



**CIRCULAR 2008/03
To ALL MEMBERS**

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SUBJECT	MIGRATION PROCEDURES – GENERAL EMPLOYMENT

**GENERAL EMPLOYMENT
ISSUE OF ENTRY AND TEMPORARY RESIDENCE AND EMPLOYMENT PERMITS**

A. Procedure

1. Applications for the issue of Entry and Temporary Residence and Employment Permits are submitted by the employer to the Civil Registry and Migration Department (CRMD) through the appropriate District Office of the Aliens and Immigration Unit of the Police or at the District Office of the CRMD in Nicosia.
2. The applications should be submitted along with the contract of employment certified by the Department of Labour of the Ministry and Labour and Social Insurance, which is the competent department for ensuring that there are no Cypriots or citizens of Member States of the EU available or adequately qualified for the specific job or post prior to recommending the employment of third country nationals.

B. Applications and required documents

B.1 Entry Permits

1. Application M58 and M64.
2. Copy of a valid passport of the third country national.
3. Certificate of Criminal Record translated in Greek or English duly authenticated and certified.
4. Contract of employment certified by the Department of Labour of the Ministry of Labour and Social Insurances and duly stamped.
5. Bank guarantee of 350-850 €uro according to the country of origin, for repatriation expenses. The validity of the bank guarantee should extent 6 months after the termination of the contract of employment.
6. Certified declaration by the employer of the particulars of other third country nationals he/she is employing and also the particulars of the third country nationals he/she employed in the past who are now missing and wanted for deportation reasons, or who are asylum seekers.
7. Certified declaration by the President of the Community Council (Mukhtar) or other Registered Private Employment Agency that the employer has suitable accommodation for the third country national.

B.2 Registration

Third country nationals must proceed for registration at the appropriate District Office of the Aliens and Immigration Unit of the Police, or the District Office of the CRMD in Nicosia within 7 days from the date of arrival.

B.3 Temporary Residence and Employment Permits and Renewal

1. Application M61.
2. Copy of a valid passport of the third country national.
3. Original contract of employment signed by the employer and the employee.
4. Medical examination certificate (AIDS, Syphilis, Hepatitis B) and a chest x-ray for Tuberculosis by doctors in Cyprus (required only for the first application).
5. Medical insurance certificate for inpatient and outpatient treatment.
6. 2 photos.
7. Bank guarantee of 350-850 €uro according to the country of origin, for repatriation expenses. The validity of the bank guarantee should extend 6 months after the termination of the contract of employment.
8. Fees: (i) application fee 34,17 €uro – (ii) fee for the issue of the permit (only for housekeepers, nurses and caretakers): up to 4 years 85,43 €uro, from 4 to 6 years 170,86 €uro, more than 6 years 256,29 €uro.

C. Duration of Stay/Exceptions

The maximum period of stay for third country nationals for the purpose of employment is 4 years.

The following third country nationals are exempted from this limitation:

1. Highly skilled personnel employed in companies with a significant turnover and with activities within the priorities set for economic development.
2. Executive directors, middle-management staff, executive staff and other key personnel working in companies with foreign activities (former offshore companies).
3. Qualified nurses duly registered in accordance with the Cyprus legislation for practising such profession.
4. Athletes and coaches of individual or team sports.
5. Fishermen on fishing boats under the Cyprus flag.
6. Religious icon painters (until the completion of a specific project).
7. House caretakers/housekeepers working with elder people or persons with special needs or serious health problems.



D. Return of bank guarantees.

1. For the return of the bank guarantee deposited for the repatriation of the third country national, a request in writing should be submitted by the employer to the CRMD.
2. The bank guarantee is returned only if the employee departs for his/her country or in case he/she is employed by another eligible employer, in which case the new employer is obliged to deposit a bank guarantee.
3. The bank guarantee is not returned in the following cases:
 - the third country national has become illegal after his/her permit was cancelled, or
 - the third country nationals submitted an application for asylum, or
 - the third country national was sentenced for a criminal offence and subsequently he/she is considered a prohibited immigrant, or
 - the third country national abandoned his/her place of residence and work and he/she is missing and wanted for deportation purposes.

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