

## INTRA-CORPORATE TRANSFER RESIDENCE PERMIT PROCESS MAP

### STEP 5: RESIDENCE REGISTRATION

The applicant must submit their permanent address to the Population Register of Estonia. Personal appearance is required.

### STEP 4: ENTRY TO ESTONIA

The applicant (and accompanying dependents) can enter Estonia with their passports and temporary residence permit(s) and begin working immediately.



### STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.

### STEP 2: LABOUR MARKET SEARCH

The employer must request permission to fill a position by employing an alien from the Estonian Unemployment Insurance Fund.  
Processing time: 1 week

### STEP 3: TEMPORARY RESIDENCE PERMIT APPLICATION

The Residence Permit application should be submitted in person by the foreign national at the relevant Estonian consulate. The consulate will ship the application documents to the Police and Border Guard Board in Estonia, which may take up to 30 days. On approval, a residence card will be issued within 30 days at the Estonian consulate.  
Processing time: 2 – 3 months