



# REGULATING YOUR RESIDENCE IN BOSNIA AND HERZEGOVINA

As in every country in the world, Bosnia and Herzegovina has regulations for foreign entering and exiting. As an international student/staff staying in Bosnia and Herzegovina longer than 90 days for academic/teaching purposes, you must regulate your residence status. For this, you need to obtain two documents:

1. **White card**
2. **Residence permit**

These instructions explain what these documents represent, how to obtain them, which supporting documents are needed, which one are obtained in Sarajevo, and which one do you need to bring from your home, how to make payments, etc.

**Please note:** these documents are obtained upon your arrival in Sarajevo, so you do not need to get them before. However, you must bring certain supporting documents from your home country for the residence permit.

## White card

**What is it?** A White Card is a document that lets the Foreigner's Affairs Office (FAO) know where you are staying during your mobility in Sarajevo. It is a way for foreigners to register the address of where they will be residing while in Bosnia and Herzegovina.

**Do I need it?** Yes! According to the law, if you want to stay in Bosnia and Herzegovina for more than three days without booking a room at a hotel or hostel, you must apply for a White Card within 48 hours after entering the country. You will need a White Card if you intend to eventually apply for a temporary residence permit at any time during your stay in Bosnia and Herzegovina for any reason, as it is required.

**What happens if you need a White Card but do not get one?** According to the Article 134, clause 5 of the "Laws on Aliens":

"Fine in the amount from 100 BAM to 500 BAM shall be imposed on an alien not using the accommodation services of a legal or physical entity nor visiting a physical entity but failing to register his/her stay under Article 103"

In addition, you cannot apply for temporary residence if you do not obtain a White Card without exiting and entering Bosnia and Herzegovina again. Since you plan to stay in Bosnia and Herzegovina for a couple of months and wish to return to this country, you need to invest the time and effort required to obtain a White Card.

**How to get it?** When you arrive in Sarajevo, and find accommodation, you have approximately a few days to obtain the White Card.



- If you are staying in the hotel/hostel, then the accommodation provider regulates/issues this document (make sure to get your copy, too).
- If you are staying in the student dorm or private accommodation, you will need to go personally to the FAO to issue this document. Before going there, you need to prepare the following documents and bring them with you to the Office:
  1. **your passport** (make a copy)
  2. **landlord's identification document** – ID (make a verified copy)
  3. **proof of accommodation** – explained below
  4. **administration tax for White card** – explained below

**What is proof of accommodation and how to get it?** It is a statement given by your landlord about your accommodation which includes their personal data and your personal data, address, duration of your accommodation etc. The statement must be verified in the Municipality centre (Bosnian: Općina). Please check **Scanajevo** for locations – under category *Visa and Residence*. You can usually find the form for statement in the centre to fill it in, but in any case, the document must be written in Bosnian language and should content the following:

- Name and surname of the landlord
- Address in Sarajevo
- ID number of the landlord (JMBG)
- Phone of the landlord:
- Statement with next 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)*

- Signature of the landlord
- Date and place

**What is an Administration tax for White card and how to get it?** Getting your White card is under Touristic taxation, so you need to pay 10 KM (~5€). You cannot pay directly with cash or card, but through the bank note (available in any post office or bank). The administration (tourist) tax is 10 KM, however the post office will charge you 11 KM. After completing the transaction, you will receive two stamped copies of the payment slip, and you must give one to the FAO. The bank note must be filled as explained below:

| <b>Meaning</b>                        | <b>You need to write</b>  |
|---------------------------------------|---|
| 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  |
| 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:               | enter 0923999   |
| POZIV NA BROJ:                        | 0000000000  |

**Do not forget to sign at the „potpis nalagodavca“.**



After completing the statement, with other mentioned documents above (1-4) you must go to the FAO (check **Scanajevo** for locations – under category *Visa and Residence*) to get your White card. The white card is issued instantly.

### 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 it?** The residence permit is a document that regulates your stay as an international student or staff for the purpose and period of education in Bosnia and Herzegovina. It is required to be issued in the first month of students'/staff arrival. The FAO issues this document (a sticker on your passport).

**Do I need it?** Yes.

**What if I do not get it?** Any foreign citizen without a regulated stay following the laws of Bosnia and Herzegovina is considered an illegal migrant who is ultimately threatened with deportation from Bosnia and Herzegovina with the imposition of a ban on entry to Bosnia and Herzegovina for a minimum of one to five years. A foreigner will be fined from 300 KM to 1500 KM for a misdemeanour if he/she does not regulate their residence or stays in BiH longer than the time specified in the visa or temporary residence permit, i.e. longer than the validity of the visa-free stay.

**How to get it?** Similarly, to the White Card, to obtain this permit, you must collect certain documents and bring them personally to the FAO – the same Office where you previously got a White card (check **Scanajevo** for locations – under category *Visa and Residence*).

**Which documents you need to prepare?** The list is available on [the official link of the Foreigners Affairs Office](#) (the list of documents needed to be collected to apply for the residence permit).

| No. | Document                                       | How to get it?   |
|-----|--|--|
| 1   | Application for issuance of approval/extension | You need to download the form from the link <a href="#">here</a> (chose OBRAZAC ZAHTJEVA ZA PRIVREMENI BORAVAK) <ul style="list-style-type: none"><li>- It is available in Excel or PDF</li><li>- The document is 2 pages long</li><li>- When printing, print BOTH SIDES on 1 paper!</li><li>- Do not forget to sign it!</li><li>- Local Buddy would be crucial in this situation to help you in filling it!</li></ul> |
| 2   | Administrative fee                             | You need to pay the tax in amount of 150 KM (~76€) <ul style="list-style-type: none"><li>- You cannot pay directly to the FAO, but <b>prior</b> your visit to them</li></ul>   |



|   |   |  |
|---|---|--|
|   |   | <ul style="list-style-type: none"> <li>- You cannot pay with cash or card, but through the bank note (available in any post office or bank).</li> <li>- Do not forget to take the copies (proof of payment) after payment!</li> <li>- Proof of payment is needed to be attached with the rest of the documents.</li> <li>- Instructions on how to make a payment and filling the bank note are given below.</li> </ul>   |
| 3 | Recent photo  | <p>The required picture format is similar for the passport.</p> <ul style="list-style-type: none"> <li>- Size 35x45</li> <li>- If you do not have recent photo, you can do it somewhere in Sarajevo (approx. 5-8 €).</li> <li>- any photo shop can provide you with photos (check on the Skenderija square)</li> </ul>   |
| 4 | Copy of passport  | <p>Make sure you have two copies of the passport (front page with your data and photo) for the residence permit.</p> <ul style="list-style-type: none"> <li>- We recommend always to have additional copy of your passport with you.</li> </ul>  |
| 5 | Copy of form of registration of alien's residence – „white card“                                      | Already explained above.   |
| 6 | Copy of last decision/notice  | <b>You do not need this</b> , as you are applying for a residence permit for the first time. If you are prolonging your mobility, this will be the previous residence permit certificate.  |
| 7 | Certificate on enrollment at the educational institution for current academic year                    | <p>This will be issued by the host UNSA unit coordinator UPON YOUR ARRIVAL (not before) in one document combining information for no. 7, 8 and 10)</p> <ul style="list-style-type: none"> <li>- this will be issued in local language,</li> <li>- it will cover your personal data, admission, duration, and funds,</li> <li>- if you are not coming through Erasmus+, make sure to prove information about the proof of funding to the unit's coordinator.</li> </ul> |
| 8 | Certificate certifying that an alien participate in program of students exchange or mobility of youth | <p>This will be issued by the host UNSA unit coordinator UPON YOUR ARRIVAL (not before) in one document combining information for no. 7, 8 and 10)</p> <ul style="list-style-type: none"> <li>- this will be issued in local language,</li> <li>- it will cover your personal data, admission, duration, and funds,</li> <li>- if you are not coming through Erasmus+, make sure to prove information about the proof of funding to the unit's coordinator.</li> </ul> |



|    |   |  |
|----|---|--|
| 9  | Certificate on passed exam  | <b>You do not need this</b> , as you are applying for a residence permit for the first time. If you are prolonging your mobility, this will be the previous residence permit certificate.  |
| 10 | Evidence on means for subsistence   | <p>This will be issued by the host UNSA unit coordinator UPON YOUR ARRIVAL (not before) in one document combining information for no. 7, 8 and 10)</p> <ul style="list-style-type: none"> <li>- this will be issued in local language,</li> <li>- it will cover your personal data, admission, duration, and funds.</li> </ul> <p>If you are not coming through Erasmus+, make sure to prove information about the proof of funding to the unit's coordinator.</p>   |
| 11 | Medical attestation   | <p>All international students and staff (not citizens of BiH) must take medical examinations (local students have different medical examinations and insurances).</p> <ul style="list-style-type: none"> <li>- done at one of the clinics in Sarajevo (former generations went to SaNaSa clinic)</li> <li>- estimated price 30-40 €</li> <li>- keep the results</li> <li>- it will be issued on local language</li> <li>- local Buddy is crucial in this situation to help you where to go.</li> </ul>   |
| 12 | Evidence on secured health insurance  | <p>This is needed to be brought by you from your home country (before arriving to Sarajevo)</p> <ul style="list-style-type: none"> <li>- please note that digital signatures are not accepted in our country, so this original document must be signed and stamped by the officials.</li> <li>- if not issued originally, it needs to be officially translated in one of the official languages in B&amp;H (Bosnian, Croatian or Serbian)</li> <li>- <u>it is possible to purchase Bosnian insurance for approx. 30 € in the clinic where you do your medical exam.</u></li> </ul> |
| 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 | <p>This is your personal non-criminal record</p> <ul style="list-style-type: none"> <li>- you need to bring this document with you from your home country (before arriving to Sarajevo),</li> <li>- it needs to be issued or translated in one of the official languages in B&amp;H (Bosnian, Croatian or Serbian),</li> <li>- please note that digital signatures are not accepted in our country, so this original document must be signed and stamped by the officials.</li> </ul>  |



|     |  |   |
|-----|--|---|
| 14  | Evidence that no criminal proceeding is being conducted issued by the competent court in BiH | <b>You do not need this</b> , as you are applying for a residence permit for the first time. If you are prolonging your mobility, this will be the previous residence permit certificate. |
| 15. | Evidence on secured accommodation in B&H   | This will be a statement from the landlord which you used for the White card  |

**What is an Administrative fee for Residence permit and how to get it?** Every residence permit certificate falls under taxation and you need to pay 150 KM (~76€). You cannot pay directly with cash or card, but through the bank note (available in any post office or bank). The administration (tourist) tax is 150 KM, however the post office will charge you 1 KM extra. After completing the transaction, you will receive two stamped copies of the payment slip, and you must attach one in the documents for the FAO. The bank note must be filled as explained below:

| <i>Meaning</i>                        | <i>You need to write</i>  |
|---------------------------------------|---|
| 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 1111111111111 (thirteen times number 1)   |
| VRSTA UPLATE:                         | 0   |
| VRSTA PRIHODA:                        | 722191  |
| 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:               | enter 0923999   |
| POZIV NA BROJ:                        | 0000000000  |

**Do not forget to sign at the „potpis nalagodavca“.**

After collecting all documents (1-15) you must go to the FAO (check Scanajevo for locations – under category *Visa and Residence*) to apply for your Residence permit. Unfortunately, in most cases, the residence permit sticker (that goes into your passport) is not issued instantly, so you will probably need to visit the Office again, upon the call.

**Please note:** all collected documents must be issued or translated into Bosnian/Croatian/Serbian. If you submit documents in English or your homeland language, make sure to have an official translation in Bosnian, Croatian or Serbian with the original.