

1. **Request for approval/extension of temporary residence in Bosnia and Herzegovina** (the form can be obtained directly in Mostar field office of Service for Foreigners' Affairs, from their official website, it has to be handwritten or filled in electronically, signed by the applicant and printed on the both sides of the paper.)
2. **Administrative fee for approval/extension of temporary residence** in amount of 150 BAM. The invoice should be filled in with following data: račun primatelja JRT trezor BiH-pristojbe, UniCredit Bank Mostar 3380002210018390, vrsta prihoda 722191, proračunska organizacija 0923999, broj proračunskog obveznika fill with number 1, poziv fill in with 0, općina fill with number 180
3. **One recent photograph** (35 x 45 mm);
4. **Two certified copies of the passport*** (general info, last entry into Bosnia and Herzegovina, Bosnia and Herzegovina, type D visa); - the validity of the travel document should be at least three months longer than the period, which temporary residence permit is requested for,
5. **Copy of the residence registration card**** - white card (only when applying for a temporary residence permit)
6. **Copy of the decision on last temporary residence** approved or a sticker of an approved temporary residence (only if the extension request is being submitted);
7. **Certificate or proof of enrolment in an educational institution for the current academic year,**
8. **Certificate that a foreigner participates in a student exchange program or youth mobility programme,** if he/she is registered at the host institution based on participation in such a programme;
9. **Transcript of records,** is submitted at the extension of stay,
10. **An evidence of possession of funds for living costs:**
 - a written and verified statement of the Bosnia and Herzegovina citizen, foreign citizen with approved residence in Bosnia and Herzegovina, which confirms that they will financially support the student during the intended period of stay with the proof of the permanent source of funds or other source of funding (possession of cash, bank or pension check, work permit, certificate of employment, employment contract, etc.),
 - possession of funds for living costs for the current academic year in amount of 400 BAM a month,
 - a scholarship or a certificate of secured expenses issued by an host institution, or a certificate of participation in a exchange programme from which it is evident that they have been provided with means of subsistence.
11. **Medical certificate***,** which clearly indicates that the foreigner is not suffering from any disease that poses a threat to public health in Bosnia and Herzegovina. Certificate cannot be older than 90 days in the time of applying for temporary residence. The certificate must be issued by the health institution authorised to perform medical examination in the municipality of foreign citizen residence (Health centres in Mostar, Neum, Čapljina, Čitluk, Konjic...). If the foreigner is submitting the request for extension, he/she does not have to submit the medical certificate.
12. **A proof of health insurance****** during the stay in Bosnia and Herzegovina (health insurance policy, photocopy of health booklet, proof of registration with the Health Fund, evidence of paid individual or collective travel health insurance and other evidence),

13. **Certificate that there are no pending criminal proceedings against the foreigner citizen and certificate that foreigner citizen was not convicted for any crimes, issued by the body in charge of the foreigner's country of origin**, where the foreign citizen resides (original or verified copy) that cannot be older than 6 months, and foreigners applying for an extension of temporary residence
14. **Certificate that there are no pending criminal proceedings against the foreigner citizen in Bosnia and Herzegovina**, issued by the court of Bosnia and Herzegovina, no later than 6 months prior to the filing of the request and a certificate on no criminal record issued by competent Ministry of Interior Affairs in Bosnia and Herzegovina, if checks are not issued by the competent body through official means, (only if the extension request is being submitted);
15. **Proof of accommodation** (proof of possession of a real estate – house or an apartment or a contract of a lease of a house or apartment – certified copies, statement of the landlord with which the landlord agrees to rent his/her house or apartment with the proof of the ownership – certified copies)

All foreign documents must be translated into one of the official languages in use in Bosnia and Herzegovina. The costs of translation vary according to the original language, size of the document and the number of words. It cost from 10 BAM to 30 BAM per page. The documents must be translated by the chartered interpreter in Bosnia and Herzegovina.

NOTA BENE: from the Law on foreign citizens (Official Gazette 88/15)

I Deadlines for submission of requests:

1. Approval of temporary residence: Article 82, paragraph 4: the request for approval of the first temporary residence must be submitted 15 days before the expiry of the long-term visa (type D) or visa-free stay, the latest.
2. Extension of temporary residence: Article 82, paragraph 5: request for the Extension of temporary residence must be submitted in Bosnia and Herzegovina directly to the relevant body in charge. If the foreigner is outside of Bosnia and Herzegovina, the request is submitted through Consular and Diplomatic missions of Bosnia and Herzegovina. The request must be submitted no earlier than 60 days prior to and not later than 15 days before the expiration of the period of stay.

II CONDITIONS FOR EXTENSION OF TEMPORARY RESIDENCE

Article 48, paragraph 5: the extension of temporary residence can be approved on the request of the foreign citizen, but on the same basis, the first temporary residence was approved.

Article 55, paragraph 3: after the intended duration of the university education is over, temporary residence on the basis of education can be extended up to two years with the submission of evidence of renewal of years of studies.

More info on www.sps.gov.ba

*Expiry date of the passport must be at least three months longer than the period for which the temporary residence is requested;

**In order to obtain a residence registration card student must submit copy of his/her passport (general info – page with the passport photo and the page with the entry stamp - last entry into Bosnia and Herzegovina), proof of secured accommodation and pay of the administrative fee in amount of 10 BAM. The invoice should be filled in with following data: račun primatelja JRT trezor BiH-pristojbe, UniCredit Bank Mostar 3380002210018390, vrsta prihoda 7228101, proračunska organizacija 0923999, broj proračunskog obveznika fill with number 0, poziv fill in with 0, općina filled with 180.

*** In order to obtain a medical certificate a student must pay an administration fee of 55 BAM.

**** Students must bring their own health insurance from their country of origin covering their entire period of stay in Bosnia and Herzegovina. Countries that Bosnia and Herzegovina have signed Contract on social insurance are: Austria, Croatia, Turkey, Former Yugoslav Republic of Macedonia, Belgium, Hungary, Bulgaria, Denmark, France, Luxemburg, Italy, Germany, The Netherlands, Norway, Poland, Slovakia, Sweden, Switzerland, United Kingdom and Northern Ireland.

The link to the list of countries Bosnia and Herzegovina has signed international agreements on social insurance

http://www.fzmiopio.ba/index.php?option=com_content&view=article&id=99&Itemid=111&lang=ba