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.

The Residence Permit Class A: for self – employed foreigners (nvestorsis), Class B:is for foreign expatriates working in company/ private institutions. And Class C: is for other class of foreigners such as researchers, retired persons, Missionaries, Volunteers etc. However, there are various sub-categories to this broad classification of Residence Permit as described in the **Residence Permit Guidelines** available on the *Residence Permit Portal* Online..

KEY INFORMATION TO APPLICANTS OF RESIDENCE PERMITS

- Applicants are institutions/companies/ employers registered in Tanzania except for retired persons.
- 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 other purposes such as studies, Research, attending court case and retired persons.

PROCEDURE OF APPLICATION FOR RESIDENCE PERMIT

Residence Permits are generally to be sought by the company or employer while the prospective resident is still outside the country except in renewal cases. An employer who applies for a first grant Residence Permit while the prospective resident is within the country may be subjected to pay for Special Pass fee on top of Residence Permit fee. Applicant for Residence permit is firstly required to apply for Work Permit, except for some few categories of residence Permit Class C.

HOW TO APPLY FOR e-RESIDENCE PERMIT

The work Permit and Residence Permit Application Systems have now been itegrated. Therefore, applicant is advided to submit his/her application only once through the *Work Permit Portal,* and submit therein all details for Resudence Permit as required. Once the Work Permit iis approved by the Labour Commissioner, the application will automativcally be transferred by the System to the Immigration Services Department. Upon succeful grant of Residence Permit, the applicant will be issued with a smart card Residence Permit which in essence acoomomdates the Work Permit within it.

Alternatively, for some few cases of Residence Permit Class C, which are not subjected to obtain Work Permit, they will apply direcly for residene Permit through Residence Permit Portal. The procedure for such application is as indicated below:

i. Visit the direct link: https://eservices.immigration.go.tz/online/permit or visit The Tanzania Immigration website www.immigration.go.tz

ii. Then 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 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) to rectify the relevant query so that the application can proceed.

ONLINE SUBMISSION 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 licence* 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.

Keynote:

Prior to start making application, applicant is advised to read carefully the *Residence Permit Guidelines* for detailed information of Residence Permit.

S/N	TYPE OF PERMIT	FEE	FEE FOR CITIZEN OF EAC
1.	RESIDENCE PERMIT CLASS A	3,050 (Other Categories)	1,550
		1,050 (Proffesional Artist and Diaspora)	550
		1,050 (Settled Migrant)	-
2.	RESIDENCE PERMIT CLASS B	2,050	550
3.	RESIDENCE PERMIT CLASS C	550	300
		250	150

CONTACTS DETAILS:

Commissioner General of Immigration,
P.O.Box 1181,
4 Mwangosi Road, Dodoma.
E-mail: info@immigration.go.tz
www.immigration.go.tz

Commissioner of Immigration Services (Zanzibar)
P. O. Box 1354 Zanzíbar
Tel: +255 24 2234973
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THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HOME AFFAIRS

IMMIGRATION SERVICES DEPARTMENT

RESIDENCE PERMITS

