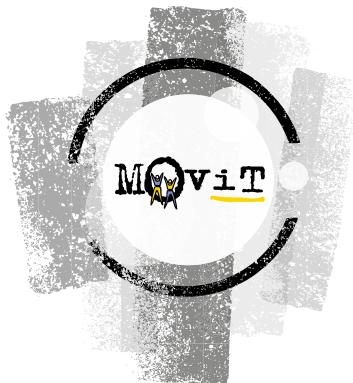




APPROVED



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.

SERBIA

This area is regulated by the Law on Foreigners. According to the Law, the temporary residence permit can be issued for a period from 90 days to one year and can be extended for the same period.



Kalemegdan Fortress, Foto: cge2010, Fotolia

WHAT TO PREPARE BEFORE THE VOLUNTEER'S ARRIVAL?

The volunteer must possess a passport that is valid for at least six months longer than the duration of the service.



RIGHT UPON ARRIVAL

The volunteer is obliged to report their stay at the local police department within the first 24 hours. The volunteer must provide information about the purpose of their stay as well as the address they will be staying at. It is highly recommended that the volunteer is accompanied by a person from the hosting organization. The volunteer will need to present:



- A correctly filled in white card (can be found on the spot);
- The original or a notarized copy of the tenancy agreement containing the name of the volunteer;
- A copy of the volunteer's ID, as well as a copy of the ID of the legal representative of the hosting organization;
- The volunteer's passport;
- An Activity Agreement (the original as well as a certified Serbian translation);

PROCEDURE FOR THE RESIDENCE PERMIT APPLICATION

If the voluntary service lasts longer than 90 days, the volunteer is obliged to apply for a temporary residence permit. That must be done within the first 60 days of them entering the country. They must submit the following documents:

- A request for the temporary residence permit (can be found on the website of the Ministry of Interior, Republic of Serbia, at the following link: <https://goo.gl/WvfhI>);
- Two photographs;
- A passport and a copy of the passport (the first page as well as the page with the stamp as a proof of the date of entering the country);
- A valid SIGMA health insurance certificate;
- Proof that they have sufficient funds to sustain themselves;
- A document explaining the purpose of the stay of the volunteer;
- A copy of the proof of the registration of the organization within the Serbian

Business Registers Agency, Tax Identification Number proof and the permit issued by the Ministry of Labour and Social Policy for receiving volunteers;

- A copy of the volunteers' bank statement, officially translated;
- A notarized copy of the Activity Agreement with the financial part;
- The original or a notarized copy of the tenancy agreement containing the name of the volunteer;
- Copy of the ID of the apartments' owner.

COSTS & DURATION

According to The Law on the Republic Administrative Fees, the fee which needs to be paid for obtaining the temporary residence permit is 16 760 RSD. In addition to this, an applicant is required to pay the fee for the issuance of residence permit tags (400 RSD) and the Republic administrative fee (300 RSD), which makes it 17, 460 RSD altogether, or around EUR 148. These are the amounts without the cost for certification and translation of the documents, which can get up to 30,000 RSD (EUR 250).

Although the official procedure does not require the submission of proof that the volunteer has not been criminally charged, it is advisable that the volunteer obtains this document from their home country prior to their arrival. It can always happen that the authorities in some cities ask for this document. In addition, this document might be required depending on the tasks the volunteer will be performing during their work, which is another reason it should be obtained by the volunteer.

INFO

Ministry of Foreign Affairs of the Republic of Serbia

Address: Kneza Milosa 24-26, 11000 Beograd, Republic of Serbia

Telephone: +381 (0)11 3616 333

Visa Policy Department
+381 (0)11 3068585

Web: www.mfa.gov.rs

Ministry of Interior

Address: Bulevar Mihaila Pupina 2, Novi Beograd, 11 070 Beograd

Telephone: +381 11 306 2000

E-mail: muprs@mup.gov.rs

Web: <http://www.mup.rs/>

Special thanks goes to all five Contact points of E+:YIA in the Western Balkans (<https://www.salto-youth.net/rc/see/contactpoints/>) who compiled the information for each country, and to the following accredited organizations which we consulted to make sure the document reflects normal practice. Due to their contribution, the publication is not a mere replication of the publically available information, but contains experience-based information, which can be of great value for all stakeholders having to go through the process of obtaining the residence permits.

ACKNOWLEDGEMENTS

CONTRIBUTING ORGANIZATIONS:

- Qendra per Progres Rinor (Centre for Youth Progress), Kukes, Albania, <http://cyp.al/>
- Snaga Mladih (Youth Power), Mostar, Bosnia and Herzegovina, <http://www.youth-power.org/>
- SOS Dječje selo, Sarajevo, Bosnia and Herzegovina, <http://www.sos-ds.ba/>
- Fondacija Krila nade (Wings of Hope Foundation), Sarajevo, Bosnia and Herzegovina, <https://wings-of-hope.ba/>
- Qendra Rinore "Ardhmëria-Klinë", Klinë, Kosovo, <https://www.facebook.com/qendrarinore.kline/>
- GAIA SCI, Kosovo, <https://www.facebook.com/gaiakosovo/>
- Agencija za demokratski prosperitet (Agency for Democratic Prosperity Zid)- ADP Zid, Podgorica, Montenegro, <http://www.zid.org.me/>
- Don Bosco, Podgorica, Montenegro, <http://www.donbosko.me/>
- Centar "Žil Vern" (Jules Verne Centre), Novi Sad, Serbia, <http://julesverne.edu.rs/fr>

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.

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