**TRAINEE**

**REGISTRATION / ENTRY PERMIT / RESIDENCE PERMIT**

|  |  |  |
| --- | --- | --- |
|  | **DOCUMENT** | |
|  |  |  |
| **BEFORE THE ARRIVAL OF THE THIRD COUNTRY NATIONAL** | | |
| 1 | Copy of valid passport or other travel document, with a validity that covers at least the duration of the intended stay or at least 2 years from the date of submission of the application. | |
| 2 | In case the third-country national is a minor, a parental authorization or an equivalent document for the intended stay. | |
| 3 | Evidence that during the stay the third-country national will have sufficient resources to cover the training costs, the cost of living and the repatriating costs. Resources derived from a financial commitment by the host entity for trainees are also taken into account. | |
| 4 | Certification by the host entity that accepts responsibility for the third-country national throughout the stay in the territory of Cyprus, in particular as regards subsistence and accommodation costs. | |
| 5 | Certification that the third-country national is accommodated throughout the stay in the Republic of Cyprus by the host entity and the accommodation meets the requirements established in national law. | |
| 6 | A written statement by the host entity that the traineeship does not replace a job. The statement must be approved by the Department of Labour. | |
| 7 | A written commitment by the host entity that, in the event that a trainee remains illegally in the territory of Cyprus, that host entity is responsible for reimbursing the costs related to the stay and return incurred by public funds. The financial responsibility of the host entity shall end at the latest six months after the termination of the training agreement. | |
| 8 | Original Certificate of a clear Criminal Record from the country of origin (if the third-country national is residing in a country other than the country of origin, the certificate may be issued from the country of residence). | |
| 9 | Οriginal medical examinations for Hepatitis B and C, AIDS/HIV, Syphilis and report of chest X-ray for Tuberculosis from the country of origin. | |
| 10 | A training agreement, which provides for a theoretical and practical training, with an organization. The training agreement must be approved by the Department of Labour, for a trainee position in an approved organization in the Republic of Cyprus. The training agreement shall contain among others things, a description of the training programme, the duration of the traineeship, the placement and supervision conditions of the traineeship, the traineeship hours and the legal relationship between the trainee and the host entity. | |
| 11 | Evidence of having obtained a higher education degree within the two years preceding the date of application or of pursuing a course of study that leads to a higher education degree. The traineeship must be in the same field and at the same qualification level as the higher education degree or the course of study mentioned above. | |
| **AFTER THE ARRIVAL OF THE THIRD COUNTRY NATIONAL** | | |
| 12 | Οriginal medical examinations for Hepatitis B and C, AIDS/HIV, Syphilis and report of chest X-ray for Tuberculosis from a public or private hospital of Cyprus stamped by a doctor. | |
| 13 | Copy of the passport’s or other travel document’s page with a stamp that shows the last arrival in Cyprus. | |
| 14 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A). | |
| 15 | Τitle deed or accommodation rental agreement. | |
| 16 | Original entry permit (Μ70) | |

**TRAINEE**

**RESIDENCE PERMIT – CHANGE OF RESIDENCE STATUS**

|  |  |  |
| --- | --- | --- |
|  | **DOCUMENT** | |
|  |  |  |
| 1 | Copy of valid passport or other travel document, with a validity that covers at least the duration of the intended stay. | |
| 2 | In case the third-country national is a minor, a parental authorization or an equivalent document for the intended stay. | |
| 3 | Evidence that during the stay the third-country national will have sufficient resources to cover the training costs, the cost of living and the repatriating costs. Resources derived from a financial commitment by the host entity for trainees are also taken into account. | |
| 4 | Certification by the host entity that accepts responsibility for the third-country national throughout the stay in the territory of Cyprus, in particular as regards subsistence and accommodation costs. | |
| 5 | Certification that the third-country national is accommodated throughout the stay in the Republic of Cyprus by the host entity and the accommodation meets the requirements established in national law. | |
| 6 | A written statement by the host entity that the traineeship does not replace a job. The statement must be approved by the Department of Labour. | |
| 7 | A written commitment by the host entity that, in the event that a trainee remains illegally in the territory of Cyprus, that host entity is responsible for reimbursing the costs related to the stay and return incurred by public funds. The financial responsibility of the host entity shall end at the latest six months after the termination of the training agreement. | |
| 8 | Original Certificate of a clear Criminal Record from Cyprus. | |
| 9 | A training agreement, which provides for a theoretical and practical training, with an organization. The training agreement must be approved by the Department of Labour, for a trainee position in an approved organization in the Republic of Cyprus. The training agreement shall contain among others things, a description of the training programme, the duration of the traineeship, the placement and supervision conditions of the traineeship, the traineeship hours and the legal relationship between the trainee and the host entity. | |
| 10 | Evidence of having obtained a higher education degree within the two years preceding the date of application or of pursuing a course of study that leads to a higher education degree. The traineeship must be in the same field and at the same qualification level as the higher education degree or the course of study mentioned above. | |
| 11 | Οriginal medical examinations for Hepatitis B and C, AIDS/HIV, Syphilis and report of chest X-ray for Tuberculosis from a public or private hospital of Cyprus stamped by a doctor. | |
| 12 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A). | |
| 13 | Copy of a valid residence permit. | |
| 14 | Τitle deed or accommodation rental agreement. | |

**TRAINEE**

**RENEWAL OF RESIDENCE PERMIT**

|  |  |  |
| --- | --- | --- |
|  | **DOCUMENT** | |
|  |  |  |
| 1 | Copy of valid passport or other travel document, with a validity that covers at least the duration of the intended stay. | |
| 2 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A). | |
| 3 | Certification from the host entity that the third-country national continues the traineeship with reference to the time required until its completion. | |
| 4 | A renewed training agreement (in case it has expired), which provides for a theoretical and practical training, with an organization. The training agreement must be approved by the Department of Labour, for a trainee position in an approved organization in the Republic of Cyprus. The training agreement shall contain among others things, a description of the training programme, the duration of the traineeship, the placement and supervision conditions of the traineeship, the traineeship hours and the legal relationship between the trainee and the host entity. | |
| 5 | Certification that the third-country national continues to be accommodated throughout the stay in the Republic of Cyprus by the host entity and the accommodation meets the requirements established in national law. | |
| 6 | A copy of the written commitment by the host entity that, in the event that a trainee remains illegally in the territory of Cyprus, that host entity is responsible for reimbursing the costs related to the stay and return incurred by public funds. The financial responsibility of the host entity shall end at the latest six months after the termination of the training agreement. | |
| 7 | Certification by the host entity that accepts responsibility for the third-country national throughout the stay in the territory of Cyprus, in particular as regards subsistence and accommodation costs. | |
| 8 | Evidence that the third-country national continues to have during the stay the sufficient resources to cover the training costs, the cost of living and the repatriating costs. Resources derived from a financial commitment by the host entity for trainees are also taken into account. | |
| 9 | Τitle deed or accommodation rental agreement. | |
| 10 | Copy of a valid residence permit. | |