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## **IAPG CAS WELCOME SERVICE**

The mission of IAPG CAS Welcome Service is to provide information and help with formalities that need to be fulfilled by our foreign Ph.D. students and employees in the Czech Republic.

Our welcome service can help with:

- Formal requirements before and after the 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, ....)
- Formal requirements connected with the end of the stay
- Any other situation when you need help
- Contact:



### **Brno**

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

### **Prague**

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

### **Liběchov**

Rumburská 89  
277 21 Liběchov  
tel.: 315 639 532  
fax: 315 639 510  
[uzfg@iapg.cas.cz](mailto:uzfg@iapg.cas.cz)

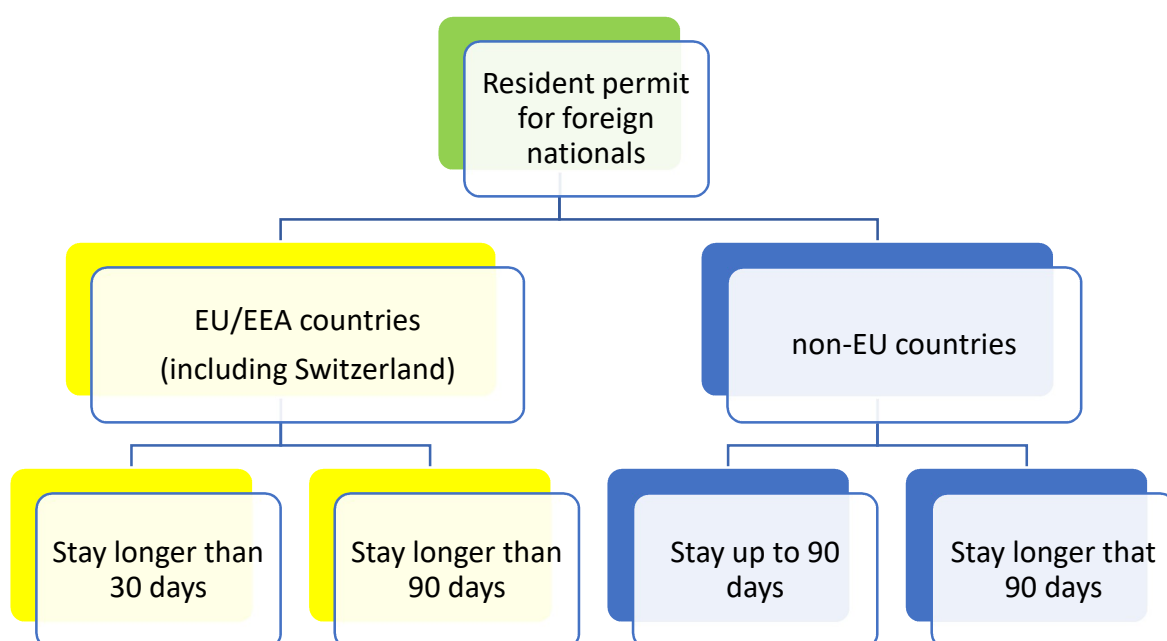


## **BEFORE ARRIVAL**

Are you joining IAPG CAS and you are not sure what arrangements you have to make before you arrive in the Czech Republic? In this section you should be able to find all necessary information. If not, please feel free to contact us (use the e-mail address above).

### 1) VISA / RESIDENCE PERMIT

In the Czech Republic, resident permits for foreign nationals differ depending on the country of origin:



#### EU/EEA countries (including Switzerland)

##### a) Stays for longer than 30 days

- Nationals of EU/EEA countries and Switzerland have the same legal status in the Czech Republic as the 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 more than 30 days** (for more information see the section “After Arrival”).

##### b) Stays for longer than 90 days

- Nationals of EU/EEA countries and Switzerland can temporarily stay in the Czech Republic without any special permit, solely with 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 the 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) Stays up to 90 days (Schengen visa / Short-term stay)

A short-term stay is a stay not exceeding 90 days within any 180 consecutive days (note: the length of the stay is calculated based on the date of entry and date of departure, as indicated by stamps in the relevant travel documents 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 stays 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 your 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 any other contract that indicates your income).
- Information that proves your intention to leave the Czech Republic/Schengen Area before the expiration date 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 before your employment starts. You can take out travel health insurance policy with a private insurance company in a Schengen country or your country of origin but the insurance policy must be officially translated into Czech.
- [Application fee](#)

b) Stays for longer than 90 days (Long-term stay)

The visa application needs to be filed with your local branch of the [Czech Embassy in the country of origin](#) of the relevant person or in the country where he/she resides, and the embassy shall assess your application within 60 days from the date of its submission.

All documents submitted must be original or official copies and must be in the Czech language or officially translated into Czech (with a stamp of court translator). 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 is available at a branch of the Czech embassy, Aliens Office and the Department of Asylum and Migration Policy.
- Hosting agreement – you shall submit the original document; this document is filled by a member of our HR staff and the original copy will be sent to you by post. A hosting agreement is not made in lieu of an employment contract, which will be entered into once you obtain your visa.
- Institute's written commitment - submit the original document; this document is a compulsory annex to the hosting agreement, whereby the institute undertakes to cover any costs related to the stay of the employee after the termination of his/her residence permit, including the costs related to the journey from the country of stay, if incurred within six months from the date of expiration of the hosting agreement and if paid from public funds. The commitment will be filled by a member of our HR staff and the original copy will be sent to you by post.
- Travel health insurance for the period of two months from the date of departure for the Czech Republic, regardless of the date of commencement of your employment. You can take out a travel health insurance policy with a private insurance company in a Schengen country or your country of origin but the policy must be officially translated into Czech.
- A copy of the criminal records of your country of origin (incl. official Czech translation) or of any other countries where you stayed 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 illnesses; Czech Embassy can only ask for a medical report if it is reasonable to believe that you may suffer from a serious illness.



Useful links and guides

- Ministry of the Interior

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

- Branches of the Czech Embassy

[https://www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad/index.html](https://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html)

## 2) TRAVEL HEALTH INSURANCE

- Do not forget to take out a travel health insurance policy with a commercial insurance company before travelling to the Czech Republic that covers the period between your arrival and the start of your 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. EU foreign nationals 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 on your future location (Brno, Liběchov, Prague).

I believe that you have all the information you need, and you are now ready to come. We are looking forward to welcoming you.







## AFTER YOUR ARRIVAL

### 1) REPORTING DUTY / RESIDENCE PERMIT

#### EU/EEA countries (including Switzerland)

- If citizens of the EU/EEA or Switzerland wish to stay in the Czech Republic for more than 30 days, they must visit the respective Immigration Police office (determined according to the place of residence – see below) within 30 days of entering the Czech Republic and report their address 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 if 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 within 15 business days.

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



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



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



## Non-EU countries

### a) Short-term stays (Stays up to 90 days)

#### Reporting duty

- You must report to the Immigration Police in your area within 3 days from your arrival in the Czech Republic. You will need to complete a short personal questionnaire and submit the necessary documents: passport, employment contract, accommodation contract. (The addresses of the Immigration Police offices are indicated above)

### b) Long-term stay (Stay for 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 from their arrival in the Czech Republic to fulfil the reporting duty and to provide the biometric data necessary for issuing a residence card. The fee for the issuance of the long-term residence permit is CZK 2,500. We recommend you arranging an appointment there by phone in advance.

1. Reporting duty – the applicant must 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 of third-country nationals residing in the CZ based on a long-term or permanent residence permit. The above does not apply to third-country nationals residing in the CZ 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 shall come to the OAMP in person within 60 days. We recommend you arranging an appointment there 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 employment contracts – “DPP” (Agreement to complete a job) and “DPČ” (Agreement to perform work)).
- 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 second documents are similar to EU foreign nationals.

Examples:

- Equa bank: [https://www.equabank.cz/en?\\_locale=en](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 CHANGES

#### EU/EEA countries (including Switzerland)

- You are obliged to report any changes of your surname, marital status, and any data contained in your residence card. If you do not have a residence card, these changes are to be reported to the Immigration 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 that has issued the document. If this happens elsewhere, you should report it to a Czech embassy branch. 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/>)



## 2) SOCIAL SECURITY AND HEALTH INSURANCE

You will be required to pay health insurance (4.5%) and social security contributions (6.5%) from your salary unless you have other income outside the Czech Republic. If you also work outside the Czech Republic, you will be required to fill in the A1 form and declare in which country you will pay your health and social insurance.

### Health insurance

- Citizens and foreign nationals living in the Czech Republic are required to have health insurance policy.
- Health insurance policy in the Czech Republic is provided by health insurance companies.
  - ✓ [VZP](#) Insurance Company
  - ✓ [Uniqua](#)
  - ✓ [AXA](#)
  - ✓ [ERGO](#)
  - ✓ [Maxima](#)
- NB: Please read the terms and conditions of health insurance companies carefully. Once you decide for one, you won't be able to change the company for another six months.
- [Use this link](#) to find more information about health insurance companies

### Social security

- Every employee in the Czech Republic must participate in the social security system. Contributions to the social security system are automatically deducted from the salary of employees.
- A [detailed manual](#) of the Czech social security system issued by the European Commission
- Also, if you want to learn more about the division of social security, visit websites of [Charles University](#), they have a really nice overview.





### 3) TAXES

- If you work in the Czech Republic only, your tax residence will be determined in accordance with the respective tax treaty (for the avoidance of [double taxation](#)). If there is no bilateral tax treaty with your country of origin 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 individuals is taxed at a rate of 15% of the tax base. If your year taxable income exceeds CZK 1 867 728, the tax rate increases to 23% of the tax base.

##### 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.

#### 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 is applied, for example, to medicine, 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



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



### 3) HEALTHCARE

#### EMERGENCY CASES

Central extension for major emergency calls is:

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



155 - Ambulance (local, communication in Czech)



150 – 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 needed, please feel free to contact us!  
(Use the email addresses and phone numbers above.)