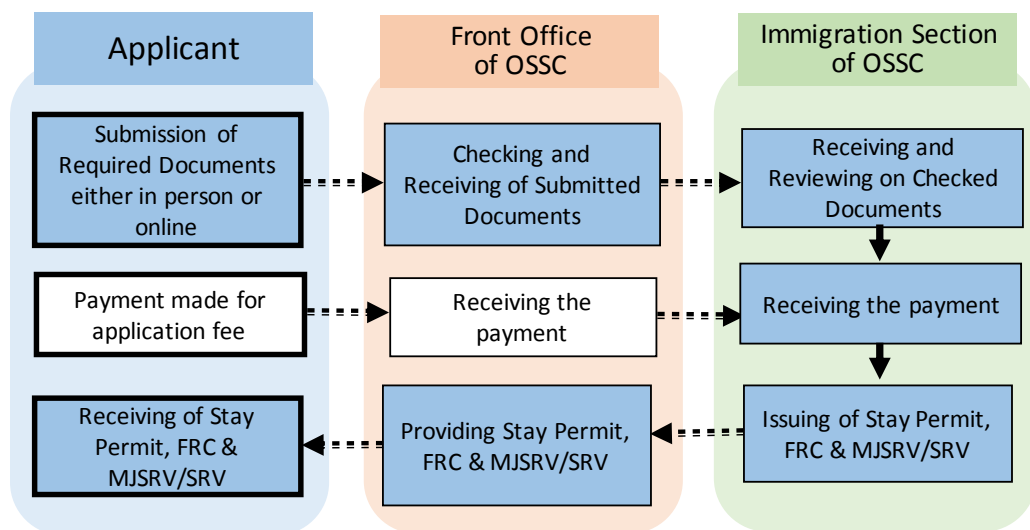


Figure VI-1: Procedure for Stay Permit/ FRC/ MJSRV/SRV

**Annex 1: Items to be required to fill Foreign Registration Certificate (FRC)**

| No. | Items Name (English)  |
|-----|---|
| 1   | Name in full  |
| 2   | Sex   |
| 3   | Height  |
| 4   | Color of eyes   |
| 5   | Date and place of birth (country, district, town or village)                    |
| 6   | Present Nationality   |
| 7   | Previous Nationality (if any)   |
| 8   | Manner and date of acquiring present nationality                                |
| 9   | Married or single   |
| 10  | If married, spouse's name, current and previous nationality                     |
| 11  | Names, sex and ages of children in Myanmar under the age of 18 years.           |
| 12  | Name, address and nationality of the nearest relative in Myanmar (if any)       |
| 13  | State educational qualifications  |
| 14  | Previous trade or employment  |
| 15  | No. date and office of issue of passport or other documentary proof of identity |
| 16  | Address or intended address in Myanmar  |
| 17  | Date and place of arrival in Myanmar  |
| 18  | Address of last residence outside Myanmar                                       |
| 19  | Signature of registrant or, if illiterate, thumb impression                     |

**List of Forms**

| Form No. | Name                        |
|----------|-----------------------------|
| FORM-IM1 | Application for Stay Permit |
| FORM-IM2 | Application for VISA        |

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**FORM-IM1 Application for Stay Permit**

**IMMIGRATION AND NATIONAL REGISTRATION DEPARTMENT APPLICATION FORM  
FOR STAY PERMIT**

I. THE UNDERSIGNED, BEG TO APPLY FOR A STAY PERMIT VALID FOR A STAY OF ( )

MONTHS FROM THE THE REQUIRED PARTICULARS ARE GIVEN BELOW:-

1. NAME (IN BLOCK LETTER) .....
2. FATHER'S NAME .....
3. MOTHER'S NAME .....
4. PLACE OF BIRTH .....
5. NATIONALITY .....
6. RELIGION .....
7. FOREIGNER REGISTRATION CERTIFICATE NO AND DATE .....
- .....
8. DATE OF BIRTH .....
9. VISIBLE MARK OF IDENTIFICATION .....
10. OCCUPATION/ PROFESSION .....
11. ADDRESS IN THE COUNTRY WHERE THE APPLICANT PERMANENTLY RESIDES  
.....
12. ADDRESS IN MYANMAR
13. REASON WHY A STAY PERMIT IS APPLIED FOR
14. PASSPORT NO AND DATE
15. DATE OF EXPIRY OF PASSPORT
16. ENTRY VISA/ IMMIGRATION PERMIT NO AND DATE
17. DATE OF FIRST ARRIVAL IN MYANMAR
18. RETURN VISA (IF ANY) NO .....DATE ..... VALIDITY .....
19. STAY PERIOD OF PREVIOUS RESIDENCE IN MYANMAR .....
- .....

20. I HERE BY CERTIFY THAT THE PARTICULARS STATED ABOVE ARE CORRECT AND THAT THE SIGNATURE SUBSCRIBED BELOW IS MY SIGNATURE AND I KNOW THAT I AM LIABLE TO BE PROSECUTED IF ANY OF THE PARTICULARS FURNISHED IS FOUND TO BE FALSE. I ALSO SUBMIT HERE WITH TWO COPIES OF MY PHOTOGRAPH (PASSPORT SIZE).

SIGNATURE

**FORM-IM2 Application for VISA**

**THE GOVERNMENT OF THE UNION OF MYANMAR  
IMMIGRATION AND NATIONAL REGISTRATION DEPT.**

**F.Eng-1**

APPLICATION FORM FOR

**"RE-ENTRY VISA IMMIGRATION**

**"SPECIAL RE-ENTRY VISA"**

1. Full name of applicant (in BLOCK LETTER) .....
2. Father's name (in full) .....
3. Full address in Myanmar .....
4. Nationality .....
5. Occupation/ Profession .....
6. (a) Date of Birth.....  
(b) Place of Birth .....
7. (a) Number of Passport.....  
(b) Date of issue of Passport .....
- (c) Place of issue of Passport.....
- (d) Issuing authority.....
- (e) Date of Expiry of Passport.....
- (f) Countries for which Passport valid.....
8. Name and age of children (below seven years) accompanying with the applicant  
.....  
.....  
.....  
.....
9. Whether any visa/ immigration permit has been refused and the reason for refusal  
.....
10. (a) Date and place of first arrival in Myanmar .....
- (b) Foreigner's Registration Certificate No. ....
11. Whether a RE-ENTRY Certificate for RE-ENTRY Visa has been issued previously.  
Issue Number and date .....

12. Period residence in Myanmar
- (a) Between 01 01 32 and 01 01  
Or
  - (b) Between 01.01.38 and 01.01.45
  - (c) Detail particulars of period  
of absence from Myanmar during  
the said period of ten years
13. Number of Date of stay permit .....
14. Date an expiry of the stay permit .....
15. Object of Journey abroad .....
16. Probable date of which the applicant expects to return to Myanmar  
.....
17. Destination .....
18. Mode of conveyance or route .....

**CERTIFICATE**

I hereby certify that the particulars are stated above are correct and that the signature subscribed below is my signature and I know that I am liable to be prosecuted if any of the particulars are furnished is found to be false.

I also submit here with two copies of my photographs, in Passport size.

Date .....

.....

Signature

**RE-ENTRYVISA**

**SPECIAL RE-ENTRY VISA**

Number .....

Date .....

Period of Validity .....

Date of issue .....

.....

Issuing Office