



**Republika e Kosovës**  
**Republika Kosova-Republic of Kosovo**  
*Qeveria - Vlada-Government*

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**ADMINISTRATIVE INSTRUCTION (GRK) NO. 10/2023 FOR THE  
LICENSING OF FOREIGN HEALTH PROFESSIONALS<sup>1</sup>**

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<sup>1</sup> Administrative Instruction (GRK) NO. 10/2023 for the Licensing of Foreign Health Professionals, was approved on the 180 meeting of the Government of Kosovo, with the Decision No.15/180 dated 27.12.2023.

Government of the Republic of Kosovo,

Pursuant to Article 93 (4) of the Constitution of the Republic of Kosovo, pursuant to Article 71, paragraph 3 of Law No. 04/L-125 on Health and Article 8, paragraph 4, subparagraph 4.5 of Law No. 08/L-117 on the Government of the Republic of Kosovo, as well as Article 19, paragraph 6, subparagraph 6.2 of Regulation No. 09/2011 of Rules and Procedure of the Government of the Republic of Kosovo,

Issues:

## **ADMINISTRATIVE INSTRUCTION (GRK) NO.10/2023 FOR THE LICENSING OF FOREIGN HEALTH PROFESSIONALS**

### **Article 1 Purpose**

The purpose of this Administrative Instruction is to regulate the procedure and conditions for obtaining the license of the foreign health professional for the provision of health care.

### **Article 2 Scope**

This Administrative Instruction applies to all foreign health professionals and all health institutions that employ these professionals.

### **Article 3**

1. Expressions, terms and abbreviations used in this Administrative Instruction have the meaning as follows:

- 1.1. Ministry – Ministry of Health;
- 1.2. Minister - Minister of Health;
- 1.3. MESTI – Ministry of Education, Science, Technology and Innovation;
- 1.4. Board – administrative professional body for licensing of health professionals;

1.5. License – means the licensing granted through the decision by the Board to provide health care.

2. Expressions, terms and other abbreviations used in this Administrative Instruction have the meaning as defined by the health legislation in force.

#### **Article 4**

#### **Conditions for licensing health specialists and subspecialists**

1. The health institution licensed by the Ministry, which wishes to engage foreign health professionals, submits a request for the licensing of the foreign health professional to the Board.

2. To the request for licensing of the health professional for the first time, the health institution licensed by Article 4 of this Instruction attaches the following documents:

2.1. The decision on the nostrification of the Diploma issued by MESTI;

2.2. Certificate / Diploma of specialization/subspecialization issued by the country where the education was completed;

2.3. Certification for the validity of the specialization/subspecialization certificate from the competent body of the country where the education was carried out;

2.4. Syllabus of specialization and subspecialization according to modules and duration.

2.5. The detailed curriculum of the specialization and subspecialization from the place where the education was carried out;

2.6. The license for performing the health activity of the health institution of the relevant field;

2.7. Valid License issued by the competent body or other document certifying that the foreign health professional has the right to practice the profession;

2.8. Proof of professional experience of at least one (1) year in the relevant field.

3. All documents according to paragraph 2 of this article must be notarized copies and translated into one of the official languages in the Republic of Kosovo by authorized translators, with the exception of the document according to paragraph 2.4. of this article.

4. The following documents must also be attached to the request:

4.1. Copy of the identification document of the health professional.

- 4.2. Valid residence permit or short-term work permit in accordance with the law on foreigners in the Republic of Kosovo.
- 4.3. Evidence that the Health Institution must provide translation into the patient's native language, i.e. interpretation, written translation, and any other possible form of communication.
- 4.4. Payment of administrative the administrative tax in accordance with the relevant Law on General Administrative Procedure.
5. The administrative fee paid for the application is not returned regardless of the Commission's decision.
6. In cases where the documentation is not complete, a deadline of 15 (fifty days) is given to the health institution for the required completions.
7. In case of failure to complete the documentation according to the request of the Board, the request will not be processed.
8. Data on the licensing and revocation of the foreign health professional's license are published on the Ministry's official website.
9. The licensed foreign health professional has the right to use the facsimile (official seal) on medical documents.
10. The use, content of the facsimile of the foreign health professional licensed by the Board is made by decision of the Minister based on the Board's recommendation.

**Article 5**  
**Licensing procedure of foreign health professionals**

1. For foreign health professionals who apply for licensing for the first time in the Republic of Kosovo, the Board first evaluates and notifies the specialist/subspecialist program.
2. The curriculum of specialization and subspecialization of foreign health professionals from the country where the education was carried out is evaluated with the specialized/subspecialized curriculum acquired in the relevant institutions of Kosovo.
3. After the equalization of the curriculum, the certification of the specialist and sub-specialist certificate is done.
4. In the case of the evaluation of the specialist/sub-specialist curriculum, the Board may also request other evidence, in the original or in a verified translation, from which the curriculum can

be evaluated from the place where the education was carried out, its duration, and other documents that may be considered necessary.

5. If during the equalization procedure it is found that the curriculum from paragraph 4 does not match, the Board requests completion of the curriculum through professional practice, an additional module or a supplementary exam from the Board for specialized education.

## **Article 6**

### **Licensing conditions for middle and university cadres**

1. The request for licensing for the first time of the foreign health professional with high secondary and university qualification is submitted only by the health institution licensed by the Ministry.

2. The following must be attached to the request:

2.1. Valid residence permit or short-term work permit in accordance with the law on foreigners in the Republic of Kosovo.

2.2. The license for performing the health activity of the health institution of the relevant field;

2.3. The decision for nostrification by MESTI.

2.4. Valid license issued by the competent body or other document certifying that the foreign health professional has the right to practice the profession;

2.5. Proof of professional experience of at least one (1) year.

2.6. Proof of payment of the administrative license fee.

2.7. Copy of identification document;

2.8. Evidence that the Health Institution must provide translation into the patient's native language, i.e. interpretation, written translation, and any other possible form of communication.

2.9. Original copies of all required documents translated into one of the official languages by an authorized translator and notarized;

3. In cases where the documentation is not complete, a deadline of 15 (fifty days) is given to the health institution for the required completions.

4. In case of failure to complete the documentation according to the request of the Board, the request will not be processed.

5. The administrative fee paid for the license application is non-refundable, regardless of the Board's decision.

### **Article 7**

#### **Recognition of the professional qualifications of foreign health professionals**

1. Foreign health professionals included in the agreements which the Republic of Kosovo has signed with other countries for the recognition of professional qualifications, can apply for the recognition of professional and formal qualifications obtained in the countries that are part of the agreements.
2. The request for recognition of qualifications can be submitted by the health institution licensed by the Ministry, or by the foreign health professional himself.
3. The following must be attached to the request:
  - 3.1. Identification document of the country where the professional comes from;
  - 3.2. Evidence of formal qualifications, recognized by MESTI.
  - 3.3. Evidence of professional qualifications, and evidence that the professional has been engaged in the activity in question and other evidence as defined in the agreement.
  - 3.4. Valid residence permit or short-term work permit in accordance with the law on foreigners in the Republic of Kosovo.
  - 3.5. Original copies of all required documents translated into one of the official languages by an authorized translator and notarized;
  - 3.6. Evidence that the Health Institution must provide translation into the patient's native language, i.e. interpretation, written translation, and any other possible form of communication.

### **Article 8**

#### **Special Licensing Cases**

1. In cases where foreign professionals apply for licensure in specialist and subspecialist programs that are not defined as specialist fields in the relevant legislation in the Republic of Kosovo, the Board proposes a multidisciplinary Commission with health professionals in related fields, who carry out the equalization and certification of specialist curriculum.

2. In the event of a lack of professionals defined in paragraph 1 of this article, the Minister may by decision engage local or foreign experts by determining the financial compensation according to the legislation in force of the Republic of Kosovo.

3. In exceptional and emergency cases for public health that are announced by the Minister's decision, the licensing procedures defined by this Administrative Instruction may be excluded by the Minister's decision.

### **Article 9**

#### **Equalization and nostrification of qualifications acquired abroad by citizens of the Republic of Kosovo**

1. Health professionals who are citizens of the Republic of Kosovo who have completed specialist and sub-specialist education abroad can submit a request for equalization and certification to the Board according to the relevant issue.

2. In addition to the identification document, the following documents must be attached to the request according to paragraph 1 of this article:

2.1. The decision on the nostrification of the Diploma issued by MESTI;

2.2. Diploma of specialization/ subspecialization issued by the country where the education was completed;

2.3. Certification for the validity of the specialization/subspecialization certificate from the competent body of the country where the education was carried out;

2.4. Syllabus of specialization and subspecialization according to modules and duration.

2.5. The detailed curriculum of the specialization and subspecialization from the place where the education was carried out;

2.6. payment of the administrative tax.

3. All documents according to paragraph 2 of this article must be notarized copies and translated into one of the official languages in the Republic of Kosovo by authorized translators, with the exception of the document according to paragraph 2.5. of this article.

4. The Board issues the decision to approve or reject the request for certification and equalization according to paragraph 1 of this article.

**Article 10**  
**Board for Licensing of Health Professionals**

1. The Board is a professional administrative body appointed by the Minister for a three (3) year term with the possibility of reappointment for a second three (3) year term.
2. The board consists of five (5) members:
  - 2.1. Representative from the Ministry (Chairman);
  - 2.2. Representative from the Ministry of Internal Affairs - lawyer;
  - 2.3. Representative from the Clinical University Hospital Service of Kosovo (health professional);
  - 2.4. Representative from the Faculty of Medicine (health professional).
  - 2.5. A health professional.
3. In case of conflict of interest, the Board member does not participate in decision-making.
4. The board is compensated according to the relevant public sector salary law and by-laws deriving from this law.

**Article 11**  
**Duties of the Board**

1. The Board performs the following tasks:
  - 1.1. Examines requests for licensing and relicensing of foreign health professionals according to the provisions set forth in this administrative instruction.
  - 1.2. Performs the procedures of equalization and nostrification of the specialization and subspecialization curriculum of health professionals of the Republic of Kosovo and foreign, completed abroad.
  - 1.3. Issues, refuses, continues, changes, suspends or revocation the license of the foreign health professional.
  - 1.4. It acts as an executive body that administers and supervises issues related to the licensing of foreign health professionals.
  - 1.5. Compiles a report for the Minister in periodic terms.
  - 1.6. Performs other duties defined by the legislation in force.



2. The board issues the internal work regulations within 1 month after the appointment.

## **Article 12** **Licensing decision**

1. The decision on licensing of the health professional is taken within thirty (30) days from the date of receipt of the request.

2. The decision is taken by a majority vote of the members and is signed by the chairman of the Board.

3. The decision is issued in two original extracts, of which one original extract is delivered to the party, while one extract remains in the case file.

4. A copy of the decision from paragraph 1 is sent to the relevant institutions and administrative bodies in the Ministry.

5. The license is issued for the same duration as the duration of the work permit or residence permit for health professionals. In the case of a permanent residence permit, the license is issued for a period of five (5) years.

## **Article 13** **Continuation of license**

1. The request for the extension of the foreign health professional's license was made by the health institution from Article 4 of this instruction, fulfilling the following conditions:

1.1. Health institution license;

1.2. Preliminary decision for the health professional issued by the Board;

1.3. Evidence of at least ten (10) accreditation points per one (1) year;

1.4. Payment of administrative tax;

1.5. Valid residence permit or short-term work permit in accordance with the law on foreigners in the Republic of Kosovo.

2. The request for the extension of the license must be made within the period of 30 days before the expiration of the validity period of the decision.

3. In case the request for continuation is not submitted according to paragraph 2 of this article, the request will be treated as a request for licensing for the first time.

## **Article 14**

### **Simplification of procedure and conditions**

1. With the exception of the provisions of article 4, 5 and 6 of this Administrative Instruction, the foreign health professional who has completed secondary, university, specialist and sub-specialist education in the institutions of the Republic of Kosovo can submit a request for licensing to the Board and submits the following documents:

- 1.1. The diploma of secondary education, university or specialist/subspecialist education certificate issued by the institutions of the Republic of Kosovo.
- 1.2. Certificate of passing the Exam for the relevant level.
- 1.3. Valid residence permit or short-term work permit in accordance with the law on foreigners in the Republic of Kosovo.
- 1.4. Proof of payment of the administrative license fee.
- 1.5. Copy of identification document;
- 1.6. Original copies of all notarized documents;

2. In cases where the documentation from paragraph 1 is not complete, the applicant is requested to complete the required documentation within the period of (15) fifteen days.

3. In case of failure to complete the documentation according to the request of the Board, the request will not be processed.

4. The administrative fee paid for the license application is non-refundable, regardless of the Board's decision.

5. The continuation of the foreign health professional's license is done according to the same procedure and conditions as in Article 13, with the exception of the license of the health institution as well as the request, which can be submitted by the professional himself.

6. The license is issued for the same duration as the duration of the work permit or residence permit for health professionals. In the case of a permanent residence permit, the license is issued for a period of five (5) years.

## **Article 15**

### **Engagement of part-time health professional**

1. The foreign health professional who is a member of the diaspora according to the relevant law on the diaspora, and members of the Albanian community from neighbouring countries, who

have completed the faculty, specialist and sub-specialist education abroad can be engaged to practice the profession in the Republic of Kosovo.

2. The request for engagement of the foreign health professional from paragraph 1 is made by the health institution licensed by the Minister, or by the health professional himself.

3. The documents defined in articles 4 and 6 must be attached to the request, with the exception of the work permit or residence permit.

4. In case the request is submitted by the professional himself according to paragraph 1 of this article, it is not mandatory to attach the license of the health institution.

5. The request is also accompanied by the birth certificate and/or the birth certificate of the ancestor, for health professionals who are foreign citizens who were born in Kosovo, who once had the citizenship of Kosovo, who have family origins from Kosovo, members of the diaspora according to the law relevant to the diaspora.

6. The continuation of the license of the foreign health professional according to this article is done at the request of the institution licensed by the Ministry, or at the request of the professional and without additional documents from the first time application.

7. The duration and continuation of the license is issued as in article 13 and 14 of this Instruction.

## **Article 16**

### **Engagement of the health professional for humanitarian purposes**

1. The foreign health professional can be engaged for humanitarian purposes at the invitation of the public health institution.

2. The commitment from paragraph 1 lasts up to thirty (30) working days within the calendar year.

3. The commitment from paragraph 1 for more than thirty (30) working days within the calendar year is issued by the Board with prior authorization from the Minister.

4. The public health institution submits a request to the Board at least fifteen (15) days before the engagement, specifying the purpose of the engagement, the professional qualifications and the identification document of the foreign health professional.

5. The board issues a decision on the engagement of the foreign health professional.

## **Article 17**

### **Health professional engagement for education and training purposes**

1. The foreign health professional can be engaged for the purposes of education and training of local health professionals at the invitation of the Ministry and other health institutions.
2. The rights and obligations and other issues for the engagement of the foreign health professional from paragraph 1 are determined by agreement with the relevant institution or the Ministry.
3. Institution that engages the professional according to paragraph 1 of this article, the following must also be part of the agreement:
  - 3.1. Relevant translated evidence for academic level, professional experience, specialization.
  - 3.2. Proof that he is employed by a health or academic institution from the state where he practices.

## **Article 18**

### **Engagement of the health professional for exceptional cases and emergencies in public health institutions**

1. In exceptional and emergency cases, at the request of the responsible public health institution and with the approval of the Minister, foreign health professionals are exempted from the procedures provided for in this Administrative Instruction.
2. The Minister with a special Decision determines the procedures and conditions for the engagement of professionals according to paragraph 1 of this article.

## **Article 19**

### **Foreign professionals who have completed their professional practice in the Republic of Kosovo**

1. Request for licensing of foreign health professional who have completed their professional practice in the Republic of Kosovo submitted by the health institution licensed by the Ministry.
2. The following must be attached to the request:
  - 2.1. Work permit or residence permit from the competent body in accordance with the law on foreigners in the Republic of Kosovo.
  - 2.2. The license for performing the health activity of the health institution of the relevant field;

- 2.3. The decision for nostrification by MESTI;
  - 2.4. Certificate for passing the license exam;
  - 2.5. Proof of payment of the administrative license fee;
  - 2.6. Copy of identification document;
3. In cases where the documentation from paragraph 1, subsection 1.1 is not complete, the applicant is required to complete the required documentation within the period of (15) fifteen days.
  4. In case of non-fulfilment of the request for completion of the documentation according to paragraph 3 of this article, the Board does not handle the request for licensing of the foreign health professional.
  5. The administrative fee paid for the application for licensing is not returned, regardless of the Board's decision.
  6. The decision to issue the license is made in accordance with the provisions of this Instruction.
  7. The request for the extension of the license of the foreign health professional was made by the institution according to Article 13 of this Instruction.

## **Article 20 Liability**

The health institution that engages the foreign health professional is responsible for any damage caused to the patient or individual during the provision of health care.

## **Article 21 Technical Secretariat of the Board**

1. For the performance of the tasks defined in this Administrative Instruction, the Board is assisted by the technical Secretariat.
2. The technical secretariat performs the following tasks:
  - 2.1. Prepare the material and call the meeting of the Board.
  - 2.2. Keeps minutes and evidence of attendance at Board meetings.
  - 2.3. Provides the necessary work documentation.

- 2.4. Sends the meeting invitation to the chairman and members, with the accompanying material at least three (3) days before the meeting.
  - 2.5. It presents the completed courses according to the date of application and urgency.
  - 2.6. Creates and maintains a database for the subjects reviewed by the Board.
  - 2.7. Maintains the register of foreign health professionals who have been issued, refused, suspended and revoked licenses.
  - 2.8. Prepare monthly and quarterly reports for the Board.
3. The technical secretariat is appointed by the decision of the Minister.

## **Article 22**

### **Complaints Committee**

1. Against the decision of the Licensing Board, an appeal is allowed to the Commission for reviewing complaints at the Ministry of Health.
2. The appeal must be submitted within thirty (30) days from the date of the decision.
3. The Commission decides on the complaint within thirty (30) days from the date of receipt of the complaint.
4. The minister by decision determines the commission for complaints in this composition:
  - 4.1. a representative from the Ministry of health;
  - 4.2. Lawyer;
  - 4.3. a health professional from HUCSK.
5. The work and procedure of the complaints commission is based on the rules defined by the law on the general administrative procedure and the provisions of this administrative instruction.
6. Against the decision of the Commission for examining the complaints can exercise an administrative conflict in the Basic Court in Pristina.

## **Article 23**

### **Supervision and inspection**

The health inspectorate supervises the health institution that engages the foreign professional not to exceed the term of the temporary license.

**Article 24**  
**Annex**

An integral part of this Instruction is Appendix I - Administrative tax for the licensing of foreign health professionals.

**Article 25**  
**Transitional provisions**

1. The request submitted by the party before the entry into force of this Administrative Instruction will be examined based on the Administrative Instruction in force at the time of submission of the request.
2. With the exception of paragraph 1, the request submitted by the party before the entry into force of this Administrative Instruction will be applied the most favourable provisions determined by this Administrative Instruction.
3. The public health institution which, at the time of entry into force of this Administrative Instruction, had foreign health professionals as employees, may submit to the Board a request for continuation of the professional's licensing.
4. The conditions and procedures for the continuation of the licensing determined by this Administrative Instruction, apply accordingly to the continuation of the licensing according to paragraph 2 of this article.

**Article 26**  
**Repealing provisions**

With the entry into force of this Administrative Instruction, Administrative Instruction (GRK) No. 10/2022 on the licensing of foreign health professionals shall be repealed.

**Article 27**  
**Entry into force**

This Administrative Instruction enters into force on the day of publication in the Official Gazette of the Republic of Kosovo.

Albin Kurti

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Prime Minister of the Republic of Kosovo

05 January 2023

Annex I: Administrative fee

Nostrification fee	150 euros
Licensing fee	50 euros
Re-licensing fee	50 euros