



श्रम एवं रोजगार मंत्रालय
GOVERNMENT OF INDIA
**MINISTRY OF LABOUR &
EMPLOYMENT**
Directorate General of Employment (DGE)



Documentation for Working Overseas





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DOCUMENTATION FOR WORKING OVERSEAS

Anyone applying for a job abroad must comply with the rules and regulations of where employment is being sought. Every country has its own set of rules and regulations for foreign workers, but almost all require a set of documents for processing the work visa or work permit.

The process is similar to applying for a job in one's home country, where documents verifying a candidate's credentials are submitted along with the job application. If one intends to apply for employment in a foreign country, one would need to submit the documents mentioned below, along with the application, to obtain a work visa/work permit. Countries have different work visas, but most expect that individuals have a job offer before applying for a visa.

1. Educational Credentials, Transcripts, and Credential Evaluation Report

Educational documents are essential for all job openings abroad. Some countries may also ask for transcripts of your university years. These are readily obtainable from the university. Many countries also require an educational credential evaluation report to acquaint with the education system in the applicant's home country.

A work permit or visa will not be granted if the candidate fails to provide their educational documents. These documents must be attested for authentication to prove that the applicant is qualified for the position and that no fraudulent activity is taking place. There are cases of people entering countries on fake documents and fake job offers. These checks weed out fraudulent applicants.

2. Background Check

Overseas companies may also seek a background check. And for this, they engage the services of a private agency. The agency discreetly carries out the background check and submits its report.

3. Work Experience

Work experience certificate from previous employers makes an excellent addition to the application. It's an important document required for applying for jobs abroad. It lists the responsibilities and positions held and jobs completed while illustrating skill, competence, and dedication. Thereby bettering the prospects of receiving an overseas job offer. Employers prefer individuals with work experience since they understand the responsibilities and job ethics and do not require lengthy training sessions.



4. Curriculum Vitae (CV)

Candidates must update their CVs, and include their education, jobs, internships, and any remarkable feat that they have achieved. A CV should summarize professional and educational qualifications allowing prospective employers to gauge the applicant's caliber.

5. Valid Passport

A passport is an official travel document issued by a government that contains a person's identity. A person with a passport can travel to and from foreign countries more easily and access consular assistance. A passport certifies the personal identity and nationality of its holder. It is typical for passports to contain the full name, photograph, place, date of birth, signature, and expiration date of the passport. Beyond travel, passports have the following benefits:



- It's a formal government-issued ID
- Easy proof of citizenship
- It's the prerequisite for visas
- More work opportunities
- You can study abroad!
- You can track your travels

Citizens of India can apply for a passport by clicking the following [link](#) and following the below-mentioned steps for the Online Form Submission (Applicants Presently Living in India):

Step 1: Register through the Passport Seva Online Portal. (Click on the **"Register Now"** link on the Home Page).

Step 2: Log in to the Passport Seva Online Portal with the Login ID created in Step 1.

Step 3: Click the **"Apply for Background Verification for GEP"** link.

Step 4: Fill in the required details in the form and submit.

Step 5: Click the **"Pay and Schedule Appointment"** link on the "View Saved/Submitted Applications" screen to schedule an appointment.



Online Payment has been made mandatory for booking appointments at all PSK/POPSK/PO.

Online Payment can be made using any one of the following modes:

- Credit/Debit Card (MasterCard and Visa)
- Internet Banking (State Bank of India (SBI) and Other Banks)
- UPI Payment

Step 6: Click the "**Print Application Receipt**" link to print the application receipt containing the Application Reference Number (ARN)/Appointment Number.

Note: Carrying a printout of the Application Receipt is no longer required. An SMS with your appointment details is also accepted as proof of appointment during your visit to Passport Office.

Step 7: Visit the Passport Seva Kendra (PSK)/ Regional Passport Office (RPO) where an appointment has been booked, along with original documents.

6. Apply for a Visa

No matter how much you plan and organize, your dream of working abroad will ultimately hinge on a visa or work permit. Therefore, finding out what papers you'll need to be able to legally work in another country – and what one needs to do to get these papers – will be the first step. Make sure to factor in that obtaining a visa or permit could take some time and money. One also needs to know how long you can stay with said documents – are they connected to employment, or can you stay there for a certain amount of time, no matter what?