

CZECH REPUBLIC - CHECKLIST FOR residence permit (EMPLOYEE CARD)

Name of the applicant:

Do you speak English/Czech? ☐ YES ☐ NO - I have arranged for an interpreter ☐ YES
☐ NO

VISA APPLICATION REQUIREMENTS:		Submitted?		
Documents:		Applicant	Embassy	Embassy – remarks:
1.	Application form for employee card - duly completed and signed by the applicant The job vacancy reference number must be stated in the form, i.e. the number under which the position is registered in the job vacancies database.	☐	☐	
2.	Original passport + 1 copy of ID page Passport must not be older than 10 years.	☐	☐	
3.	2x passport photographs – sized 3,5 x 4,5 cm (light background), complying with ICAO standards and corresponding to the <u>current</u> appearance of the applicant.	☐	☐	
4.	Applicants – foreigners residing in Saudi Arabia/Oman/Bahrain/Yemen: a proof of stay based on a residence permit for at least 2 last years (continuously) - Valid residence permit card (if in Arabic, translation to the Czech language is necessary) - Excerpt from the SAU/BHR/OMN/YEM immigration database proving a continuous stay of min. 2 years (if in Arabic, translation to the Czech language is necessary)	☐ ☐	☐ ☐	
Proof of purpose:				
5.	- An <u>original</u> employment contract or preliminary work contract/agreement (not older 180 days) - An original work permit (if required for the job position) (no older 180 days)	☐	☐	
Proof of qualification (if required for the job position):				
6.	An <u>original</u> proof of education/professional qualification - the document needs to be authenticated in the following way: - BHR/IND/OMN/KSA documents by an Apostille - BGD/LKA/PAK/PHL documents by a superlegalization (1. respective MFA + 2. Czech embassy responsible for the respective country) - for authentication requirements in case of documents issued by other countries contact the Embassy of the Czech Republic in Riyadh - the document needs to be officially translated to the Czech language	☐	☐	
Proof of accommodation:				
7.	An <u>original</u> form of a confirmation of accommodation / a lease or sublease agreement / a proof of ownership of an apartment or house (not older 180 days)	☐	☐	
Police clearance certificate (Good conduct certificate):				
8.	1) issued by the country of which you are a citizen 2) issued by the country where you have resided for a total of 6 months in the last 3 years - the document needs to be authenticated in the following way: - BHR/IND/OMN/KSA documents by an Apostille - BGD/LKA/PAK/PHL documents by a superlegalization (1. respective MFA + 2. Czech embassy responsible for the respective country) - for authentication requirements in case of documents issued by other countries contact the Embassy of the Czech Republic in Riyadh - The document needs to be officially translated to the Czech language.	☐ ☐	☐ ☐	
Consular fee:				
9.	5.000 CZK paid by a bank card or an equivalent in SAR paid in cash	☐	☐	

Kindly arrange the documents as per the above stated order.

Important Note:

- The proof of stay must be presented in original; the other documents can be presented in an original or a certified copy.
 - All foreign (non-Czech) documents need to be submitted with an official translation to the Czech language or on a dual (English/Czech) form.
 - All supporting documents may not be older than 180 days with the exception of a passport, and documents proving education qualification.
 - The responsible Czech authority to decide on the application is the Ministry of Interior of the Czech Republic. The processing takes up to 60 days.
 - The status of the application can be checked at the following website: <https://ipc.gov.cz/en/status-of-your-application>.
 - When the application is approved, the applicant will be invited by the Embassy of the Czech Republic (before visa stamping) to present a proof of a comprehensive medical insurance arranged with an insurance company authorised to provide services in the Czech Republic for the period of the permitted stay and with the minimum coverage of EUR 400 000.
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CONTACT DETAILS:

Email:

Telephone number:

Mailing address:

Place:

Date:

Applicant's signature: