



## EMPLOYMENT REGULATIONS for International Students

4 September 2019

According to the Migration legislation a student is entitled to work for a maximum of 20 hours per week during study periods or for a maximum of 38 hours per week during Summer, Christmas or Easter holiday periods provided that:

- The employment takes place outside his/her study hours;
- He/she has a valid Temporary Residence Permit (TRP); or renewal receipt
- His/her name is on the list of enrolled students in the semester submitted to the Ministry of Education and Culture by the College after the end of the 3<sup>rd</sup> week of a semester. (he/she enrolled in courses of the most recent semester in the first 2 weeks of the semester).

### Employment

To be able to work, you need to take the following steps:

Step 1 - Find employment and sign, along with your employer, an employment contract (blank contract can be obtained from the College reception or the District Labor Offices).

Step 2 – Your employer must submit to the District Labor Office the following:

1. 3 (1 original + 2 copies) completed General Contract of Employment for Students from Third Countries (the sample contract provided by the District Labor Office must be used). On each of the copies you need to stick a revenue stamp of €2.
  2. Most recent receipt for the payment of social insurance by the employer (the employer must possess this)
  3. Valid original student identity card
  4. Valid TRP or renewal receipt
  5. Recent original Letter for Work Permit Application providing your personal timetable of classes (it must show that you are enrolled in at least 30 credits of an undergraduate program or in at least 24 credits of a postgraduate program or for at least 25 teaching hours of a foundation program) provided, stamped and signed by the College (apply at the College reception) \*
  6. Recent original College letter stating that the student has finished his/her examination (apply at the College reception, only necessary if applying during summer holiday period) and can work up to 38 hours per week.
  7. Original passport
  8. Employer's liability insurance (the employer must possess this)
  9. Employer's license from Cyprus Tourism Organization or a Municipality (if the employer is a restaurant, take away restaurant)
  10. Employer's menu (if the employer is a restaurant, take away restaurant)
  11. Student's driving license if the student is applying to work as a delivery driver
  12. Employer must be from Nicosia.
  13. Employment contract are not accepted in May, September and January.
- \* During the summer period (after the end of the spring semester but before the start of the Fall semester) this must refer to the last Spring semester

Step 3 – The District Labor Office will stamp the employment contracts and return one to you. The stamping of the employment contract is proof that your employment is approved.

### Rules

The employment expiry date reported in the employment contract cannot follow the expiry date of the TRP. The working hours reported in the employment contract must not clash with study hours (applicable during study periods). Employment is restricted to certain fields and/or occupations.

### Employment in private households

The employment of students in private households is allowed for household work, provided that it is occasional. In these cases the employers shall have to sign and fill in a special booklet (M. 200, can be provided by the Migration Department) their details (name/address), the date of employment, the hours of employment and the salary paid to you. There is no need for a contract of employment to be signed. You then have to pay Social Security contributions in accordance with national legislation based on your emoluments indicated in the booklet.



For any clarifications or further information on the above types of employment, you are advised to consult the leaflet issued by the Ministry of Labor and Social Insurance entitled “Employment of students from third countries” (obtainable from the College reception) or call the district labor office at: 22403000.

Any employment apart from the types of employment described above is strictly prohibited unless the permission of the Migration Department is obtained. In case you are found to be working illegally you will be deported and your name will be placed on the stop list.