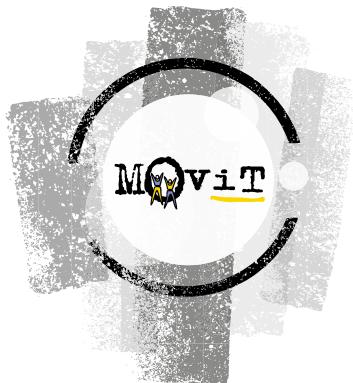




APPROVED



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.



City of Mostar and Neretva River, Foto: Alexey Stiop, Fotolia

BOSNIA AND HERZEGOVINA

The area of issuing residence permits in Bosnia and Herzegovina is regulated by the Law on Foreigners (National Gazette No. 88/15)





WHAT TO PREPARE BEFORE THE VOLUNTEER'S ARRIVAL?

The volunteer must obtain attestation of the competent authority in their country of origin confirming that no criminal proceedings and penalties for criminal acts have been imposed against them. Such certification shall not be issued later than six months prior to the date of the submitted residence application. The document must be original or a notarized copy because the document will have to be translated into one of the official languages in Bosnia and Herzegovina.

It must be assured that the volunteer's passport is valid at least three months after the termination of their voluntary service, that is three months after leaving Bosnia and Herzegovina.



The volunteer needs to ensure that they get an entry stamp in their passport, which is often an issue when travelling by bus.

IMMEDIATELY UPON ARRIVAL

The volunteer must register at the nearest police station or the Foreigner's office within the first 24 hours of their stay in Bosnia and Herzegovina. The volunteer will need to present their passport (together with a copy of the first page and the page with the entry stamp), the document explaining that the volunteer is volunteering on a project supported by the European Union, as well as a tenancy agreement, which is a notarized contract between hosting organization and the owner of the apartment stating that the apartment is being rented for the purpose of the volunteer's stay. The volunteer will have to fill out a so-called white card which serves as a registration of residence.

The fee that needs to be paid for this is 10 KM (EUR 5).



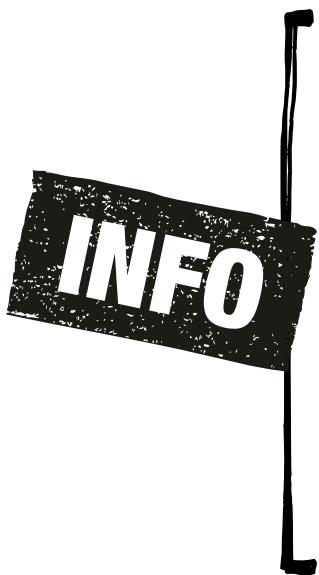
PROCEDURE FOR THE RESIDENCE PERMIT APPLICATION

The Service for Foreigner's Affairs is the body in charge of the process of issuing a temporary resident permit. The volunteer must apply within the first 75 days of their stay in Bosnia and Herzegovina, but it is advised to do it as soon as possible. The volunteer must submit the following documents:

- **Copy of a white card;**
- **Filled request for the approval of the temporary residence permit** (Forms can be found on the spot, but also on the website of the Administration for Foreigners, on the following link: <http://sps.gov.ba/elektronski-obrasci/?lang=hr>);
- **Attestation of the competent authority in their country of origin confirming that no criminal proceedings and penalty for criminal acts have been imposed against them.** This document must be officially translated into one of the languages in Bosnia and Herzegovina;
- **Two copies of the first page in the passport, as well as the page with the entry stamp.** One copy needs to be notarized by the authorities in Bosnia and Herzegovina;
- **A copy of the volunteer's health insurance documents** (CIGNA certificate) **and a medical certificate** stating that the volunteer does not pose a threat to the health of B&H citizens. In some parts of Bosnia and Herzegovina, the volunteer also needs to have a local Accident insurance that can be obtained by the Hosting organization for a group of volunteers;
- **A copy of the volunteer's agreement** (Activity Agreement) containing the financial part, translated into the official language in Bosnia and Herzegovina languages by a certificated translator;
- **A copy of a document issued by a hosting organization certifying that a volunteer is volunteering within a project financed by the European Union** – indicating the exact key action and that organizations from Bosnia and Herzegovina can be part of this programme;
- **A notarized copy of a tenancy agreement** (containing the name of the volunteer);
- **A notarized copy of the registration certificate of the organization;**
- **A notarized copy of the ID of the organization** (registration with the Tax Administration);
- **A copy of the confirmation that the organization is solvent** (a proof from the bank stating that the organization has funds on its account);
- **Proof of the paid administrative fee.**

COSTS & DURATION

The duration of the whole process can vary depending on the part of the Bosnia and Herzegovina, but also on the country the volunteer is coming from. The process can take from 10 days to three months. The estimated costs are around 150 KM (around EUR 76). However, the organization should bear in mind that they will also need to cover the costs of translation and certification of the documents.



Service for Foreigner's Affairs

Address: Brace Mulica 38, Sarajevo

Telephone: +387 (0)33772950

Web: www.sps.gov.ba

Ministry of Interior,

Government of the Republic of Srpska

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79260 Bosnia and Herzegovina

Telephone: +387 (0)50211042

Web: www.mup.vladars.net

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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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