

WORK PERMIT (LOCAL HIRE) PROCESS MAP

STEP 10: RESIDENCE PERMIT APPLICATION

The residence permit application must be made at the Romanian Immigration Inspectorate, as soon as possible after arrival, and in all cases 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: 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 8: ENTRY TO ROMANIA

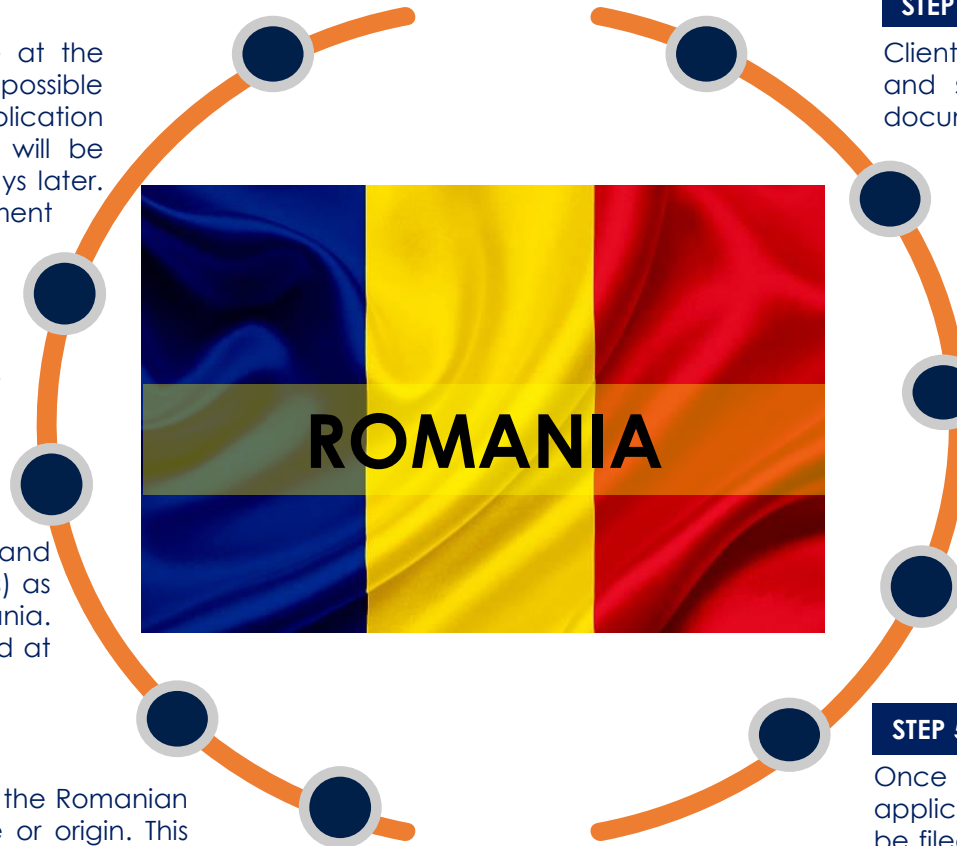
Visas must be collected within one month of issuance and then used within the period of validity (usually 90 days) as stated on the visa. The applicant may now enter Romania. The passport with the endorsed visa should be stamped at the port of entry. The applicant can begin working.

STEP 7: VISA TYPE D/AM APPLICATION

The applicant can apply for the visa type D/AM at the Romanian embassy/consulate in his/her country of residence or origin. This must be done within 60 days of the work permit issuance.
 Processing time: 2 weeks

STEP 6: 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).
 Processing time: 2-4 days



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: LOCAL LABOUR MARKET SEARCH

The vacancy details should be submitted to the Romanian Work Force Agency to verify that there are no local Romanian or EU nationals available for the position.
 Processing time: 3-7 days

STEP 4: PAYMENT OF STATE TAXES

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

STEP 5: APPLICATION FOR EMPLOYMENT APPROVAL

Once the local labour market search has been carried out, the application for the employment approval for a foreign national may be filed online and original documents will then be submitted at an appointment with the Romanian Immigration Inspectorate.
 Processing time: 1 month