



STEP 1. JOB SEARCH



Information on vacancies can be found in the general republican job bank on the website of the state employment service gsz.gov.by (job bank) or other thematic Internet resources, as well as in the media. The online job bank, updated online, contains information about the availability of vacant jobs, including with the provision of residential premises, and allows you to post profiles – CVs for employers to view.

The decision on hiring is made by the employer independently, based on their needs and requirements for the applicant for the necessary qualifications and work experience.

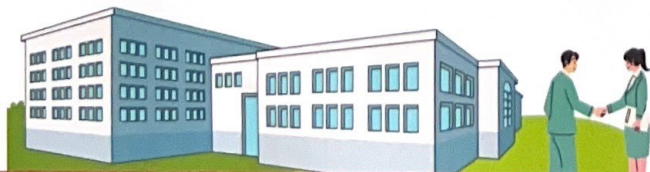
Foreign citizens may carry out labor activity in the Republic of Belarus, on the basis of a **special permit for the right to engage in labor activity in the Republic of Belarus** (hereinafter referred to as a special permit) and the conclusion of an employment contract.



STEP 2. REGISTRATION OF DOCUMENTS FOR EMPLOYMENT

After reaching an agreement between the employer of the Republic of Belarus and a foreign citizen on the conditions of carry out of labor activity, **the employer must:**

- get a special permit;
- conclude an employment contract for the period specified in the special permit;
- issue a copy of a special permit and a second copy of an employment contract to a foreign citizen.



2.1 SPECIAL PERMIT

A special permit is issued to a foreign citizen at the request of the employer of the Republic of Belarus.

A foreign citizen may carry out labor activities with several employers of the Republic of Belarus if each of them has a corresponding special permit.

Performing other paid work by a foreign citizen in his spare time from his main job with the same or another employer of the Republic of Belarus or by profession of a worker (position of an employee) other than that specified in the employment contract and a special permit requires obtaining a separate special permit.

To obtain a special permit, the employer submits to the Citizenship and Migration Department of the General Department of Internal Affairs of the Minsk City Executive Committee, the Department of Internal Affairs of the regional Executive Committees at the place of his registration the – following documents:

- application form;
- a copy of a passport or other document replacing it intended for leaving abroad, or a certificate confirming the identity of a foreign citizen or a stateless person – for foreign citizens and stateless persons who do not have documents for leaving abroad;
- a document on payment of the state fee for the issuance of a special permit.

Additionally, please note that copies of documents on education and work experience in the profession of a worker (position of an employee) will be required – when attracting a foreign citizen as the head of a commercial organization in the creation of which he participated (as the owner of the property, founder, participant), possessing professional knowledge, skills and abilities, as well as highly skilled worker.

Important: education documents will need to be translated and, possibly, go through the recognition procedure if the employer requires.

Where to apply?

National Institute for Higher Education
Foreign Credentials Assessment Centre

+375172281313

enicbelarus@nihe.by



Exception: Employers who attract categories of foreign citizens specified in the second part of the Article 2 of the Law of the Republic of Belarus «On External Labor Migration» (for example: persons who have been granted refugee status, additional protection or asylum in the Republic of Belarus, as well as those attracted by the list of professions of workers (position of an employee) are exempt from obtaining special permits to which foreign citizens are attracted, without taking into account restrictions on the protection of the national labor market, who are seasonal workers and employed under labor contracts in agriculture for a period of no more than six months in a calendar year, employed other than as provided in international treaties of the Republic of Belarus, more specifically, citizens of member states of the EAEU: The Russian Federation, the Republic of Armenia, the Republic of Kazakhstan, the Kyrgyz Republic, as well as other categories of foreign citizens).



2.1.1 VALIDITY PERIOD



A special permit is issued **for a year** and can also be once extended for a year.

If a foreign citizen intends to continue working further, the employer receives/extends a special permit.

A special permit is issued to highly skilled professional for two years and is extended for the same period.



2.1.2 EMPLOYMENT CONTRACT

A fixed-term employment contract is concluded with immigrant workers, with the exception of a contract. The term of the employment contract must not exceed the validity period of the special permit.

In the employment contract, in addition to the information and conditions provided for by part two of Article 19 of the Labor Code of the Republic of Belarus, the following **must also be specified:** *conditions for moving to the Republic of Belarus; food; accommodation; medical care for an immigrant worker; wages not lower than the minimum wage established in the Republic of Belarus on the date of conclusion employment contract.*

Important: It is prohibited to conclude civil contracts for the performance of works with foreign citizens (*except citizens of member states of the EAEU*).

Employers of the Republic of Belarus who attract foreign citizens to work in the Republic of Belarus notify in writing Citizenship and Migration Department of the General Department of Internal Affairs of the Minsk City Executive Committee, the Department of Internal Affairs of the regional Executive Committees at the place of their location (place of residence), unless otherwise provided by legislative acts, about:

- **conclusion (extension of validity) of an employment contract with a foreigner** – within three working days from the date of its conclusion (extension of validity);
- **termination of an employment contract with a foreigner** – within three working days from the date of its termination.





STEP 3. ENTRY TO BELARUS

If a foreign citizen needs a visa to enter Belarus, it can be obtained at the Embassy or Consulate of the Republic of Belarus in the country of permanent residence or at the Minsk airport (if there is no foreign institution of the Republic of Belarus in the country of permanent residence).

Requirements for obtaining a visa are posted on the website of the Ministry of Foreign Affairs of the Republic of Belarus:

www.mfa.gov.by



STEP 4. STAY IN THE REPUBLIC OF BELARUS

The period of temporary stay in the Republic of Belarus of a foreign citizen is determined by the validity period of the visa issued to them and may not exceed 90 days in a calendar year, unless otherwise determined by the Law of the Republic of Belarus «On the Legal Status of foreign Citizens and stateless persons in the Republic of Belarus», other legislative acts and international treaties of the Republic of Belarus.



4.1 REGISTRATION RULES



Foreign citizens who have arrived in the Republic of Belarus are **required to register within ten days**:

- in the the Citizenship and Migration Department of the Internal Affairs body at the place of their temporary stay;
- or through The Central Electronic Services Portal.

platform.gov.by



(the code of the service in the OAIS: 200.12.14.1)

The application is submitted from the previously created personal account of the portal user. When filling out the application, all the necessary information related to a foreign citizen is indicated. After sending the application, a message appears about successful registration or about the need to contact the Citizenship and Migration Department of the Internal Affairs body to the provision of clarifying information, if difference is revealed. Responsibility for the correctness of registration lies only with a foreign citizen. Registration through The Central Electronic Services Portal is carried out free of charge and is available to foreign citizens who have entered the Republic of Belarus at checkpoints across the State Border of the Republic of Belarus.

Keep in mind: Someone else can register you by specifying your passport and other data, but remember that the responsibility for the correctness of registration lies only with you!

Please note that there is no possibility of registration through The Central Electronic Services Portal in case of entry of foreign citizens from the territory of the Russian Federation.

If a foreign citizen came with his family, it is necessary to register all family members. Registration is carried out on the day of the request.

Exception: citizens of the Republic of Kazakhstan; Kyrgyz Republic and the Republic of Armenia; arrived for the purpose of labor activities or employment, and their family members, as well as citizens of the Republic of Lithuania, the Republic of Latvia, the United Arab Emirates, Ukraine and Estonia are required to register no later than 30 days from the date of entry into the Republic of Belarus. Citizens of the Russian Federation are registered within 90 days from the moment of entry.





4.2 DOCUMENTS FOR REGISTRATION

To register at the Citizenship and Migration Department of the Internal Affairs body at the place of temporary stay, a foreign citizen must provide the following documents:

- application (a sample application can be obtained from the Citizenship and Migration Department of the Internal Affairs body);
- document for traveling abroad (passport);
- an insurance policy, or a notification reproduced on a paper carrier, or a document confirming the existence of a medical insurance contract concluded with a foreign insurance company – for foreign citizens liable to insurance contributions (citizens of the following states are foreign citizens who are not liable to insurance contributions: the Republic of Armenia, the Republic of Kazakhstan, Kyrgyz Republic, Republic of Moldova, Russian Federation, Republic of Tajikistan, Turkmenistan, Republic of Uzbekistan, Ukraine);
- a document confirming the payment of the registration fee (1 base value. Information about the details for the payment of the state fee can be obtained at the Citizenship and Migration Department of the Internal Affairs body or independently get acquainted with them on the website of the Ministry of Internal Affairs of the Republic of Belarus).

Website of the Ministry of Internal Affairs of the Republic of Belarus:

www.mvd.gov.by



Information on the procedure for attracting a foreign citizen planning to be employed in the Republic of Belarus



HOTLINE

OF THE CITIZENSHIP AND MIGRATION
DEPARTMENT OF THE
MINISTRY OF INTERNAL AFFAIRS
OF THE REPUBLIC OF BELARUS:

+375 17 218 52 52
+375 44 518 52 52 (A1)
+375 25 518 52 52 (Life)
+375 33 370 52 52 (MTC)



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