

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 Companies and Association/ Organization registered in Tanzania; as well as individuals who are applying for the purpose of internship, medical treatment, Research, attending case, retirement, buyers of real estate and others.
- Applications for Residence Permits should be lodged and approved prior for applicants entering the United Republic of Tanzania.

HOW TO APPLY FOR e-PERMIT

The procedures for online application of Residence Permit are as follows:

- A. **For applications which requires Work Permit from the LABOUR DEPARTMENT (Prime Minister's Office-Labour, Youth, Employment and People with Disability)**, application should be lodges through the following website www.kazi.go.tz. The system will enable applicant to apply for both Work and Residence Permit at once. Therefore once you apply through www.kazi.go.tz there is no need to re-apply through www.immigration.go.tz. The applicant is advised first to **READ Permit Guidelines before creating account and starting lodging application**. The following are the complete application processes for Work and Residence Permits:
 - i. Applicant is required to register to the Online Work/Residence Permit Application System using his/her existing email or create a new email;
 - ii. The applicant will then be required to create an account in the System by filling his/her names and details of a company or institution that seeks to employ him/her;
 - iii. In the same window, the applicant is required to create a password which will be used to log into the System any time when applying for a new permit and making follow up on already submitted application;
 - iv. Furthermore, during account creation applicant should choose **one appropriate ENTITY TYPE** among the following: **Company, Association/Organization and Individual**. Note that **INDIVIDUAL ENTITY TYPE** is special for

Residence Permit Class C which includes the subcategories of **RETIRED, MEDICAL TREATMENT, PARTIES AND WITNESSES IN COURTS AND TRIBUNALS, BUYERS OF REAL ESTATE AND OTHERS:**

- v. Then the applicant will submit the details by clicking the SUBMIT button and the account shall be created;
- vi. The Applicant will then be in a position to log in the OWAIS and continue filling out an Online Work/Residence Permit Application Form;
- vii. After filling out the Application Form and uploading the required documents the applicant will submit the same electronically by clicking the SUBMIT button;
- viii. When an applicant receives notification from Labour Department informing that **WORK PERMIT IS GRANTED**, the application will be forwarded to Immigration Department. Therefore an applicant is required to shift from the Labour Department website to Immigration website (www.immigration.go.tz) for Residence Permit Processes, using immigration account and password created earlier;
- ix. Once an application has been approved, 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;
- x. 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);
- xi. Once the enrolment process is done the applicant will wait for his/ her Residence Permit processing and issuance within a week;
- xii. 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.

B. For applications which does not require Work Permit from the LABOUR DEPARTMENT, the procedure 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. During account creation applicant should choose one appropriate application processing center among the following: **Immigration Headquarters, Immigration Head Office Zanzibar, TIC, EPZA or ZIPA**;
- vi. Furthermore, during account creation applicant should choose **one appropriate ENTITY TYPE** among the following: **Company, Association/Organization and Individual**. Note that **INDIVIDUAL ENTITY TYPE** is only for Residence Permit Class C the subcategories of **RETIRED, MEDICAL TREATMENT, PARTIES AND WITNESSES IN COURTS AND**

TRIBUNALS, BUYERS OF REAL ESTATE AND OTHERS. Once you choose Individual entity type you cannot be able to see all other sub categories;

- vii. 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;
- viii. Once an application has been approved, 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;
- ix. 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);
- x. Once the enrolment process is done the applicant will wait for his/ her Residence Permit processing and issuance within a week;
- xi. 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:

- 1) 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.
- 2) Every time applicant is advised to visit his/ her account for application updates as follows:
 - Pending Application-is special for viewing and responding notification in regard to incomplete application.
 - Pending Payment –Is special for viewing payment instructions.
 - Submitted Application Status- Is special for viewing application status.

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 Department. 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 more than 3 years of 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.

RESIDENCE PERMIT SHEDULE FOR PERMIT CATEGORIES, ELIGIBILITY AND FEES

RESIDENCE PERMIT CLASS “A”						
PERMIT CODES	RESIDENCE PERMIT CATEGORIES AS PER	ELIGIBILITY	FEES IN USD	FEES FOR CITIZENS OF	FEES FOR DIASPOR	RE-ENTRY P ASS FOR

	SECTOR/OCCUPATION			EAC IN USD	A IN USD	EACH APPLICANT AND DEPENDENT IN USD
A-1	Professional Artist Investor	Shareholder and Director of a company/ institution registered by BASATA who is intending to invest in artisanship/ professional Artist. The company minimum investment capital should not be below the minimum capital stipulated in the Investment Act.	1,000	500		50
A-2	Diaspora Investors	Shareholder and Director of a company/ institution whose nationality of origin was Tanzania and subsequently renounced and acquired another nationality. The company minimum investment capital should not be below the minimum capital stipulated in the Investment Act.	1,000	-		50
A-3	Other sector/ Industry Investors	Shareholder and Director of a company/institution who is intending to invest in any other sector/ Industry. The company minimum investment capital should not be below the minimum capital stipulated in the Investment Act.	3,000	1,500		50
A-4	Refugee Investors	Shareholder and Director of a company/ institution who has a refugee status	1500	1500		50
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	2,000	500		50

		experience				
B-2	Specific employment by specific employer (Diaspora)	Persons who is a Diaspora and have been offered specific employment by specific employer and have the required qualifications and experience	500	-		50
B-3	Specific employment by specific employer (Short Term Residence Permit)	Persons who have been offered specific employment by specific employer for the period of not more than 6 months and have the required qualifications and experience	500	250	250	50
B-4	Specific employment by specific employer (Refugees)	Persons who have been offered specific employment by specific employer who have a refugee status.	500	500	500	50
RESIDENCE PERMIT CLASS "C"						
C-1	Researchers	Persons who have been approved by a competent authority to conduct Research in the country	500	250	250	50
C-2	Retired persons	Persons who retired in Tanzania or outside Tanzania and have an assured income to sustain them and their dependents. Their age must be from 55 and above.	500	250	250	50
C-3	Approved religions activities (missionaries)	Persons engaged in religious activities approved by Government (missionaries)	200	100	100	50
C-4	Winding up affairs	Employees previously held Residence Permit or Pass requiring to wind up affairs immediately after termination of their employment contracts	200	100	100	50
C-5	Volunteers	Person engaged in non-remunerated activities on volunteer basis	200	100	100	50
C-6	Medical treatment	Persons attending medical treatment at	200	100	100	50

		recognized hospitals or medical institutions				
C-7	NGO's Employees	Persons employed in NGO's with Charitable Certificate	500	250	250	50
C-8	Parties and Witnesses in Courts and Tribunals	Persons attending Courts and Tribunals as parties and witnesses to various cases	500	250	250	50
C-9	Intern	Person engaged in non-remunerated activities as Intern	200	100	100	50
C-10	Professional Artist	Persons employed as a Professional Artist	500	250	250	50
C-11	Buyer of a real estate	Persons who buy houses in real estate business but are not entitled to available categories of permits to stay in the United Republic.	500	250	250	50
C-12	Refugees	A person who qualifies for any category of Residence Permit Class C but has a refugee status.	Gratis	Gratis	Gratis	Grati
C-13	OTHERS	Person who cannot be granted any other Immigration Status	500	250	250	50

RESIDENCE PERMIT CLASS A

Residence Permit Class A may be granted to a person who intends to enter or remain in Tanzania and engage on self-employed investment as a Professional Artist Investor, Diaspora Investors, Refugee Investors or any other sector/ Industry Investors.

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 if any,
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 Certificate of Registration 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 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,
25. The company minimum investment capital should not be below the minimum capital stipulated in the Investment Act.

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 if any,
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 Certificate of Registration 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 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, buyer of real estate 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. Certificate of incorporation or Certificate compliance or Certificate of Registration or Business Name Registration or Certificate of change of name
5. A Copy of applicant Passport (With validity of not less than six months),
6. National Passport of dependants if any,
7. Passport size photograph,
8. Previous Original Class C permit (in case of renewal or replacement),
9. Letter of No Objection for holders of resident permits shifting to new Institution,
10. Current Immigration status of an applicant,
11. Physical Verification Visit Report (PVV) where necessary*,
12. Enrollment process,
13. Any other document or requirement as may be directed by the Commissioner General of Immigration.

SPECIFIC REQUIREMENTS FOR RESIDENCE PERMIT CLASS "C"

RESEARCHERS

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

RETIRED PERSONS

1. Evidence of retirements benefits,
2. Surrendering of previous Residence Permit, for those who retired in Tanzania,
3. Letter of retirement,
4. Evidence of place of occupancy.

MISSIONERIES

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

WINDING UP AFFAIRS

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

VOLUNTEERS

1. Volunteer contract,
2. Job description,

MEDICAL TREATMENT

1. Evidence of sickness from Government Hospital or Referral Hospital or any other big recognized Hospital
2. Evidence of status of his /her host i.e. local/foreigner.

NGO's EMPLOYEES

1. Employment contract,
2. Job description,
3. Evidence of activities of NGOs from relevant government institution i.e social welfare,

PARTIES AND WITNESSES IN COURTS AND TRIBUNALS

1. Evidence of trial before the court.

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).

PROFESSIONAL ARTIST

1. Letter of approval from BASATA or Respective Ministry.
2. Certificate of registration of tax payer (TIN),
3. Tax Clearance Certificate,
4. Job Description,
5. Employment Contract,
6. Curriculum Vitae.

BUYERS OF REAL ESTATE

1. Police Clearance from country of origin/place of residence.
2. Letter of recommendation/qualification from Zanzibar Investment Promotion Authority for the case of Zanzibar and Tanzania Investment Centre for the case of Mainland.

3. Proof that the value of the purchased property is not less than USD \$ 100,000.
4. Certificate of occupancy/Title deed.
5. Tax clearance from relevant institution(s).

SPECIFIC REQUIREMENTS FOR REFUGEES FOR RESIDENCE PERMIT CLASS A, B, C AND PASSES

1. Clearance from the Tanzania Refugee Services Department.
2. Refugee Status Identification.

SPECIFIC REQUIREMENTS ACCORDING TO SECTOR

SECTOR	REGISTRATION BODY	REQUIREMENT
Company investing in Food	TBS	TBS Certificate
Drug sector	PHARMACY COUNCIL/TMDA	PHARMACY COUNCIL/TMDA
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
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	Architects and Quantity Surveyors Registration Board License

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
BANKS	BOT CLEARANCE
Lecturers (Dr. and Professors)	CLEARANCE FROM TCU
Teachers	Teaching License

CONTACTS

For more information contact the following:

The Commissioner General of Immigration,
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DAR ES SALAAM.

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