

# Planning to work abroad?

## LEARN more



[www.migrantinfo.org.ua](http://www.migrantinfo.org.ua)

*Ensure your safety in advance. Learn about your rights when studying, working travelling or living abroad at the*

### CENTRES FOR MIGRANT ADVICE

Kyiv: (044) 537-07-10  
Kharkiv: (057) 752-81-25  
Odessa: (048) 728-27-02  
Lviv: (032) 297-68-13  
Ternopil: (0352) 52-39-52

You can also turn for consultations in  
Uzhgorod – (03122) 3-20-91  
Vinnytsia – (0432) 56-01-53

**8-800-505-50-10**

FREE from any landline phone in Ukraine

**527**

TOLL-FREE from life:), Kyivstar and MTS mobile phone numbers

**ALL SERVICES  
OF THE CENTRES FOR MIGRANT ADVICE  
ARE FREE OF CHARGE**



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## Ensure your SAFETY AND RIGHTS!

- **It is important to have a signed contract with your foreign employer** (and not only with an intermediary agency!) **before** you apply for a visa. Do not believe assurances that you will be able to go abroad and search for an employer or sign your labour contract there. In most cases, this means that you will work illegally or find yourself in slavery.
- **Read your contract carefully.** Often people when signing the contract with the intermediary pay only for consultation services and are never offered any job abroad. Quite often people tend to sign contracts with unacceptable terms. Carefully read your contract before signing it. Ask advice from your relatives and/or friends, consult with legal experts.
- **Do not agree to submit faked documents** or to lie during the interview with the consular officers. You will be refused visa.
- **Never give your passport to anyone**, except the staff of embassies, consular offices, and border checkpoints.
- **Make photocopies of all important documents** related to your trip (passport, visa, insurance policy, contract, invitation, etc). Keep them in a safe place and separately from the originals. Moreover, leave copies with your relatives and/or friends in Ukraine.
- **Write down the contact information of the organizations that can help you in difficult situations abroad.** Such list of organizations should include Ukrainian embassies/consulates abroad and other organizations that provide assistance to migrants.
- **Get registered at the Ukrainian embassy/consulate** in the country where you plan to stay for more than three months. This will help to provide you with prompt assistance in emergency situations.

## LEARN THAT...

- As a rule, it is **IMPOSSIBLE** to depart on a tourist or guest visa and change it to a work visa abroad. Do not believe such promises.
- Full employment with a guest, business, sports, student or other non-work visa is **ILLEGAL**.
- To be **LEGALLY** employed abroad, you need to have:
  - a valid foreign passport;
  - a proper visa (in most cases a WORK visa);
  - a labour contract with a foreign employer;
  - a work permit (typically issued by an employment body in the country of destination) or a residence permit (usually issued by law enforcement bodies or embassies).
- **As a rule, it is impossible to obtain a work visa through intermediaries.** You must **PERSONALLY** contact the consular department, submit all the necessary documents, and have an interview if this is required. In some cases it is possible that an intermediary obtains a temporary work visa (for seasonal employment) on your behalf. However, before accepting such offer from an intermediary, **ALWAYS** check with the respective embassy whether this is indeed possible!
- The consular fee is a mandatory non-refundable fee for processing your application by the consulate. The staff of the consulate will tell you how much the fee is and what the payment procedure is. **Do not pay intermediaries for a “guaranteed visa”!**
- **Work visas are valid for limited periods of time** (usually, one year). If your labour contract stipulates a longer period of employment abroad, you will need to have your visa extended.

*Have you encountered fraud in the sphere of employment abroad? Do you have doubts about scrupulosity or legality of an intermediary? Have you suffered from labour exploitation abroad? Please contact the respective department of the*  
MINISTRY OF INTERNAL AFFAIRS OF UKRAINE  
(044) 254-76-04

*To check the legality of an intermediary in employment abroad, please contact the*  
MINISTRY OF LABOUR AND SOCIAL POLICY OF UKRAINE  
(044) 289-50-97, Mon-Thu, from 17:00 till 18:00  
(Fri from 17:00 till 17:45)

*In emergency situations call the hotline of the*  
UKRAINIAN NATIONAL INTERPOL BUREAU  
(044) 254-98-36 (24 hours)

*For information on Ukrainians' travel abroad (visa documents, consular-legal questions, etc) please contact the*  
CALL-CENTRE OF THE MINISTRY FOR FOREIGN AFFAIRS OF UKRAINE  
(044) 238-15-50 (24 hours)

# AVOID traps

