

REQUIREMENTS FOR WORK AND RESIDENT PERMITS

To work as a **missionary** or **volunteer** in Tanzania you have to have a Work Permit and a Resident Permit. Additional to those permits, medical personnel and teachers have to have a license for their profession from authorities in Tanzania.

The procedure is as follows in time order:

1. **Accreditation Certificate, License.** Medical personnel (doctors, dentist and nurses) and teachers has to apply for a license to work in their profession.
 - ✓ The license has to be issued before applying for...
2. **Work Permit;** application to Labor Office and takes **4 weeks** from acceptance of documents and payment.
 - ✓ The Work Permit has to be approved and issued before applying for...
3. **Resident Permit;** application to the Immigration Office and takes **3 weeks** from acceptance and payment and another **14 days** to print out.

Duration when applying for Work and Resident Permits

The duration for Work and Resident Permits when ELCT Service Office is handling the application is:

- **5 months** for the first application (Work- and Resident Permits). A person should not move to Tanzania before the permits are ready, i.e. move to Tanzania on a tourist visa while waiting for the permits.
- **3 months** for a renewal. Please start the procedure in time!
- The ELCT Service Office will start to handle the applications when all documents are on hand and the payment is on the bank account.
Note! Even if the contract for the missionary/volunteer is shorter than 2 years you still have to apply for a 2 years permit due to the long process time.

If you don't need an accreditation certificate, please go to "No 2 – Work Permit".

1 – Accreditation Certificate, License

You have to start with registration for licenses before applying for a Work Permit!

Doctors and Dentists have to register online at the webpage of The Medical Council of Tanganyika (MCT) <http://mct.go.tz/>. After an approval the MCT will respond by email and the payment has to be made. The fee and a hard copy of all documents, presented at the online registration, has to be forwarded to the ELCT Service Office for further handling.

Nurses have to register online at the webpage of The Tanzania Nursing and Midwifery Council (TNMC) <http://www.tnmc.go.tz>. After an approval the TNMC will respond by email and the payment has to be made. The fee and a hard copy of all documents, presented at the online registration, has to be forwarded to the ELCT Service Office for further handling.

Teachers have to register online at the webpage of the Ministry of Education and Vocational Training <http://www.moe.go.tz>. After an approval the MoEVT will respond by email and the payment has to be made. The fee and a hard copy of all documents, presented at the online registration, has to be forwarded to the ELCT Service Office for further handling.

Note: The payments of the fees will be handled by the ELCT Service Office.

2 – Work Permit

There are a number of documents to be supported in the application for the Work Permit. All information needed is available on the webpage of the Ministry of Labor and Employment <http://www.kazi.go.tz>

Documents for Work Permit:

- Application Form TFN 901 (2 forms)
- Two recent passport size photographs of the applicant
- Photocopy of a valid passport
- Previous work permit in original

Produced by the host organization – ELCT Diocese, ELCT HQ or ELCT Service Office

- Justification Letter (Covering Letter) by host organization – ELCT Diocese, ELCT HQ or by ELCT Service Office.
- Contract of employment or engagement, Three Party Agreement, duly signed by relevant parties
- Job or engagement description.
- Succession plan (for renewals)

Produced by the applicant

- Curriculum Vitae
- Accreditation certificate, if any, from respective professional entities (doctor, dentist, nurse, teacher)
- Academic/professional certificates. Certified translation of certificates and documents by competent authority.

Produced by the ELCT Service Office:

- ✓ Certificate/extraction from the Registrar
- ✓ Memorandum of Understanding

Note: All documents accompany by application forms must be certified. To ensure a smooth procedure in the future please produce more than two sets of certified documents, i.e. if you will renew your permits and are planning to stay more than two years.

3 – Resident Permit

There are a number of documents to be supported in the application for the Resident Permit. All information needed is available on the webpage of the Ministry of Home Affairs Immigration Services Department <http://www.immigration.go.tz/index1.php>

Documents for Resident Permit:

- Application Form TIF 1 (**part III to be filled by the host organization – ELCT Diocese or ELCT HQ**)
- Employee/Employer data sheet (**part I – IV to be filled by the applicant and part V to be filled by the host organization – ELCT Diocese or ELCT HQ**)
- Six recent passport size photographs of the applicant
- Photocopy of a valid passport, including data pages with enough space to be stamped in and valid for not less than two years.

- Previous resident permit in original

Produced by the host organization – ELCT Diocese, ELCT HQ or ELCT Service Office

- Justification Letter (Covering Letter) by host organization – ELCT Diocese, ELCT HQ or by ELCT Service Office.
- Contract of employment or engagement, Three Party Agreement, duly signed by relevant parties
- Job or engagement description.

Produced by the applicant

- Curriculum Vitae
- Academic/professional certificates. Certified translation of certificates and documents by competent authority.
- Accreditation certificate, if any, from respective professional entities (doctor, dentist, nurse, teacher)

Produced by the ELCT Service Office:

- ✓ Work Permit (see 2 above)
- ✓ Certificate/extraction from the Registrar
- ✓ Memorandum of Understanding

Note: All documents accompany by application forms must be certified. To ensure a smooth procedure in the future please produce more than two sets of certified documents, i.e. if you will renew your permits and are planning to stay more than two years.

Others:

1. Dependents/accompanying families

- ✓ If a dependent is a wife, marriage certificate should be provided and birth certificates for children.
- ✓ A dependent is not allowed to work
- ✓ A husband is not allowed to be a dependent.

2. University Lectures

- ✓ Please contact your university for further assistance and help

3. Students

- ✓ Please contact your university for further assistance and help

4. Short term volunteers (up to three months)

- ✓ Invitation letter from the inviting diocese/institution
- ✓ Pay for a business visa, USD 250
- ✓ Note! No one is allowed to volunteer, work or 'help' on a tourist visa.

5. Journalists

- ✓ Please contact the Tanzanian Embassy in your country for information

Cost and mode of payment:

Work Permit	\$500/-
Resident Permit	\$200/-
Re-entry Permit	\$50/-
Service charges ELCT Service Office	\$75/-
Total	\$825/-

In addition to that:

Dependants: \$50 per person, wife and each child.

Medical licenses, nurse/midwife and teachers, please see their web pages.

All payments has to be made through the bank!

During budget session with effect from July every year, many changes are made that affect tax and other revenues including resident permits. Any payment after July every year may be affected with regard to the amount and requirements.

Bank details:

Payment in USD from abroad:

Name of Beneficiary: Maendeleo Bank/ELCT Service Office

A/C No of beneficiary: 0029570001

Beneficiary bank: Diamond Trust Bank TZ Ltd

Swift code: DTKETZTZ

Correspondent bank (USD): Habib Bank Limited

Swift code: HABBUS33

Address: 60 East 42 Street, Suite 535, New York, NY 101165, USA

Local payments (within Tanzania):

Name of Beneficiary: ELCT Service Office

A/C No of beneficiary:

USD: 0138 0204 6031

TZS: 0138 0204 6021

Bank name: Maendeleo Bank PLC

Swift code: MBTLTZTZ

Branch: Luther House Branch

Branch code: 001

Postal Address of bank:

Maendeleo Bank PLC

Luther House, Sokoine drive, P. O. Box 216, Dar es Salaam, Tanzania

Tel: +255 22 211 0518, Fax: +255 22 211 595, Email: info@maendeleobank.co.tz

ELCT Service Office

If you still need further information feel free to contact ELCT, Service Office:

Address:

ELCT-Service office,

Visit: Luther House 2nd Floor, Pamba Road/Sokoine Drive, Dar es Salaam, Tanzania

Post: P.O. Box 2063, Dar es Salaam, Tanzania.

Phone office: +255 222 11 5748

Mr. Godfrey Ngwijo, gngwijo@elct.or.tz, mobile +255 713 59 29 38

Ms. Nice Kaaya, kaayanice@elct.or.tz, mobile +255 715 96 63 78

Ms. Josephine Msangi, Accounts Officer, nshiggy@elct.or.tz

Additional information on routines at ELCT Service Office

Following several comments from stakeholders using the ELCT Service Office in Dar es Salaam regarding the quality of service provided, the following were done:

- One staff, Ms Nice Kaaya, employed in August 2016 to make them two in the office.
- Designates an Accounts Officer, Ms Josephine Msangi, who will be dealing with Service Office financial matters and therefore all deposit slips or financial supporting documents made to ELCT Services Office Accounts should be addressed to the email address below
 - The Accounts Officer will be responsible for acknowledging receipt of money deposited in the ELCT bank accounts at Maendeleo Bank
 - She will also be making follow-ups of the work done for the money received.
- Endorsed that all payments should be paid through bank account and paying slip to be sent to Accounts officer's email with copy to DSG Finance & Administration, Secretary General and Mr Ngwijo at Service Office
- The communication is now improved whereby, any communication through emails should be copied to
 - Accounts Officer
 - Deputy Secretary General Finance and Administration
 - Secretary Generalfor easy follow-up through email address mentioned below.
- Should there be any complaint; partners are advised to share it with the ELCT Senior staff mentioned below
 - Email addresses to be used:

- Mr. Godfrey Ngwijo, Service Office	gngwijo@elct.or.tz
- Ms. Nice Kaaya, Service Office	kaayanice@elct.or.tz
- Ms. Josephine Msangi, Accounts Officer	nshiggy@elct.or.tz
- Mr. Loata Laizer Mungaya, DSG Finance & Admin.	lmungaya@elct.or.tz
- Mr. Brighton Killewa, Secretary General	bkillewa@elct.or.tz

Official email has to be used in all communication.