WORK PERMIT

“NECESSARY DOCUMENTS"

The list of all necessary documents for a work permit (FIRST TIME APPLYING)
1. Copy of the academic job announcement.
2. Summary report on Appointment by the Committee members.
3. A single report on Appointment by the Committee members.
4. Final Decision on academic appointment
5. Decision on appointment.
6. Evidence on the previous work experience.
7. Proof of knowing the foreign languages
8. PASSPORT minimum 18 months valid
9. Diploma
10. BH translation of diploma
11. Decision on degree nostrification or university verification decision on diploma.
12. TAXES for work permit:
   - For academic staff tax = 150.00 KM fold
   - For administrative staff = 1.150.00 KM fold

The list of documents for the extension of the work permit (RENEWAL)
1. Copy of the academic job announcement.
2. Summary report on Appointment by the Committee members.
3. A single report on Appointment by the Committee members.
4. Final Decision on academic appointment
5. Decision on appointment.
6. Evidence on the previous work experience.
7. Proof of knowing the foreign languages
8. PASSPORT minimum 18 months valid
9. Diploma
10. BH translation of diploma
11. Decision on degree nostrification or university verification decision on diploma.
12. The work contract or annex of the work contract done in accordance with the issued work permit
13. TAXES for work permit:
   - For academic staff tax = 150.00 KM fold
   - For administrative staff = 1.150.00 KM fold

From university’s to document we have to provide to the Employment agency are the following:
- IUS Court decision on registration
- IUS JOB classification
- IUS ID registration document
- IUS Statistical evidence number
- Certificate of solvency from the bank
- Certificate of tax clearance
- Certificate that IUS is not VAT payer

NOTE 1: Certificate of tax clearance is very crucial document without it we cannot apply for neither to get the work permit.
NOTE 2: In case of applying for a work permit (the first time) as well as in the case of work permit
extension (renewal) the HR office will ask from our new staff the document under the No. 8, only. While all other documents mentioned above will be asked from Faculty Secretaries due to the fact that all these documents we are mentioning beside the document No.8 are required to complete and submit in the process of academic appointment of our faculty staff.

**RESIDENCE PERMIT - “NECESSARY DOCUMENTS"**

The list of the necessary documents for a residence permit on the basis of the work (FIRST TIME)

1. Work permit
2. **PASSPORT minimum 18 months valid**
3. White card (the date of issue of white card must be fresher than the date of issuance of a work permit)
   - **Proof of accommodation or rental contract or a landlord STATEMENT**
   - Proof of ownership of the apartment – ZK evidence or purchase agreement
   - A copy of the identity card of landlord
   - A copy of the CIPS of the landlord
4. **Criminal record from native country**
5. **Medical report from B & H**
6. **Two (2) passport size photos.**
7. **Certificate of employment – work experience**
8. Employment Contract
9. **M2 form (today form called JS3100).**
10. TAX for issuing residence permit:
    - The academic and administrative staff IUS = 100KM once

**List of documents for the extension of residence permits (RENEWAL)**

1. Work permit
2. **PASSPORT minimum 18 months valid**
3. White card with documentation provided by landlord (provided only if the employee changed address)
4. **Criminal record from Bosnia and Herzegovina - certificate of good conduct from the court**
5. **Medical certificate from B & H**
6. **Two (2) passport size photos**
7. Work permit
8. Certificate of employment – work experience
9. Employment Contract
10. **M2 form (today form called JS3100).**
11. Taxes for issuing residence permits for academic and administrative staff IUS = 100KM once.

*From university’s document we have to deliver to the Service for Foreigners' Affairs under the Ministry of Security, is the following documentation:*
- Court decision on registration IUS
- Certificate of tax clearance
- The belief that IUS is not VAT payer

**NOTE 1:** In the event of a request for a residence permit (the first time) as well as in case of extension of residence permits, the HR office will ask directly from IUS new international staff the following document mentioned above: document from point No. 1, No. 2 (in case of extension we are going to ask for the additional documents only in case if our staff changed the address of residing), No.3 (just in case the first time and not in the case of renewal) and document mention in the point No.5.

All other documents we mentioned will be coordinated among HR office and: all other departments of the IUS, the landlord of an employee, hospital, court, municipality, police, tax administration, Bureau of Health Insurance, banks, the employee and other relevant institutions outside of the IUS and which are
related to these processes.

Residence permits for family members

NOTE: According to the Law on Movement and Stay of Aliens in BiH "Official Gazette no. 27/13 ", Article No. 61 Paragraph 1: FAMILY REUNION based on temporary residence of the foreigners residing in BiH can be reached after 18 months of continues residence in BiH.

The list of the necessary documents for a residence permit based on family reunification (FIRST TIME AND RENEWAL )

Under the close family members are considered: His wife and:
1. PASSPORT minimum 18 months valid
2. White card for each family member
   - Proof of accommodation or rental contract or a landlord STATEMENT
   - Proof of ownership of the apartment – ZK evidence or purchase agreement
   - A copy of the identity card landlord
   - A copy of the CIPS of the landlord
3. Health insurance - voluntary health insurance for the employee’s wife while children have a right for health registration over IUS employee compulsory insurance policy ( father or mother ) .
4. Criminal record from the native country when we first time requesting for a residence permit based on family reunification (criminal records from the native country are required for children older than 15 years).
5. Criminal record from the BH court only when it comes to extending the residence permit
6. A copy of the passport of the of IUS employee with home the family do reunification.
7. Medical report for each family member
8. Birth certificates for children, each of them
9. The School conformation slip that kids are doing school in BiH (This conformation slip is required for the verification of health booklet too).
10. The marriage certificate at least 6 months old
11. House list verified in the municipality
12. Warranty Statement person with whom the family joins in BiH
TAX in the amount of 100,00KM for each family member individually