

Steady economic growth has made Mongolia a desirable location for many foreign businesses as they expand into the global market. If your company is one of those businesses, it's likely that one of your priorities is finding a reliable team of employees willing to make the move with you. You might also choose to add new members to your team abroad. Remember, however, that foreign employees will need work visas before they can live and work in Mongolia.

If you're unsure of how to get a work visa in Mongolia, the Globalization Partners team can offer the resources and assistance you need. We will work to ensure a seamless transition for your company, hiring your employees through our Mongolian subsidiary, setting up payroll and benefits, and ensuring that each of your employees has obtained a Mongolian work visa.

What Types of Mongolian Working Visas Are Available?

- Single-entry business visa (B visa): This visa allows foreign nationals to enter Mongolia for business purposes, such as conferences and meetings. B visas are valid for a maximum of 30 days and must be sponsored by a company in Mongolia.
- Work permit (HG visa): This visa is issued to foreign nationals who wish to take up employment in Mongolia. An HG visa should be obtained before the individual arrives in Mongolia, along with a residence permit. It's up to the employer in Mongolia to apply for this visa.
- Foreign investor visas (T visa): T visas are for foreign nationals who are investing in a Mongolian company or are executive directors of a company in Mongolia. The visa is issued for either six months or a year and can be renewed.

Your company may need any combination of these visas as you begin operations in Mongolia, but the majority of your employees will need HG visas.

What Are the Requirements to Obtain a Mongolian Work Visa?

The following documents must be submitted during the Mongolian work visa application process:

- A cover letter

- A completed application form
- A passport that is valid for at least one year
- Copies of passport pages containing the applicant's name and date of birth, the passport number, the date the passport was issued, and the date it will expire
- A copy of the employer's certificate of registration in Mongolia

The Application Process

In Mongolia, the application process to obtain a working visa must be initiated by the employer. The steps of the process are as follows:

1. The Mongolian company issues a letter of invitation to the prospective employee: To do so, the employer must submit a request to the Mongolian Immigration Agency. With the request, the employer will need to provide the employee's CV and any relevant certifications along with a copy of the employment contract. The Agency will consult with the Labour and Welfare Agency as well as the Ministry of Foreign Affairs and Trade. Once the request has been approved by all three organizations, the visa invitation letter will be sent to the Mongolian consulate or embassy in the employee's country of residence.
2. The employee applies for an HG work visa: This step can be done at the consulate or embassy once the invitation letter has been received.
3. The employee travels to Mongolia and the employer registers their address: Registration must be completed with the Mongolian Immigration Agency within seven days of arrival.
4. The employer obtains a work permit: The application should be submitted to the Labour and Welfare Agency. The employer will need to provide the documents listed in the previous section.
5. The employer applies for a visa extension and residence permit: The HG visa is initially valid for 30 days. Within 10 days of the employee's arrival in Mongolia, the employer must apply for an extension from the Ministry of Foreign Affairs and Trade. The work visa is then valid for a year and allows multiple entries. During the visa conversion process, the employer also applies for a long-term residence permit. The residence permit is valid for a year as well.

After all of these steps are completed, the foreign employee can legally begin working in

Mongolia.

Other Important Considerations

Your company should be aware that there's a quota on the number of foreign workers you can employ. This quota is set by the Mongolian government each year, and it may vary based on the sector your company is in. The quota is usually set for between 5% and 20% of a company's total workforce in the country.

Simplify Your Expansion With Globalization Partners

If you're searching for a simple solution to employing foreign workers in Mongolia during your company's expansion, Globalization Partners can help. [Contact us today](#) to learn more about how our global PEO can help you stay compliant and get work permits in Mongolia for all of your employees.