



Republika e Kosovës
Republika Kosova – Republic of Kosovo
Qeveria – Vlada – Government

Ministria e Punës dhe Mirëqenies Sociale
Ministarstvo Rada i Socijalne Zastine
Ministry of Labour and Social Welfare

Departamenti për Punë dhe Punësim Department of Labor
and Employment Departament za Rad i Zaposljavanje

Who needs to obtain the certification of employment registration for up to sixty (60) days?

The certification of employment registration for up to sixty (60) days within one (1) year allows foreign nationals to work as:

Providers of audit and consulting services;
Lecturers participating in professional meetings and seminars;
Artists and technical personnel, for performances of opera, ballet, theater, concerts and other cultural performances, and authors and performers in the arts of film and television;
Workers in entertainment and circus parks.

Who needs to obtain the certification of employment registration for up to thirty (30) days?

Vërtetimit mbi lajmërimin e punës, deri në tridhjetë (30) ditë gjatë vitit, mund të punojnë shtetasit e huaj siç vijon: Autorët dhe ekzekutuesit në fushën e muzikës, muzikës së skenës dhe artit të vallëzimit

si dhe ekzekutuesit përcjellës, personeli teknik;

Në shfaqjet e panairit dhe ekspozitës, në të cilat ekzekuton punëdhënësi i tyre.

Where should a foreign national go first?

A foreign national should first go the Directorate of Migration and Foreign Nationals (DMFN)/Kosovo Police in order to declare the Entry and purpose of entry in the Republic of Kosovo.

Why should a foreign national go to DMFN?

The Directorate of Migration and Foreign Nationals officially notifies the Department of Labor and Employment on the registration of the foreign national for purposes of work and temporary residence

Where can a foreign national apply for Certification of Employment Registration?

The application for Certification of Employment Registration (30, 60 or 90 days) can be filed only at the Department of Labor and Employment - MLSW.

How long does it take to obtain the Certification of Employment Registration?

The procedure to obtain Certification of the Employment Registration lasts up to 3 days.

Who does not need to obtain the Certification of Employment Registration?

Nëse shtetasit e huaj, të cilët në Republikën e Kosovës paraqiten në shfaqjet dhe garat sportive, si përfaqësues të ekipeve, klubeve të jashtme ose reprezentacioneve shtetërore, nuk kanë nevojë të pajisen me Vërtetimin mbi Lajmërimin e Punës.

What is the administrative fee to obtain the Certification of Employment Registration?

Pursuant to the Decision of the Minister of MLSW on the Administrative Fee for the Certification of Employment Registration for up to ninety (90) days, the fee is €90; For the Certification of Employment Registration for up to sixty (60)

days the fee is €60; for the Certification of Employment Registration for up to thirty (30) days the fee is €30

What are the criteria to obtain the Certification of Employment Registration?

- 1.1. Valid travel documents;
- 1.2. Work contract in accordance to the Labor Law in the Republic of Kosovo;
- 1.3. Business Registration Certificate
- 1.4. Proof of education, qualification and skills of the foreign national;

The NGO Registration Certificate is required in cases of employment by an NGO. In cases of voluntary work, the foreign national must submit:

- Valid travel documents;
- Proof of registration of the organization
- Confirmation from organization about voluntary work.

A GUIDE

FOR OBTAINING CERTIFICATION OF EMPLOYMENT REGISTRATION

The rights and obligations of foreign nationals in the Republic of Kosovo are regulated by the Law on Foreign Nationals No. 04/L219 and normative acts stemming from this law <http://www.mpb-ks.org>



WHO IS A FOREIGN NATIONAL IN KOSOVO?

Any natural person who is not a citizen of the Republic of Kosovo.

RESPONSIBILITIES OF THE FOREIGN NATIONAL?

Any natural person who is not a citizen of the Republic of Kosovo.

WHO NEEDS TO APPLY FOR CERTIFICATION OF EMPLOYMENT REGISTRATION?

Foreign nationals who work in certain fields up to ninety (90) days, up to sixty (60) days and up to thirty (30) days within one year must obtain this certification of the employment registration.

Based on the certification of the employment registration, the foreign national may work for the same employer or service beneficiary anywhere in the territory of the Republic of Kosovo

Adresa dhe kontakte:

DEPARTAMENTI I PUNËS DHE PUNËSIMIT

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<http://mpms-ks.org>

Who needs to obtain the certification of employment registration for up to ninety (90) days?

The certification of employment registration for up to ninety (90) days within one (1) year allows foreign nationals to work as

- Trade Representative, key personnel and members of the supervisory board of the company who perform work for the company, but are not employed;
 - staff, experts, teachers and educational and scientific lecturers whose associations are in the Republic of Kosovo if they come from a parent institution;
- Service providers in tourism, tourism representatives, respectively animators in accordance with specific provisions;
 - Civilian and military officials of the governments of other countries, who come to the Republic of Kosovo to work on a cooperation contract basis with the Government of the Republic of Kosovo;
- Scientists in professional and scientific training, scientists – representatives of international organizations, scientists taking part in the realization of important scientific projects for the Republic of Kosovo;
 - Foreign correspondents accredited in the Republic of Kosovo or foreign media reporters;
 - Representatives of religious communities and staff who perform duties related exclusively to charitable religious service;
- Leading staff, experts, teachers and lecturers of foreign cultural, educational and scientific institutions in the Republic of Kosovo, who perform work within the framework of cultural and educational cooperation programs, as well as leading
 - staff, experts, teachers and educational and scientific lecturers whose associations are in the Republic of Kosovo if they come from a parent institution;
- Students who join Kosovo's unions or institutions to work as volunteers in camps or in educational and work programs, i.e. who perform internships in diplomatic and consular missions accredited in the Republic of Kosovo;
- Volunteers who work in unions and non-profit institutions in the Republic of Kosovo in accordance with the provisions of special programs, i.e. based on exchange and voluntary cooperation programs;
- Foreign nationals who come to the Republic of Kosovo to carry out internships in commercial companies, associations or representatives, who are owners of the foreign company, if these foreign nationals come from that company to the headquarters, i.e. from its representative or association in another state;
- Foreign nationals who perform the duties of supervision and inspection of shipbuilding and repair, i.e. foreigners who perform the duties of supervision or inspection of fabrication, rigging equipment, machinery and other instruments, based on the export contract or order of foreign commissioner;
- Foreign nationals who are performing internships, training or voluntary work within the Cooperation Program, the Program for Lifelong Learning and Youth in Action Program, and other programs and initiatives implemented by institutions of science and education;
- Experts in the field of protection of cultural heritage, literature and archives;
- Foreign nationals who perform professional learning, training and education of employees of natural and legal entities in the Republic of Kosovo;
- Foreign nationals who perform work related to ordering, assembling or servicing of machines or equipment, while their work is a prerequisite for the realization of their rights guarantee or is connected with the order of machinery or equipment;
- Foreign nationals who are trained professionally at the legal entity with headquarters in the Republic of Kosovo, which is associated with the foreign employer;
- Students who perform internships through the authorized organization or through the student exchange program.