



**Administrative procedure for Australian and Canadian citizens
participating in the Working Holiday Programme
in the Republic of San Marino**

Phase 1: Applicants must obtain a Working Holiday visa or equivalent, issued by a Schengen country.

Phase 2: Applicants who have obtained such a visa must send an e-mail to the Department of Foreign Affairs of the Republic of San Marino at info@esteri.sm enclosing a copy of their passport and visa, in order to request a letter of introduction.

Phase 3: Within **15 working days**, applicants will receive a reply from the Department of Foreign Affairs.

- If the application is successful, they will receive a letter of introduction. A copy of this letter will be forwarded at the same time to the Foreigners' Office of the Gendarmerie to facilitate the issuance of the stay permit.
- If the application is rejected, applicants will receive a letter of explanation.

Phase 4: Upon their arrival in San Marino, the participants to the Programme must apply for a stay permit at the Foreigners' Office of the Gendarmerie (located in Borgo Maggiore, Tavolucci Centre, via 28 Luglio 212). The permit will last for a maximum of 12 months and may not exceed the duration of the visa.

At the Foreigners' Office of the Gendarmerie, descriptive, photographic and dactyloscopic surveys must be carried out. Failure to comply will result in the refusal of the stay permit.

The Foreigners' Office of the Gendarmerie will promptly transmit a copy of the stay permit to the Labour and Active Policies Office. The cost of the stay permit is € 80.00 (eighty/00).

Applicants must submit the following documents:

- copy of a valid passport and of the visa contained therein;
- 4 passport photos in ICAO format;
- an insurance policy covering sickness, accident, maternity and health care with a minimum annual coverage of € 30,000.00 (thirty thousand/00) or documents proving medical coverage in the country of origin that are recognised as valid by the Social Security Institute to cover any event (applicants must verify such coverage in person at the SSI Economic Benefits Office); alternatively, applicants may take out an insurance policy in San Marino;
- statement on availability of adequate housing (in the form of a pre-contract), or a copy of the lease contract duly registered, or another adequate document demonstrating suitable housing (free accommodation at the home of family members or resident friends);



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- criminal record and certificate of pending charges issued by the competent Authorities of the country of origin;

All documents enclosed with the applications for stay or residence will be in Italian or accompanied by a relevant Italian translation certified before a competent San Marino authority, or in multilingual format, and must bear a date of issue not earlier than 6 (six) months.

Phase 5: After obtaining the stay permit, participants must submit a declaration of availability to work before the Labour and Active Policies Office (located in Serravalle, via H. Bustamonte 3).

Applicants must submit the following documents:

- letter of introduction issued by the Department of Foreign Affairs of the Republic of San Marino;
- stay permit issued by the Foreigners' Office of the Gendarmerie.
- any copies of education qualification accompanied by a declaration of conformity issued by the Italian Embassy or Consulate of the country of origin.

Phase 6: After having fulfilled the above requirements, participants can start looking for a job and be duly employed.

Phase 7: The employer will send to the Labour and Active Policies Office the "Recruitment Notification" form, filled in and signed by the employer and the employee, together with the "Medical Examination prior to Recruitment" certificate or self-certification issued by the employer (in relation to the job to be performed).

The work permit will be valid up to 12 months and may be renewed if provided for in the Bilateral Agreement.

Where provided for in the Bilateral Agreement, participants may not work for more than 6 months with each employer.

Note:

- Applicants who intend to drive vehicles in the Republic of San Marino, are advised to previously obtain an International Driving License.