

# USER GUIDE

UNIFIED ELECTRONIC PLATFORM FOR FOREIGN  
EMPLOYEE RECRUITMENT



Հայաստանի  
Միջուցառն Օտարաշուկայուն



For employers and foreign  
employee users



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# 1 EMPLOYER REGISTRATION AND ENTRY TO THE PLATFORM

For the purposes of the Platform, the employer is a legal entity registered in the RA State Register of legal entities or as a physical person registered for the purpose of signing a service provision contract with a physical person, i.e. an individual taxpayer.

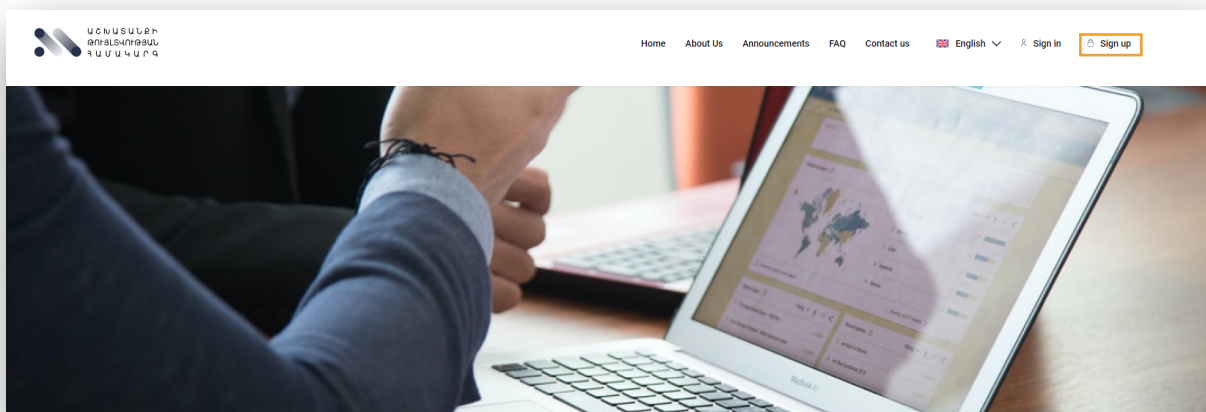
Registration of the Employer legal entity, i.e. a company, an organization, an institution, etc. at the Platform can be done only by the person indicated in the data base of the State Register of legal entities as the manager of the executive board of the employer.

## 1.1. Employer's online registration

To register the Employer at the Platform, the following sequence of steps is needed:

### STEP 1

**Go to registration page. Go to the Employer's registration page, move the mouse cursor to the "Registration" link in the upper right corner of the site and press the left mouse button.**

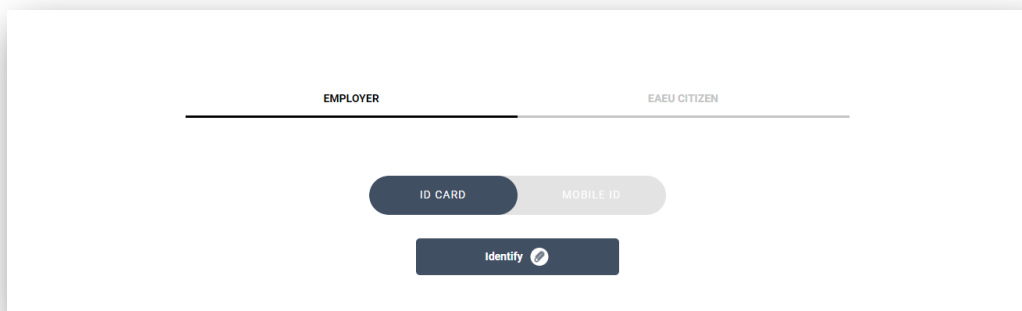


### STEP 2

**Strict authentication of the manager of the executive board of the Employer or physical person employer<sup>1</sup>**

The Platform affords an opportunity to perform strict authentication either by means of the ID card or mobile phone card.

- After selection of strict authentication, move the mouse cursor to the “Identification” button and press the left mouse button.
- To perform strict authentication by means of the ID card, the computer must be equipped with relevant software and a card reader (for details see: [www.ekeng.am](http://www.ekeng.am)), then insert your ID card in the card reader and after pressing the “Identification” button, in the pop-up window, enter your PIN code.
- In case of the mobile phone card option, an activated Mobile-ID SIM card is needed (for details see: <http://nikita.am/product/test>), after pressing the “Identification” button, enter your cell phone number and in the pop-up window enter the one-time password sent to your phone number.



### STEP 3 Submission of needed data.

Successful execution of the strict authentication is indicated by automatic completion of the fields «User’s Name, Surname, Patronymic» and «User’s Social Security Number».

**If the employer is a legal entity, select** the line «legal entity» **from the relevant** menu and complete the following data fields:

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According to RA Government Decree of May 25, 2017, No. 572-N, Appendix 2, paragraph 3, part 6: “individual’s strict authentication is an automated procedure to identify the given person by the authentication center using public-key infrastructure (PKI) software and hardware, to identify the given person’s certificate issued in the past with the identity of the given person.”

- Employer's tax code,
- Employer's actual business address,
- Employer's e-mail (Employer's legal entity's official e-mail),
- User's e-mail (Employer's executive board leader's e-mail),
- Employer's phone number,
- User's phone number,
- Password,
- Repeat password,
- Consent to receive notifications via Platform.

**ADD COMPANY**

Legal Person     Independent taxpayer

\*The employer's TIN

Company email

Applicant's phone number

\*Actual activity address

**CONFIRM**

After pressing the button «Confirm», the Platform automatically compares the social security number identified as a result of strict authentication and the tax code entered by the registered person in RA Registry of legal entities, checking whether the social security number of the leader of the executive board of the legal entity with the entered tax code matches the identified social security number.

After successful comparison with the State Register of legal entities, the Platform sends an automatic message to the User's e-mail, which contains a link needed to complete registration at the Platform. By clicking the link in the e-mail, the Employer's registration is considered to be over.

**If the employer is a physical person (individual taxpayer),** who wishes to sign a service provision contract with a foreigner, then after strict authentication it is necessary to select the line «physical person» from the relevant menu and to complete the following data fields:

- Employer's tax code,
- User's e-mail (physical person's e-mail),
- User's phone number,
- Password,
- Repeat password.

After completion of the mentioned fields, it is necessary to move the mouse cursor to the button «Confirm» and to press the left mouse button.

After pressing the button «Confirm», the Platform automatically compares the social security number identified as a result of strict authentication and the tax code entered by the registered person with the data base of RA State Revenue Committee. After successful completion of comparison, the Platform sends an automatic message to the User's e-mail, which contains a link needed to complete registration at the Platform. By clicking the link in the e-mail, the Employer's registration is considered to be over.

## 1.2. Employer's registration by the Migration service

If the leader of the executive board of the Employer's legal entity is a foreigner, who has no RA ID Card, or a capability to be identified in the cell phone card, the Employer's registration at the Platform shall be paper-based, by personally submitting necessary data to the Migration service.

For paper-based registration at the Platform, the following documents, and photocopies thereof, shall be submitted to Migration Service:

- The passport of the leader of the executive board of the Employer, social security number and documents certifying legal residence in the RA,
- Employer's legal entity's tax code,
- Employer's actual business address,
- Employer's e-mail (Employer's legal entity's official e-mail),
- User's e-mail (e-mail of the leader of the executive board of the Employer),
- Employer's phone number,
- User's phone number:
- A note about the registered person's consent to receive necessary information from the Platform at his/her indicated e-mail, and this notification is considered to be proper, by mutual consent.

Based on the above data, after creation of Employer’s account by the relevant Migration service officer, the Platform sends an automatic message to the User’s e-mail, which contains a link needed to complete registration. By clicking the link in the e-mail, the User is asked to create and to repeat the password, thereafter, registration is considered to be over.

### 1.3. Employer’s entry to the platform and password reset

To enter the Platform, the leader of the executive board of the Employer’s legal entity or the physical person authorized by the latter, through the browser visits: [www.workpermit.am](http://www.workpermit.am) and

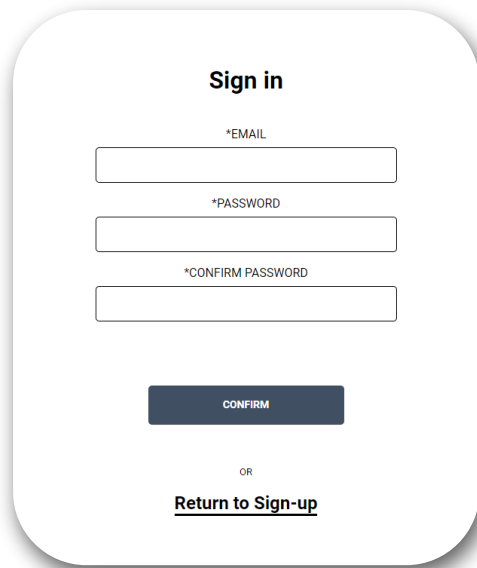
moving the mouse cursor to the link “Enter” in upper right corner of the open page presses the left mouse button.

After pressing the button, in the open window, it is necessary to enter the e-mail address indicated as User’s e-mail during registration, and password. After completion of the mentioned fields, it is necessary to move the mouse cursor to the button “Enter” and press the left mouse button.

In case the password is forgotten, in the window opened after going to the “Entry” link, it is necessary to move the mouse cursor to the link «Reset password» and to press the left mouse button. Thereafter, in the open window, to enter the e-mail address indicated as User’s e-mail during registration, to move the mouse cursor to the button “Send” and to press the left mouse button.



After the receipt of the password reset request, the Platform sends the password-reset page link to the indicated e-mail, provided the latter was registered as User's e-mail, which is effective for 60 minutes.



**Sign in**

\*EMAIL

\*PASSWORD

\*CONFIRM PASSWORD

**CONFIRM**

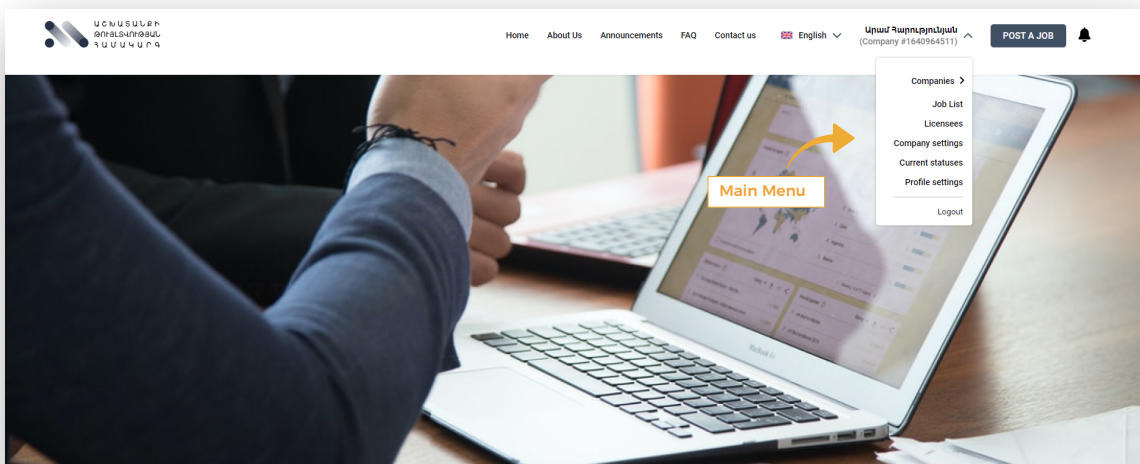
OR

[Return to Sign-up](#)

After clicking the link in the e-mail, it is necessary to enter the User's e-mail in the open window, the password and to repeat the password. Thereafter, to move the mouse cursor to the button «Confirm» and to press the left mouse button.

## 2 MANAGING EMPLOYER'S ACCOUNT

After entering the Platform and moving the mouse cursor to upper right corner of the open page and pressing the left mouse button on the link of User's name, surname, appears the main menu to manage the account (main menu).



## 2.1. Adding a new employer legal entity and selection of a legal entity

Any physical person through one's account in the Platform can act as the leader of the executive board of 2 and more Employer legal entities or Employer's authorized representative.

If the physical person acts as the leader of the executive board of 2 and more employer legal entities, the registration of the 2nd and each new employer legal entity is done by the following steps from the physical person's account:

### STEP 1 Going to the relevant page.

Open the Main Menu, select the line «Companies», thereafter, in the open submenu, select the line “Add company”.



### STEP 2 Going to the relevant page.

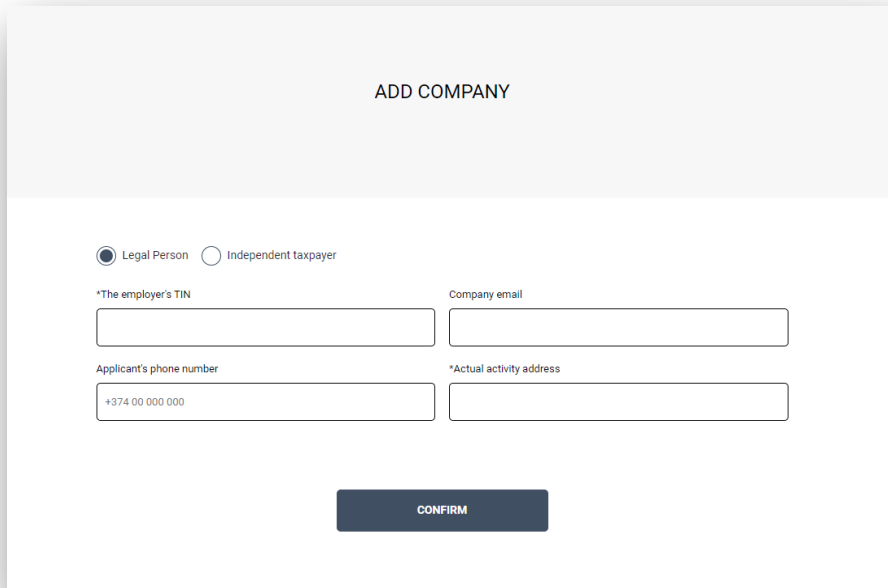
In the open window, select the type of added company: «legal entity» or «individual taxpayer» and enter needed data:

- Employer legal entity tax code,
- Employer's actual business address,
- Employer's e-mail (Employer legal entity's official e-mail),
- Employer's phone number.

after entering the data, press the mouse cursor on the button “Confirm”.

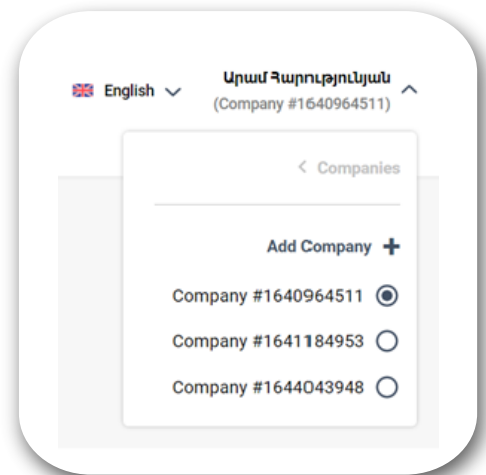
### STEP 3

### Selection of Company.



After pressing the button “Confirm”, the Platform automatically compares User’s social security number in the Platform and added tax code in the RA State Register of legal entities, checking whether the security number of the leader of the executive board with the indicated tax code matches the User’s social security number.

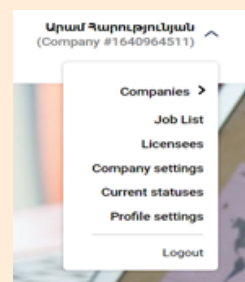
After successful comparison with State Register of legal entities, the title of the newly added company appears in the submenu “Companies” of the Main Menu.



In order to select the company on whose behalf you need to operate on the Platform, open Main menu, go to submenu “Companies” and in the open list move the mouse cursor on the title of the company which one wishes to select, and press left mouse button.

#### ATTENTION!!!

When acting in the Platform, be attentive and follow, on behalf of which company the activities are done. The title of the selected company is indicated in the upper right corner of the Platform, below the user’s name and surname.



## 2.2. Adding authorized person and managing the list of authorized persons.

The persons authorized by the leader of the Employer's executive board can act in the Platform on behalf of any Employing legal entity registered in the Platform.

To add an authorized person, the following Steps are needed:

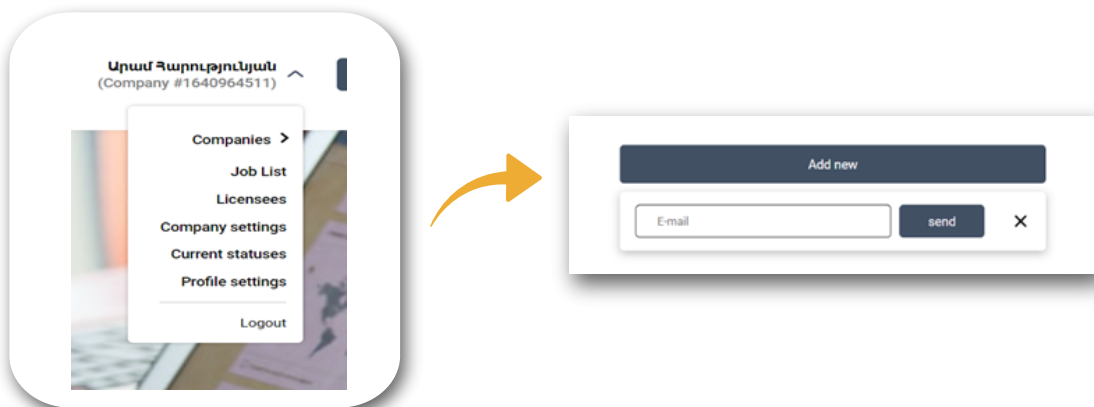
### ATTENTION!!!

Only the leader of the Employer's executive body is entitled to act on behalf of the Employer legal entity's authorized person in the Platform.

### STEP 1 Go to relevant page.

To go to authorized persons' management page, open Main menu, move mouse cursor to the line "Authorized persons" and press left mouse button.

### STEP 2 Entering authorized person's e-mail.



In the open window, select the button «Add new», thereafter, enter authorized person's e-mail in the open window and press the button «Send».

### ATTENTION!!!

Before authorizing a person, it is necessary to find out if the person has an account on the platform. If the person already has a registered account, enter the email address provided during registration.

## 2.3. Employer legal entity's data settings.

Employer legal entity's data in the Platform can be set only from the account of the Employer's executive board leader: selecting the line "Account settings" from Main menu.

In the open page, it is possible to edit the following fields related to Employer's legal entity:

- E-mail,
- Phone number,
- Actual business address.

To save the edited data, press «Save».

## 2.4. Account settings.

Any user can edit the data he/she entered to the Platform. To do so, open Main menu and select the line «Account settings».

In the open page, a physical person can edit the following fields:

- E-mail,
- Phone number.

To save the edited data, move mouse cursor to the button «Save» and press left mouse button.

In the User's settings page, a physical person can also change the Password; to do so, enter the old (current) password and the new password, thereafter, move mouse cursor to the button «Confirm» and press left mouse button.

## 2.5. Changes in the legal form of the Employer's legal entity.

The Platform periodically compares the data of legal entities registered in the Platform with data base of the State register of legal entities.

If as a result of inquiry, it is discovered that the activity of the legal entity, registered in the Platform, has been suspended or terminated, the registration in the Platform will be automatically disabled, the data of the foreigner who was granted temporary residence based on his/her working for the given Employer will be additionally reviewed.

If as a result of inquiry, it is discovered that the leader of the legal entity's executive board, registered in the Platform, has changed, the Employer's account will be temporarily frozen. To reactivate the Employer's registration, the new leader of the Employer's executive board shall re-register the legal entity.

## **3 AUTHORIZED PERSON'S REGISTRATION AND ENTRY TO THE PLATFORM**

At the discretion of the Employer legal entity's executive board leader, the Employer can be represented in the Platform by one or more authorized representatives, who don't have to be bound with legal relationships with the Employer.

In the Platform, the authorized person has the same rights and duties, and can perform the same actions as the Employer's executive board leader, except authorizing third persons.

The authorized person can act in the Platform on behalf of the Employer, based on the procedure set forth in section 2.2 of this User Guide as applied by the leader of the executive board of the Employer, after going to the link in the letter automatically sent by the Platform to e-mail.

To act in the Platform as the Employer's authorized person, a physical person shall have an active account in the Platform. From the same account, a physical person can represent 2 and more Employers selecting the relevant Employer from the submenu «Companies» in Main menu.

### **3.1. Authorized person's registration in the platform.**

If the physical person does not have an active account in the Platform and he/she received at his/her e-mail address an invitation from the Employer's executive board leader registered in the Platform to become the Employer's authorized person in the Platform, then he/she shall register in the Platform, performing the following steps:

#### **STEP 1 Pass strict authentication.**

The Platform affords a possibility to pass strict authentication both by means of an ID Card and cell phone card.

- After selection of strict authentication, place the mouse cursor on the button «Identification» and press left mouse button.
- To pass strict authentication by ID Card, the computer must be equipped with relevant software and a card reader (see [www.ekeng.am](http://www.ekeng.am) ), then place your ID Card in the card reader and after pressing the button «Identification», enter ID Card password (PIN code) in the open window.
- In case of selecting mobile phone identification option, an active Mobile ID SIM card is necessary (see <http://nikita.am/product/test>), after pressing the button «Identification», enter your cell phone number and in the open window enter the one-time password sent to your phone number.

## **STEP 2** Data entry

After successful strict authentication, as evidenced by automatic completion of the fields “Name, surname” and “Social security number”, it is necessary to fill in the remaining fields in the registration form:

- User’s e-mail,
- Phone number,
- Password,
- Repeat password,
- A note about the registered person’s consent to receive necessary information from the Platform at his/her indicated e-mail, and this notification is considered to be proper, by mutual consent.

After completion of the mentioned fields, move mouse cursor to the button «Confirm» and press left mouse button.

## **STEP 3** Upload authorization

After registration procedure and entering the Platform, the latter suggests to confirm authorization by uploading authorization and entering the position held.

**ATTENTION!!!**

The authorization is a photocopy of the document signed by the leader of the Employer's executive board in accordance with the form presented in Appendix 1.

The field "Position held" is filled in accordance with the note made in the authorization form shown in Appendix 1 to this User Guide.

After scanned copy of the authorization is uploaded in the relevant field and the field "Position held" is filled in, move mouse cursor to the button «Confirm» and press left mouse button.

If the scanned copy of the authorization is currently unavailable, move mouse cursor to the button «Cancel» and press left mouse button. To return to the received invitation and to upload needed documents, open Main menu and select «Received invitations» submenu. In the open window, select needed active invitation and complete the activity.

**STEP 4 Confirmation of authorization.**

Authorization of a physical person in the Platform by the Employer is considered completed after the relevant note has been made in the Platform by the Employer's executive board leader. For final confirmation of Authorization, the Employer shall enter the Platform, go to Main menu and select the line «Authorized persons», moving mouse cursor on the line and pressing left mouse button. In the list, on the open page a relevant note shall be made, moving mouse cursor on the button «Confirm» on the relevant line and pressing left mouse button.

## 3.2. Authorized person's entry to the Platform

If the Employer legal entity's executive board leader forwards an invitation to act as an authorized person in the Platform to a person who already has an active account in the Platform, then after clicking the link of the invitation received by e-mail, the person to be authorized, instead of registration, enters the Platform, thereafter, performs the actions set forth in Section 3.1, Step 3 and Step 4.

# 4 PRACTICAL APPLICATION OF EMPLOYER'S ACCOUNT

## 4.1. Filing a new request

Via the Platform, Employer legal entity can submit a request for temporary residence of the foreigner on the grounds of employment, by two procedures:

- Based on work permit.
- Based on exceptions list.

To file the request, Employer's executive board leader or an authorized person appointed by him/her, can go to the relevant page or press the button "New case" in the upper right corner of the Platform, or select the «Case list» button from Main menu, thereafter, in the open page, press the button «Add new job».

### 4.1.1 Filing a request on the grounds of a work permit.

The following fields are filled in the registration page for a new request:

The screenshot shows a web form titled "ADD JOB" with two tabs: "WORK PERMIT" (selected) and "PROFESSIONS INCLUDED IN THE LIST OF EXCEPTIONS". The form contains the following fields:

- \*Name of the proposed job and (or) position: Text input field.
- \*Position code according to the position classifier: Text input field with a "code" dropdown and a search icon.
- Position by specialization, specializations and position classifier: Text input field.
- \*Expected start of the employment contract: "Select date" dropdown.
- \*Expected termination of the employment contract: "Select date" dropdown.
- \*Working functions: Large text area.
- \*Salary (excluding taxes and other deductions (in numbers)): Text input field.
- \*Salary (excluding taxes and other deductions (in words)): Text input field.
- \*Duration of working hours (in hours): Text input field.
- \*Place of work (address): Text input field.
- \*Qualification requirement submitted by the employer: Dropdown menu with "select" option.
- \*Requirement for work, including professional experience submitted by the employer: Large text area.
- \*Other working conditions: Dropdown menu.

A "CONFIRM" button is located at the bottom center of the form.

- The title of the proposed job and (or) position,
- Position code, according to the classifier of positions (7-digit code).

To enter the code, the platform has a search system used by making the following Steps:

**STEP 1** Press the «Code» button in the right section of the page.

**STEP 2** In the open window, select the list of professions: **Workers or Civil Servants**. To select, place mouse cursor on the relevant title and press left mouse button.

**STEP 3** To enter job title or the known part of the code in the search field.

The Platform filters and indicates the closest results in the results field that match search requirements.

The screenshot displays a web interface for selecting professions. At the top, there are two tabs: 'PROFESSIONS OF THE WORKER' (which is active) and 'PROFESSIONS OF EMPLOYEES'. Below the tabs is a search bar with the placeholder text 'search' and a magnifying glass icon. Underneath the search bar is a table with two columns: 'PROFESSION' and 'CODE'. The table contains the following rows:

PROFESSION	CODE
Farmer	1010001
Farmer - Manufacturer of mixed animal products	1010002
Farmer - Manufacturer of personal needs	1010003
Farmer - Ducks breeding	1010004
Farmer - Cotton production	1010005
Farmer - Vegetable crops production	1010006

At the bottom center of the interface is a dark blue button labeled 'CONFIRM'.

**STEP 4** Select profession placing mouse cursor on the relevant line in the results table and press left mouse button.

## STEP 5

**Familiarize oneself with the job description in the open window, and in case of consent, place mouse cursor on the «Confirm» button and press left mouse button. In case of disagreement with the job description, or in case of selecting another profession by mistake, press the «Change» button and repeat Step 3 and Step 4 actions.**

Dear ARTAK ABRAHAMYAN, you elected 1010004-Farmer - Ducks breeding classifier from the Professions, Specializations and Positions of Employees approved by N872-N order of the the RA Minister of Economy on September 19, 2013; which assumes that

1. The following working conditions are available:
  - normal working conditions
2. Following education levels are sufficient for the mentioned work:
  - initial education
  - secondary education
  - initial vocational education
  - secondary vocational education
3. The following skills are required:
  - work of simple and simple complexity
  - work of average complexity
4. The specified profession is included in group 6122 of the RA professions classifier.

- Expected commencement of the employment contract (day, month, year),
- Expected expiration of the employment contract (day, month, year),,
- Employment duties,
- Salary (without taxes and other deductions from salary (in figures)),
- Salary (without taxes and other deductions from salary (in words)),
- Weekly duration of work (hours),
- Work place (address),
- Employer's requirements to qualification. To indicate requirements to qualification, select qualification degree entered by the Platform, by you that matches the entered position code. The Employer can not select a lower or higher qualification degree than specified for the concrete profession in the list of classifiers.
- Employer's requirement to working, including professional, experience,
- Other work conditions. In case of placing mouse cursor on this field and pressing left mouse button, a window is opened which affords an opportunity to select additional work conditions, namely:
  - Compensation of transportation costs,
  - Compensation of utility costs,

- Compensation of healthcare costs,
- Compensation of education costs,
- Compensation of insurance costs,
- Annual prolonged vacation,
- Annual additional vacation,
- Rate of higher than minimum pay for overtime,
- Rate of higher than minimum pay for night work,
- Rate of higher than minimum pay for hard, hazardous work,
- Rate of higher than minimum pay for especially hard, especially hazardous work,
- More than doubled pay rate for work on weekends and holidays,
- Professional training, education by Employer or at Employer's expense.

**OTHER WORKING CONDITIONS**

NOTES	CHOSE	ADDITIONAL CONDITIONS
Housing reimbursement	<input type="checkbox"/>	Add comment
Reimbursement of transportation costs	<input type="checkbox"/>	Add comment
Reimbursement of utility bills	<input type="checkbox"/>	Add comment
Reimbursement of health expenses	<input type="checkbox"/>	Add comment
Reimbursement of educational expenses	<input type="checkbox"/>	Add comment
Reimbursement of insurance costs	<input type="checkbox"/>	Add comment

**CONFIRM**

## 4.1.2. Submission of a request within the exceptions list.

Submission of a request within the exceptions list differs from the submission of a request based on work permit in two main aspects:

- In parallel with filling in the fields of the job description, from the relevant menu the concrete exception condition is selected and the document certifying the compliance of the concrete exception of the foreigner is uploaded;
- In parallel with filling in the fields of the job description, the condition of a specific exception is selected from the relevant menu; the document certifying the compliance of the specific exception of the foreigner is uploaded;
- parallel to the job description, the foreigner's data is also entered.

ADD JOB

---

WORK PERMIT
PROFESSIONS INCLUDED IN THE LIST OF EXCEPTIONS

---

\*Name of the proposed job and (or) position

\*Position code according to the position classifier

Position by specialization, specializations and position classifier

\*Expected start of the employment contract

\*Expected termination of the employment contract

\*Working functions

\*Salary (excluding taxes and other deductions) (in numbers)

\*Salary (excluding taxes and other deductions) (in words)

\*Duration of working hours (in hours)

\*Place of work (address)

\*Qualification requirement submitted by the employer

\*Requirement for work, including professional experience submitted by the employer

\*Other working conditions

## 4.2. Management of current requests.

To observe and edit cases, the submitted requests, and to act on cases, if needed, it is necessary to open Main menu, place mouse cursor on the line «Case list» and press left mouse button.

In the open window, the list of requests by the given Employer in the Platform is shown in the form of a Table, which consists of 5 columns:

1. The title of the job in the submitted vacancy description,

2. Case status,

Cases can have the following statuses:

- MLSA (Pending\_AM) – your request is in the Ministry of Labor and Social Affairs;
- Enter the foreigner: no RA citizen has been found in accordance with your request, and the MLSA has allowed to fill the vacancy with a foreigner,
- Pending for decision: Migration service and other state bodies having access to the Platform have accepted the foreigner’s case to grant a temporary residence status,
- Approved: your request has been approved and the foreigner has been given residence
- Denied: residence status to the foreigner has been denied,
- Amendments: a state body that has access to the Platform has found deficiencies in your request that need correction,
- Suspended: case has been suspended,
- Terminated: case has been terminated.

3. Action,

In this column, there may be three symbols, placing mouse cursor on each of which and pressing left mouse button, one can perform certain actions:

- Pressing “Eye” symbol, you can view job descriptions,
- Pressing “X” symbol, you can cancel the case, if any,
- Pressing “Paper and pen” symbol, you can edit job descriptions, if any.

4. Foreigner’s name,

5. Add Foreigner.

If the button in column is active, you can place mouse cursor on it, press left mouse button and in the open window enter foreigner’s data in accordance with Section 4.2.1. of this User Guide.

## 4.2.1 Correction of data in the request.

Processing of the request by means of the Platform can be terminated by Employer's initiative who submitted the request, based on relevant application.

To file an application for termination of case examination, the following Steps shall be taken:

### STEP 1

**Open Main menu and place mouse cursor on the «Case list» line and press left mouse button.**

### STEP 2

**In the table, within the open page, find the case you wish to terminate and file an application to that effect.**

### STEP 3

**Move mouse cursor to the line of the needed case in the 3rd column, on «X» symbol and press left mouse button.**

### STEP 4

**After completion of Step 3, in the open window, fill in “Commentary” field and attach the termination application, thereafter move mouse cursor to «Confirm» button and press left mouse button:**

In case of performance of above actions, Migration service receives the termination application and terminates the proceedings.

## 4.2.2 Correction of deficiencies in the request.

State bodies involved in case proceedings, within their competences, can require and obtain explanations and additional information on the deficiencies discovered during case examination.

The Employer or the foreigner receives notifications about correction of deficiencies in the request or additional information in the account at the Platform, about which a relevant message is sent to the e-mail indicated during registration at the Platform.

After forwarding the notification, within ... days specified in RA Government Decree, the Employer or the foreigner will be given an opportunity to edit submitted information and/or attach new documents. In case of failure to respond to the notification within these days, case proceedings are suspended by the Migration service.

The basis for the reopening of case proceedings is the elimination of circumstances that caused the suspension within 60 days: corrections made as required in the notification and/or submission of needed documents.

If the Employer and/or the foreigner fail to eliminate the circumstances that caused the suspension within 60 days, case proceedings are terminated.

**ATTENTION!!!**

Submitted application can be edited, and the documents attached to the case can be deleted or new documents can be attached only after the receipt of relevant notification from the body examining the case and within a specified deadline.

### 4.2.3. Entering foreigner’s data.

If the Employer submitted a request for work permit procedure, which was approved by the Ministry of labor and social affairs as to filling the vacancy with a foreigner or no note was made in the request within 15 work days, and in case of request for exceptions list, immediately after creating vacancy description the employer fills in the foreigner’s data in the relevant form:

**Table 1. Foreigner’s data entry fields**

#	Data field	Filling procedure
1	Foreigner’s name in Armenian	Based on notary translation
2	Foreigner’s surname in Armenian	Based on notary translation
3	Foreigner’s patronymic in Armenian	Based on notary translation
4	Foreigner’s name in Latin letters	Based on notary translation
5	Foreigner’s surname in Latin letters	Based on notary translation
6	Foreigner’s patronymic in Latin letters	Based on notary translation
7	Foreigner’s passport	Foreigner’s photocopied electronic copy in PDF
8	Foreigner’s passport translated into Armenian with notary certification	translation into Armenian certified by notary, photocopied electronic copy in PDF
9	Day, month, year of birth	Date of birth is filled in three separate fields. If day or month of birth is not indicated in the passport, fill in «00», if there is also no year, fill in «0000»
10	Foreigner’s country (actual)	To be filled in, if different from country of citizenship

**Table 1. Foreigner's data entry fields**

#	Data field	Filling procedure
11	Sex	From menu
12	Citizenship	State that issued the attached passport
13	Foreigner's permanent address (city, street, building)	Foreigner's latest address of residence
14	Foreigner's vocational education, qualification degree	From menu
15	Work contract	Attached photocopied electronic PDF copy of contract signed with foreigner, or commitment to employ foreigner in accordance with the form in Appendix 2 of this Guide
16	Documents on Foreigner's vocational education, qualification degree, translated into Armenian and certified by notary	photocopied electronic PDF copy of documents on Foreigner's vocational education, qualification degree, translated into Armenian and certified by notary
17	Passport number	Attached passport number
18	Passport issued (year, month, day)	Attached passport issuance date
19	Passport valid through (year, month, day)	Validity date of attached passport
20	Social security number	If any
21	Foreigner's e-mail	This e-mail is the foreigner's login to the Platform and to this e-mail the foreigner will receive all the notifications
22	Foreigner's phone number	Current phone number
23	Foreigner's color photo	2.5 cm x 3.5 cm color photo

After completion of the fields indicated in Table 1, move mouse cursor to «Confirm» button and press left mouse button.



# 5 FOREIGNER'S ACCOUNT MANAGEMENT

## 5.1. Application for extension

If the foreigner continues his/her work with the Employer, based on which he/she was granted temporary residence status for the duration of the work contract, then the foreigner can apply for extension of his/her residence status.

To apply for extension, the following steps are needed:

**STEP 1** Open Main menu and select «Extension application».

### ATTENTION!!!

«Extension application» in Main menu is accessible only when not more than 60 days and not less than 30 days remain until the expiry of the current residence status.

**STEP 2** Fill in needed data in the open window.

**STEP 3** Press «Confirm».

## 5.2. Cancellation of extension application

The administrative proceedings started with respect to Foreigner's application for temporary residence status filed with the Platform can be cancelled by the foreigner's application. To cancel extension proceedings, it is necessary:

**STEP 1** Enter Platform account.

**STEP 2** Open Main menu and select «My applications».

**STEP 3**

In the open page, select needed line from the table “Case list” and move mouse cursor to the «X» symbol in the last column of the table.

**STEP 4**

In the open window, confirm the application about cancellation, pressing «Confirm».

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**APPENDIX 1. SAMPLE POWER OF ATTORNEY TO ACT ON BEHALF OF THE EMPLOYER’S LEGAL ENTITY IN THE PLATFORM**

## POWER OF ATTORNEY

City \_\_\_\_\_  
name \_\_\_\_\_  
mo/day/year (in figures)

I \_\_\_\_\_ being \_\_\_\_\_  
name/surname, ID data, position held indicate legal entity's type

\_\_\_\_\_, which functions based on the charter (POA) authorize  
title

\_\_\_\_\_  
authorized person's name/surname, ID data

to act on behalf of \_\_\_\_\_  
legal entity's type

In the “System granting work permits to Foreigners and the electronic management system of work contracts signed with Foreigners” of the Migration service of the Ministry of territorial administration and infrastructure of the Republic of Armenia.

Authorized by \_\_\_\_\_  
position held, name/surname