

Q&A

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WORK PERMIT IN UKRAINE: 20 COMMON QUESTIONS

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1. May a foreigner be legally employed in Ukraine without a work permit?

No, foreign nationals or stateless persons may legally work in Ukraine only with a work permit.

2. When is there no need for foreigners to get a work permit in Ukraine?

There is no need to get a work permit in Ukraine:

- for foreign nationals or stateless persons who have [a permanent residence permit in Ukraine](#),
- for employees of foreign representations registered in Ukraine,
- for foreign nationals or stateless persons involved in the implementation of international technical assistance projects in Ukraine,
- in other cases provided by the Ukrainian legislation.

3. May a work permit in Ukraine be transferred to another person?

No, a work permit in Ukraine is issued to a specific foreigner for temporary employment in a specific workplace or position. Therefore, this permit is limited (it does not grant an unlimited access to the Ukrainian labour market) and tied to a particular employer.

4. Under what conditions may a foreigner get a work permit in Ukraine?

If there are no employees in the country (region) capable of performing the relevant work, or if there is sufficient background for using the foreigner's work.

5. What additional benefits are provided by a foreigner's work permit in Ukraine?

This permit is the basis for getting the appropriate type of Ukrainian visa and [a temporary residence permit in Ukraine](#) issued for a work permit validity period.

6. Who executes documents for a work permit in Ukraine?

Documents required for a work permit are executed by the employer, who invites a foreigner to work.

7. May a foreigner independently file an application and documents for a work permit in Ukraine?

No, only an employer who invites a foreigner to work may apply.

8. Who issues a work permit in Ukraine?

Ukrainian competent regional employment service.

9. What documents have to be filed for a work permit in Ukraine?

The following documents must be filed:

1. an application;
2. a notarized copy of a foreign national's passport with a translation into Ukrainian;
3. one colour photo;
4. a copy of a draft employment agreement (contract) with a foreigner certified by an employer.

For employment of certain categories of foreigners, an employer should additionally file the following documents:

- a copy of a foreign national's diploma (for the graduates of the universities listed in the top 100 in the world rankings);
- notarized copies of the documents identifying the subject of the author's copyright and/or related rights and evidencing authorship (for foreign employees of creative professions);
- a copy of an agreement (contract) entered into by and between a Ukrainian and a foreign company that provides for the use of work of foreigners and stateless persons who are sent by a foreign employer to Ukraine to perform a certain amount of work (for seconded foreign employees);
- decision of a foreign company to outplace (transfer) an employee to work in Ukraine and a copy of the respective outplace (transfer) contract, as entered into with him or her, indicating the period of work in Ukraine (for internal corporate assignees).

All documents issued abroad must be apostilled (or legalized) after their notarization and then translated into Ukrainian.

10. What is the validity term of a work permit in Ukraine?

As a rule, a work permit is issued for up to one year. For specific categories of foreigners and foreign seconded employees a work permit is issued for up to three years.

For internal corporate assignees a work permit is issued for the period of effect of the foreign company's decision on transferring the foreigner to work in Ukraine.

11. May a work permit be issued for a shorter period?

Yes, a work permit may be issued for a shorter period to be indicated in the employer's application.

12. Are there any legal requirements for the minimum wage for a work permit in Ukraine?

A work permit is issued on condition that a foreigner is paid a monthly salary of at least:

- 5 minimum wages (UAH 30,000, approx. USD 1,070 as of 2021) – for foreign employees of public associations, charitable organizations and educational establishments;
- 10 minimum wages (UAH 60,000, approx. USD 2,145 as of 2021) – for all other categories of employees.

The requirement on the minimum wages is not applicable for special categories of foreign employees (highly-paid foreign professionals, founders and/or shareholders

and/or ultimate beneficiaries of [a legal entity established in Ukraine](#), graduates from the world top hundred universities; foreign art professionals, foreign IT professionals).

13. What is a work permit fee in Ukraine?

A work permit fee in Ukraine is:

- UAH 13,620 (approx. USD 485) – for permits issued for a period varying from one to three years or if they are extended for the same period;
- UAH 9,080 (approx. USD 325) – for permits issued for a period varying from six months to one year, inclusive, or if they are extended for the same period;
- UAH 4,540 (approx. USD 160) – for permits issued for a period of up to six months or if they are extended for the same period.

A fee must be paid to an account of a Ukrainian competent regional employment service within ten working days after a decision on granting a work permit in Ukraine was made.

14. How long does it take an employment service to decide on granting a work permit in Ukraine?

A decision to grant a work permit in Ukraine is made by a competent employment service of Ukraine within 7 working days and within 3 working days – in case of extending a work permit.

15. May an employer appoint a foreign specialist to hold several managing positions (part-time)?

Yes, Ukrainian legislation gives employers such a right.

16. Are there any limits on the number of work permits in Ukraine?

No, Ukrainian legislation does not set such limits.

17. When to apply for a work permit extension?

The application for a work permit extension must be filed at least 20 calendar days before expiry date of a work permit in Ukraine

18. What responsibility may Ukrainian employers bear in case of the foreigners' employment or admission to work without a work permit in Ukraine?

The legislation of Ukraine provides for significant fines for Ukrainian employers if a foreigner is employed or admitted to work without a work permit.

Thus, if an employer uses a foreigner's labour without a work permit, such employer (legal entity or private entrepreneur) shall be fined UAH 120,000 (approx. USD 4,290).

If an employer uses a foreigner's labour on conditions other than provided in a work permit, or if another employer, not specified in a work permit, uses a foreigner's labour, a fine of UAH 60,000 (approx. USD 2,145) shall be imposed.

The fines for officials of an enterprise (director of an enterprise) for admitting a foreigner to work without a work permit in Ukraine vary from UAH 8,500 to UAH 17,000 (approx. USD 305 to 610).

19. When is it necessary to amend a work permit in Ukraine?

Amendments to a work permit in Ukraine are made in the following cases:

- a change of an employer's legal entity name, reorganization or division of an employer's legal entity, change of the name and/or surname, and/or patronymic of a private entrepreneur who is an employer;
- a registration of a new passport of a foreigner, including in case of a foreigner's name and/or surname, and/or patronymic change;
- a change of a foreigner's job title, transfer to another position with the same employer within the period for which a work permit in Ukraine was issued.

20. In which cases may a work permit in Ukraine be revoked?

A work permit in Ukraine may be revoked in case of:

- early termination of an employment agreement (contract) with an employer;
- finding a forgery of documents or a false information provision by an employer in the documents based on which a permit was issued (permit's validity was extended);
- reduction of a foreigner's temporary stay period in Ukraine as prescribed by law or his expulsion from Ukraine;
- finding a foreigner's labour use on conditions other than those provided in a foreigner's work permit or by another employer.

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This publication is intended to provide general answers to common questions we receive from our clients in connection with obtaining a work permit in Ukraine, and it should not be viewed as legal advice. For more details, or if you would like to discuss your specific case with us, please email us or use [our contact form](#).

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