

**Procedure for Establishing an Employment Relationship with a Non-EU Citizen (valid for a stay of less than 90 days):**

**I. The foreigner shall send:**

1. A copy of his/her passport.
2. A certified copy of the document on the highest education attained and its official translation into English.
3. The address of his/her permanent residence.

**II. The institute** shall deliver to the foreigner a confirmation that it will employ him/her, will provide him/her with accommodation and will deduct the amount for health insurance in compliance with the regulations in force.

**III. The foreigner shall submit an application** for a visa for a stay of less than 90 days for the purposes of employment, namely at a consulate outside of the CR, where he/she shall present:

1. A travel document.
2. A confirmation of the employer.
3. 2 photographs.

**IV. For the establishment of the employment relationship, the foreigner shall bring to the CR:**

1. A visa issued for the purposes of employment.
2. A medical certificate – the form is available on our website.