

BEFORE ARRIVAL: VISA APPLICATION

Before Arrival in the Republic of North Macedonia

Each student needs to apply for a **Long-Term Visa ('D' Type)** since their stay will be longer than 90 days. This process is done through the Embassies/Consulates of the Republic of North Macedonia in or near the resident country of the student. Please consult the nearest Embassy/Consulate for the 'D' Type visa process by checking the following website: <https://www.mfa.gov.mk/en/page/37/europe/embassies>

The exact documentation required for the **VISA** is decided by each embassy, however, the general documents needed are listed below:

No.	Requested Documents	COMMENTS
1.	Visa Application Form – fully filled and signed by the applicant	Document provided by the Embassy/Consulate
2.	Income Document – proof that the student has sufficient income for the stay	Document provided by the student (Bank account information or a grant letter from the university – Turkish students can also apply with a 'Taahutname'). Some embassies want both, or more, so please ask them what they require.
3.	Accommodation Document – proof that the student has accommodation for the period of stay	Document provided from <u>Macedonia</u> – the document must be in the Macedonian language , signed by a landlord and the student and accordingly NOTARIZED
4.	Learning Agreement – proof that the student is accepted as an Erasmus+ student at the host university	Document provided by IBU International Relations Office in the Macedonian language
5.	Erasmus+ Inter-institutional Agreement – proof of cooperation between the universities	Document can be provided by both institutions (however, if it needs to be translated, please take a copy from your IRO)
6.	Language Certificate – proof that the student knows the language of instruction at the host institution	Document provided by IBU Student Affairs Office for English language proficiency
7.	Permit Request – fully filled and signed by the applicant	Document provided by the Embassy/Consulate
8.	Health Insurance – proof of insurance	Document provided by the student – must say <u>for education</u> (NOT for students) in the TITLE , not just in the body of the text. The document must be translated into Macedonian and the translation needs to be NOTARIZED / Turkish term 'SGK Provizyon Belgesi'. PLEASE NOTE: The document must have a wet signature and stamp. Documents with barcodes, QR codes, or printed online documents are not accepted. Ask the embassy if they require an apostille stamp for the original document.
9.	Non-conviction Certificate – - Certificate that the student has not been convicted - Certificate that the student does not have any ongoing criminal proceeding against him/her	Document provided to the student by a responsible institution – the document must be translated into Macedonian and the translation needs to be NOTARIZED / Turkish term 'Savcilikan'. PLEASE NOTE: The document must have a wet signature and stamp. Documents with barcodes, QR codes, or printed online documents are not accepted. Ask the embassy if they require an apostille stamp for the original document.
10.	Passport Copy – valid for at least 16 (sixteen) months	Document provided by the student
11.	2 x Photos – 3,5cm x 4,5cm	Document provided by the student

UPON ARRIVAL: TEMPORARY RESIDENCE PERMIT APPLICATION

After Arrival in the Republic of North Macedonia

1. In the first **48 hours** – each student needs to go to the nearest police station and register their arrival in the country. If the student is accommodated in a hotel/hostel, they will be automatically registered and be able to take the **"White Card"** from the nearest police station. If the student is accommodated in private housing or a dormitory, the student and the landlord have to go together and register at the police station so that they can take the **"White Card"**. This is **the most important document** for the residence permit application.
2. In the first **5 (five) days** – each student needs to apply for a **Temporary Residence Permit** through the Ministry of Interior in the Republic of North Macedonia. Students who fail to do so, may have their documents rejected by the officers at the Ministry of Interior.

The general documentation for the **TEMPORARY RESIDENCE PERMIT** is listed below:

No.	Requested Documents	COMMENTS
1.	Decision for Stay – proof that after the issuing of the visa the student is allowed to apply for a residence permit	Document issued by the embassy/consulate, given together with the visa PLEASE NOTE: According to this document, once you enter the country you have 5 (five) days to complete the documentation below and apply for a temporary residence permit.
2.	White Card – IMPORTANT	A white paper card taken by the police station upon arrival; In the moment that you arrive in North Macedonia, you have 48 hours to go to the nearest police station and register your arrival in the country. If you are accommodated in a hotel/hostel , you will be automatically registered and be able to take your "White Card" from the nearest police station. If you are accommodated in a private housing/dormitory , you and the landlord have to go together and register at the police station so that you can take the "White Card" . This is <u>the most important document</u> you will need for your temporary residence permit application.
3.	Permit Application Form – fully filled and signed by the applicant	Document taken and fulfilled within the IBU Legal Affairs Office upon your arrival
4.	Student Certificate – proof that the student is enrolled at International Balkan University	Document provided by IBU International Relations Office in the Macedonian language
5.	Passport Copy – valid for at least 16 (sixteen) months	Document provided by the student – the document must be translated into Macedonian and the translation needs to be NOTARIZED
6.	Visa Copy	Document provided by the student
7.	Bank Card Copy	Document provided by the student – the bank account must be in your name
8.	Accommodation Document Copy	Document provided by the student – a copy of the accommodation document with an original stamp from the notary
9.	Payment Receipt	Students can pay for their temporary residence permit application via a debit/credit card on-site at the moment of the application.