

CYPRUS WORK & RESIDENCE PERMIT (INTERNATIONAL COMPANIES) PROCESS MAP

STEP 8: RESIDENCE CARD COLLECTION

Upon approval of the application, a card will be issued indicating the ARC number. This can be collected in person or by an authorized representative.

STEP 7: ALIEN REGISTRATION CERTIFICATE (ARC) & BIOMETRICS

All applicants should register at the appropriate District Office of the Aliens and Immigration Unit of the Police, or the Central Offices of the Civil Registry and Migration Department in Nicosia, within seven days of arrival to have their biometric data captured (photo, fingerprints and signature). At the time of registration, the applicant will be given a document indicating their ARC number.

Processing time: 3-4 months

STEP 6: ENTRY TO CYPRUS

The principal applicant and any accompanying dependents may now enter Cyprus with their approved entry permit authorizations. The passport(s) should be stamped at the port of entry. The applicant can start work after this step.

STEP 5: PERMIT APPROVAL

Once the work and residence permits are approved in Cyprus the approval for entry will be sent to the applicant in their country of residence via registered courier.

Processing time: 1-4 days



STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI. Estimated Turnaround: 1- 3 days.

STEP 2: IMMIGRATION MEDICAL

The applicant and any accompanying dependents will need to undergo a medical exam no more than four months prior to the entry permit application. The examination must include tests for AIDS, syphilis, hepatitis B and C tuberculosis (chest x-rays not needed for children under 15 years of age).

STEP 3: BANK GUARANTEE APPLICATION

A bank letter of guarantee (depending on the country of origin of the applicant) will need to be obtained in Cyprus to cover any possible repatriation expenses of returning the applicant to their country of residence.

STEP 4: WORK & RESIDENCE PERMIT APPLICATION

The permit applications for work and residence for the principal applicant and residence for any accompanying dependents should be submitted to the Civil Registry and Migration Department (CRMD), together with proof that the international company is able to hire foreign nationals. Processing time: 2 weeks