

# NEXT STOP

# CZECH REPUBLIC

INFORMATION FOR FOREIGNERS WHO INTEND  
TO STAY IN THE CZECH REPUBLIC

**STUDIES**

**EMPLOYMENT**

**2018**

**VISA**



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY



This brochure and the film entitled “Next Stop – Czech Republic” have been created by an expert group composed of the staff of the Department for Asylum and Migration Policy of the Ministry of the Interior of the Czech Republic, representatives of Integration Centres and non-governmental organizations Slovo 21 and International Organization for Migration.

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# **NEXT STOP**

# **THE CZECH REPUBLIC**

## **INFORMATION FOR FOREIGNERS WHO INTEND TO STAY IN THE CZECH REPUBLIC**



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY

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# NEXT STOP – THE CZECH REPUBLIC

This brochure provides information to foreigners from third countries (i.e. non-EU countries) who are planning on relocating to the Czech Republic on a long-term basis. It has been created along with other materials that foreigners receive after arriving to the country, such as a short documentary film “Welcome to the Czech Republic” and other related documents. The aim of this material is to support integration of foreigners in the Czech Republic, to promote their awareness of their rights and duties and to facilitate their independent existence in the country and the region where they are staying. It also provides information on legal residency in the Czech Republic and cautions against certain negative phenomena that foreigners may encounter here. The information included in the brochure aims to encourage the independence and self-sufficiency of new immigrants to the greatest extent possible because foreigners can manage most residency-related issues on their own. When assistance is needed, it is possible to use the free services of non-governmental organizations (NGOs) or Integration Centres.

## WHO CAN BENEFIT FROM THIS BROCHURE?

This brochure is intended for citizens of non-EU countries who are planning on staying in the Czech Republic for more than 90 days and who will be applying for a long-term visa or a long-term residency permit.

## WHO IS THIS BROCHURE NOT INTENDED FOR?

This brochure IS NOT intended for EU citizens and their family members or for applicants for a Schengen short-term visa or a permanent residency permit!

## WHAT IS A LONG-TERM VISA?

A long-term visa is a visa for a stay over 90 days and with the maximum validity for up to 1 year, which is the most common visa applied for by newcomers who wish to spend more than 90 days in the Czech Republic. If the person later decides to extend their stay while keeping the original purpose of their stay, they may then apply for a permit for a long-term residency in the Czech Republic. A long-term visa has the form of a sticker placed in your passport.

## WHAT IS A LONG-TERM RESIDENCY PERMIT?

A long-term residency permit is a residential status for which a foreigner may – in certain cases – apply already before their first arrival in the Czech Republic. Most frequently, however, it follows a long-term visa. It is issued for up to 2 years.

**A long-term residency permit has the form of a biometric card with a chip.**

**You are strongly advised to remember the difference between a long-term visa and a long-term residency permit, as it is very important.**

## WHO REVIEWS THE APPLICATION?

An application for a Schengen visa is processed by the embassy where the application is filed. An application for a long-term visa and a long-term residency permit is processed by the Ministry of the Interior who receives the application from the embassy.

# CONSIDERING RELOCATION TO THE CZECH REPUBLIC

## I WOULD LIKE TO STUDY IN THE CZECH REPUBLIC

If you wish to study in the Czech Republic and you have already chosen a post-secondary school or a university that you like, verify the following:

- Will the course be considered “studies” according to Czech immigration law or another type of education not belonging to this category? (Verify the type of studies and the purpose of stay with the school or visit [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) and read “Information for education providers and students”.)
- How long are you going to study in the Czech Republic? (check with the school)

If you are planning to study for more than 90 days, you may apply for the following visas or residency permits depending on the type of course:

- **Long-term residency permit with the purpose of “studies”**, to be filed at a Czech embassy and available to foreigners who intend to study in the Czech Republic for more than 3 months and whose course qualifies as “studies” according to Czech immigration law. Studies at secondary schools and conservatories that are not part of an exchange program or are qualified as paid professional training are an exception.

The embassy will send you a decision regarding your application in approximately 60 days. If you do not need a visa, you may arrive in the Czech Republic without a visa after you receive the affirmative decision. If you require a visa, an embassy of the Czech Republic will issue a „visa for collection of a residency permit“ for you. It is your duty to come to the office of the Ministry of the Interior (to register your stay and to provide biometric data so that a residency permit card can be made for you) within 3 working days from your arrival. You will later pick up your residency card at the same office.

- **Long-term visa with the purpose of “studies”**, to be filed at a Czech embassy and available to foreigners who intend to study in the Czech Republic for more than 3 months and whose course qualifies as “studies” according to Czech immigration law. Education at a secondary school or a conservatory need not, in this case, be part of an exchange program and you can also apply for the visa if your purpose of stay is paid professional training. The embassy will send you a decision regarding your application in approximately 60 days and it will also provide you with the visa. When you arrive in the Czech Republic, you are obliged to register your stay at the Foreign Police within 3 working days from your arrival.
- **Long-term visa with the purpose of “other”** (including other forms of education), to be filed at a Czech embassy and available to foreigners who intend to study in the Czech Republic for more than 3 months and whose course is not considered to be “studies” according to Czech immigration law. The embassy will send you a decision regarding your application in approximately 90 – 120 days, although sometimes the waiting time may be longer due to certain circumstances. The same embassy will also provide you with the visa. When you arrive in the Czech Republic, you are obliged to register your stay with the Foreign Police within 3 working days from arrival.

Below is a list of some of the requirements of your application. All documents must be in Czech, which means that foreign documents require an official translation into Czech.

- Travel document
- Confirmation of your enrolment in a school or another type of educational institution
- A photograph (1 piece)
- Confirmation of enough financial resources to which you have access in the Czech Republic

- Criminal record statement issued by a state of your citizenship, as well as by states in which you had stayed for longer than six months in the previous three years (upon request of the Czech embassy)
- A doctor's certificate of measures against spreading infectious diseases (upon request of the Czech embassy)
- If your application is approved, you must submit proof of Czech medical insurance to the embassy.

**It is necessary** that you read more about all the requirements for your application, studies and stay at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) in the section "Information for education providers and students".

**Do not forget that:**

- If you were issued a long-term visa, you must report your stay in the Czech Republic within 3 working days from arrival at the Foreign Police, unless your accommodation provider (e.g. a student dormitory) does it for you.
- If you are arriving in the Czech Republic to pick up a long-term residency permit, you must appear to provide your biometric data for your residency card at an office of the Ministry of the interior within 3 working days.
- If you have a visa or a residency permit with the purpose of studies, you **must be a student for the entire duration of your stay and study**, thus fulfilling your purpose of stay. **Students may also work or do business but only if they study in a day study program at a secondary school, conservatory, higher vocational school or university in an accredited study program.** Their main purpose of stay must always be studies.
- If you decide to **change school**, your new studies must follow your previous studies seamlessly. Your previous school will inform the Ministry of the Interior that you have terminated your studies there but reporting a change of schools to the ministry is your responsibility, and it must be done within 3 days from the change.
- Your confirmation of enrolment must also cover the period of summer holidays and be valid until the completion of your studies, which usually has the form of regular exams or final exams. You may leave the Czech Republic during summer holidays but if you have any residency application pending during this period, you must report your departure to the Ministry of the Interior and ensure that your mail is collected by someone else.
- If you are **expelled**, the school will report this to the Ministry of the Interior and your visa or residency permit may be revoked.

# I WOULD LIKE TO WORK IN THE CZECH REPUBLIC

If you wish to work in the Czech Republic, you must have a job offer before coming here.

**Check out** current job offers in the Czech Republic at [www.portal.mpsv.cz/sz/zahr\\_zam/zamka/vm](http://www.portal.mpsv.cz/sz/zahr_zam/zamka/vm) .

## 1. ACCESS TO THE JOB MARKET

To be successful on the job market in the Czech Republic, it is necessary to have a valid residency permit and to know if you may access the job market without any restrictions. Free access to the job market depends upon the type of your residency permit, type of job or other conditions.

The job market can be freely accessed by:

- EU nationals and their family members
- Foreigners with a permanent residency permit
- Holders of international protection (asylum or supplementary protection) status
- Foreigners with a valid long-term residency permit with the purpose of family reunification with a foreigner with permanent residency, long-terms residency permit or with granted asylum
- Foreigners who are continuously preparing for their future occupation (e.g. students of accredited day study programs in a secondary school, conservatory, higher vocational education facility, a language school with state language examination accreditation and day program university students, including holidays)
- Foreigners who received secondary or university education according to Czech legislation, etc.

No work permit, Employee Card or Blue Card is required for the above categories of foreigners to work; however, the foreigner must be a holder of a residency permit or a visa. Visa-free stay alone does not establish the right to conduct gainful activity. It is only necessary that the employer notifies the designated branch of the Labour Office of the Czech Republic of the employment on the starting day at the latest.

If an employer wishes to employ a foreigner who does not have a free access to the job market, then the foreigner must obtain a work permit, Employee Card or Blue Card apart from a signed work contract or agreement to perform work.

## 2. LONG-TERM VISA FOR THE PURPOSE OF SEASONAL EMPLOYMENT

A long-term visa with the duration of over 90 days with the purpose of seasonal employment will be issued if requested by a foreigner who intends to stay in the Czech Republic to conduct season-related activities. Typically, this applies to professions involved in agriculture, forestry, wine-making, tourism etc. This type of visa is issued with a validity period and period of stay in the Czech Republic less than 6 months.

Formal requirements for visa application are (foreign documents must be officially translated into Czech):

- A travel document
- A work permit issued by the regional office of the Labour Office of the Czech Republic or its office in Prague; alternatively, you may provide the reference number of your work permit application and details regarding which office of the Labour Office of the Czech Republic you applied with
- A photograph (1 piece)
- Proof of accommodation in the Czech Republic
- Employer's statement of agreed salary, wages or remuneration, if the employer provides accommodation or acts as an intermediary in providing accommodation
- Criminal record statement issued by a state of your citizenship, as well as by states in which you had stayed for longer than six months in the previous three years (upon request of the Czech embassy)
- A doctor's certificate of measures against spreading infectious diseases (upon request of the Czech embassy)
- If your application is approved, you must submit proof of Czech medical insurance to the embassy.



### 3. LONG-TERM RESIDENCY – EMPLOYEE CARD

**Employee Card is a special type of long-term residency permit with the purpose of employment. It normally combines a long-term residency permit for up to 2 years and a work permit for a position (i.e. 2 in 1).**

Prerequisites for issuance of an Employee Card:

- An employer advertised a vacancy for a foreigner – holder of Employee Card,
- The position was not filled by a Czech or EU national or by a foreigner with a free access to the job market,
- A foreigner can prove that they meet qualification criteria for the position,
- The monthly gross wage reaches at least the basic rate of the minimum gross wage, the working hours stated in the work contract or in the agreement to perform work, etc. are at least 15 hours per week.

You will need to submit, among other, the following documents together with the application (documents issued by a foreign country need to have a certified translation into Czech):

- A travel document
- A photograph (one piece)
- Reference number of the job position for a holder of an Employee Card
- An employment contract, an agreement to perform work or an agreement for future employment,
- Proof of education or another document in case of other required competences or skills. The Ministry can request an officially acknowledged proof of education issued by Czech authorities (the so-called validation of education)
- Proof of accommodation in the Czech Republic
- Criminal record statement issued by a state of your citizenship, as well as by states in which you had stayed for longer than six months in the previous three years. The criminal record statement must be superlegalized (higher form of authorization) or certified with an Apostille, unless otherwise is provided by an international treaty (upon request of the Czech embassy or the Ministry of the Interior if the application was filed in the Czech Republic).
- A doctor's certificate of measures against spreading infectious diseases (upon request of the Czech embassy of the Ministry of the Interior if the application was filed in the Czech Republic).
- If your application is approved, you must submit proof of Czech medical insurance to the embassy covering the period until you begin employment; from the moment you become an employee, you will be covered by public health insurance.

Application fee collected by the embassy is CZK 1,000 payable in its equivalent in local currency. The fee collected by the Ministry of the Interior if the application is filed in the Czech Republic is CZK 1,500 payable in the form of duty stamps.

You will wait for the result of your application for an Employee Card between approximately 60 – 90 days. If your application has been approved, you are exempt of the visa duty and once you know the outcome of your application, you can travel to the Czech Republic visa-free but you may not exceed the permitted duration of visa-free stay (a maximum of 90 days). If you need a visa, a Czech embassy will issue “a visa for the collection of a residency permit” for your trip to the Czech Republic. You must report at an office of the Ministry of the Interior (to provide biometric data so that your residency permit card could be issued) within 3 working days of your arrival. Once your biometric card (Employee Card) is ready, you will collect it at the same office.

If the holder of an Employee Card wishes to change their job, to be employed in another position or to change their employer, they need to ask the Ministry of the Interior of the Czech Republic (Department of Asylum and Migration Policy) for approval of such change. Before the approval is issued, work at the new position or for the new employer cannot be commenced.

If a foreigner does not change the job or the employer but wishes to extend their Employee Card, they must ask the Ministry of the Interior of the CR for its extension at the earliest 120 days and at the latest on the last day before its validity expires. In this case the Labour Office of the CR issues a binding opinion whether, considering the situation on the job market, the employee may still be employed.

**In those cases when the purpose of the long-term stay of a foreigner is employment and at the same time the foreigner:**

**a) has a free access to the job market, or**

**b) has a work permit,**

**the employment card can be used only as a long-term residency permit.**

In some cases, the work permit is issued by the Employment Office of the CR.

**It is essential** that you read more about the differences between the Employee Card as a dual permit (work permit and residency permit) or only as a residency permit including other information about individual requirements when applying for the Employee Card. The information can be obtained at [www.portal.mpsv.cz/sz/zahr\\_zam/zamka/zam#povzm](http://www.portal.mpsv.cz/sz/zahr_zam/zamka/zam#povzm) and at [www.mvcr.cz/clanek/zamestnanecka-karta.aspx](http://www.mvcr.cz/clanek/zamestnanecka-karta.aspx) in the section “Third country nationals” – “Employee card”.

You need to find for yourself what the current job offer for foreigners, holders of the Employee Card, in the CR is like at the Portal of the Ministry of Labour and Social Affairs at [www.portal.mpsv.cz/sz/zahr\\_zam/zamka/vm](http://www.portal.mpsv.cz/sz/zahr_zam/zamka/vm).

**Do not forget that:**

- The Employee Card usually works as a dual (2 in 1) work permit and residency permit with the purpose of employment! The Employment Office of the CR issues a special work permit in specific cases. In case you are a holder of a work permit or you have free access to the job market, the Employee Card works only as a long-term residency permit with the purpose of employment.
- There is a limit for extension of the Employee Card: you can submit the application at the earliest 120 days and at the latest on the last day of its validity.
- Foreigners who do not have a free access to the job market and who wish to change their employer, or their job position must apply for permission from the Ministry of the Interior prior to such change.
- If you have the Employee Card and during the time when the card is still valid you either lose your job or agree to termination of your contract, you have 60 days from termination of employment to apply for approval of change of employer. Otherwise, your employee card is **terminated**. Together with the application for approval of change of employer, you must submit a document proving that your employment is still going, or when it ended.
- You should always keep your own copy of your work contract. Make sure you safely store all employment-related documents you have signed. Insist on having all work-related agreements in writing. Sign only those documents that you understand. All types of work contracts and agreements must be concluded in writing. A resignation or an agreement on termination of employment must also be in writing.
- If you have worked the legally required 40 hours per week in 2018, you are entitled to at least the minimum wage of CZK 12,200 a month (approx. USD 555/ EUR 475) or CZK 73.20 per hour.
- You should verify that your employer pays health and social insurance on your behalf. It is their duty! Always carry your health insurance card on you!
- If you work in degrading, unsanitary or unhealthy conditions, please contact the local Labour Inspection Office (contacts available at [www.suip.cz](http://www.suip.cz)), Integration Centres or NGOs. If you have documents signed by your employer and you are willing to testify, you can file a complaint against your employer at a Labour Inspection Office.
- If you violate the conditions of your work permit, Employee Card or you work without any work permit or without any Employee Card, you are breaking the laws of the Czech Republic. Working in a different job than the one specified in your work permit is also considered a violation. In such cases, you and your employer may face high fines. In addition, it will be very difficult for you to defend your rights and claim your salary vis-à-vis your employer. In a situation like that, you may become very vulnerable and put yourself at risk.

#### **4. LONG-TERM RESIDENCY – BLUE CARD**

Blue Cards are reserved for workers with a completed tertiary education or higher professional education in a study program with the minimum duration of three years. The employment contract must be signed prior to arrival in the Czech Republic or filing the Blue Card application. The employment contract must be for at least one year, with a statutory working week, and it must state the agreed monthly or annual salary before tax in the amount not lower than 1.5 multiple of the average annual salary before tax in the Czech Republic.

The embassy collects an application fee in the amount of CZK 1,000 payable in its local currency equivalent. The fee collected by the Ministry of the Interior if the application is filed in the Czech Republic amounts to CZK 1,500 and is payable in the form of duty stamps.

You can expect the result of your Blue Card application within approx. 90 days or longer, depending on circumstances. You will be notified either by the Czech embassy or by the Ministry of the Interior, if you filed your application in the Czech Republic. If the application is granted and you may come to the Czech Republic visa-free, you can come to the Czech Republic directly. Otherwise the embassy will issue a “visa for collecting residency permit” for your trip. Within three working days upon your arrival, you must appear at the office of the Ministry of the Interior (to provide biometric data for the residency permit card). Here you will also later collect your residency permit card.

You will need to submit, among other, the following documents together with the application (documents issued by a foreign country need to have a certified translation into Czech):

- A travel document
- Proof of accommodation in the Czech Republic
- A photograph (one piece)
- An employment contract
- Proof of education or another document in case of other required competences or skills. The Ministry can request an officially acknowledged proof of education issued by Czech authorities (the so-called validation of education)
- Proof that you have met conditions for conducting regulated activities if you intend so engage in such professional activities
- Criminal record statement issued by a state of your citizenship, as well as by states in which you had stayed for longer than six months in the previous three years. The criminal record statement must be superlegalized (higher form of authorization) or certified with an Apostille, unless otherwise is provided by an international treaty (upon request of the Czech embassy or the Ministry of the Interior if the application was filed in the Czech Republic).
- A doctor's certificate of measures against spreading infectious diseases (upon request of the Czech embassy of the Ministry of the Interior if the application was filed in the Czech Republic).
- If your application is approved, you must submit proof of Czech medical insurance to the embassy covering the period until you begin employment; from the moment you become an employee, you will be covered by public health insurance. It is crucial that you check these requirements in detail yourselves; this topic is covered at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) section „Občané třetích zemí“ – „Povolení k dlouhodobému pobytu“ – „Modrá karta“ or at [www.portal.mpsv.cz/sz/zahr\\_zam/modka](http://www.portal.mpsv.cz/sz/zahr_zam/modka).

You can check the current offer of vacancies for Blue Card holders at the Ministry of Labour and Social Affairs portal at [www.portal.mpsv.cz/sz/zahr\\_zam/modka/vm](http://www.portal.mpsv.cz/sz/zahr_zam/modka/vm).

## RECOGNITION OF DOCUMENTS

If an employer requests professional qualification for a vacancy, a foreigner is required to present a document confirming they are qualified enough to do the job. Having your foreign certificates and diplomas recognized in the Czech Republic is also important if you decide to continue your studies in the Czech Republic. For these documents to be considered equal and valid, you must have them validated and receive a validation certificate.

The term **validation** means that education received outside of the Czech Republic (primary, secondary, post-secondary and university education) is considered equal to that of the Czech Republic.

Diplomas from **primary and secondary schools and post-secondary professional schools are validated by Departments of Education at the relevant Regional Offices; in Prague they are validated by the Magistrate of the Capital City of Prague**. You will be asked to provide a description of the contents and scope of these studies. Unless stated otherwise by an international treaty, your diplomas will also need to be legalized and officially translated into Czech.

If you need a validation of your **university diploma**, you must **directly contact a Czech public university** that has a similar accredited study program or the Ministry of Education, Youth and Sports (if your diploma has been issued in a country with which the Czech Republic has a bilateral treaty on the mutual recognition of education).

When having your documents legalized, you may come across the terms **apostille and superlegalization**. The purpose of an apostille and superlegalization is to prove that the document has been issued or authenticated by a judicial or administrative authority of the given state or that it has been signed before this authority. Therefore, it is the authenticity of a stamp and a signature on the document that is legalized, not the contents of the document. The legalization of documents is carried out to confirm their authenticity and to eliminate counterfeits.

**It is necessary** that you read more about this at the website of the Ministry of Foreign Affairs ([www.mzv.cz/jnp/cz/cestujeme/overovani\\_listin/index.html](http://www.mzv.cz/jnp/cz/cestujeme/overovani_listin/index.html)) or the website of the Ministry of Education, Youth and Sports ([www.msmt.cz/mezinarodni-vztahy/uznavani-vzdelani](http://www.msmt.cz/mezinarodni-vztahy/uznavani-vzdelani)). You can also contact a specialized NGO.

## I WOULD LIKE TO DO BUSINESS IN THE CZECH REPUBLIC

If you are coming to the Czech Republic with a long-term visa with the purpose of business, you are considered an entrepreneur and as such you have several duties. Try to find out as much as you can on your own and trust only official sources of information.

If you arrive in the Czech Republic for a different purpose and you decide to start a business, you may apply for a change of the purpose of stay only after 5 years of legal residency in the Czech Republic (if you came to the Czech Republic based on a long-term residency permit with the purpose of family reunification and you are currently staying here for the same purpose, you have to wait for 3 years).

Doing business in the Czech Republic can take the form of a trade license or a participation in a legal entity (a corporation). An entrepreneur is defined as a person entered in the Commercial Register. A holder of a business license or a different license based on other statutes is also considered an entrepreneur.

If you participate in a legal entity, you can be granted a residency permit with the purpose of doing business (participation in a legal entity) only if you are a member of its statutory body. Foreigners who are only partners or members of a legal entity (but not members of its statutory body) and who perform tasks within the scope of its business for the legal entity can receive a work permit from the Labour Office. However, they cannot use this permit for obtaining an Employee Card.

You should pay attention to the differences between business and employment because an inspection by the Labour Inspection Office may potentially result in substantial fines. Make sure that the terms of your business are in accordance with Czech law. The entrepreneur is a person who independently carries out a systematic gainful activity for his own account, his own responsibility and in a trade-licensing (or similar) manner.

The employee is an individual who has committed themselves to perform dependent work in an employment relationship. Dependent work is work that is performed within the relationship between the superior position of an employer and the subordinate role of an employee, on employer's behalf, according to the employer's instructions and where the employee performs the work themselves.

Also, if a partner, statutory body or a member of a co-operative performs such work-related tasks that arise from the nature of business of the legal entity or the cooperative, it is considered employment. If you are sent to the Czech Republic by a foreign employer who has signed a commercial or other agreement with a Czech legal entity or an individual, your work activity in the Czech Republic is also regarded as employment.

The following text focuses on doing business with a **trade license**.

A person who independently carries out a gainful activity, i.e. operates a business or conducts other economic activities, is referred to as a **self-employed person (OSVČ)**. Trade license business is governed by the **Trade Licensing Act**. Foreigners may carry out business activities in the Czech Republic under conditions that are very similar to those for Czech business people.

## **TRADE LICENSING OFFICE**

This office issues trade licenses. A person with a trade license is also considered an entrepreneur in the Czech Republic (as well as being called a self-employed person or OSVČ).

## **HEALTH INSURANCE**

Entrepreneurs must pay their own health insurance.

If you arrive in the Czech Republic with travel health insurance purchased in your home country and you wish to extend your residency, you will need to get new comprehensive medical insurance from an insurance company that is authorized to provide medical insurance in the Czech Republic.

## **LOCAL SOCIAL SECURITY ADMINISTRATION (OSSZ)**

The social security system is managed by the Czech Social Security Administration (ČSSZ). Every entrepreneur must register with their district social security administration OSSZ (in Prague it is PSSZ) and make regular premium payments before the 20th day of each calendar month. Any changes must be reported to the OSSZ by the 8th day of the calendar month following the month in which the change occurred.

If you have a visa or a residency permit with the purpose of business, you must always be registered at the OSSZ, including if your business is idle, you do not have any income, or you are temporarily staying outside the territory of the Czech Republic.

If you are in arrears with OSSZ payments, your visa or residency permit may be revoked (or you may be denied extension).

## **TAX OFFICE**

A foreigner who has been issued a trade license must register at a tax office, which will provide them with a “tax identification number” (DIČ).

Anyone who undertakes business activities in the Czech Republic is obliged to keep records of income and expenditure for calculating their tax base. Furthermore, a self-employed person is obliged to submit a tax return for each year by 1 April of the following year, even if their business was established less than a year ago or they had no income at all. Based upon a submitted tax return, the entrepreneur may have to pay income tax.

Below is a list of some of the requirements for your long-term visa with the purpose of doing business. All documents must be in Czech, which means that foreign documents require an official translation:

- A travel document
- A photograph (1 piece)
- Confirmation of the entry of your business into the licensing or trade registry of the Czech Republic
- Confirmation of the provision of accommodation in the Czech Republic
- Confirmation of enough financial resources to which you have access in the Czech Republic
- Criminal record statement issued by a state of your citizenship, as well as by states in which you had stayed for longer than six months in the previous three years. The criminal record statement must be superlegalized (higher form of authorization) or certified with an Apostille, unless otherwise is provided by an international treaty (upon request of the Czech embassy or the Ministry of the Interior if the application was filed in the Czech Republic).
- A doctor's certificate of measures against spreading infectious diseases (upon request of the Czech embassy of the Ministry of the Interior if the application was filed in the Czech Republic).
- A proof that you have travel health insurance throughout your stay in the Czech Republic and proof that insurance premiums have been paid, if requested.

Prior to applying for the visa find out as much information as possible about doing business in the Czech Republic. If you are only starting your business, prepare the most detailed and realistic plan of your business activities after your arrival and write down a list of steps which you have already taken including the information about existing or potential business

partners. The application procedure also involves an interview at the embassy and if the information you provide is not truthful and does not look credible, your application may be turned down.

It is necessary that you read more about this at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) in the section "Third country nationals" – "Visa for a stay over 90 days".

**Do not forget that:**

- There is great difference between business and employment. You may think that you are performing a business activity, but instead you are performing an activity that is considered employment according to Czech law. In such case you may be facing substantial penalties for violating the Act on Employment.
- If you arrive in the Czech Republic for business purposes, you will need to pay taxes and health and social insurance throughout your entire stay.
- If you wish to extend your stay in the Czech Republic, you will need to prove that you have a regular income for you and your family. Therefore, it is not possible to use your business just to obtain a residency permit while having no income from your business in the long term.
- Get as much information as possible from official sources, Integration Centres or NGOs.

## ARRIVAL TO THE CZECH REPUBLIC

### WHAT IS THE REPORTING DUTY?

Your first duty in the Czech Republic is to report your presence in the Czech Republic within 3 working days from your arrival in the Czech Republic.

If you have a long-term visa, report your arrival at the relevant Foreign Police Department based on your address in the Czech Republic.

If you have a "visa for the collection of a residency permit", report your arrival to a Ministry of the Interior office, where you can also fulfil your duties related to providing biometric data and receiving a residency card (you will find more information on biometrics below).

When reporting your arrival, you need to present a valid passport and a filled registration form (you will receive it at a Foreign Police office or at a Ministry of the Interior office).

You may also be asked to show proof of medical insurance.

The reporting duty does not apply to individuals under 15 years of age or those whose arrival has been reported by an accommodation provider (for instance hotel, student dorm).

The addresses of Foreign Police offices and Ministry of the Interior offices are available at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) in the Contacts section.

### WHAT IS BIOMETRICS AND A BIOMETRIC CARD?

If you are applying for a long-term visa, this chapter does not concern you.

The term "biometrics" stands for biometric data, i.e. a facial image, finger prints and a digital signature. Biometric data are captured and stored in a biometric card. The data are captured through a special device at the offices of the Ministry of the Interior, which also issues biometric cards.

Biometrics concerns citizens of third countries who reside in the Czech Republic on a long-term or permanent residency permit. It does not concern third-country nationals with visas.

Both a long-term residency permit and a permanent residency permit are issued in the form of a residency card containing a carrier with biometric data (a biometric card).

If your application for a long-term residency permit from your home country has been approved, you are required to come to a Ministry of the Interior office within 3 working days of the day of your arrival in the Czech Republic to show your passport and provide biometric data so that your residency card can be issued.

Once you've provided your biometric data, you will be asked to come to the same office where you will receive the residency card (at the latest 60 days from the day you provided your biometric data) and where you will pay the fee in the form of revenue stamps, which can be purchased at any post office. Before receiving the card, you will provide your biometric data once again so that the office can issue the residency card.

This card serves as an ID in the territory of the Czech Republic. When traveling outside the Czech Republic, you will always need your passport as well.

If you fail to arrive in the Czech Republic, go to a Ministry of the Interior office to provide your biometric data or pick up your residency card without serious reasons for not having done so, your residency processing will be suspended. If serious reasons which you could not influence prevented you from providing your biometric data or collecting your card in time, you need to notify the Ministry of the Interior duly; otherwise your application will be suspended and you will have to leave the country.

Try to avoid losing or damaging your biometric residency permit – the fee for issuing a new permit is high.

**It is necessary** that you read more about this at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) in the section "Third country nationals" – "Biometrics".

## HOW SHOULD I REPORT CHANGES?

During your stay in the Czech Republic, you are required to report any changes of your last name, marital status and the information in your travel document or residency card within 3 working days.

You must also report any change of your Czech address within 30 days. You are strongly advised to report this change in duly. Remember to put your full name on your letter box. The authorities may send you an important letter. If the postal service (Česká pošta) does not find you at your residence address, you as the addressee will be notified of a failed delivery attempt requesting you to pick up your mail within ten days from the post office. If you fail to pick up the mail, it will be considered delivered on the last day of the period.

Changes can be reported in person or in writing at your office of the Ministry of the Interior. Find out in advance if a change must be reported in person or if it can be done in writing. Either way, you must respect the deadline for reporting the change and bring or send an original or authenticated copy of a document confirming the change.

If a change requires the issuing of a new residency card, you will be asked to pay a fee.

You can find more information about this at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) in the section "Third country nationals" – "Reporting changes".

## HOW CAN I EXTEND MY STAY?

If you reside in the Czech Republic on a long-term visa and you decide to extend your stay, you may file an application for an extension of your visa 90 days at the earliest and just before expiry date of your visa at the latest. If your current and intended stay altogether do not exceed 1 year, you will only ask for an extension of the visa. You must keep the original purpose of your stay when extending the long-term visa.

If you are extending your long-term visa by an application for your first long-term residency permit, you may file an application for an extension of your visa 120 days before the expiry date of your visa at the earliest and the last working day of the validity of your visa at the latest. Again, you must meet all the application requirements, including the necessity to keep the original purpose of your stay.

If you reside in the Czech Republic on a long-term residency permit and you decide to extend your stay, there is the same deadline for filing an application for an extension of a long-term residency permit as for the first application on a visa (120 days before the expiry date at the earliest and the last working day before the expiration of the current valid long-term residency permit at the latest). As in the case of the previous applications, all application requirements must be met.

If you do not file the application for an extension of a long-term visa or the application for the first long-term residency permit or its extension in the prescribed period, your stay in the Czech Republic will be terminated.

## TRAVELLING TO OTHER SCHENGEN AND EU STATES

The Schengen Area is a joint territory of countries that do not carry out border checks on people crossing their common borders. The lifting of border checks is compensated for by enhanced cooperation and joint rules for the protection of external borders, police and judicial cooperation, protection of personal data, issuing of visas and data sharing within the Schengen Information System. The Schengen member states share information with each other. If a foreigner breaks the law in one member state, and their name is entered in the Schengen Information System, they may be prevented from entering any other member state and their stay in other member states may be terminated.

The Schengen Area is composed of Austria, Belgium, The Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

Other EU or EEA member states, that is Bulgaria, Croatia, Cyprus, Great Britain, Ireland and Romania, are not members of the Schengen area.

A third-country national may travel across the EU/Schengen with a valid passport. A residency card issued by the Czech Republic or another member state cannot be considered a travel document for travelling within the EU.

If you hold a valid long-term visa or a long-term residency permit, you can travel to other Schengen countries, but you must follow certain rules and you may stay in those countries for up to 90 days within the period of every 180 days. Schengen calculator to count 90 days out of 180 can be found at [https://ec.europa.eu/home-affairs/content/visa-calculator\\_en](https://ec.europa.eu/home-affairs/content/visa-calculator_en). Regarding EU member states that are not members of the Schengen Area, please contact the embassies of these countries to inquire about entering these countries. You may need a visa to enter these countries (even for the airport transit area). The list of embassies is available on the website of the Ministry of Foreign Affairs: [www.mzv.cz](http://www.mzv.cz).

You can find more information about this at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) in the section “Third country nationals” – “Travelling in the EU/Schengen”.

## I WOULD LIKE MY FAMILY TO JOIN ME

### SHORT-TERM VISA BASED UPON INVITATION

For a short-term visit, your family members can apply for a Schengen visa (short-term visa for up to 90 days) at a Czech embassy. You, the inviting person, must fill in the invitation form, which is available at your local office of the Czech Foreign Police, where it also will be validated.

Below is a list of some of the requirements of your family members' applications. All documents must be in Czech, which means that foreign documents require an official translation:

- Filled out invitation form validated by Police
- Documents allowing the assessment of their intention to leave the Czech Republic/Schengen before their visa expires (such as a booked travel ticket, proof of enough financial resources, proof of employment, proof of the ownership of real estate, proof of family or work relations, etc.)
- Criminal record statement issued by a state of your citizenship, as well as by states in which you had stayed for



longer than six months in the previous three years. The criminal record statement must be superlegalized (higher form of authorization) or certified with an Apostille, unless otherwise is provided by an international treaty (upon request of the Czech embassy or the Ministry of the Interior if the application was filed in the Czech Republic).

- A doctor's certificate of measures against spreading infectious diseases (upon request of the Czech embassy or the Ministry of the Interior if the application was filed in the Czech Republic).
- A proof that you have travel health insurance throughout your stay in the Czech Republic and proof that insurance premiums have been paid, if requested.

### **LONG-TERM VISA FOR "FAMILY" PURPOSES**

If you are a holder of a long-term visa or the conditions for applying for a long-term residency permit for the purpose of family reunification are not met (see below), your family members may apply for a long-term visa for "family" purposes. You are strongly advised to consider whether you will have enough financial resources to support your family. This application may take up to 120 days to process.

Below is a list of some of the requirements of your family members' applications. All documents must be in Czech, which means that foreign documents require an official translation:

- Birth or marriage certificate proving family relations
- A travel document
- A photograph (1 piece)
- Confirmation of the provision of accommodation in the Czech Republic
- Confirmation of mandatory regular income for you and your family
- Proof that you have medical insurance valid in the Czech Republic
- Criminal record statement from their home country
- A doctor's certificate of measures against spreading infectious diseases (upon request of the Czech embassy).

**It is necessary** that you read more about the different requirements of your family members' applications at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) in the section "Third country nationals" – "Visa for a stay of up to 90 days" and "Visa for a stay over 90 days". You are advised to carefully consider whether you have enough financial resources to support your family.

### **LONG-TERM RESIDENCY PERMIT WITH THE PURPOSE OF FAMILY REUNIFICATION**

Your family members may also file an application for a long-term residency permit with the purpose of family reunification, provided you have resided in the Czech Republic for at least 15 months or you have an Employee Card and you have resided in the Czech Republic for at least 6 months. Once again, you are advised to consider whether you have enough income to support them. In this case, you need to prove that you have enough regular net joint monthly income for yourself and your family members where its total must exceed the total of monthly expenditures on housing and the living minimum for all considered members. The processing of this application may take up to 270 days.

Below is a list of some of the requirements of your family members' applications. All documents must be in Czech, which means that foreign documents require an official translation:

- Birth or marriage certificate proving family relations
- Confirmation of the provision of accommodation in the Czech Republic
- Confirmation of regular income for you and your family
- Confirmation of valid medical insurance in the Czech Republic
- Statement of criminal records from their home country
- Medical report from their home country (upon request of the Czech embassy)

**It is necessary** that you read more about the different requirements of your family members' applications at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) in the section "Third country nationals" – "long-term residency" - "Purpose of "family reunification". You are advised to consider whether you have enough financial resources to support your family in the Czech Republic.

Do not forget that:

- Your family members may apply either for a long-term visa or a long-term residency permit (the latter only if you have lived in the Czech Republic for the past 15 or 6 months). A long-term visa is usually issued for up to 1 year while a long-term residency permit may be issued for up to 2 years.
- If your family members have a long-term residency permit with the purpose of family reunification and they find a job after their arrival, they may work during their stay in the CR and they do not need a work permit or Employee Card.
- Before you decide to invite your family over to the Czech Republic, you must make sure that you have enough income to support them. You will be asked to prove your ability to support them when they submit their application for a visa or a residency permit.
- You are must enroll children aged 6-15 to school so that they can receive mandatory education. Failing to do so may result in sanctions.

## HEALTH AND SOCIAL INSURANCE IN THE CZECH REPUBLIC

Everyone who resides in the Czech Republic must have valid health insurance.

There are two types of health insurance in the Czech Republic: public and private.

**Public health insurance** is accessible mainly for the following categories of foreigners:

- All foreigners with a permanent residency permit
- Foreigners whose employer has their registered office or a permanent residency permit in the Czech Republic (the insurance premiums are paid by the employer regardless of the type of residency that the foreigner has – visa or long-term residency permit)
- EU citizens and their family members (if certain conditions are met)
- Other groups (such as asylum seekers)

**Private health insurance (also called travel medical insurance)**, which establishes a purely private legal relationship, is intended mainly for the following categories of foreigners (except for foreigners with a permanent residency permit):

- Self-employed persons and other entrepreneurs
- Economically inactive family members of employees
- Students

The requirements for travel medical insurance for stays for up to 90 days (Schengen visas) are stipulated by an EU regulation called the Community Code on Visas.

If you apply for a long-term visa or a long-term residency permit at a Czech embassy abroad, you must have private health insurance covering necessary and urgent healthcare, including the costs associated with transport or, in the case of your death, repatriation. The amount of the insurance claim for one event must be at least EUR 60 000. The insurance policy may not exclude coverage of injuries caused by willful action, fault or contributory fault on the part of the insured, including events caused by the consumption of alcohol and narcotic and psychotropic substances on the part of the insured.

When you already are in the Czech Republic and you are applying for a long-term visa, a long-term residency permit or an extension of any of the two, you are obliged to take out private medical insurance that provides for comprehensive health care. This means that health care will be provided to the insured without them having to pay directly for treatment and that the aim of this healthcare is to maintain the health condition of the insured as it was before they took out the insurance. This insurance shall not exclude dispensary and preventive healthcare and healthcare related to the pregnancy

of the insured mother and her child's birth. Private health insurance providing for comprehensive health care can only be arranged for with an insurance company authorized to provide this insurance in the Czech Republic.

A proof of private medical insurance is not required if you prove that the costs of health care will be covered on the basis of an international agreement or that it will be covered in another way, i.e. on the basis of a written undertaking by a legal person, a statutory body or on the basis of an undertaking in an invitation form verified by the Foreign Police.

If you are employed, your employer will also pay social insurance on your behalf. If you are an entrepreneur, you must pay social insurance on your own.

If you do not contribute to health and **social insurance** in accordance with Czech law, your visa or residency permit application may be turned down or your existing visa or permit may be revoked.

## WHAT SHOULD YOU BE WARY OF? WHAT ARE THE RISKS?

### FREE HELP AND INFORMATION

- If in need, turn to integration centres or non-governmental organizations which are here to provide you with free legal and social counselling.
- Before you seek their assistance, check credible information provided by state institutions which is available on the internet at e.g. [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) or [www.portal.mpsv.cz/sz/zahr\\_zam/zamka](http://www.portal.mpsv.cz/sz/zahr_zam/zamka). If this information is not enough, write a list of questions which you need to answer and book a meeting with a counsellor. Bring all relevant documents which are concerning your problem.
- Based upon a professional and free assistance you will be able to solve your problems easily.

### INTERMEDIARIES

- Do not spend unnecessary money for arranging your departure from your home country and your stay in the Czech Republic. You can arrange most matters on your own! Find enough trustworthy information through a Czech embassy, the official immigration portal of the Ministry of the Interior or NGOs and integration centres in the Czech Republic. Do not automatically rely on information other than that from official websites.
- If you decide to use the services of an employment agency, make sure it has the proper license for operating as an employment agency in the Czech Republic. The list of accredited employment agencies is available on the website of the Ministry of Labour and Social Affairs: [www.portal.mpsv.cz/sz/zamest/zpr\\_prace](http://www.portal.mpsv.cz/sz/zamest/zpr_prace).

### PERSONAL AND OTHER DOCUMENTS

- Always carry your personal documents (passport) on you and make authenticated copies of important documents. It is recommended that you bring with you documents related to your education, the education of your children (if they are traveling with you), your vaccination records and other important documents.
- Take good care of your Czech biometric residency card because its loss or damage incurs a high fee for the issuing of a new card.

## POWER OF ATTORNEY

- Do not sign a general power of attorney for representation in matters that you can or must arrange yourself (such as the signing of contracts, receiving mail, etc.). The power of attorney is used for a precisely defined scope of representation of a person or for a date. Take good care of all your documents and always conclude work-related agreements in writing so that you can enforce your rights if necessary.
- If you wish to grant someone a power of attorney, choose only credible people and always keep a copy of the power of attorney. Only attorneys with an attorney's license may represent you for money. Find an outcome of the representation and if in doubt, inquire with the relevant authority yourself. You can always withdraw the representation.

## WORK CONDITIONS

- Your employment contract and job description must be concluded in writing before your arrival in the Czech Republic.
- If, after your arrival in the Czech Republic, you are forced to perform different work than previously agreed and you are doing this against your will, your employer may be breaking the law and therefore committing a crime (fraud). In the worst case, this may also be qualified as human trafficking for forced labour. Both men and women may find themselves in this situation. You can identify it by demeaning treatment, poor working conditions (overtime, unsanitary conditions, unsafe or health-threatening work), fictitious debt repayment or sexual or psychological exploitation. If you experience anything like this, immediately contact a specialized NGO or the Police who will help you defend yourself. Your testimony will help punish the offender and protect other foreigners like you from similar exploitation.
- If you become a victim of human trafficking and you cooperate with Czech authorities, you may apply for a long-term residency permit with the purpose of protection in the Czech Republic and you will not lose your residential status.

## DEBTS AND THE IMPORTANCE OF BEING DEBT-FREE

- Be wary of borrowing money so that you are not trapped by debts and a possible execution (i.e. the seizure of property) that could cause you problems and consequently make you an illegal immigrant. Fines and penalties may be imposed for seemingly trivial matters, such as riding public transportation without a valid ticket or not paying television and radio fees and instalments on consumer loans and not paying for waste collection, health and social insurance, etc.
- The Czech Republic has a Registry of Debtors. It is necessary to prove you are debt-free when doing business in the Czech Republic or when arranging your residency issues.

## ABIDING LAW

- Not respecting your immigration and employment responsibilities and breaking laws in general may lead to your expulsion from the Czech Republic and to having your name entered in the Schengen Information System (SIS). This would mean that you would be denied entry to all Schengen states.

## CHANGE OF ADDRESS IN THE CZECH REPUBLIC

- Report any change of your Czech address to an office of the Ministry of the Interior within the legally stipulated timeframe. The authorities may send you registered mail with very important information. If the postal service (Česká pošta) does not find you at your residence address, you as the addressee will be notified of a failed delivery attempt requesting you to pick up your mail within ten days from the post office. If you fail to pick up the mail, it will be considered delivered on the last day of the period. It is necessary to label your mailbox as well as your bell with your name so that the mail carrier can reach you.

## SAVINGS FOR CRISIS SITUATIONS

- If possible, keep a financial reserve for unexpected situations or for the return to your home country.

## IMPORTANT CONTACTS IN THE CZECH REPUBLIC

### BEFORE SETTING OFF FOR THE CZECH REPUBLIC:

#### **Czech embassies, Schengen visas:**

- Ministry of Foreign Affairs of the Czech Republic – Visa Department  
[www.mzv.cz](http://www.mzv.cz), e-mail: [vo@mzv.cz](mailto:vo@mzv.cz)

### AFTER ARRIVING IN THE CZECH REPUBLIC:

#### **All residency-related issues, extensions of residency permits, reporting changes:**

- **Ministry of the Interior of the Czech Republic** – Department for Asylum and Migration Policy (OAMP)  
[www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci) – contacts of regional offices of the Ministry of the Interior  
Address your inquiries to:  
Ministry of the Interior info-line in Czech: phone: (+420) 974 832 421, (+420) 974 832 418  
E-mail: [pobyty@mvcr.cz](mailto:pobyty@mvcr.cz)

#### **Residency checks, Invitation form, reporting arrivals:**

- **Police of the Czech Republic** – Foreign Police Service  
[www.policie.cz/clanek/agenda-cizinecke-policie.aspx](http://www.policie.cz/clanek/agenda-cizinecke-policie.aspx)

#### **Work in the Czech Republic, information, employment agencies, vacancies for foreigners:**

- **Ministry of Labour and Social Affairs**  
Foreign employment in the Czech Republic: [www.portal.mpsv.cz/sz/zahr\\_zam/zamka](http://www.portal.mpsv.cz/sz/zahr_zam/zamka)  
Employment agencies: [www.portal.mpsv.cz/sz/zamest/zpr\\_prace](http://www.portal.mpsv.cz/sz/zamest/zpr_prace)  
Labour Offices: [www.portal.mpsv.cz/upcr](http://www.portal.mpsv.cz/upcr)  
Labour Inspection Offices: [www.suip.cz/](http://www.suip.cz/)

## Free information and counselling:

- **Integration Centres – [www.integracnicentra.cz](http://www.integracnicentra.cz)**

Integration Centres can be found in most regions of the country. They will provide you free assistance with choosing the right office to go to with your issue. They also provide Czech language courses, counselling, interpretation and many other services. Integration Centres always provide free access to the Internet – the staff will help you learn how to use it if you need it.

- **Non-governmental organizations (NGOs) –** The website [www.cizinci.cz](http://www.cizinci.cz) lists all the contacts in the Directory section. NGOs offer free legal and social counselling, Czech language courses, interpretation and translation services and assistance or accompaniment for dealing with authorities, going to a doctor or dealing with schools. You can call any NGO for advice and assistance, even if it is outside your area of residency. There are also non-profit non-governmental organizations in various regions that you can visit personally and get advice.

The following is only a selection of these organizations:

- **Organization for Aid to Refugees – OPU** – legal and social counselling – [www.opu.cz](http://www.opu.cz), phone: (+420) 730 158 779, (+420) 739 413 983 (social), (+420) 730 158 781, (+420) 730 158 779 (legal), e-mail: [opu@opu.cz](mailto:opu@opu.cz)
- **Integration Counselling Centre – PPI** – legal and social counselling – [www.p-p-i.cz](http://www.p-p-i.cz), phone: (+420) 603 281 269 (social), e-mail: [paha@p-p-i.cz](mailto:paha@p-p-i.cz)
- **International Organization for Migration – IOM** – counselling, work migration, voluntary returns – [www.iom.cz](http://www.iom.cz), phone: (+420) 233 37 01 60, e-mail: [prague@iom.int](mailto:prague@iom.int)
- **Support Centres for the Integration of Foreigners – CIC** – legal and social counselling – [www.cicpraha.org](http://www.cicpraha.org), phone: (+420) 222 360 452 (social), (+420) 222 362 142 (work), e-mail: [info@cicpraha.org](mailto:info@cicpraha.org)
- **Association for Integration and Migration – SIMI** - legal and social counselling – [www.migrace.com](http://www.migrace.com), phone: (+420) 605 253 994 (social), +420 603 547 450 (legal), e-mail: [poradna@migrace.cz](mailto:poradna@migrace.cz)
- **InBáze, z.s.** – legal and social counselling - [www.inbaze.cz](http://www.inbaze.cz), phone: (+420) 739 037 353, e-mail: [info@inbaze.cz](mailto:info@inbaze.cz)
- **Caritas Czech Republic** – assistance to foreigners in need – [www.charita.cz](http://www.charita.cz) (Mongolian and Vietnamese: [www.charita.cz/infolinka](http://www.charita.cz/infolinka)). Caritas Czech Republic has a network of branches all over the country.
- **Caritas of the Archdiocese of Prague** – Migration Centre – legal and social counselling, short-term shelter in crisis situations, assistance to victims of human trafficking – [www.praha.charita.cz](http://www.praha.charita.cz), phone: (+420) 224 813 418, e-mail: [migrace@praha.charita.cz](mailto:migrace@praha.charita.cz).
- **META, o.p.s.** – Education guidance for young people and adults, validation of diplomas [www.meta-ops.cz](http://www.meta-ops.cz), phone: (+420) 222 521 446, e-mail: [info@meta-ops.cz](mailto:info@meta-ops.cz)
- **La Strada Czech Republic** – assistance to victims of exploitation and trafficking in human beings – [www.strada.cz](http://www.strada.cz), SOS helpline: (+420) 222 717171, info line: (+420) 800 077 777

## EU Immigration Portal:

- [www.ec.europa.eu/immigration](http://www.ec.europa.eu/immigration)

## DO NOT FORGET

### BEFORE DEPARTURE

- 1) I must have a valid travel document, or, if I am under 15 years of age and do not have my own passport, I must be entered in my parent's passport. To receive a long-term visa, the passport may not be older than 10 years, it must have at least 2 empty pages and its validity must be at least 3 months longer than the validity of the long-term visa.
- 2) I have verified the requirements of an application for a visa or a residency permit with a Czech embassy or at [www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci).
- 3) I have health insurance that is valid in the Czech Republic.
- 4) A visa must be placed in my passport, or I must receive a notification from the embassy that I was granted a long-term residency permit.

### UPON ARRIVAL

- 1) Within 3 working days from arrival, I must report my presence to the Foreign Police (if I have a visa) or to an office of the Ministry of the Interior (if I have applied for a long-term residency permit), unless this duty is performed by the accommodation provider.
- 2) If I applied for a long-term residency permit, I must go to an office of the Ministry of the Interior in person within 3 days from arrival to provide my biometric data.
- 3) If I have already provided my biometric data, I will have to come to the same office once more in person to receive the residency permit and pay the fee.

### DURING MY STAY

- 1) I must report any changes to my last name, marital status and data in my passport and my residency card, including my Czech address, to the Ministry of the Interior.
- 2) If I wish to extend my stay beyond the validity of my visa/permit, I must in time:
  - file an application for an extension of the long-term visa (90 – 0 days prior to the expiry of my current visa), or
  - file an application for my first long-term residency permit or its extension (at the earliest 120 days before it expires and at the latest on the last working day of the validity of the current visa or the long-term residency permit).
- 3) During my entire stay, I must fulfil the purpose of stay stated in my visa or my long-term residency permit.

### CONTACTS:

Czech Embassy

Ministry of Foreign Affairs of the Czech Republic – [www.mzv.cz](http://www.mzv.cz), e-mail: [vo@mzv.cz](mailto:vo@mzv.cz)

### AFTER YOUR ARRIVAL IN THE CZECH REPUBLIC:

Ministry of the Interior of the Czech Republic – Department for Asylum and Migration Policy (OAMP)

[www.mvcr.cz/cizinci](http://www.mvcr.cz/cizinci)

Infoline: phone: (+420) 974 832 421, (+420) 974 832 418, e-mail: [pobyty@mvcr.cz](mailto:pobyty@mvcr.cz)



Watch the short movie *Next stop the Czech Republic* on the website of the Ministry of the Interior.



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY

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