

## CLASS B WORK & RESIDENCE PERMIT PROCESS



### 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: OBTAINING RECOMMENDATION LETTER

FGI obtains the recommendation Letter must be obtained from relevant Government Authority

### STEP 3: WORK & RESIDENCE PERMIT APPLICATION

An application for the approval of a Class B Work & Residence Permit must be filed online at the Immigration Department official website. The System will automatically forward the application to the Labour Commissioner who will scrutinize and make appropriate decision on the same. The System will then forward the application to the Commissioner General of Immigration, where the application is granted. The Commissioner General of Immigration will process the application for Residence Permit based on the documents submitted by the applicant and decision made by the Labour Commissioner

### STEP 4: ENROLMENT PROCESS & ISSUANCE OF E-PERMIT

The applicant will receive a notification, which requires him/her to report to the nearest Immigration Office for fingerprint and photo capture (enrolment process). An e-Permit Smart Card will be issued to the applicant whose application has been approved. The Card will contain both details for Work Permit and Residence Permit.

### STEP 5: ENTRY TO TANZANIA

The applicant may now enter Tanzania and the passport will be stamped at the port of entry.