

INTRA-COMPANY TRANSFER WORK PERMIT PROCESS MAP

STEP 7: ENTRY TO KAZAKHSTAN

The applicant and any accompanying family members may now enter Kazakhstan. Migration cards will be issued either on board the airplane or in the customs area at the airport, and these must be stamped by customs on arrival. The applicant can begin working upon arrival.

STEP 6: WORK VISA APPLICATION

The applicant can now apply for the work visa (and dependent visas for any accompanying family members) at the Kazakh Embassy/Consulate in his/her country of residence or origin.
Processing time: 1-2 weeks

STEP 5: WORK VISA LOI APPLICATION

Once the work permit has been issued, applications for letters of invitation for the work visa and dependent visas for any accompanying family members are submitted to the Ministry of Foreign Affairs in Kazakhstan.
Processing time: 1-2 weeks

STEP 4: WORK PERMIT ISSUANCE

Upon approval, the Kazakh Labour Office issues the work permit.

STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reviews and reverts back with any issues, missing information, etc.

STEP 2: LOCAL LABOUR MARKET SEARCH

The Kazakh employer must apply to the Regional Department of Labour and Social Protection in order to verify whether there are specialists for this position on the local market. The position will be advertised for 15 days. If there are no local candidates the application will be able to proceed, but if there are Kazakh nationals listed that fulfil the required job description the host entity should arrange and perform personal interviews with the local candidates and report back to the Department about their suitability, or lack thereof, in terms of required skills and experience.
Processing time: 2 weeks

STEP 3: WORK PERMIT APPLICATION

Once approval for the position has been received from the Regional Department of Labour and Social Protection, the full work permit application can be submitted to the Kazakh Labour Office.
Processing time: 1-2 weeks

