



MOVING TO THE REPUBLIC OF CYPRUS FOR WORK

"THE 5 COMMANDMENTS"



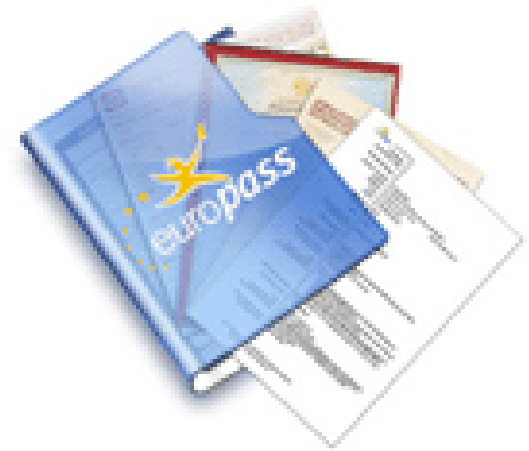


CV contents - Cyprus



CV Hints:

1. 1-2 pages
2. Include at least:
 - Contact Details
 - Education
 - Work Experience
 - Languages
 - Computer Skills
3. Photo not necessary
4. No signature
5. Can use Europass format



❖ **Cover Letter**
is optional.



5 Commandments for Cyprus



If your application is successful and you are about to move to Cyprus for work there are **5 important things** you should have in mind.



1. Register for Residence Permit



Need to get a **Residence Permit within 4 months** after arriving in country in the **Local Migration Office**.

Documents needed:

- ✓ **Passport or ID**

Website:

Civil Registry and Migration Department: www.moi.gov.cy



2. Social Insurance



Can get a **Social Insurance Number** only after start working:

- By Employer, or
- By yourself if register as Self-employed.

Documents needed:

- ✓ Passport or ID

Website:

Social Insurance Services: www.mlsi.gov.cy/sid



3. Tax



Register for **Tax Identification Number** in Local Tax Authority.

- Pay taxes if Salary more than €19.500 annually

Documents needed:

- ✓ **Passport or ID**
- ✓ **Residence Permit** issued by the Migration Office.

Website:

Tax Department: www.mof.gov.cy/ird



4. Health Insurance



If don't have **European Health Card**, can register for **Public Health Insurance**, at a **Citizen Service Centre** if you have:

- Social Insurance Number
- Social insurance contributions for the past 3 years in any EU country

Documents needed:

- ✓ **Passport or ID**
- ✓ **Form E104**





5. Information about anything in Cyprus

Government Portal:

www.cyprus.gov.cy

Information about anything in Cyprus (public services, taxes, education, work, health insurance, persons with disabilities, laws etc)

The screenshot displays the Cyprus Government Portal website. The URL is www.cyprus.gov.cy/portal/portal.nsf/citizen_en?OpenForm&access=0&SectionId=citizen&CategoryId=none&SelectionId=home&print=0&lang. The page features a navigation bar with 'Citizen', 'Residents Abroad', 'Business', and 'Government' tabs. A search bar is present on the right. The main content area is titled 'Government Procedures / Services Information' and includes a large green checkmark icon. Below this, there are several categories of services listed in a grid:

- Persons with Disabilities:** Services and Social Benefits, Public Assistance for Elderly and Disabled Persons, Special Education
- Education:** Preschool Education, Primary Education, Secondary Education, Higher Education, Studying in Cyprus, Payment of Tuition Fees
- Youth:** Higher Education, Youth and Employment, Rights Charters, Finding a Job, Drug Law Enforcement Unit
- Vehicles and Boats:** Renewal of Road Tax License, Booking of test date/time for obtaining driving license, Applications / Forms regarding vehicles
- Certificates and Documents:** Passport and IDs, Information on elections and election registration, Naturalisation, Driving Licences, Patent Certificates
- Land and Property:** Forms regarding immovable property, Preserved Buildings, Rights Charters, Transfer of Property, Housing Schemes
- Work and Occupation:** Losing a job, Finding a job, European Union Citizen Workers, Online system for job search, Retired Persons
- Family and Child:** Child Adoption, Foster Family, Family Violence, School Bullying, Support line for children and teenagers
- Complaints:** Complaints to the Ombudsman, Complaints from Consumers, Complaints to the Government, Workers Complaints
- Grants and Benefits:** Energy Grant Schemes Guides, Application for Maternity Allowance, Application for Child Benefit for 2012

At the bottom, there are sections for 'Popular Forms', 'Public Consultation', and 'Latest News'. The 'Popular Forms' section includes a link for 'Application forms for receiving grant for the energy saving and encouraging the use of'. The 'Public Consultation' section mentions the 'Department of Electronic Communications'. The 'Latest News' section reports that 'The Permanent Secretary of the Ministry of Defence, Mr Christos Matakis, concluded his first visit to the United States of America, Mr...'. A 'USEFUL LINKS' section provides links for 'Overnight pharmacies', 'Contact the police', 'Citizen Service Centres', 'Fire/AD', and 'Ambulance Service'.

Citizen Service Centres: www.mof.gov.cy/pad

All major Public Services concentrated in one office (“One-stop-shop”)