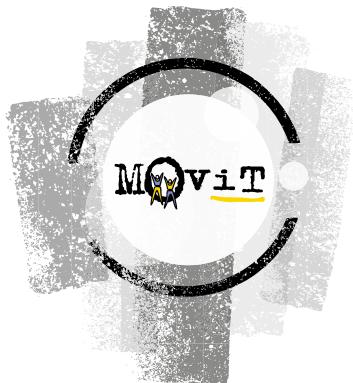




**APPROVED**



# **VOLUNTEERING**

## **IN COUNTRIES OF THE WESTERN BALKANS**

Guidelines for obtaining residence permits for volunteers within  
Erasmus+: Youth in Action and the European Solidarity Corps



## OF THE PUBLICATION & SHORT OVERVIEW OF THE STRUCTURE

This publication is intended for all organizations from the Western Balkans, which are hosting volunteers from EU countries within the framework of the programmes Erasmus+:Youth in Action and European Solidarity Corps, and are as such required to help them through the process of obtaining the residence permits for their stay during their volunteering period.

The main reason for creating this publication comes from the recurrent feedback from the hosting organizations in the WB on how difficult it is to get this procedure done in a timely and efficient way. These administrative processes are often costly, time consuming and frustrating in terms of the amount of bureaucracy there is for all sides: sending and receiving organizations, as well as the volunteer.

The purpose of this publication is to facilitate this process as much as possible, by providing all the relevant information to the stakeholders involved in this process in a clear, step-by-step manner.

The publication addresses the process of obtaining the residence permit for the volunteers staying in the countries of Western Balkans, namely Albania, Bosnia and Herzegovina, Kosovo and Montenegro.

The creation of this publication would not have been possible, first without the valuable initial input coming from of our Contact Points for E+:YIA from all 4 respective countries, and second, without consultations with experienced hosting organizations which made sure that the gathered information is tested in reality. Thanks a lot to everyone; the list of contributors can be found in the acknowledgements at end of this publication.

The structure of the publication is simple and hopefully you will find it easy to use: the first part contains a set of general instructions relevant for all hosting organizations across the respective countries of the Western Balkans; this is followed by country specific information.

# ABOUT

## **THE PROCEDURE IN GENERAL:** USEFUL INSTRUCTIONS AND ADVICE

In this section, you can find a set of instructions and advice, relevant for all hosting organizations in the Western Balkans. Please have them in mind throughout the entire volunteering project cycle; from the very first phase of writing a project proposal (these costs need to be foreseen in the section - exceptional costs!) to the moment when the volunteer prepares to leave home for their volunteering project until the successful finalization of the process, resulting in obtaining a relevant residence permit.

- This publication is based on publically available information, as well as on the experience of the hosting organizations. The information should serve you as a guide, but should not be taken as officially legal guideline. Therefore, please note that the relevant state bodies have the right to ask for additional documents, the duration of the procedure may vary from case to case, as well as the costs incurred could be different in practice, just as they can also change over time. In addition, the procedures can slightly differ from region to region within the same country; therefore, it is best to check what is the actual procedure with the relevant authorities in their local communities.
- Although each country proscribes a specific timeframe in which the volunteer has to apply for the residence permit after his arrival in the hosting country, it is highly advised that the process starts as soon as possible.

- The mentor or somebody from the hosting organization should always accompany the volunteer when visiting institutions for obtaining the residence permit. This will prevent delays in the procedure and avoid potential misunderstandings because of the language barrier or ignorance of the local context. Because of the latter, we recommend you to accompany the volunteer, even if they speak the language of the hosting country.
- Many of the submitted documents must be originals or notarized copies, as well as translated officially in the local language. Alongside official translations, originals are often requested for viewing.
- When dealing with institutions, the volunteer should be ready to offer details such as the address in the volunteer's home country, parents' names, educational background and information about the tasks and responsibilities they will have in the hosting organization. It is advisable to prepare this information in advance.
- Organizations are highly advised to check the legal regulations for the cases when the volunteer is leaving the country while being in the process of acquisition of a residence permit. It is quite likely, that the volunteer will have to register at the relevant authority each time they leave and enter the country.
- In some countries, residence permits are given for a period of time which is shorter than the volunteer's stay in the country. Therefore, organizations are advised to keep track of the expiry date of the volunteer's residence permit and to start in good time with a request for its prolongation.

# MONTENEGRO

The area of the conditions for a foreigner's stay in Montenegro is regulated by the Law on Foreigners (National Gazette No: 012/18.)



*Beautiful romantic old town of Kotor during sunset,  
Foto: rudi1976, Fotolia*



## WHAT TO PREPARE BEFORE THE VOLUNTEER'S ARRIVAL?

The hosting organization must ensure that the volunteer has a passport valid for at least three months after the termination of their stay in Montenegro. The volunteer needs to obtain a certificate that they have not been criminally prosecuted in his/her home country.



## IMMEDIATELY UPON ARRIVAL

The volunteer should register at the Local Tourist Office within first 24 hours after their arrival. At this initial meeting, the volunteer needs to present the following documents:

- Passport (or other ID document the volunteer used to get into the country);
- A tenancy agreement (notarized contact between the HO and the apartment owner stating that the apartment is rented for the volunteer's stay);
- A document issued by the hosting organization certifying that the volunteer is volunteering in a project supported by the European Union.

After this process, the volunteer is legally registered for their stay in Montenegro, but only for the period of three months.

## PROCEDURE FOR THE RESIDENCE PERMIT APPLICATION

In order to get the residence permit for a longer period of stay, the volunteer, sending organization and hosting organization need to prepare a set of documents and annex them to the residence permit application.

### Step 1:

The volunteer must submit the following documents:

- A copy of the whole passport (not only the first page but pages with all of the stamps, containing the proof of the date that the volunteer last time entered the country);
- A copy of the volunteer's health insurance (CIGNA certificate);
- A copy of the Activity Agreement (containing the financial part). This Agreement needs to be presented in its original form as well as the official translation into the Montenegrin language;
- The document issued by the hosting organization certifying that the volunteer is volunteering within a project financed by the European Union and indicating the exact key action, and that organizations from Montenegro can be part of this programme;

- The original or a notarized copy of the tenancy agreement containing the volunteer's name;
- A document certifying that the volunteer has not been criminally prosecuted issued by the relevant authority in their home country. This document needs to be officially translated into the Montenegrin language;
- A document issued by the Montenegrin Ministry of Education certifying that Montenegro is participating in the Erasmus+ programme.

### Step 2:

The volunteer is then given a document stating when the procedure will be finished. In the meantime, they are obliged to have this document as well as their passport with them at all times.

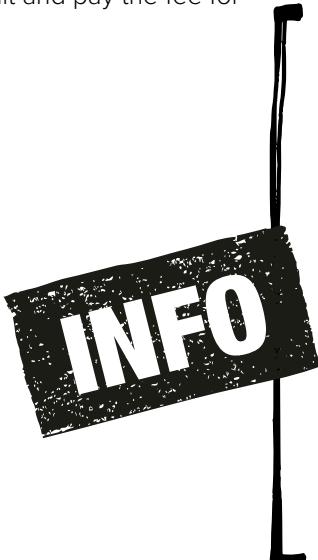
### Step 3:

After the procedure is finished, the volunteer is obliged to pick up their residence permit and pay the fee for obtaining the permit.

## COSTS & DURATION

The procedure usually does not take any longer than two weeks to be completed (bearing in mind the national holidays) and it costs around EUR 15. Organizations should also have in mind that they will have to cover the translation and certification costs that will depend on the body who is performing the service.

Apart from these documents, the volunteer should be ready to provide other details, such as his/her address in his/her home country, details on their education, names of their parents. It can also be expected that the volunteer will need to describe the activities he/she will be performing as a volunteer in this hosting organization.



**INFO**

#### **National Tourism Organization of Montenegro**

**Address:** Marka Miljanova 17, 81000 Podgorica

**Telephone:** +382 (0)77 100001

**Web:** [www.montenegro.travel](http://www.montenegro.travel)

#### **Administration for Diaspora**

**Address:** Boulevard Sveti Petar Cetinjski 9, 81000 Podgorica, Montenegro

**Telephone:** +382 (0)20416391

**Web:** [www.dijaspora.mvpei.gov.me](http://www.dijaspora.mvpei.gov.me)

#### **Ministry of Interior Section for Foreigners, Migration and Readmission**

**Address:** Bulevar Sveti Petar Cetinjski 22, 81000 Podgorica

**Telephone:** 020 224 806

**Web:** [www.mup.gov.me](http://www.mup.gov.me)

**E-mail:** [mupmigracije@t-com.me](mailto:mupmigracije@t-com.me)

The SALTO South East Europe Resource Centre promotes cooperation with the Western Balkan countries within the Erasmus+ Programme in the field of youth and the European Solidarity Corps through training and partner-finding activities and various other support measures, tools and resources. It aims to contribute to youth work and youth policy development in the Western Balkan region, in collaboration with relevant stakeholders and with the help of pools of trainers and accreditors as well as Contact Points located in Erasmus+ Partner countries of the region.

**Title:**

Volunteering in countries of the Western Balkans: Guidelines for obtaining residence permits for volunteers within Erasmus+: Youth in Action and European Solidarity Corps

February 2019

**Published by:**

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**Editors:** Maja Marković and Andrej Troha

**Photo:** photos by Shutterstock, unless stated otherwise

**Designed by:** AIKO, Maja Cerjak s.p.

**Proofread by:** AdriatIqa, Ljubljana, Slovenia



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