

RESIDENCE PERMITS

Any foreigner intending to reside in the United Republic of Tanzania for investment, business, employment or any other legal activity may be issued with Residence Permit. There are three types of Residence Permits which are Residence Permit Class A, B and C. However, there are various sub-categories to this broad classification of Residence Permit as described in the Residence Permit Matrix.

KEY INFORMATION TO APPLICANTS OF RESIDENCE PERMITS

- Applicants are institutions/companies/ employers registered in Tanzania except for retired persons, sick persons and those attending cases at the court.
- Applications for Residence Permits Class ‘B’ and ‘C’ should obtain their Residence Permit prior to coming into the country, except for Residence Permit Class “A”.
- Applicants should obtain relevant Registration Certificate or license from relevant professional boards as the case may be.
- All applicants of Residence Permits should first obtain Work Permit from the Ministry of Labor, except those coming for such purposes like internship, Research, attending court case and retired persons.

HOW TO APPLY FOR e-PERMIT

The procedure for application of Residence Permit Online is as follows:

- i. Visit the direct link: <https://eservices.immigration.go.tz/online/permit> or visit our web site www.immigration.go.tz
- ii. Go to **e-services** and select **Online Residence Permit Application**;
- iii. The applicant is advised first to **READ the Residence Permit Guidelines**
- iv. Then, applicant **MUST** first **create an account**. The applicant should click where it is written create account and he/she will be able to fill the e-mail, mobile number, telephone number, postal address and password.
- v. When the account is created the applicant can proceed with filling the form, attach all the required documents (**ALL DOCUMENTS SHOULD BE CERTIFIED**) and finally submit the application;

- vi. Once an application has been approved for payment, applicant will be notified, and he/she will be required to **pay the prescribed fee within sixty (60) days**. After expiry of 60 days, if no payment has been done the application will be deleted automatically;
- vii. After payment the applicant will receive a **Residence Permit Enrolment Notification**, which requires the applicant to report to the nearest Immigration Office for fingerprints and photo capture (enrollment process);
- viii. Once the enrolment process is done the applicant will wait for his/ her Residence Permit processing and issuance within a week
- ix. The Permit may be collected at the Regional Immigration Office where the company is located or at the Immigration Headquarters, Immigration Head Office Zanzibar, TIC, EPZA or ZIPA as the case may be.

NB:

Where it happens the application has insufficient document/information the applicant will be notified ONLINE (through the Residence Permit System-email account) to rectify the relevant query so that the application can proceed.

HOW TO APPLY e-PERMIT THROUGH TIC, EPZA AND ZIPA

For applicants who are registered under Tanzania Investment Center (TIC) and have been issued with certificate of incentive may lodge their applications online (Class A and B) through the window of TIC. Whereas applicants who are registered under EPZA and being issued with EPZA license may submit their applications through EPZA window.

For the case of Zanzibar, applicants who are registered with the Zanzibar Investment Promotion Authority and have been issued with certificate of incentive may lodge their applications through the window of ZIPA.

TYPES OF RESIDENCE PERMIT

All foreigners intending to reside in the United Republic of Tanzania for business, work, investment or any other acceptable purpose for a period of more than 90 days, are required to hold a residence permit from Tanzania Immigration Department. Basically, there are three types of residence permits, namely:-

1. Class A: For self –employed foreigners (investors)
2. Class B: For expatriates working in company/ private institutions.
3. Class C: For other class of foreigners such as researchers, retired persons, Missionaries, Volunteers etc.

The power to issue a residence permit is vested to the Commissioner General of Immigration Service. Applicants who are not satisfied by the Commissioner's decisions may appeal to the Minister of Home Affairs while they are outside the country. Application for residence permits should also be submitted while the applicant is outside the country.

RESIDENT PERMIT ISSUANCE STATUSES

Issuance statuses are designed to recognized and differentiate new applicants versus existing holders of Residence Permit; and to create uniformity in decision making among Immigration Officers in Residence Permit Section. Residence Permit Issuance status are as follows:

1. **First Grant (FG)** - For first application.
2. **Returnee (RT)** - For applicant who is re-joining his previous institution/ company after long time absence.
3. **Second Grant (SG)** - For applicant changing from one category of residence to another e.g. from Class B to Class A in same institution/company
4. **Replacement (RPL)** - For applicant renewing his application after expiration.
5. **Re-Grant 1(RG1)** - applicant changing from one institution to another in the same residence class. e.g. from Class A to Class A.
6. **Re-Grant 2(RG2)** - applicant changing from one institution to another into different residence class. e.g. from Class B to Class A

RESIDENCE PERMIT MATRIX

| RESIDENCE PERMIT CLASS "A" | | | | |
|-----------------------------------|---|--|--------------------|--|
| PERMIT CODES | RESIDENCE PERMIT CATEGORIES AS PER SECTOR/OCCUPATION | ELIGIBILITY | FEES IN USD | FEES FOR CITIZENS OF EAC IN USD |
| A-1 | Prospecting and Mining | Persons intending to engage into prospecting of minerals or mining | 3,000 | 1,500 |
| A-2 | Large scale investments, trade and business including agriculture and animal husbandry | Persons intending to engage into large scale investment, trade and business including agriculture and animal husbandry | 3,000 | 1,500 |
| A-3 | Prescribed profession and consultancy services | Members of prescribed profession in possession of prescribed qualifications intending to practice such profession and consultancy services | 3,000 | 1,500 |
| A-4 | Small scale trade, business, artisanship, fishing, farming or any legally recognized activity | Persons who have been residing in the country and engaged in small scale trade, business, artisanship, fishing, farming or any legally recognized activity | 1,000 | 500 |
| A-5 | Diaspora Investors | Prospective investors whose nationality of origin was Tanzania and subsequently renounced and acquired another nationality | 1,000 | - |
| RESIDENCE PERMIT CLASS "B" | | | | |
| B-1 | Specific employment by specific employer | Persons who have been offered specific employment by specific employer and have the required qualifications and experience | 2,000 | 500 |
| B-2 | Specific employment by specific employer (EAC Partner states) | Professionals, Technicians and Associates Professionals from EAC Partner States as prescribed in the Schedule to the EAC Common | - | 500 |

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|-----------------------------------|---|---|-----|-----|
| | | Market Protocol (Free Movement of Workers) Regulations | | |
| RESIDENCE PERMIT CLASS “C” | | | | |
| C-1 | Researchers | Persons who have been approved by a competent authority to conduct Research in the country | 500 | 250 |
| C-2 | Retired persons | Retired persons who have an assured adequate income to sustain them and their dependants while residing in the country | 500 | 250 |
| C-3 | Approved religions activities (missionaries) | Persons engaged in religious activities approved by Government (missionaries) | 200 | 100 |
| C-4 | Winding up affairs | Employees previously held residence permit class B requiring to wind up affairs immediately after termination of their employment contracts | 200 | 100 |
| C-5 | Volunteers/Occupational Trainee/ Intern | Person engaged in non-remunerated activities on volunteer basis/ Occupational Trainee/ Intern | 200 | 100 |
| C-6 | Medical treatment | Persons attending medical treatment at recognized hospitals or medical institutions | 200 | 100 |
| C-7 | NGO's Employees/ Professional Artist | Persons employed in NGO's or as a Professional Artist | 500 | 250 |
| C-8 | Parties and Witnesses in Courts and Tribunals /others | Persons attending Courts and Tribunals as parties and witnesses to various cases | 500 | 250 |

RESIDENCE PERMIT CLASS A

May be granted to a person who intends to enter or remain in Tanzania and engage on self-employed investment in the field of prospecting and Mining, Agriculture and animal husbandry, profession and Consultancy Services, Professional Arts, Manufacturing and Processing, Larger scale Investment and Trade, Hospitality Industry and related activities, Information Technology and IT activities, Transport and Linguistics, Construction Industry, Real Estate Industry and other Investments. The applicant can apply electronically to the Immigration headquarters, Zanzibar head office, Tanzania Investment Centre (TIC), Export Processing Zone Authority (EPZA) and Zanzibar Investment Promotion Authority (ZIPA)

GENERAL REQUIREMENTS FOR RESIDENCE PERMIT CLASS 'A' (FG, SG, RT, RG1, RG2 & RPL)

1. Dully filled online application,
2. Application letter,
3. Work Permit issued by Labour Commissioner (Tanzania Mainland and Zanzibar),
4. A Copy of applicant Passport (With validity of not less than six months),
5. National Passport of dependants,
6. Passport size photograph,
7. Registration Certificates from Relevant Authorities (in case the Business requires Authorization from specific Regulatory Authority),
8. Certificate of Incentive (in case the business or project has been registered with Tanzania Investment Centre - TIC or Zanzibar Investment Promotion Authority – ZIPA and EPZA),
9. Memorandum and Articles of Association or Extract from Registrar showing Company shareholders, share distribution and nominal capital of the company,
10. Certificate of incorporation or Certificate compliance or Business Name Registration or Certificate of change of name
11. Valid Business license,
12. Certificate of registration for Tax payers (TIN),
13. Valid tax clearance certificate,
14. Lease agreement or Certificate of Occupancy,
15. Evidence of capital and Financial statement for replacement,
16. Current Directors and shareholders of a new company from Brela/ZBPRA,

17. Current Immigration status of an applicant,
18. Current Immigration status of other shareholders,
19. Employment Contract of local employees,
20. Previous Original Class A permit (in case of renewal or replacement),
21. Letter of no objection (if the application has shifted from another company),
22. Physical Verification Visit Report (PVV) where necessary*,
23. Enrollment process,
24. Any other documents or requirement as may be directed by the Commissioner General of Immigration.

RESIDENCE PERMIT CLASS B

Residence Permit Class “B” is issued to a foreigner who possesses qualification or skills, preferably in highly technical occupations, that are not readily available in the local labor market. This covers foreigners with rare professions having specific employment by specific employer and professionals working in Government and Private strategic projects. Application must be made prior to the entry of the prospective employee into Tanzania.

GENERAL REQUIREMENTS FOR RESIDENCE PERMIT CLASS “B” (FG, SG, RT, RG1, RG2 & RPL)

1. Dully filled online application,
2. Application Letter,
3. Work Permit issued by Labour Commissioner (Tanzania Mainland and Zanzibar),
4. A Copy of applicant Passport (With validity of not less than six month),
5. National Passport of dependants,
6. Passport size photograph,
7. Curriculum Vitae of the employee,
8. Certified copies of the Academic Certificates,
9. Official translation of documents/certificates in case they are written in languages other than English or Swahili,
10. Job description for the expatriate/employee,
11. Employment Contract,
12. Previous Original Class B permit (in case of renewal or replacement),

13. Organization structure of the company,
14. Registration of certificates from professional boards where necessary,
15. Business License,
16. Certificate of incorporation or Certificate compliance or Business Name Registration or Certificate of change of name,
17. Certificate of registration of tax payer (TIN),
18. Letter of no objection (if the application has shifted from another company),
19. Tax Clearance Certificate,
20. Current Directors and shareholders of a new company from Brela/ZBPRA,
21. Current Immigration status of an applicant,
22. Physical Verification Visit Report (PVV) where necessary*,
23. Enrollment process,
24. Any other document or requirement as may be directed by the Commissioner General of Immigration ,

RESIDENCE PERMIT CLASS C

Residence Permit Class 'C' is issued to a foreigner who are not eligible to obtain either Class "A" or "B" permits. These includes; researchers, retired persons, missionaries, former employees winding up affairs, individuals attending medical treatment, volunteers, intern, parties and witness in court of laws and tribunals e.tc. Application must be made prior to the entry of the prospective applicant into Tanzania except Retired persons and those winding up affairs.

GENERAL REQUIREMENTS FOR CLASS "C" PERMIT (FG, SG, RT, RG1, RG2 & RPL)

1. Dully filled online application,
2. Covering letter from institution
3. Work Permit issued by Labour Commissioner (Tanzania Mainland and Zanzibar), or Exemption letter from Relevant authority (For Missionaries, Volunteer and NGO employees),
4. A Copy of applicant Passport (With validity of not less than six months),
5. National Passport of dependants,
6. Passport size photograph,

7. Previous Original Class C permit (in case of renewal or replacement),
8. Letter of No Objection for holders of resident permits shifting to new Institution,
9. Current Immigration status of an applicant,
10. Physical Verification Visit Report (PVV) where necessary*,
11. Enrollment process,
12. Any other document or requirement as may be directed by the Commissioner General of Immigration.

SPECIFIC REQUIREMENTS FOR RESIDENCE PERMIT CLASS “C”

INTERN STUDENT

1. Letter of Approval from host institution,
2. Evidence of sponsorship/scholarship,
3. Letter of approval from ministry of education and vocational training for intern students (internship).

VOLUNTEERS

1. Volunteer contract,
2. Job description,
3. A copy of constitution of an organization.

MISSIONERIES

1. Job description,
2. Ordination certificate for missionary priest,
3. Missionary contract.

RETIRED PERSONS

1. Evidence of retirements benefits,
2. Surrendering of previous Residence Permit,

3. Letter of retirement,
4. Evidence of place of occupancy.

MEDICAL TREATMENT

1. Evidence of sickness from government medical hospital (OFFICER),
2. Evidence of status of his /her host i.e. local/foreigner.

PARTIES AND WITNESSES IN COURTS AND TRIBUNALS

1. Evidence of trial before the court.

RESEARCHERS

1. Research permit from COSTECH,
2. CV,
3. Academic certificates,
4. Letter of introduction from the relevant university/college/institute.

NGO's EMPLOYEES

1. Employment contract,
2. Job description,
3. Evidence of activities of NGOs from relevant government institution i.e social welfare,
4. A copy of constitution of an organization.

PROFESSIONAL ARTIST

1. Letter of approval from BASATA or Respective Ministry.
2. Certificate of registration of tax payer (TIN),
3. Tax Clearance Certificate,

OCCUPATIONAL TRAINEE

1. Invitation letter from host institution,
2. Evidence of activities of an institution from relevant government institution i.e. social welfare.

WINDING UP AFFAIRS

1. Termination letter,
2. Previous Residence Permit,
3. Official letter explaining reasons for winding up.

SPECIFIC REQUIREMENTS ACCORDING TO SECTOR

| SECTOR | REGISTRATION BODY | REQUIREMENT |
|--|--------------------------|--|
| Company investing in Food | TFDA | TFDA Certificate |
| Drug sector | PHARMACY COUNCIL | PHARMACY COUNCIL |
| Company Investing in Construction | CRB | CRB Certificate |
| Company Investing in Engineering Consultancy | ERB | ERB Certificate |
| Company Investing in Insurance | TIRA | Tanzania Insurance Regulatory Activity (TIRA) |
| Company Investing in Financial Activities | BOT | Clearance from BOT |
| Tour Operators | Ministry of Tourism | Tour Operator License from Ministry of Tourism |
| AGRICULTURE&LIVESTOCK | EXPORT LICENCE | EXPORT LICENCE |
| Education | Ministry of Education | Registration from Ministry of Education |

| SECTOR | REGISTRATION BODY | REQUIREMENT |
|----------------------------------|----------------------------------|--|
| Health | Ministry of Health | Registration from Ministry of Health |
| Airport Ground Handling Services | TCAA | Registration from TCAA |
| Air Service Operators | TCAA | License from TCAA |
| Radio, TV and telecom companies | TCRA | Registration from TCRA |
| Timber/Logs Exporters | Ministry of Resource and Tourism | Registration from Ministry of Resource and Tourism |
| Mining | Mining | Mining License |
| Quantity Surveyors | | Architects and Quantity Surveyors Registration Board |

SPECIFIC REQUIREMENTS ACCORDING TO PROFESSIONS

| PROFESSION | DOCUMENT |
|--------------------|--|
| Engineers | ERB |
| Doctors | CERTIFICATE FROM MEDICAL COUNCIL OF TANGANYIKA |
| Quantity Surveyors | Architects and Quantity Surveyors Registration Board |
| Nurses | NURSES AND MIDWIFERY COUNCIL |
| Accountants | NBAA Certificate |
| Lawyers | CLEARANCE FROM HIGH COURT OF TANZANIA & TLS |
| Hunters | Hunting/ Trophy License |
| Insurers | No Objection from Tanzania Insurance Regulatory Authority (TIRA) |
| Intern | A letter from Ministry of Education |

| PROFESSION | DOCUMENT |
|--------------------------------|--------------------|
| BANKS | BOT CLEARANCE |
| Lecturers (Dr. and Professors) | CLEARANCE FROM TCU |
| Teachers | Teaching License |

CONTACTS

For more information contact the following:

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