

DOCUMENTATION REQUIRED FOR APPROVAL - EXTENSION OF
TEMPORARY STAY OF FOREIGNERS IN BIH

GROUND: **WORK BASED ON ISSUED WORK PERMIT**

1. Application for approval - extension of temporary stay in BiH (available at the Field Center Banja Luka)
2. BAM 100 stamp duty for approval – extension of temporary stay (post office at the Public Security Center Banja Luka),
3. Recent photograph, format 35x45 mm (three photographs for the first temporary stay), or two photographs for extension of temporary stay (**on white background**)
4. Certified copy of passport valid at least three months after the period of requested temporary stay (general information, **exit stamp from the border crossing of the country from which the foreigner is entering BiH, and BiH entry stamp of date later than the date of issue of work permit, long-term stay visa – D Visa**) x2,
5. Copy of foreigner's residence registration card (only for the first filing of application),
6. Copy of latest decision on temporary stay approval - (only when filing application for extension of temporary stay),
7. Evidence of provided accommodation (evidence of ownership of real estate (house or apartment), or house or apartment lease contract, or other equivalent) (certified by responsible administration body) and copy of ID card of accommodation provider.
8. Work permit issued by the responsible branch of the RS Employment Bureau - **to be obtained by employer before foreigner's arrival to BiH** (original or certified copy),
9. Medical certificate proving that the foreigner does not have a disease which might jeopardize BiH public health (original or certified copy) - authorized medical institutions for medical examinations in the territory of the municipality of Banja Luka are the following: Institute of Occupational and Sports Medicine, Medical Electronics, health clinics, Euromedic, Deamedica, Intermedic, while health clinics are the only responsible bodies at regional level.
10. Certificate that there are no ongoing criminal proceedings against foreigner, and certificate that foreigner has not been sentenced for a crime, issued by the responsible body of the country where the foreigner has usual place of residence (original or certified copy),

After taking of decision on temporary stay approval, the following should be filed within three days:

1. Work contract concluded with employer **after approval of temporary stay by the Service for Foreigners' Affairs** (original or certified copy),
2. Application with the responsible Pension and Disability Insurance Fund (copy),
3. Application with the responsible Health Fund (copy)

All foreign documents must be translated to local languages (except countries of the former SFRY)

FOREIGN CITIZENS MUST FILE ALL REQUIRED DOCUMENTATION WHEN FILING APPLICATION FOR APPROVAL - EXTENSION OF TEMPORARY STAY, EXCEPT WORK CONTRACT WHICH MAY NOT BE CONCLUDED BEFORE APPROVAL OF FOREIGNER'S TEMPORARY STAY.

STAMP DUTY FOR TEMPORARY STAY APPROVAL ISSUE

- DUTY AMOUNT - BAM 100 paid to the following account number:

ACCOUNT NUMBER: 338-000-22100183-90 – WITH UNICREDIT BANK d.d. SARAJEVO

PAYMENT PURPOSE – DUTY FOR ISSUE OF APPROVAL OF TEMPORARY STAY IN BIH FOR THE BENEFICIARY - BIH STA TREASURY DUTIES

TYPE OF REVENUE – 722816

BUDGET ORGANIZATION: 0923999

TAXPAYER NUMBER - FOR ALL FOREIGN CITIZENS – 000000000000.

IMPORTANT NOTES concerning the Law on Movement and Stay of Foreigners and Asylum (BiH Official Gazette, no. 36/08) and Rulebook on Entry and Stay of Foreigners (BiH Official Gazette, no. 81/08) Article 34 of the Rulebook – **Work based on the issued work permit** -

A foreigner requesting approval of temporary stay in BiH, for the purpose of work, may exercise the right to temporary stay if he/she fulfills general conditions for entry set forth by the Law and this Rulebook, and enters BiH with previously issued work permit or other equivalent, in accordance with the provisions of Article 11 of the Law.

When entering BiH, foreign citizen without work permit coming from a country with visa-free regime for BiH, must leave the territory of Bosnia and Herzegovina after the issue of work permit and reenter BiH with the work permit, register residence within 24 hours and attach to the application all documentation set forth under no. 4, for the purpose of fulfillment of requirements set forth by Article 34 of the above Rulebook.

Article 81 of the Law – Work contract or another adequate contract with a foreigner may not be concluded by employer before approval of foreigner’s temporary stay. Employer must submit a copy of concluded work contract or another adequate contract to the Service immediately, and no later than three days from the day of conclusion of the contract.

Article 82 of the Law – A foreigner may not start working in BiH based on work permit before approval of his/her temporary stay. A foreigner may work in BiH only based on a work permit used as grounds for the approval of temporary stay. With a work permit, a foreigner may work only at the workplace or tasks for which work permit was issued, and based on which foreigner was approved temporary stay. Within 15 days from the day of expiration of work permit validity, approval of temporary stay shall also expire, if temporary stay is approved based on work permit. Non-approval, termination or cancellation of temporary stay shall result in invalidity of work permit used as grounds for seeking or approving temporary stay in BiH.

I - DEADLINES FOR APPLICATION FILING FOR:

1. Temporary stay approval:

Article 60, paragraph 4 of the Law: *Application for approval of temporary stay... shall be filed no later than 15 days before expiration of validity period of long-term stay visa (D visa), or visa-free stay,*

2. Extension of temporary stay approval:

Article 60, paragraph 5 of the Law: *The application must be filed at the latest fifteen days prior to the expiration of valid stay period....*

II - CONDITIONS FOR EXTENSION OF TEMPORARY STAY APPROVAL:

- Article 52, paragraph 6, of the Law *Approval of temporary stay may be extended upon request by foreigner under the same conditions as those set forth for approval of stay subject to extension application, but only on the same grounds.*

For more information, a foreigner may use the web page of the Service for Foreigners’ Affairs at the following address: www.sps.gov.ba.