



**CIRCULAR 2008/05
To ALL MEMBERS**

DATE	20 MAY 2008
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SUBJECT	MIGRATION PROCEDURES

LONG-TERM RESIDENCE STATUS

Beneficiaries

Third country nationals (including family members of European Union Citizens not covered by Law No. 7(I)2007 on the right of Union Citizens and their family members to move and reside freely within the territory of the Republic) who have resided legally and continuously within the Government of the Republic controlled areas for five years prior to the submission of the relevant application and who possess valid resident permits.

Exceptions

- Students or persons residing in the Republic for vocational training.
- Recognized refugees.
- Persons authorized to reside in the Republic on the basis of subsidiary protection.
- Asylum seekers.
- Persons residing in the Republic on temporary grounds (e.g. au pair, seasonal workers) or persons whose residence permit are formally limited.
- Persons enjoying a legal status governed by the Vienna Conventions of 1961, 1963 and 1975, on Diplomatic and Consular Relations and Relations with International Organizations of a Universal Character.

Procedure/Applications

The relevant forms (MLT1) can be obtained from the Head Offices of the CRMD, the District Office of the Department in Nicosia, the District Offices of Aliens and Immigration Unit of the Police and from the internet at www.moi.gov.cy.

Applications along with the required documents should be submitted in person at the Head Offices of the Department in Nicosia after calling at 22-804400 to arrange an appointment. Applicants can be accompanied, if they wish, by their lawyer or employer.



Applications which are not accompanied by ALL the required documents will not be accepted for examination.

The application fee is 427,15 €uro and must be paid in cash at the Cashier of the Department.

The Department must be informed of any change of the applicant's circumstances during the examination period.

The examination period of an application is estimated to be from 4 to 6 months (applicants are advised not to contact the Department for information regarding the status of their application within the said time period to avoid delays in the process).

In case of approval of the application, those concerned will be informed in writing to visit the Head Offices of the Department in order to have the permit affixed on their passport.

Applications must be accompanied by:

- (a) Passport or other travel document valid for at least two years and copies of the above (including the pages which show the stamps of arrivals and departures) certified by the President of the Community Council (Mukhtar) or a Certified Officer.
- (b) Valid residence permit in the Republic with residence address within the areas controlled by the Government of Cyprus.
- (c) Stamped contract of employment with an employer registered with the Employers Register of unlimited duration or for at least 18 months which states the exact salary. Applicants presenting a contract of employment with an employer other than the one associated with their residence permit must provide a confirmation letter stating the termination date of their previous employment. In case of self-employment, a written statement of self-employment is required with the description of the job and declaration of the (expected) income accompanied by the registration receipt from the Social Insurance Services. In case of employment with a newly registered company, the applicant is required to submit the company's registration and incorporation certificates in Cyprus, a feasibility study and the profile of the company.
- (d) Certificates of academic/vocational qualifications, confirmation of previous experience and vocational/professional permits/licenses.
- (e) Income tax returns for the last 5 years and tax clearance certificate or confirmation from the Inland Revenue Department that there is no tax payment obligation.
- (f) Statement of social insurance contributions for the last 5 years for those cases where contributions are mandatory according to the provisions of

the Social Insurance Law or confirmation from the Social Insurance Services that there is no Social Insurance payment obligation.

- (g) VAT returns for the last 5 years and tax clearance certificate in all cases where the provisions of the Value Added Tax Law are relevant or confirmation from the Customs and Excise Department that there is no VAT payment obligation (for employment in self-owned companies or self-employment).
- (h) Bank account statements.
- (i) Income declaration from sources other than employment which must be accompanied by Affidavit (special form can be provided).
- (j) Title of ownership (if the title of ownership has not been obtained yet, the applicant must submit District Officer's approval for the property purchase, the deed of sale and proof of payment) or rental agreement in the applicant's name accompanied by establishment description certified by the President of the Community Council (Mukhtar) and receipts of rent payments, phone, electricity or water bills for the last 6 months. In case the employer provides in-house accommodation, room description certified by the President of the Community Council (Mukhtar) is needed.
- (k) Health Insurance Certificate.
- (l) Criminal Record Certificate.

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