

**Procedure
On implementation of the law of the Republic of Armenia
on “Legal Status of Foreign Citizens in the Republic of Armenia”**

1. General provisions.

1. This procedure regulates the issuance and extension of entry visas to foreign citizens and stateless persons (hereafter: foreign citizens), their residency status in the Republic of Armenia and thereto issuance of relevant documents, registration, as well issues relating to business activities of the mentioned persons.

2. Foreign citizens residing in the Republic of Armenia for more than 3 months should be registered at the place of residence in the manner stipulated for citizens of the Republic of Armenia.

Registration of staff members of foreign diplomatic or consular representations and international organizations with diplomatic status in the Republic of Armenia shall be carried out in accordance with international legal norms.

3. Registration order of persons having arrived in hotels, rest homes, health resorts or tourist centers shall be defined by the Ministry of Internal Affairs of the Republic of Armenia.

4. Foreign citizens must have internationally recognized personal identification cards (hereafter: passport) and submit it to the relevant bodies of the Internal Affairs or other bodies of the Republic of Armenia upon request. In case of loss of passport, foreign citizens must immediately inform the relevant Internal Affairs Bodies. At the request of a foreign citizen, he/she may be issued with a certificate on loss of passport (form No 1 attached).

5. Internal Affairs Bodies are responsible for control over arrival, stay, movement of foreign citizens in the Republic of Armenia and transit through the Republic of Armenia.

2. Issuance and Extension of RoA Entry Visa to Foreign Citizens

6. Foreign citizens enter the Republic of Armenia on the basis of the RoA entry visa issued by relevant bodies of the Ministry of Foreign Affairs or Ministry of Internal Affairs. The entry visa is issued to a foreign citizen either through putting a special form in the passport or electronically (via Internet) (form No 2 enclosed).

The issuance of the RA visa electronically is the system of issuance of the RA visa consisting of codified numbers and letters and certifies the permission of the holder to enter the RA. *(para. 6 is added on 05.09.02, decision N 1397-N)*

7. In order to obtain an entry visa to the Republic of Armenia a foreign citizen must submit: passport, official invitation approved by the Ministry of Foreign Affairs, or personal invitation issued by the Ministry of Internal Affairs and an application form (form No 3 enclosed).

The decision on issuance of an entry visa to foreign citizens, who have arrived at a border point of the Republic of Armenia without visa shall be taken by relevant body of the Ministry of Foreign Affairs or Ministry of Internal Affairs.

Foreign citizens having applied for an entry visa to the Republic of Armenia for a period of more than three months shall provide an AIDS certificate. *(added on 27.07.97, decision N 301).*

7.1. In order to obtain the RA visa electronically foreign citizens shall fill the application form in English available on the Internet page of the RA Foreign Ministry (form 3a enclosed).

Foreign citizens receive confirmation on issuance of the RA visa with the attached code electronically after two working days from the date of filling the application form.

The submission of the false information or incomplete application form for issuance of visa electronically are the basis for refusal of issuance of the RA visa electronically.

The Foreign Affairs Bodies of the RA electronically inform the border points on the issuance of the RA visa electronically mentioning the date and place of issuance and validity of visa. (*para.7.1. is added on 05.09.02, decision N 1397-N*).

8. Issuance and Extension of entry visas to staff members of diplomatic missions or international organizations with diplomatic status in the Republic of Armenia and their family members are implemented by the relevant entities of the Ministry of Foreign Affairs of the Republic of Armenia.

9. Upon entry to the Republic of Armenia, at the border crossing point foreign citizens must submit entry visa, passport and filled declaration (form No 4 enclosed).

10. The extension of the entry visa of those foreign citizens, who have arrived in the Republic of Armenia for purpose of service, trade or public affairs, studies, practice, enhancement of qualification, employment, medical treatment or rest can be done by their receiving enterprises, offices or organizations, as well as state entities (hereafter referred to as organizations).

11. The extension of entry visas of foreign citizens, who have arrived in the Republic of Armenia by individual invitation, can be done based on application of the receiving individual/person.

12. The extension of entry visas of those foreign citizens who arrive in the RA in tourists groups, can be done based on application of receiving organization.

The extension of entry visa of foreign citizens, who have arrive in the Republic of Armenia individually can be done based on their individual applications.

13. The extension of entry visas of foreign citizens the receiving organizations or individuals/persons shall submit the following documents:

- a) written letter (application)
- b) passport of the foreign citizen,
- c) the entry visa,
- d) Application-questionnaire.

3. Issuance and Extension of Resident Permit to Foreign Citizens in the Republic of Armenia

14. An application of foreign citizens for a resident permit shall be submitted to relevant bodies of the Ministry of Internal Affairs in the Republic of Armenia, and to relevant bodies of the Ministry of Foreign Affairs in foreign states.

15. Foreign citizens, for issuance and extension of resident permit, shall submit the following documents:

- a) application (form No 5 enclosed),
- b) questionnaire (form No 6 enclosed),
- c) two 4.5 × 3.5 size photos,
- d) passport,
- e) copy of the employment or other contract, if needed,
- f) Other required documents.

Apart from the above required documents, foreign citizens, who have entered a state or accredited or licensed higher educational institution in the Republic of Armenia, must also submit a certificate from the educational institution; refugees must provide a document certifying their refugee status.

16. Exceptional resident permit is issued and extended to foreign citizens by relevant bodies of the Ministry of Foreign Affairs.

17. Decisions on issuance and extension of temporary and regular resident permit shall be made by the relevant bodies of the Ministry of Internal Affairs of the Republic of Armenia.

Foreign citizens, who have been granted temporary, regular or exceptional resident status, shall be issued a resident card (form No 7 enclosed).

In case of loss of the resident card, foreign citizens shall immediately inform the Internal Affairs body, which will replace the lost document with a new one.

In case of loss of the resident card, foreign citizens bear the same responsibility of the citizens of the Republic of Armenia, except exceptional resident permit holder.

18. For issuance and extension of temporary, regular and special resident permit, foreign citizens shall pay a state duty in the manner and amount stipulated by the law.

19. Foreign citizens, except for exceptional resident permit holders can apply to the local Employment Centre to get a job, in accordance with the RA law on "Employment".

20. Labour relationship of foreign citizens, granted resident permit shall be regulated by Labour legislation of the Republic of Armenia.

Labour disputes of foreign citizens, granted resident permit shall be settled in accordance with the legislation of the Republic of Armenia.

21. Foreign citizens, who have regular resident permit and wish to leave the RA for more than six months, shall submit an application to the relevant body of the Ministry of Internal Affairs, enclosing the passport and the resident card. If the decision is positive, the following notes shall be made, sealed and signed in the "Observations" section of the resident card: "Exit from the Republic of Armenia is authorised " _____ " _____ ".

In case of refusal, a written reply with the basis for refusal shall be provided.

4. The Deportation from the Republic of Armenia of Foreign Citizens holding Exceptional Resident Permit

22. Administrative deportation from the Republic of Armenia of staff members of diplomatic missions, consular representations of foreign states and their family members holding exceptional resident permit shall be regulated by norms of the international law.

The Ministry for Foreign Affairs of the Republic of Armenia shall inform the international organisation or its representative in the Republic of Armenia, the staff member of which a person is, about administrative deportation from the Republic of Armenia of the foreign citizen holding exceptional resident permit.