



IAPG CAS WELCOME SERVICE

The mission of IAPG CAS Welcome service is to provide information and help with formalities, which are in the Czech Republic necessary to our foreign Ph.D. students and employees.

Our welcome service is able to help with:

- Formalities before and after arrival to the Czech Republic (visa, health travel insurance, reporting duty, taxes, social security and health insurance ...)
- Information about individual workplaces (Brno, Liběchov, Prague – transport to workplace, public transport, accommodation, medical facilities,)
- Formalities before departure
- All other situation when you need a help

Contact:



Brno

Veveří 97
602 00 Brno 2
tel.: 532 290 136
fax: 541 212 988
i.zemanova@iach.cz
jurigova@iach.cz

Prague

Vídeňská 1083
142 20 Praha 4 – Krč
tel.: 267 090 501
fax: 267 090 500
bubikova@iapg.cas.cz

Liběchov

Rumburská 89
277 21 Liběchov
tel.: 315 639 532
fax: 315 639 510
uzfg@iapg.cas.cz

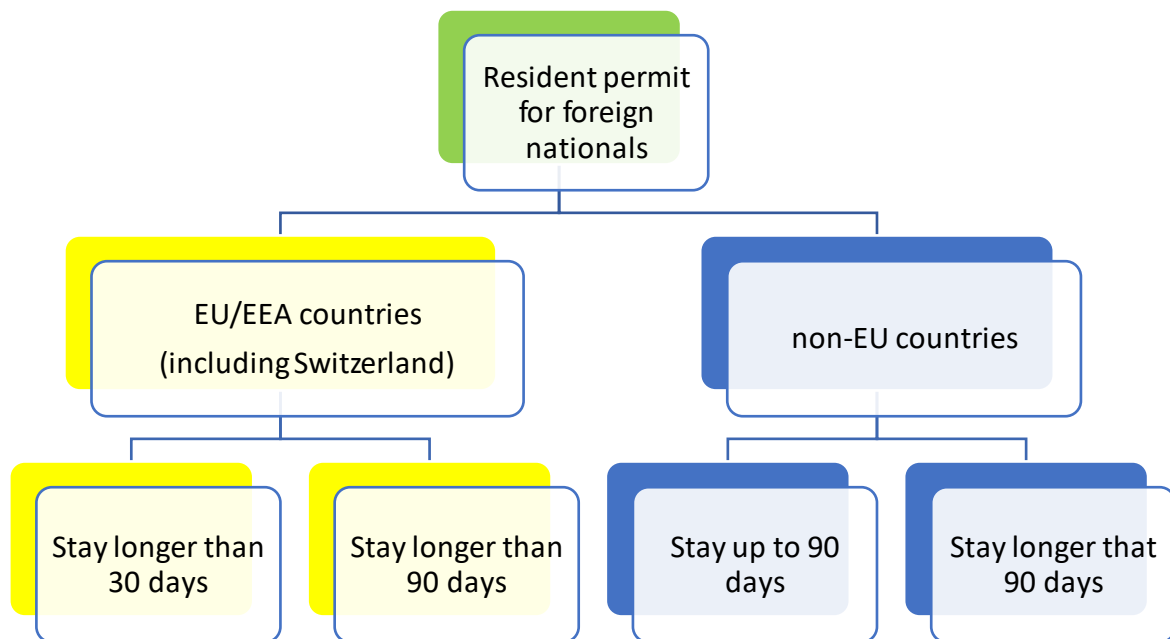


BEFORE ARRIVAL

Are you joining IAPG CAS and are you not really sure what you have to arrange before your arrival in the Czech Republic? In this section you should be able to find all necessary information. If not don't be afraid to contact us (use email address above).

1) VISA / RESIDENCE PERMIT

In the Czech Republic resident permit for foreign nationals differs from country where they live:



EU/EEA countries (including Switzerland)

a) Stay longer than 30 days

- Nationals of EU/EEA countries and Switzerland have the same legal status in the Czech Republic as Czech nationals. There is no need to get any residence permit or work permit, but you are obliged to comply with the "Reporting duty" if you intend to stay in the Czech Republic **for over 30 days** (for more information see the section "After Arrival").

b) Stay longer than 90 days

- Nationals of EU/EEA countries and Switzerland can temporarily stay in the Czech Republic without any special permit, solely on the basis of a travel document or an identity card. If they intend to stay in the Czech Republic for longer than 3 months, they **can apply** for a *certificate of temporary residence* or a *permanent residence permit*.



Certificate of temporary residence = issued at request of an EU national who intends to stay in the Czech Republic for more than 3 months. The certificate is not required, it is up to you whether or not you apply for it.

<https://www.mvcr.cz/mvcren/article/temporary-residence.aspx>

Permanent residency permit = EU nationals can apply for permanent residence permits after 5 years of continuous residence in the Czech Republic.

<https://www.mvcr.cz/mvcren/article/eu-citizens-and-their-family-members-permanent-residence.aspx>



Non-EU countries

a) Stay up to 90 days (Schengen visa / Short-term stay)

A short-term stay is a stay not exceeding 90 days within any of 180 consecutive days (note: the length of stay is calculated according to the entry and exit stamps into the relevant travel document made at the border-crossing point). For the purposes of such short-term stays, European legislation divides third countries into those whose citizens [must hold a visa](#), and those whose citizens are [exempt from such conditions](#) for entry and short-term stay in the members states where the common visa policy applies.

The visa application must be submitted personally at a Czech embassy and all documents must be completed in Czech or officially translated into Czech.

You will have to submit:

- [Application form](#) (also called the black-and-white application)
- Travel document (passport)
- Your photograph (2x)
- A document that declares the purpose of your journey, for example: invitation letter with a brief description of your agenda and the date of start and end of the journey,
- A document that proves your relationship with the hosting institution under labour law, etc. These documents can be issued by a member of our HR staff.
- Proof of accommodation or proof of sufficient amount of money that can cover your accommodation (e.g. document certifying that you will stay at a dormitory).
- A document proving sufficient financial funds for both food and journey for the estimated length of your stay and for your trip back to your country or a third country (e.g. copy of an international credit card, copy of an employment or other contract that indicates your income).
- Information that proves your intention to leave the Czech Republic/Schengen Area before the expiry of your visa (e.g. ticket or flight ticket reservation, proof of funds, proof of employment, proof of ownership of property, proof of family or work connection, etc.).
- Travel health insurance covering the time until your employment starts. You can take out the travel health insurance with a private insurance company in a Schengen country or the country of your origin but the policy must be officially translated to Czech.
- [Application fee](#)



b) Stay longer than 90 days (Long-term stay)

The visa application needs to be submitted at a [Czech embassy in the country of origin](#) of the relevant person or in the country where he/she resides, and the deadline for evaluation of the application is 60 days from the date of submission.

All documents submitted must be originals or official copies and must be in the Czech language or officially translated into Czech. Moreover, an apostille or legalisation must be attached to any documents issued by foreign public authorities. Official translations can usually be obtained at the embassy.

You will have to submit:

- [Application form](#) (also called the green application). The original can be picked at an embassy, a Foreign Police station and the Department of Asylum and Migration Policy.
- Hosting agreement - submit the original document; this document is issued by the university to people who already have a university degree. A hosting agreement is not concluded in lieu of an employment contract, which will be concluded once you obtain your visa. The hosting agreement will be issued by a member of our HR staff and the original copy will be sent via mail.
- University's written commitment - submit the original document; this document is a compulsory attachment to the hosting agreement, whereby the university undertakes to cover any costs related to the stay of an employee after the termination of his/her residence permit, including the costs related to the journey from the country of stay, if arising within six months from the date of expiry of the hosting agreement and if paid from public funds. The commitment will be issued by a member of our HR staff and the original copy will be sent via mail.
- Travel health insurance for the period of two months from the date of departure to the Czech Republic, regardless the date when your employment begins. You can take out the travel health insurance with a private insurance company in a Schengen country or the country of your origin but the policy must be officially translated to Czech.
- Extract from the criminal record from your country of origin (incl. official Czech translation) or from all the countries where you were staying for more than 6 months in the last 3 years (incl. official Czech translation).
- Travel document (passport)
- Your photograph (2x)
- Proof of accommodation for the duration of your stay
- [Application fee](#)

In special cases:

A medical report proving that you do not suffer from any serious illness; a Czech embassy can only ask for a medical report if there is a reasonable suspicion that you suffer from a serious illness.





Useful links and guides

- Ministry of the Interior

<https://www.mvcr.cz/mvcren/article/immigration.aspx>

- Czech embassies

https://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html

2) TRAVEL HEALTH INSURANCE

- Do not forget to arrange travel insurance from a commercial insurance company before travelling to the Czech Republic that covers the period between your arrival and the start of employment (at least two to three weeks).
- Recommended commercial insurance companies:
 - ✓ [Generali](#)
 - ✓ [PVZP](#)
 - ✓ [Maxima](#)
- The Czech Republic has bilateral agreements with some countries on cooperation in the area of healthcare. Foreign nationals from the EU have free access to basic healthcare based on the Common [European Health Insurance Card \(EHIC\)](#).

3) ACCOMMODATION

- We recommend you finding accommodation before you arrive to the Czech Republic. For more information open the document focused on your future location (Brno, Liběchov, Prague).

I believe that you have all necessary information you need, now you can arrive.
We are looking forward to you.





AFTER ARRIVAL

1) REPORTING DUTY / RESIDENCE PERMIT

EU/EEA countries (including Switzerland)

- If citizens of the EU/EEA or Switzerland would like to stay in the Czech Republic for more than 30 days, they must visit the respective foreign police office (determined according to the place of residence – see below) within 30 days of entering the Czech Republic and announce their place of residence. . You will need to fill in a short personal questionnaire and submit the necessary documents: passport, employment contract, accommodation contract. This does not apply to foreign nationals when this obligation is fulfilled by an accommodation provider on their behalf (hotel, hostel, student dormitory, etc.)
- EU citizens are required to announce any change of name, status, data in their passport, and in a document issued in accordance with the Act on the Residence of Foreign Nationals within 15 business days.

Foreign Police – Residence
Department in **Brno**
Address: Cejl 62b, 602 00 Brno
Phone: +420 974 628 131



Foreign Police – Residence
Department in **Prague**
Address: Olšanská 2176/2, 130 51
Praha 3
Phone: +420 974 820 317



Foreign Police – Residence
Department for **Liběchov**
Address: Štefánikova 1304, 293 01
Mladá Boleslav III
Phone: +420 974 877 300



Non-EU countries

a) Short-term stay (Stay up to 90 days)

Reporting duty

- You must report to the Foreign Police in your area within 3 days of arrival the Czech Republic. You will need to fill in a short personal questionnaire and submit the necessary documents: passport, employment contract, accommodation contract. (Addresses of Foreign Police you can find above)

b) Long-term stay (Stay longer than 90 days)

Residence permit

The applicant is obliged to report to the Department of Asylum and Migration Policy (OAMP) of the Ministry of the Interior within 3 business days after arrival to the Czech Republic to fulfil the reporting duty and to provide the biometric data necessary for issuing a residence card. The fee for issuance of a long-term residence permit is CZK 2,500. We recommend arranging an appointment by phone in advance.

1. Reporting duty – the applicant has to submit a proof of accommodation usually issued by dormitories.
2. Biometric data – including facial image and fingerprints serving to verify the authenticity of the residence card and confirm the identity of its holder. Biometric data are compulsory for residence permits for third-country nationals residing in the CR based on a long-term or permanent residence permit. The above does not apply to third-country nationals residing in the CR based on a long-term visa who are not applying for a long-term or permanent residence permit. The OAMP will issue a long-term residence card for you within the following 3 weeks. To pick up the residence card, you have to come to the OAMP in person within 60 days. We recommend arranging an appointment by phone in advance.

Department of Asylum and Migration Policy (OAMP):

Brno

- Address: Hněvkovského 30/65, 617 00 Brno
- Phone: +420 543 213 313

Prague

- Address: Žukovského 888/2, Praha 6
- Phone: +420 974 820 680

Liběchov

- Address: Štefánikova 1304, Mladá Boleslav
- Phone: +420 974 820 680



2) BANK ACCOUNT

- You need to open a current account (not applicable for short-term work contracts – DPP and DPČ).
- EU foreign nationals must usually show a valid identification document issued in the EU (EU ID card) or a passport, and as a second document, similar to Czech citizens, a birth certificate, driving licence, or residence permit issued by the Czech Ministry of the Interior. For foreign nationals from countries outside the EU, a passport is required as the main document and secondary documents are similar to EU foreign nationals. Banks always prefer photo IDs.

Examples:

- Equa bank: https://www.equabank.cz/en?_locale=en
- Moneta Money Bank: <https://www.moneta.cz/web/en>
- Česká spořitelna: <https://www.csas.cz/en/personal-finance>
- Komerční banka: <https://www.kb.cz/en/>

3) CZECH CURRENCY

- The legal tender of the Czech Republic is the Czech crown (koruna – CZK). The following banknotes and coins are in circulation:
- Banknotes: 100; 200; 500; 1 000; 2 000 and 5 000
- Coins: 1; 2; 5; 10; 20 and 50





DURING THE STAY

1) REPORTING CHANGE

EU/EEA countries (including Switzerland)

- You are obliged to report any change of your surname, marital status, and the data contained in your residence card. If you do not have a residence card, these changes are to be reported to the Foreign Police. If you have a residence permit/certificate, report the changes to the Ministry of the Interior

Non-EU countries

- You are required to report any changes in your name/surname, marital status, information indicated in your passport or ID documents, residence permit etc. within 3 business days.
- Reporting a change in the place of residence – within 30 business days:
 - a) if you have a long-term visa, then this duty only applies in the event that this change in your place of residence will last for over 30 days.
 - b) If you have a long-term residence or permanent residence permit, then this duty only applies in the event that such a change in your place of residence will last for over 180 days

Reporting loss, destruction, damage or theft of documents

- within 3 days of the date of the event. If this happens in the Czech Republic, you should report it to the authority which issued the document. If this happens elsewhere, you should report it to a Czech embassy. If you later find or obtain a document that was previously reported lost or stolen, you must report this too.

Reporting loss or theft of travel documents

- This must be reported immediately to the police



(<https://www.experian.com/blogs/ask-experian/lost-or-stolen-wallet-heres-what-to-do/>)



3) TAXES

- If you work in the Czech Republic only, your tax residence will be determined in accordance with the respective treaty for the avoidance of [double taxation](#). If a bilateral treaty has not been concluded and you stay in the Czech Republic for over 183 days, you will be considered a tax resident of the Czech Republic.

Direct taxes



Personal income tax

- The income of private individuals is taxed at a rate of 15% of the tax base, i.e. supergross wages. If your monthly wage exceeds CZK 139,340, a solidarity tax is also charged in the amount of 7%.

Real estate tax

- Real estate taxes are levied on land and buildings. For land, the tax base is the acreage of the land or its price. The tax rate varies depending on the quality and location of the land and the way it is used.

Road tax

- The road tax applies only to vehicles that are used for business. Vehicles that are exclusively for personal use are exempt from this tax. In addition to the road tax, there is a fee for the use of motorways, which must be paid by all vehicles.

Real estate acquisition tax

- This tax is established as 4% of the price of the real estate, and it is always paid by the purchaser.

Indirect taxes



Value added tax

- The majority of taxable transactions in the Czech Republic and imported goods are subject to this tax. There are three VAT rates. The basic VAT rate is 21%, the first reduced VAT rate is 15% (this includes food, accommodation, and catering services), and the second reduced rate is 10%. This rate includes, for example, medicines, books, and home care for children, or the elderly, the sick and the disabled.

Excise tax

- Excise taxes are levied mainly on commodities whose demand the state wants to regulate, such as alcohol, beer, wine, tobacco, and tobacco products. The tax usually makes up more than 50% of the price of these goods.



USEFUL INFORMATION AND LINKS

1) USEFUL PHRASES IN THE CZECH REPUBLIC

Hello	Ahoj/Dobrý den
Goodbye	Na shledanou
Good night	Dobrou noc
Please	Prosím
Thank you	Děkuji
You're welcome	Není zač
I am sorry	Promiň/te
How are you?	Jak se máš/máte?
My name is	Jmenuji se...
Nice to meet you	Jsem rád/a, že vás poznávám
Where is...?	Kde je ...?
I don't know	Nevím
I don't speak Czech	Neumím česky.
Do you speak English?	Mluvíte anglicky?
Today	Dnes
Tomorrow	Zítra
Yesterday	Včera
What time is it?	Kolik je hodin?
How much does it cost?	Kolik to stojí?

2) PUBLIC HOLIDAYS



1 January	New Year's Day
Between 20 March and 23 April	Good Friday
Between 23 March and 26 April	Easter Monday
1 May	Labour Day
8 May	Day of Liberation from Fascism
5 July	Saints Cyril and Methodius Day
6 July	Jan Hus Day
28 September	Czech Statehood Day
28 October	Czechoslovak Independence Day
17 November	Day of the Struggle for Freedom and Democracy
24 December	Christmas Eve
25 December	Christmas Day
26 December	St. Stephen's Day



3) HEALTHCARE

EMERGENCY CASES

Central extension for high emergency calls is:

- **112 – all services (international, communication in foreign languages)**



150 - Ambulance (local, communication in Czech)



155 – Fire department (local, communication in Czech)



158 – Police (local, communication in Czech)

- For more information see section “ČR, your location”

4) USEFUL LINKS

- [Ministry of the Interior](#)
- [Ministry of Foreign Affairs of the Czech Republic](#)
- [Foreign embassies to the Czech Republic](#)
- [Police of the Czech Republic](#)
- [Euraxess Czech Republic](#)
- [Expats](#) (Czech news in English)
- [Foreigners.cz](#) (Complex service for expats)
- [VisitCzechRepublic](#) (focused on leisure time)
- [Transport](#)

That's all! If you didn't find what you need, don't be afraid to contact us!
(Use the email addresses and phone numbers above.)