

GETTING EMPLOYED AS A FOREIGN LECTURER BY THE FACULTY OF PHILOLOGY AND ARTS IN KRAGUJEVAC

DISCLAIMER: The text below describes the process **following the foreign lecturer nomination by the partner institution** (no foreign lecturers will be employed unless proposed by the partner institution). Be aware that the procedure described below is largely carried out outside of the Faculty itself, and is therefore liable to change without any prior notice to the Faculty. Remember to double check using the contact list provided on the Faculty website!

This process should ideally begin at least three months before the day the candidate \ lecturer arrives (between September 15th – October 1st).

1. Once the candidate is proposed to the Faculty, the Faculty Council votes approval of the proposed candidate. This takes up to a month.
2. Once the Faculty Council votes its approval, the Faculty Personnel applies for approval to the National Employment Agency. The approval takes approximately 40 days!
3. Ideally, the candidate arrives at or immediately after the day the approval of the National Employment Agency is granted. It is difficult to assess when this will happen, but as a rule, it won't be before September 15th.
4. Once you arrive, you need to apply for residence permit within 24 hours of your arrival. To do that, you need to have the following with you:
 - Passport
 - Contract (you will be given a preliminary contract to sign at the Faculty Personnel Office (address: Jovana Cvijica bb), which is [here](#) (you should take the entrance just left of the clock structure, the Office is on the first floor).
 - Faculty Registration form (APR), which will also be given to you at the Faculty Personnel Office
 - a form which you will probably buy (sometimes it is given for free at the local "foreign office"), for about 100 RSD (around 0.8 EUR) [here](#): the form is short and simple, but in Serbian, so someone from the department must assist you with it.
5. With the above documents, you will apply for residence permit at the local "foreign office", which is basically a police station ([address Trg slobode 3](#) - be sure not to take the main entrance, but the entrance on the left side of the building, which should be right [here](#)).

Once you have applied, you should have a copy of your passport certified / notarized (you will need a notarized copy of your passport later on). Bring both a copy (or copies) and the passport and go to the [same building](#) where the local "foreign office" is but this time take the main entrance. You will likely need Serbian here, that is, you will need help from somebody from the department. Have a copy certified and keep it safe

Eventually, you will get a temporary residence permit that will expire on the same day your contract expires (June 30th next year). There will be fees, in the range of about 150 EUR. It is important to know that **you must leave Serbia on June 30th at the latest, or apply for an extension, by May the 31st at the latest**. If you leave the country, you can return and get a tourist visa, but you cannot get a tourist visa simply by staying in Serbia after June 30th. Please be aware of this, because otherwise you will likely be fined.

6. Once you receive your residence permit, you need to file it (the original document) at the Faculty Personnel Office, so that the Office can apply for your work permit (you cannot apply yourself, there will be fees, around 250 EUR, but these will be covered by the Faculty). You also need to submit an official translation of your diploma, and a verified / stamped copy of your passport. Your work permit will usually be issued within two weeks.
7. Once the Work Permit is ready, you will be called to come to the Personnel Office once again, to sign the final contract.
8. In the meantime, you will go [here](#), where you will visit Students' Services, who will provide you with the class schedule.

You are entitled to a room at the Student Center (dormitory) – address: Branka Radicevica 1, (<http://www.studentskicentar-kg.rs>). If you are interested, you must notify the Faculty by June 30th, at the very latest.