

Pursuant to Article 16 of the Law on Administration ( “Official Gazette of BiH 32/02, 102/09) and to the Conclusion of the Council of Ministers of B&H from the 3. Session held on March 7, 2012 referred to the issuance of visas to citizens of Kosovo, Minister of Foreign Affairs of Bosnia and Herzegovina shall enact

## **RULEBOOK**

### **On the procedure for visa issuance in the Diplomatic and Consular Missions of B&H to Kosovo citizens for entry on the territory of B&H**

#### Article 1.

This Rulebook regulates the procedure of receiving and processing visa applications for citizens of Kosovo in the Diplomatic and Consular Missions of B&H (hereinafter DCM B&H).

#### Article 2.

DCM B&H in Skopje, Podgorica and Belgrade are competent for issuing visas to citizens of Kosovo residing on the territory of Kosovo for entry to Bosnia and Herzegovina (hereinafter B&H)

The competence of DCM B&H to issue visas to citizens of Kosovo residing in the third country for entry to B&H is regulated in accordance with the Decision on consular covering (“Official Gazette of B&H” 28/08).

#### Article 3.

Provisions of the Law on Movement and Stay of Aliens and Asylum (“Official Gazette of BiH” 36/08) as of the Rulebook on the procedure of visa issuance in DCM B&H and technical matters regarding conditions for the issuance of airport transit visas (visa A) and transit visas (visa B) (“Official Gazette of B&H” 26/09) shall be applied to the procedure of receiving and processing the visa application, as well as documentation attached to this application.

#### Article 4.

For the issuance of short stay visas (visa C), the applicant is obliged to enclose the following:

- a) Invitation letter certified by the B&H Service for Foreigners’ Affairs or,
- b) Copy of the court or other summons calling on to take part in legal proceedings underway in B&H or,
- c) Certificate confirming the admission to education or training.

In cases when the evidence from the Paragraph 1 of this Article is attached to the application, the authorized officer of DKP B&H is obliged to conduct an interview with

the visa applicant in order to confirm all facts relevant for deciding on the application, as justifiability of the same.

As an exception, the authorized officer of DCM can receive, process and issue a visa without an interview in justified cases when the visa application is verified by the invitation from the state or entity institution of B&H, or an appeal from a foreign DCM or the international organization accredited in B&H conveyed through the MFA B&H.

#### Article 5.

Upon the receipt of a visa application, DCM B&H will complete immediately the process and before stamping a visa sticker, the same will be forwarded to the Minister of Foreign Affairs of B&H to give an approval.

Additional to the application from the Paragraph 1 of this Article, DCM B&H will forward details on the date of travel, duration of visit to B&H and all other reasons for requesting visa.

Within three days from receiving the application, Minister of Foreign Affairs of B&H will approve or deny the issuance of visa.

#### Article 6.

According to the Conclusion of the Council of Ministers of B&H to issue a visa to citizens of Kosovo only in exceptional cases, DCM B&H will deny the application for visa if the same is based on evidences such as paid travel arrangements or organized touristic trips or paid accommodation (touristic voucher).

#### Article 7.

Visa can be also issued when the applicant does not fill the general conditions for entry to B&H according to the Articles 19 and 20 of the Law on Movement and Stay of Aliens and Asylum, for humanitarian reasons, or if it is in interest of B&H or when it is in accordance with accepted international obligations of B&H.

In cases of the Provision 1 of this Article, DCM B&H will act in accordance with regulations of Article 5 Paragraph 1 and 2 of this Rulebook.

Within three days from receiving the application, Minister of Foreign Affairs of B&H will approve or deny issuance of visa.

#### Article 8.

Visas are issuing on a special paper (form) in a way that the visa sticker with information shall be affixed to it.

The form from the Paragraph 1 of this Article is a part of this Rulebook.

#### Article 9.

DCM B&H are obliged to file all visa requests by citizens of Kosovo containing the register of total number of received visa requests; issued visas and denied visa applications with explanation of denial.

Within the register from Paragraph 1 of this Article, DCM B&H are obliged to categorize visas by the purpose: official/working visit, private visit, humanitarian visit (medical treatment), education and professional specialization, participation in sport contests and column - other purpose.

DCM B&H are obliged to send files regulated by this Article every four months to the Ministry of Foreign Affairs of B&H.

#### Article 10.

This Rulebook enters into force from the date of its adoption.

MINISTER

Dr. Zlatko Lagumdzija

Number:  
March 16, 2012  
Sarajevo