



MIGRATE LEGALLY, WORK SAFELY



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A practical guide for workers from North Macedonia and Montenegro in Albania (2025)

This guide explains what you need before you travel, upon arrival, and during your work in Albania — the necessary documents, your rights, where to seek help, and what to do if you encounter problems.

QUICK FACTS

Visa-free entry (short stay):

Citizens of North Macedonia and Montenegro can enter Albania without a visa for short stays (usually up to 90 days within any 180-day period).

To work for more than 90 days:

You generally need a Unique Permit (residence + work permit). Applications are made online via the e-Albania portal.

“The minimum wage is determined by law.”

Get informed before signing your contract.

Standard working time: 8 hours/day or no more than 40 hours/week.

Weekly rest: at least 36 hours, including 24 consecutive hours of uninterrupted rest.

CAMPAIGN NOTE

Always sign a written contract, keep copies of all documents, and never hand over your passport to your employer or recruiter.



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STEP BY STEP: BEFORE YOU TRAVEL

A. Documents to prepare

Valid passport (recommended) or ID card (check border rules). Ensure at least 6 months validity.

Job offer / draft employment contract from the employer in Albania (scanned and printed copy), prepared according to the Labour Code of the Republic of Albania (specifying the employment period, position, duties, and salary).

Proof of accommodation for the first weeks (hotel reservation, rental, or employer letter).

Copies of qualifications/certificates (if required for your job) — translated into Albanian or English if possible.

Health insurance covering your travel period until your employer registers you in Albania.

B. If you will work more than 90 days

Ask your employer to start the Unique Permit application via e-Albania (employment approval from the National Agency for Employment and Skills may be required).

Prepare and upload:

- * Passport first page
- * Recent photo (47×36 mm)
- * Employment contract
- * Rental or accommodation contract
- * (If applicable) e-Visa approval (Type D)

Keep all receipts/confirmations. Download everything as PDF to your phone.

C. Avoid risky job offers

Employment agency services for jobseekers are free of charge.

Agencies must not charge jobseekers any direct or indirect fees, except for minimal administrative document costs.

The administrative file includes identification documents for the jobseeker and the employer. All intermediary service costs must be covered by the employer.

Always request in writing the company name, tax number (NIPT), and a contact person.

WHEN YOU ARRIVE IN ALBANIA

A. Registration and documents

Ensure your **Unique Permit** (if required) continues processing until approved.

You will receive an electronic permit and/or instructions to collect your residence card.

Your employer must:

- * Register your employment with tax and social/health insurance authorities.
- * Provide you with a signed employment contract before you start work.



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****Important: If you are not registered for social and health insurance or a written contract is not signed within 7 days, request a written explanation and seek help (see “Contacts”).***

B. Bank and phone

Open a bank account (bring your passport/ID, permit or application, address proof, and employer letter if required).

Get an Albanian SIM card to receive codes from e-Albania and public institutions.

C. Keep a personal folder

- Passport / ID
- Residence / work permit
- Employment contract
- Payslips
- Work schedule / timesheets
- Social/health insurance registration
- Rental contract
- Any medical report for work accidents
- Fitness-for-work certificates

STARTING WORK: CONTRACT & SALARY

Your written contract must include:

- a) Identity of parties
- b) Workplace
- c) General job description
- d) Start date
- e) Duration (for fixed-term contracts)
- f) Paid leave duration
- g) Notice period for termination
- h) Salary components and payment date
- i) Normal weekly working hours
- j) Collective agreement reference (if applicable)
- k) Trial period
- l) Types and procedures of disciplinary measures (if no collective agreement)

Minimum standards (Labour Code of Albania)

Standard hours: 8/day, 40/week

Overtime limit: Work cannot exceed 48 hours/week on average over 4 months.

Overtime pay: +25% on weekdays, +50% for weekends, nights, or public holidays.
Compensatory time-off is possible if agreed in advance.

Annual leave: at least 22 working days per year (for full-time work). Public holidays are not included.



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Payslips: You have the right to a detailed payslip showing salary components, bonuses, and deductions.

Minimum wage: Cannot be lower than the amount set by the Council of Ministers.

HEALTH, SAFETY & INSURANCE

Your employer is legally required to ensure a safe workplace, provide training and protective equipment (PPE) when necessary.

In case of work accidents:

1. Inform your supervisor immediately.
2. Request an accident report and medical care.
3. Keep copies of all documents.

Once registered, you are covered by:

Social insurance (pension, injury benefits)

Mandatory health insurance (public healthcare and prescription reimbursement)

HOUSING & LIVING IN ALBANIA

Rental contract:

- * Always request a written agreement.
- * Do not pay large deposits in cash without an invoice or receipt.
- * Keep the landlord's ID and contact details.

Proof of address:

Required for residence permits, bank accounts, and some services.

Basic living costs:

Rent and utilities vary by city (higher in Tirana, lower in coastal or inland areas).

Compare offers and ask colleagues about typical prices.

TAXES & CONTRIBUTIONS (BASICS)

Employees under contract pay income tax and social/health contributions through payroll (deducted and paid by the employer).

Keep your payslips as proof.

Self-employed workers must register a business and pay monthly contributions and taxes.

Seek professional advice before accepting "self-employed" status.



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Some people must submit an annual income declaration — check yearly thresholds and rules.

Contact the General Directorate of Taxes helpline for registration and obligations.
Keep your ID or Tax Number (NIPT) handy.

IF SOMETHING GOES WRONG

Common issues and actions:

No contract / unpaid wages → | Write to employer HR, keep proof. If unresolved, file a complaint with the Labour Inspectorate.

Excessive hours / unsafe work → | **Refuse dangerous tasks, document situation, contact Inspectorate.**

Document confiscation / forced work → Call 112 or 116 006 (anti-trafficking hotline). Seek safe exit.

Harassment / discrimination → Keep notes, screenshots, file formal complaint, seek legal or NGO support.

How to complain to the Labour Inspectorate:

Prepare:

- Your name, employer name & NIPT, worksite address, issue (e.g. unpaid wages June – August), evidence (contract, timesheets, messages), and your contact.
- Send via email, online form, or phone.
- Request a case number for follow-up.
- Keep copies of all communications and responses.

IMPORTANT CONTACTS IN ALBANIA

Emergency: 112 (Police: 129 | Ambulance: 127 | Fire: 128)

State Labour Inspectorate:

Website: inspektoriati.punes.gov.al

Email: info@sl.i.gov.al

Tel: +355 4 236 8466

National Agency for Employment and Skills (NAES/AKPA):

Job matching, approvals, training; services via e-Albania

e-Albania Portal:

Online applications for permits, residence, and public services

General Directorate of Taxes:

See tatime.gov.al for helpdesk numbers

Anti-Trafficking Hotline: 116 006 (free, 24/7)

Your Embassy/Consulate:

Keep their number and address saved.

Tip: Save all these numbers in your phone and share with a trusted friend.



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SPECIAL NOTES FOR WORKERS FROM NORTH MACEDONIA & MONTENEGRO

Short-stay entry:

Visa-free for short visits. For work beyond this period, ensure you have a Unique Permit.

Travel with ID:

Some bilateral arrangements exist (e.g., Montenegro–Albania). However, carrying a passport is strongly recommended for banks and public offices.

FREQUENTLY ASKED QUESTIONS (FAQ)

Do I need a visa to enter Albania?

No. Citizens of North Macedonia and Montenegro do not need a visa for short visits. For long-term work, a Unique Permit is required.

What is the Unique Permit?

A combined residence and work authorization issued via e-Albania. Validity usually 1–3 years (renewable).

Who applies — me or my employer?

Usually both: the employer secures the employment approval; you provide the documents. Always keep copies.

What if my employer doesn't register me for insurance?

Request a written explanation. If unresolved, file a complaint with the Labour Inspectorate. Undeclared work is illegal and deprives you of pension, health, and accident protections.

How many hours can I work?

Normal: up to 40 hours/week.

Extra hours are allowed only when necessary and with your consent, respecting your personal and family situation.

Is my passport safe with my employer?

Never hand over your passport, ID, or residence permit. Provide copies only.

USEFUL TERMS

Leje Unike: Unique Permit

NAES/AKPA: National Agency for Employment and Skills

NIPT: Employer Tax Identification Number

Fletë-pagesa: Payslip

PMI Personal Protective Equipment (helmet, gloves, etc.).



REMEMBER

Keep everything documented.

Use official portals and hotlines.

When in doubt — ask before signing.

Your safety and dignity come first.

Prepared for the campaign:

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