

INTRA COMPANY TRANSFER PERMIT PROCESS MAP

STEP 10: RESIDENCE PERMIT

The residence permit application must be made at the Romanian Immigration Inspectorate, as soon as possible after arrival, or within 60 days. The application may be filed online and an appointment date will be granted to submit the originals in person a few days later. Biometric photographs will be taken at the appointment.

Processing time: 4-6 weeks

STEP 9: NOTIFICATION OF ASSIGNMENT

The Territorial Inspectorate of Labour should be notified of the assignment prior to the start of the assignment or, at the latest, five days after the day that the assignment starts. The applicant can begin work after this step.

STEP 8: MEDICAL CERTIFICATE

The applicant will need to obtain a medical certificate, issued by a Romanian doctor, confirming that the applicant does not suffer from any disease which could be a hazard to the public and is clinically healthy.

STEP 7: ENTRY TO ROMANIA

Visas must be collected within one month of issuance and then used within the period of validity (usually 90 days) as stated on the visa. The applicant may now enter Romania and the passport will be stamped at the port of entry.

STEP 6: VISA TYPE D/DT APPLICATION

The applicant can apply for the Visa Type D/DT at the Romanian Embassy/Consulate in his/her country of residence or origin. This must be done within 60 days of the secondment approval issuance.

Processing time: 2 weeks

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: ACKNOWLEDGMENT OF STUDIES

The applicant's legalized/Apostilled degree certificate must be submitted to the Romanian Ministry of Education for their approval.

Processing time: 1 month

STEP 3: PAYMENT OF STATE TAXES

Must be paid in advance as the receipt of payment should be included in the application file.

STEP 4: WORK AUTHORIZATION APPROVAL APPLICATION

An application for the approval of an intra-company transfer may be filed online and original documents will then be submitted at an appointment with the Romanian Immigration Inspectorate.

Processing time: 1 month

STEP 5: REGISTRATION OF LEASE CONTRACT

Once the assignment approval has been issued, the lease contract for the property where the applicant (and family) will live must be registered with the Romanian fiscal authorities (although note that there is no legal requirement to wait for the secondment approval application to be made before arranging a lease contract).

