



GUIDANCE FOR REGULATING YOUR STAY IN BOSNIA AND HERZEGOVINA

As in every country, **Bosnia and Herzegovina** has regulations for **foreigners entering and exiting** the country. If you are an **international student** staying in Bosnia and Herzegovina for **more than 90 days** for academic purposes, you must **regulate your residence status**.

To do this, you need to obtain two key documents:

1. **White Card**
2. **Residence Permit**

What This Guide Covers

These instructions explain:

- ☒ What these documents represent
- ☒ How to obtain them
- ☒ Which supporting documents are required
- ☒ Which documents must be obtained in Sarajevo
- ☒ Which documents you must bring from your home country
- ☒ How to make necessary payments

Important Note:

These documents **are obtained upon your arrival** in Sarajevo, so **you do not need to get them beforehand**. However, for the **residence permit**, you must bring **certain supporting documents** from your home country (all mentioned in the Welcome email received by our office). Make sure to check the list in advance and prepare them before traveling.

Expected costs:

Obtaining your **White Card** and **Residence Permit** involves **additional costs**, which include:

- ☒ **White Card administrative tax – 10 KM (~5€)** (paid via bank/post office)
- ☒ **Residence Permit tax – 150 KM (~76€)** (paid via bank/post office)
- ☒ **Medical examination – 40-50€**
- ☒ **Health insurance (if purchased in Sarajevo) – approx. 30€**



- ☒ Passport photos (35x45mm) – 5-8€
- ☒ Official translations (if needed) – Cost depends on the number of documents and translation agency fees

Tip: Ensure your budget accordingly to cover these required fees for your stay in Bosnia and Herzegovina!

The approximate total cost for regulating the **White Card** and **Residence Permit** in Bosnia and Herzegovina ranges between **292 KM (~146€)** and **458 KM (~229€)**, depending on additional services like health insurance and translation costs.

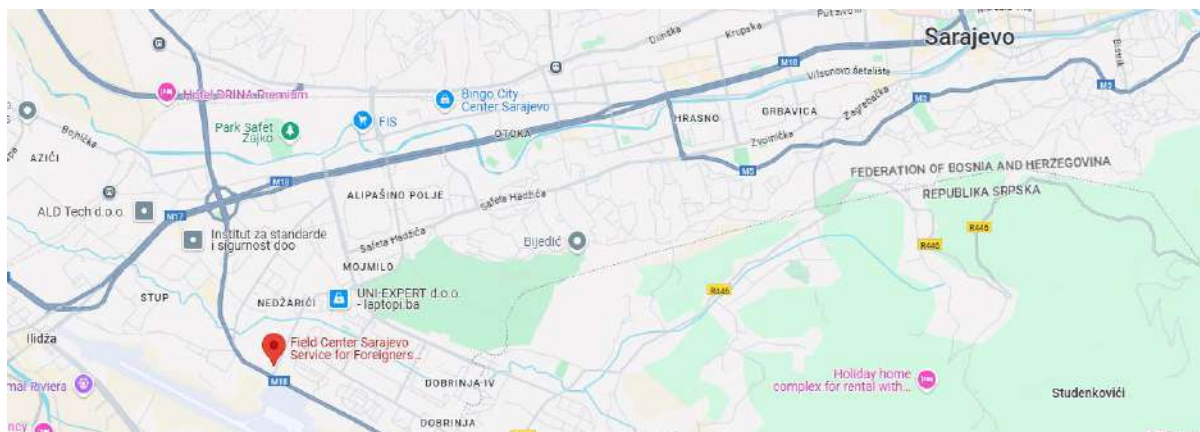
Warning!

Failing to obtain your **White Card** and **Residence Permit** on time can result in **serious legal consequences**, including **fines ranging from 100 KM to 1,500 KM** and the risk of being classified as an **illegal migrant**, which may lead to **deportation** and a **ban on re-entering Bosnia and Herzegovina for up to five years**.

☒ Ignoring these requirements could cost you **significantly more money and stress** than simply following the proper procedure—so make sure to complete these steps on time!

White card and Residence Permit Regulation Timeline

1. **Arrival in Bosnia and Herzegovina**
 - **Day 1:** Arrival in the country.
2. **Obtaining the White Card (Mandatory Registration)**
 - **Within 48 hours of arrival**
 - **Where?** Foreigners' Affairs Office – Field Centre Sarajevo
 - **Documents needed?** Check below.
3. **Regulating Your Residence Permit**
 - **Within the first 2 months (60 days).**
 - **Where?** Foreigners' Affairs Office – Field Centre Sarajevo
 - **Documents needed?** Check below (make sure not to forget documents you need to bring from your home country – *insurance* and *non-criminal record certificate*)
 - **Important:** Start the process early to avoid delays.



The International Relations Office of the University of Sarajevo has prepared these instructions for international students participating in an **exchange period of more than three (3) months** at our university. **Any copying or distribution of this document without prior permission is strictly prohibited.**



White card

What is a White Card?

A White Card is an official document that notifies the **Foreigner's Affairs Office (FAO)** of your address in Sarajevo during your stay. It is a required registration for all foreigners who will be residing in Bosnia and Herzegovina outside of hotels or hostels.

Do I Need a White Card?

Yes! According to Bosnian law, if you plan to stay in Bosnia and Herzegovina for more than three (3) days and are not staying in a hotel or hostel, you must apply for a White Card within 48 hours after arriving in the country.

What Happens If You Don't Get a White Card?

If you need a White Card but fail to obtain one, you may face legal consequences.

According to Article 134, Clause 5 of the "Law on Aliens": *A fine between 100 BAM¹ and 500 BAM shall be imposed on a foreigner who does not use accommodation services provided by a legal or physical entity and fails to register their stay under Article 103.*

Additionally, without a White Card, you cannot apply for a temporary residence permit. If you later decide to apply for one, you will have to exit and re-enter Bosnia and Herzegovina to complete the process, which can be time-consuming and costly. **Since you will be staying in Bosnia and Herzegovina for several months, getting a White Card is a must!**

How to Get a White Card?

Once you arrive in Sarajevo and settle into your accommodation, you have **48 hours** to obtain your White Card.

Who Issues the White Card?

- If you are staying in a **hotel** or **hostel** → The hotel/hostel will automatically register you and issue the White Card. Make sure to request a copy for your records.
- If you are staying in a **student dorm** or **private accommodation** → You must go personally to the Foreigner's Affairs Office (FAO) to apply for the White Card.

What Documents Do You Need?

Before visiting the FAO, you must prepare and bring the following supporting documents:

- ☒ Your passport → Make a copy of:
 - The page with your photo and personal details
 - The page with the entry stamp to Bosnia and Herzegovina
- ☒ Landlord's identification document (ID) → Make a copy (no need for verification)

¹ BAM (Bosnian Convertible Mark) or KM (Konvertibilna Marka) is the official currency of Bosnia and Herzegovina.

Exchange Rate:

1 BAM/KM = **0.50 EUR**

1 EUR = **1,95883** or approx. **2 BAM/KM**

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- ☒ Landlord's CIPS document → This is an official residence document that your landlord must obtain
- ☒ Proof of accommodation → Explained in the next section (below)
- ☒ Administration tax for the White Card → Explained in the next section (below)

By following these steps, you can ensure a smooth registration process and avoid any legal issues during your stay in Bosnia and Herzegovina. **It is highly advisable to contact your landlord before your arrival and inform them about your need for supporting documents for the White Card. This will make the process smoother and hassle-free, saving you time and effort.**

What is proof of accommodation and how to get it?

Proof of accommodation is a statement provided by your landlord confirming your stay. It includes both their personal information and yours, as well as the address, duration of your stay, and other relevant details.

How to Obtain Proof of Accommodation:

- **If your landlord accompanies you to the Foreigner's Affairs Office (FAO):**
The statement can be signed at the FAO in the presence of officials, and no further verification is needed.
- **If your landlord does not accompany you to the FAO (which is the most common case):**
The statement must be verified at the Municipality Office² (*Opština* or *Općina* in Bosnian) and this is where your landlord must accompany you to sign and verify the statement.
 - In most cases, the Municipality provides an official form to fill out. Alternatively, the statement can be written on a standard A4 sheet of paper.
 - The content of the statement must be in Bosnian and include the following details:
 - Landlord's full name
 - Address in Sarajevo
 - Landlord's ID number (JMBG)
 - Landlord's phone number
 - Statement with the following text:

*Pod moralnom, materijalnom i krivičnom odgovornošću izjavljujem da će kod mene boraviti _ (your name), državljanin/ka _ (your citizenship), broj putne isprave _ (your passport number), u periodu _ (your dates of accommodation)*³.

- Landlord's signature
- Date and place

² Since most students live in the city center, there are two central administrative offices (Center and Stari Grad) where you can go to verify the required documents. Make sure to check the exact location and working hours before your visit to avoid delays (usually from 8:00 until 17:00). Their location(s) is provided in the [Scanajevo map](#) under category: **Visa and Residence**.

³ **The translation:** *Under moral, material, and criminal liability, I declare that _ (your name), a citizen of _ (your citizenship), holding passport number _ (your passport number), will be staying with me during the period _ (your dates of accommodation).*



Alternative Proof of Accommodation:

Instead of a statement, you can also submit a copy of the landlord's official document proving ownership of the property, such as:

- Kupoprodajni ugovor – Sale and Purchase Agreement
- Ugovor o zakupu stana – Apartment Lease Agreement
- ZK izvadak – Land Registry Extract

What is the Administration Tax for the White Card?

Obtaining a White Card falls under Tourist Taxation, meaning you are required to pay a 10 KM (approx. 5€) administrative fee.

How to Pay the Administration Tax?

You cannot pay this tax directly in cash or by card at the Foreigner's Affairs Office (FAO). Instead, you must pay through a bank note at any post office or bank.

Important Payment Details:

- Tourist tax amount: 10 KM
- Post or bank office service charge: 1 KM
- Total cost: 11 KM

After completing the payment, you will receive two stamped copies of the payment slip (of the bank note). You must submit one copy to the FAO when applying for your White Card.

How to Fill Out the Bank Note?

The bank note must be filled out correctly to ensure successful payment. Below is an explanation of how to complete it (you are entering words and numbers that are marked **bold**):

Meaning	You need to write ⁴
UPLATIO JE (payment by):	your name, surname, address in Sarajevo and contact phone
SVRHA UPLATE (reason for payment):	Za prijavu boravišta u Službi (White card)
PRIMALAC (payment to whom):	JRT Trezor BiH
RAČUN PRIMAOCA (account for payment):	3380002210018390
IZNOS (amount of payment):	10,00 KM
BROJ PORESKOG OBAVEZNIKA (your code):	since you are not B&H resident, you put 111111111111 (thirteen times number 1)
VRSTA UPLATE:	0
VRSTA PRIHODA:	722101 (in accordance to the amounts at the official website)
OPŠTINA (county of Sarajevo):	based on your address in Sarajevo you can be in different part of the city which have different codes: Stari Grad (109), Centar (077), Novo Sarajevo (079) or Novi Grad (108) – check with your landlord which part of city you are in.
POREZNI PERIOD (date of payment):	DD/MM/YYYY
BUDŽETSKA ORGANIZACIJA:	2704999
POZIV NA BROJ:	0000000000

Do not forget to sign at the „potpis nalogodavca“!

Once you have completed the **statement** and gathered all the **required documents** (above), you must visit the **Foreigner's Affairs Office (FAO)** to submit them and obtain your **White Card**.

Where to Go?

⁴ Do not mix the payment instructions for the White Card and the Residence Permit, as they have different payment codes.



Check [Scanajevo](#) under the category "**Visa and Residence**" for the locations of FAO office in Sarajevo.

Processing Time?

The **White Card** is issued instantly, so you will receive it **on the spot** once your documents are verified. It is a **white cardboard document** containing your personal information. You must **carry it with you at all times** until you submit your documents for a **residence permit**.

Make sure to **double-check all documents before visiting** FAO to avoid unnecessary delays.

Helpful words in Bosnian:

- White card – **bijela karta**
- Foreigners Affairs Office – **Služba za poslove sa strancima**
- Passport – **pasoš**
- ID – **lična karta**
- Accommodation – **smještaj**
- Landlord – **vlasnik stana/smještaja**
- Statement – **izjava**
- Bank note – **uplatnica**



Residence permit

What is a Residence Permit?

The Residence Permit is an official document that regulates your stay in Bosnia and Herzegovina as an international student for the purpose and duration of your education period.

- It must be issued within the first one or two months of your arrival (preferably in the first month of your stay).
- The Foreigner's Affairs Office (FAO) issues this permit in the form of a sticker in your passport.

Do I Need a Residence Permit?

Yes! It is a legal requirement for all international students staying in Bosnia and Herzegovina for more than 90 days.

What Happens If I Don't Get a Residence Permit?

Failure to regulate your stay in accordance with Bosnian law will result in severe consequences:

🚫 You will be considered an illegal migrant and may face deportation from Bosnia and Herzegovina.

🚫 A ban on re-entering Bosnia and Herzegovina may be imposed for a minimum of one to five years.

🚫 Fines ranging from 300 KM to 1500 KM may be imposed for overstaying your visa-free period, visa, or temporary residence permit.

How to Get a Residence Permit?

The process is similar to obtaining the White Card. You must:

1. Collect the required documents.
2. Personally submit them to the Foreigner's Affairs Office (FAO) – the same office where you obtained your White Card.

Which Documents Do You Need?

The complete list of required documents is available on the [official website of the Foreigner's Affairs Office](#). Make sure to **check the list of required documents in advance** and prepare all necessary paperwork before applying. However, to help you **navigate this complex bureaucratic process smoothly**, we have **listed below the required documents and how to obtain them**.

If you follow our guidance carefully, the process should not be complicated for you.

Final Check Before Submitting Your Residence Permit Application

To avoid bureaucratic issues and multiple trips to the Foreigner's Affairs Office (FAO), it is highly advisable to bring all your documents to the International Relations Office (IRO) for a final review before submission.

📌 Why is this important?

☒ Many students have faced unexpected bureaucratic issues, requiring multiple visits to the FAO.

☒ Having your documents checked in advance can save time, effort, and unnecessary stress.

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☒ The IRO team can help ensure that everything is in order before you officially submit your application.

💡 Tip: Double-check your documents and make sure you have all copies and required translations before your IRO review (you can find the **checklist** at the **end of this document** to ensure you have all the required documents before submitting your residence permit application)!

No.	Document	How to get it?	Comment/Note:
1	Application for issuance of approval/extension (Bos: <i>Obrazac zahtjeva za privremeni boravak</i>)	To apply for your Residence Permit , you must download and complete the official application form from the Foreigner's Affairs Office website : 🔗 Go to: www.sps.gov.ba → Documents → E-documents 🔗 Find the document titled: <i>Obrazac zahtjeva za privremeni boravak</i> 🔗 Choose your preferred format: • XLS (Excel) or PDF 📄 Printing Instructions: ☒ The document is 2 pages long ☒ Print BOTH sides on ONE paper (front and back) ☒ Do NOT print on two separate pages (this would be incorrect!) ☒ Sign the form before submission 💡 Tip: Your Local Buddy can be very helpful in filling out the form correctly, so don't hesitate to ask for assistance!	Your printed document must be only one page, front and back. ✗ More than one page? → Incorrect! Make sure all required information fits within a single double-sided page before printing.
2	Residence Administrative fee (Bos: <i>Administrativna taksa</i>)	To apply for a Residence Permit , you must pay a 150 KM (approx. 76€) administrative tax. Important Payment Instructions: ☒ You cannot pay with cash or card directly at the FAO – Payment must be made before your visit. ☒ Payment must be made via a bank note (available at any post office or bank). ☒ Keep proof of payment – After payment, you will receive two copies of the payment slip (one to give to FAO and one for you). ☒ Attach proof of payment to the rest of your documents when submitting your application.	🔗 Instructions on how to make the payment and fill out the bank note are provided below .
3	Recent photo	The required photo format is similar to a passport photo .	🔗 Check Scanajevo (Under <i>Visa and</i>



		Size: 35x45 mm If you do not have a recent photo, you can have it taken in Sarajevo for approximately 5-8 €. Where to get it? - Any photo shop can provide passport-style photos. - A good place to check is around Skenderija Square. Make sure your photo meets the official standards before submitting your application!	<i>Residence</i>) to find the photo shops for quicker action.
4	Copy of passport	☒ You must have two copies of your passport's front page (the page with your personal data and photo) for your Residence Permit application . DO NOT take a photo of your passport and print it. Copy your passport through copy machine.	Recommendation: We highly recommend always carrying an extra copy of your passport with you for safety and convenience.
5	Copy of form of registration of alien's residence – „white card“ (Bos: <i>Bijela karta</i>)	The White Card is a white cardboard document that you received when you registered your stay at the Foreigner's Affairs Office (FAO).	Keep this document with you at all times until you submit your Residence Permit application.
6	Copy of last decision/notice	You do not need this if you are applying for a residence permit for the first time.	If you are extending your stay (prolonging your mobility), then you must provide your previous residence permit certificate as part of your application.
7	Certificate on enrollment at the educational institution for current academic year (Bos: <i>Potvrda o upisu na univerzitet u tekućoj akademskoj godini</i>)	This document will be issued by your host unit coordinator at the University of Sarajevo (UNSA) upon your arrival – not before.	Make sure your status in the certificate is „ redovan “.
8	Certificate certifying that an alien participate in program of students exchange or mobility of youth (Bos: <i>Potvrda da je stranac dio obrazovnog programa mobilnosti</i>)	Important details: ☒ It will be a single document combining information for requested documents under 7, 8, and 10. ☒ Issued in the local language (Bosnian) ☒ Includes your personal data, admission details, duration of stay, and proof of funding	☒ If you are not coming through Erasmus+ , make sure to put the title of the another program or just freemover .
9	Evidence on means for subsistence		☒ If you are not coming through Erasmus+ , make sure to provide proof of funding to your unit's



	(Bos: Potvrda o finansijskoj podršci studenta)		coordinator before the document is issued.
10	Certificate on passed exam	You do not need this if you are applying for a residence permit for the first time.	✦ If you are extending your stay (prolonging your mobility), then you must provide your transcript of records as part of your prolongation application. ✦ Transcript of records is issued by the host unit coordinator at the University of Sarajevo
11	Medical attestation (Bos: Potvrda o medicinskom statusu stranca)	All international students must undergo a medical examination as part of the residence permit application. ✦ Key details: ☑ Where? Any approved clinic in Sarajevo ☑ Estimated cost: 40-50 € ☑ Keep your medical examination results – you will need them for your application. ☑ Issued in the local language (Bosnian). ☑ Your Local Buddy can be very helpful in guiding you to the right clinic and assisting with the process.	Previous generations of international students have used the Policlinic SaNaSa, which is familiar with the Erasmus+ program and the residence permit requirements for international students. ✦ Services provided: ☑ Medical examination – required for the residence permit (certificate issued directly in Bosnian). ☑ Health insurance option – available during your stay in Sarajevo (Point 12). ☑ Package option – For an additional fee (80-100€), you can obtain both: • Medical attestation • Health insurance • Both documents will be in Bosnian and valid for residence permit regulation. This can simplify the process and save time, so consider this option if you still need to arrange health insurance for your stay.
12	Evidence on secured health insurance (Bos: Dokaz o zdravstvenom osiguranju stranca)	✦ Before arriving in Sarajevo, make sure to bring this document from your home country. ☑ Original document must be signed and stamped by officials – Digital signatures are NOT accepted in Bosnia and Herzegovina. ☑ If the document is not originally issued in one of the official languages of Bosnia and Herzegovina (Bosnian, Croatian, or Serbian), it must be officially translated before submission (translation can be done in Sarajevo). ✦ You submit both original and translation into Bosnian, Croation or Serbian,	



			In this case, you do not need health insurance from your home country, but only travel.
13	Attestation of the competent authority in the alien's country of origin confirming that no criminal proceedings and penalty for criminal acts have been imposed against him/her (Bos: <i>Dokaz o nekrivičnom gonjenju</i>)	This is your personal non-criminal record , which is required for the residence permit application. ✂ Key Points: ☒ You must bring this document from your home country before arriving in Sarajevo . ☒ It must be issued or officially translated into one of the official languages of Bosnia and Herzegovina : Bosnian, Croatian, or Serbian.	✂ You submit both original and translation into Bosnian, Croatian or Serbian. ☒ Digital signatures are NOT accepted in Bosnia and Herzegovina. The document must be an original copy, signed, and stamped by the issuing authority in your home country. Make sure to double-check this requirement before departure to avoid delays in your residence permit application.
14	Evidence that no criminal proceeding is being conducted issued by the competent court in BiH	You do not need this if you are applying for a residence permit for the first time.	✂ If you are extending your stay (prolonging your mobility), you will need to provide your previous residence permit certificate as part of your application.
15.	Evidence on secured accommodation in B&H (Bos: <i>Dokaz o obezbjeđenom smještaju u BiH</i>)	This will be the statement from your landlord that you previously used to obtain your White Card . ✂ Ensure that you have a copy , as it is required for the residence permit application .	

What is an Residence Administrative fee and how to get it?

Every **residence permit certificate** falls under **taxation**, meaning you are required to pay **150 KM (~76€)** as an administrative fee.

How to Pay?

- ☒ You cannot pay directly in cash or by card at the FAO – Payment must be made **before** your visit.
- ☒ Payment must be made via a **bank note** (available at any **post office or bank**).
- ☒ **Additional fee**: The post office will charge **1 KM extra**, so the total amount will be **151 KM**.
- ☒ **Proof of payment**: After completing the transaction, you will receive **two stamped copies** of the payment slip.



✂ You must attach one copy of the payment slip to your residence permit application documents for submission to the FAO.

✂ Instructions on how to fill out the bank note are provided below (you are entering words and numbers that are marked **bold**).

Meaning	You need to write ⁵
UPLATIO JE (payment by):	your name, surname, address in Sarajevo and contact phone
SVRHA UPLATE (reason for payment):	Odobrenje privremenog boravka
PRIMALAC (payment to whom):	JRT Trezor BiH
RAČUN PRIMAOCA (account for payment):	3380002210018390
IZNOS (amount of payment):	150,00 KM
BROJ PORESKOG OBAVEZNIKA (your code):	since you are not B&H resident, you put 111111111111 (thirteen times number 1)
VRSTA UPLATE:	0
VRSTA PRIHODA:	722191 (in accordance to the amounts at the official website)
OPŠTINA (county of Sarajevo):	based on your address you can be in different part of the city which have different codes: Stari Grad (109), Centar (077), Novo Sarajevo (079) or Novi Grad (108)
POREZNI PERIOD (date of payment):	DD/MM/YYYY
BUDŽETSKA ORGANIZACIJA:	2704999
POZIV NA BROJ:	0000000000

Do not forget to sign at the „potpis nadlogodavca“.

Final Steps: Submitting Your Residence Permit Application

After collecting all required documents (listed from 1-15), you must visit the **Foreigner's Affairs Office (FAO)** to apply for your **Residence Permit**. Do not forget to check it once more with the International Relations Office to make sure you are submitting all correct documents.

✂ Where to Go?

Check [Scanajevo](#) under the category "Visa and Residence" for the locations of FAO office in Sarajevo (it is the same office where you got your White Card).

✂ Important Notes:

☒ The residence permit sticker (which goes into your passport) is NOT issued instantly in most cases. However, you will receive a document stating that you have started the process, which can be used to prove your legal status in Bosnia and Herzegovina. With this document, you can relax and wait until the FAO calls you to pick up your residence permit sticker.

☒ If your documents are in English or another language, you must provide an official translation in Bosnian, Croatian, or Serbian, along with the original document.

💡 **Tip:** Keep a copy of all your documents and be prepared for potential follow-up visits!

⁵ Do not mix the payment instructions for the White Card and the Residence Permit, as they have different payment codes.



CHECK LIST TO REGULATE YOUR STAY IN BOSNIA AND HERZEGOVINA

WHITE CARD

- ☐ Copy of passport (front page with photo and stamp of entry)
- ☐ Landlord's identification document (ID)
- ☐ Landlord's CIPS document
- ☐ Proof of accommodation (statement or another document)
- ☐ Administrative tax (10 KM) – payslip or bank note

RESIDENCE PERMIT

- ☐ Application for issuance of approval/extension
- ☐ Residence Administrative fee tax (150 KM) – payslip or bank note
- ☐ Recent photo
- ☐ Copy of passport
- ☐ Copy of form of registration of alien's residence – „white card“
- ☐ Certificate on enrollment at the educational institution for current academic year
- ☐ Certificate certifying that an alien participate in program of students exchange or mobility of youth
- ☐ Evidence on means for subsistence
- ☐ Medical attestation
- ☐ Evidence on secured health insurance
- ☐ Attestation of the competent authority in the alien's country of origin confirming that no criminal proceedings and penalty for criminal acts have been imposed against him/her
- ☐ Evidence on secured accommodation in B&H