



ΕΚΠΑΙΔΕΥΤΙΚΟΣ ΟΡΓΑΝΙΣΜΟΣ
ΑΚΜΩΝ Α.Ε.



PRAKSIS
Προγράμματα Ανάπτυξης
Κοινωνικής Επιχειρηματίας και Κοινωνικής Συνεταιριστικής



INTEGRATION
ΚΕΝΤΡΟ ΕΠΑΓΓΕΛΜΑΤΙΚΗΣ ΚΑΤΑΡΤΙΣΗΣ



ΦΟΡΟΥΜ
ΜΕΤΑΝΑΣΤΩΝ

Action 1.1/11: "Informing - Providing services to third country nationals legally residing in Greece"

Project 1.1.a/11: "Creating offices for legal and administrative support and production of a leaflet and electronic information material for legal and administrative issues concerning third country nationals"

Are you a legal immigrant?

This form provides useful information on a series of questions such as how to renew the residence permit for dependent employment, how to calculate the insurance days required to renew a residence permit, what it takes to get long residence permits, citizenship and ensure certification of adequate knowledge of a language, history and civilization, and to report to the Authorities incidents of racist violence or discrimination against you.

You can find more information on the webpage of the Ministry of Interior (www.ypes.gr) and on our webpage (www.mighelp.net).

You can also send any questions to the email address contact@mighelp.net

Renewal of permit for dependent employment

Here is what you must know to renew the residence permit for dependent employment:

Deadline for filing the application: Two months before the expiration of the residence permit.

Overdue applications to renew residence permit may be filed up to one month after the permit's expiration, otherwise you shall pay a fine of 50 euro.

One month after the expiration of the residence permit, you will lose the right to renew it. The sole solution for this case is to apply for exceptional reasons to the Ministry of Interior.

Where do you file the application: To the Municipality, unless there is an operating One-Stop Service in your area (get information from your Municipality)

Administrative fee: 300 euro (150 for every year)

Supporting documents

- Work Contract, unless the nature of your work (having many employers, being a seasonal worker on tourism and receive unemployment benefits) exempts you
- Certificate of fulfillment of tax obligations
- Insurance proof depending on the insurance organization
- Proof in case of documented absence from work (unemployment, illness, etc).

THE DAYS THAT YOU ARE OUT OF THE COUNTRY ARE NOT TAKEN INTO ACCOUNT

Procedure

The Municipality checks if the supporting documents are **complete** and forwards the file to competent Directorate of the Decentralized Administration of the applicant's residence within fifteen days.

Certificate

*If your papers are **complete**, the service will give you a blue certificate that you have applied for renewal (blue bebaiosi) which will be valid for one year and renewed each time for one year until a decision over your application shall be issued. If your application is rejected, this certificate automatically ceases to be in force.*

You are entitled to this certificate even if:

1. your passport has expired and you produce a relevant certification from the consulate of your country that you have applied for a new one
2. you are unemployed and you file a certificate of registration to the Manpower Employment Organization as unemployed (unemployment card) in lieu of a work contract

In those cases, you must submit a new passport and a new work contract within six months.

Holding this certificate (blue bebaiosi) you can remain in the country legally, but you will not be able to travel to any other country but your country of origin (unless you are entitled to do so for other reasons).

For more information visit www.mighelp.net and www.ypes.gr



HELLENIC REPUBLIC
MINISTRY OF INTERIOR



EUROPEAN INTEGRATION FUND



EUROPEAN UNION

"The project 11a/11 "Creation of legal and administrative support offices and production of printed and electronic information material on legal and administration issues pertaining to third country nationals" the total budget of which is 270,000 euro is co-funded by the European Integration Fund, with 75% coming from Community Resources and 25% from National Resources"

How many insurance days are required in order to renew a residence permit?

If you are insured with the **IKA** (Social Security Organization) (for dependent work or provision of services/work) you need 120 insurance stamps (ensima) a year or 240 in total for the two years.

If you are insured with the **OGA** (agricultural insurance organization) (as agricultural worker or paid worker) you need to be insured 6 months a year.

If you are insured with the **OAEE** (Insurance organization for self-employed professionals) (provision of services/work) you need to be insured for 250 days a year or 500 in total for the two years.

If you are insured with the **OAEE** (independent activity) you need to be insured 250 days a year.

- You can justify a period in which you have no social security stamps (IKA ensima):

- By an employment card or an attestation by the OAED (Manpower Employment Organization) verifying the period of unemployment
- By a medical report from a state hospital or from an insurance fund
- by stating other reasons of force majeure (pregnancy, confinement, being witness in court etc.).

In any case however, all IKA insured immigrants require 50 insurance stamps/year (ensima) or 100/two years.

-Right to buy off insurance stamps (ensima)

If after counting in the days of justified absence from work, you still have less insurance stamps, you may **buy off** those, so long as they do not exceed 20% of the required number of stamps.

Those insured with the OGA cannot purchase insurance stamps.

EXAMPLE 1

The holder of a two-year resident's permit for dependent work (article 15 par. 1-4 L. 3386/05) has: 6 months of unemployment and 150 ensima. The six months of unemployment must be deducted from the 600 working days (of the two years), so we follow the forthcoming reasoning by applying the "rule of three":

600 days of work require 240 ensima, 450 of work how many ensima require? ($450 \times 240 : 600 =$) 180 stamps. The person above mentioned has 150 insurance ensim, therefore he/she can purchase the remaining 30 (since the 20% of the 180 is 36 ensima).

USEFUL NOTES

- Today the Decentralized Administrations (former Districts) have direct access to insurance accounts, so people are not required to submit their insurance stamps to the Municipalities.
- Regardless the amount of the insurance stamps that are lacking, the Municipality is obliged to grant a blue certificate (bebaiosi).
- In cases there is a complaint concerning the recognition of days of insurance at IKA, the residence permit will be issued after an order towards the employer to fulfill his unpaid contributions.
- If the employment and the type of the pension funds changes during the period in which a residence permit is due to be renewed, the total amount of insurance days under each organization will be taken into account.
- If you change employment without notifying the Municipality, you will receive a fine, but your residence permit will not be revoked.

For more information visit www.mighelp.net and www.ypes.gr

Learn about the new insurance stamps (ergosimo) – Inform your employers¹

Through the “ergosimo” you are both paid and fulfill your insurance contributions.

The new insurance stamps “ergosimo” comprise the fee that has been agreed between the employer and the employee. They also include the amount paid for your insurance.

YOU HAVE NO RIGHT TO BE SELF INSURED (I.E. TO HAVE A RECEIPT BOOK) AS BEFORE.

You must be paid by the new insurance stamps “ergosimo” if:

You work at the house of your employer (providing household services, cleaning, gardening of common areas in apartment blocks, taking care of children and old people, as a gardener, driver, taking care or nursing sick people, providing repairs that are not considered as construction works, giving private lessons, or providing hairdressing, facial and body care services) and are not part of a company's staff.

B. If you are distributor of advertising leaflets, if you are employed in promoting face and body products at home or in another area or consumer products to department stores, food stores and super markets.

C. if you are a land worker and are insured with OGA

You must inform your employer (should he does not already know) on your new way of payment.

The law requires that your employer pays you through the new insurance stamps (“ergosima”). In particular: by issuing a special insurance stamp in the form of a cheque, via accounts kept by the employer and the employee with banks, or by depositing and collecting cash in banks or the Hellenic Post, and by a special type of remittance.²

Most banks have adopted procedures to facilitate employers. Such procedures may involve one's physical presence, using the internet services, or even telephone.

Employers may get the leaflet on the new insurance stamps from: the social insurance organizations, the Hellenic Post, the Citizens' Service Centers (KEP).

If you get paid with an “ergosimo” (new insurance stamps), 2/3 of the amount that constitute your insurance contributions, will be deducted from your taxable income. The remaining 1/3 will be deducted from your income.

Calculating the insurance stamps that correspond to the “ergosimo” (new insurance stamps)

From the total amount of the “ergosimo” (IKA) 25% goes directly to your insurance. To calculate the number of insurance stamps you need, you must make the following calculation:

Example for an “ergosimo” (new insurance stamps) worth 400 euro:

For a 400 € insurance stamps (ergosimo), the contribution towards IKA is 100 € (400 euro X 25% = 100 € of contribution to IKA)

100 euro (IKA contribution):(fixed coefficient³) = 8.41 days of insurance (insurance stamps)

Which months correspond to the insurance stamps resulting from an “ergosimo” (the new insurance stamps):

Ergosimo will correspond to days of insurance of the month within which they are cashed in. That means there is no provision for a back payment of insurance contributions for previous months.⁴

Regardless of the amount received per month by the employee, the employee may gather up to 25 insurance stamps per month or 300 per year.

¹ The leaflet regards the employment coupon of IKA. Information on the OGA employment coupon are available on the website www.mighelp.net

² For the land workers insured with the OGA the employment coupon is currently paid only at the Hellenic Posts (ELTA).

³ 33.57 (day wage for an unskilled worker, as applicable on 31.12.2011) X 35.40% (Premium percentage) = 11.88 (fixed number in any case).

⁴ With the exception of the contributions of the year 2012 to OGA, see OGA's circular 2/2013 and 4/2013.

There are special arrangements for children of legal immigrants born and/or raised in Greece.

These are summarized on the following table

Type of permit	Conditions	Administrative fee	Duration - Renewal	Remarks
Family reunion For children of legal immigrants, for as long as they are under age	At least one parent must be legal and apply to the Municipality	Free	Duration: equal to the duration of the supporter's permit until becoming of age	Legal immigrants may apply for their children who are born in Greece at any time before these become of age. However, delays in applying result in fines.
Independent For children of legal immigrants after becoming of age	You must have had a permit for family reunion. You must have insurance (even private) for hospital fees and medical care	150 euro	Duration: 1 year You may renew it per 1 year until you become 21 under the same conditions it was initially granted to you	You have the right of salaried employment If you and your parents had a permit and after the age of 18 you leave Greece to serve in the army or study in a university, you may return to Greece when you complete your service or studies respectively and as long as your parent(s) continue to legally reside in Greece. Then you must receive a special visa and apply within 6 months from fulfilling your military obligations or getting your diploma/degree, for a new 1-year residence permit by paying a 150 euro administrative fee. Thereafter, you have to renew your permit for one of the remaining purposes of the law 3386/05.
Education For children of immigrants admitted to Universities (AEI), Technological Educational Institutions (TEI), or those who study in Vocational Training Institutes (IEK) and Colleges of liberal Studies (CLS)	•Admission to a University - TEI •Registration to an IEK or a CLS	150 euro	Duration: 1 year Renewal for the duration of studies	You have the right to work part time after approval After the end of your studies, you are entitled to an independent residence permit of one year, renewable only for one of the remaining purposes of the law 3386/05
Humanitarian reasons For children born in Greece or who have completed at least six classes of Greek schools before becoming of age	•Birth certificate or six year school attendance certificate •Public documents proving permanent residence in Greece	150 euro	Duration: 1 year NOT RENEWABLE	You have the right of salaried employment After the permit's expiration you must renew it for one of the remaining purposes of the law 3386/05 The application may be filed only to the Ministry of Interior
Long residence permit (Law 3731/08) For adult children of legal immigrants born in Greece	•"Apolytirion" (leaving school certificate) from a Greek primary school and junior high-school •Your parents (if there are any) must be in the country legally	600 euro	Duration: 5 years For the renewal you must produce copies of your passport and of the previous long residence permit Without administrative fee	Does not provide the right to work in another state member of the EU To be granted long-term residence status of the law 3386/05, you must fulfill the following conditions: No residence permit in force is required to file the application

If you live in Greece LEGALLY, you are entitled, under CONDITIONS, to have long residence permits¹, which give you the right to stay in Greece and/or in the European Union and get favorable terms for their renewal

Type of permit	Conditions	Administrative fee	Duration - Renewal	Remarks
Long Residence (PD 150/2006) For third country nationals living in Greece, legally and for five consecutive years before the date the application is filed	•8.500 Euro revenue per year increased by 15% for each dependent family member for the two previous years •Sufficient knowledge of the Greek language, history and civilization	600 euro You don't pay a fee if you already have a 10- year permit or a permit of indefinite time	Duration: 5 years For the renewal you must produce copies of your passport and of the previous long residence permit <i>You cannot be away from EU territory for more than one year...</i> <i>You may renew the long residence permit even after its expiration. In the meantime, you do not have the right to work.</i> Without administrative fee	This permit allows you to work, under conditions, in another country of the European Union ² and have the rights of a European citizen in Greece. You may reacquire the long-term resident status if you lose it due to your absence from the EU territory, as long as you fulfill the revenue conditions of the law or go under another status of residence permit, if you fulfill the relative conditions
10 –year residence permit For adults over 21 years, who complete a 10-year permanent stay irrespectively of the type of residence permit	Public insurance for full medical cover unless you are a student/pupil (special insurance status)	900 euro	Duration: 10 years The condition is to stay continuously in Greece, with an interruption not exceeding two (2) consecutive years and have insurance for full medical and hospital care. Without administrative fee	You have not the right to work in another state member of the EU If you are absent for more than two consecutive years during the ten-year period, you may apply for renewal only for another type of residence permit as long as you fulfill the relevant conditions (other than visa
For an indefinite period	Ever since 2008 indefinite period permits are no longer issued	—	No renewal required	You have not the right to work in another state member of the EU

For more information visit
www.mighelp.net and www.ypes.gr



¹ If you were born in Greece you might have the right to get a long residence permit of the law 3731/08 (see page 4)

² Except the United Kingdom, Ireland and Denmark

Language, history and civilization certificates for long residence immigrants

A prerequisite to get a long residence permit is to know the Greek language, history and civilization.

This knowledge can be proved as follows:

- holding a compulsory (at least) education graduation diploma from a Greek school,
- holding a graduation diploma from a high school abroad which is part of the Greek educational system,
- holding a recognized graduation title from the Greek language departments of the foreign universities ,
- holding the certificate of language proficiency – level B1 at least, issued pursuant to the presidential decree 60/2010, and
- holding a special certificate of adequate knowledge of the Greek language and elements of the Greek history and civilization following a successful examination conducted with the responsibility of the General Secretariat of Lifelong Learning in cooperation with the Centre of Greek Language, within the framework of the latter's competencies to certify knowledge of the Greek language and civilization.

Examinations to acquire the certificate of adequate knowledge of the Greek language and elements of the Greek language and civilization

Exams are required in cases d and e.

Centre for the Greek Language

The Centre for the Greek Language is competent to issue a B1 Level certificate of attainment. It organizes examinations on all language proficiency levels at least two times a year. Information on the webpage: <http://www.greeklanguage.gr/certification>

General Secretariat for Lifelong Learning

To get the particular certificate you must be examined in level A2 of the Greek language and in questions of history and civilization on the dates set out by the General Secretariat for Lifelong Learning (on April and on October). If you already have an A2 level certificate (level A before the year 2010) you may take the examinations only on history and civilization.

Information on the WebPages : www.gsae.edu.gr and www.inedivim.gr

To take the examinations you must pay an examinations fee

Lessons of Greek Language

These lessons are not mandatory in order to take examinations. However, it is good to be prepared. Lessons are given by voluntary groups, non governmental organizations, Vocational Training Centers and other educational bodies. Many lessons are free, others you have to pay for. The Institute of Youth and Lifelong Learning has put into operation the project called "Odysseus" that offers opportunities for lessons throughout Greece (information: 2131311592 and 2131311580).

* New levels of language proficiency

The Presidential decree 60/30-6-2010 published on the Government Gazette issue A' 98 established 2 new language levels: A1 (A1 for children aged 8 to 12 and A1 for adolescents and adults), and C2, and the existing levels were renamed as follows: A=A2, B=B1, C=B2, D=C1.



Citizenship for third country nationals

If you are a third country national legally residing in Greece you have the right to apply for Greek citizenship.
The Greek state will decide if you have the right to become a Greek citizen pursuant to the conditions set out by the law.

Time of previous legal residence. Required period of holding a legal residence

1. Seven years if you are an immigrant and have a long-term residence permit of under the law 3386/05 ,
2. Three years if you are wife/husband to a Greek citizen and have a child together, or if you have parental care of the above mentioned child as long as this child has not acquired citizenship through studying pursuant to under the article 1a par. 2 of the Law 3838/10.
3. You do not have to prove the possession of a previous legal residence if you are an expatriate or if you have been born in Greece.

You have the right to become a Greek citizen if

- a. you are an adult
- b. you have not been convicted: a. finally, for a series of offenses (you may see which ones these are in the article 2 of the law 3838/10) and you are not under deportation.
- c. when you have a legal and valid residence title [not a blue certificate (blue bebaiosi) or a pink card]*. In particular:
 - 1) a long term residence permit of the presidential decree 150/2006 (Government Gazette 160 Α'),
 - 2) a card or other residence title given to family members of a Greek citizen or a citizen of a member state of the European Union or to the parents of a minor native.²

What you must prove when interviewed before a committee:³

- a. that you have adequate knowledge of the Greek language,
- b. that you have been smoothly adequately integrated in the country's social and economic life
- c. that you are able to actively and substantially participate in the country's political life, and that you respect the fundamental principles that govern it.

Administrative fee

700 euro (to file initial application), 200 (to refile for renewal).

USEFUL INFORMATION

- In the webpage of the Ministry of Interior (http://www.ypes.gr/el/Generalsecretariat_PopulationSC/general_directorate_migration/diefthinsi_metanastefitikis_politikhs/) you may find in printable form a book on the history, geography and civilization questions likely to be asked during the interview
- There is currently no special procedure for concerning the children that have been born in Greece or studied within the Greek educational system
- To acquire the Greek citizenship you must take an oath within one year from the date of the publication of the citizenship acquisition decision concerning you.

For more information visit www.mighelp.net and www.ypes.gr

¹ If you have completed 5 years of legal residence before the publication of the law 3838/10 you may apply for citizenship irrespectively of the residence title you hold

² If you are an expatriate, a refugee etc, you need the respective residence titles

³ You may also file to the committee papers that will be counted in the committee's decision

If you are a victim of racist violence you may report it to the relevant service of a police department

There are (2) two operating Departments Dealing with Racist Violence and sixty eight (68) Offices Dealing with Racist Violence throughout the country.

The Departments coordinate and lead the Offices Dealing with Racist Violence of the Security Departments of the local Police Security Direction to fulfill their mission.

What to do if you are a victim of or if you have witnessed an incident of racist violence:

- Report the incident on the 11414 hotline (operating 24h/day)
- Report it via the webpage www.ydt.gr
- Report the incident to the competent Departments or Offices
- Get informed on your rights by the competent Departments or Offices



You may also communicate with the Racist Violence Recording Network (www.nchr.gr) or the Bodies participating in it.

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| 1. LGBTQ COLOUR YOUTH COMMUNITY OF ATHENS | 24. ECUMENICAL REFUGEE PROGRAM |
| 2. i-RED | 25. GROUP OF ATTORNEYS FOR THE RIGHTS OF REFUGEES AND IMMIGRANTS |
| 3. PRAKSIS | 26. GROUP OF LEGAL SUPPORT FOR IMMIGRANTS AND REFUGEES OF THESSALONIKI |
| 4. YsMEDIA | 27. LESBIAN AND GAY COMMUNITY OF GREECE (OLKE) |
| 5. AITIMA NGO | 28. ASSOCIATION OF AFGHANS UNITED |
| 6. ANTIGONE NGO | 29. THE GREEK OMBUDSMAN |
| 7. ARSIS | 30. MIGRANTS' FORUM IN CRETE |
| 8. MEDICINES OF THE WORLD | |
| 9. INTERNATIONAL AMNESTY | |
| 10. SOCIAL SUPPORT FOR REFUGEES AND IMMIGRANTS NETWORK | |
| 11. HELLENIC LEAGUE FOR HUMAN RIGHTS | |
| 12. GREEK HELSINKI MONITOR (GHM) | |
| 13. GREEK COUNCIL FOR REFUGEES | |
| 14. GREEK FORUM FOR MIGRANTS | |
| 15. GREEK FORUM FOR REFUGEES | |
| 16. GREEK RED CROSS | |
| 17. RHODES BAR ASSOCIATION HUMAN RIGHTS COMMITTEE | |
| 18. MEDICAL INTERVENTION | |
| 19. BABEL DAY CENTER | |
| 20. MOTION FOR THE DEFENSE OF THE REFUGEE'S AND IMMIGRANT'S RIGHTS | |
| 21. WORLD WITHOUT WARS AND VIOLENCE | |
| 22. REFUGEE SOLIDARITY COMMITTEE OF CHIOS - LATHRA | |
| 23. METADRASI – ACTION FOR IMMIGRATION AND DEVELOPMENT | |

