



ADAPTATION INTEGRATION COURSES

Welcome to the Czech Republic



NEXT STOP CZECH REPUBLIC

Information for foreigners who intend
to stay in the Czech Republic



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY



NEXT STOP – THE CZECH REPUBLIC

This brochure provides information to foreigners from third countries who are planning to relocate to the Czech Republic on a long-term basis. It has been created along with a short documentary, “Next Stop – The Czech Republic” and adaptation and integration courses for foreigners after their arrival in the Czech Republic.

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 warns against certain negative phenomena that foreigners may encounter here. The information included in this brochure aims to encourage the independence and self-sufficiency of newly arriving foreigners to the greatest extent possible because they 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.

This brochure and the film entitled “Next Stop – The Czech Republic” have been created by an expert group 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, NGOs and Slovo 21.

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MINISTERSTVO VNITRA
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NEXT STOP THE CZECH REPUBLIC

Sunset over České údolí dam near Pilsen

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! It is NOT intended for temporary protection holders from Ukraine either.

WHAT IS A LONG-TERM VISA?

A long-term visa (also referred to as “the 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 sought by newcomers who wish to spend more than 90 days in the Czech Republic. If you later decide to extend your stay while keeping its original purpose (you will comply with the same purpose of stay), you may then apply for a long-term residency permit in the Czech Republic. A long-term visa is **a sticker in your passport**.

WHAT IS A LONG-TERM RESIDENCY PERMIT?

A long-term residency permit (also referred to as “the long-term residency”) 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 is a plastic 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 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 which receives the application from the embassy.



CONSIDERING RELOCATION TO THE CZECH REPUBLIC

State-owned castle and chateau in Český Krumlov

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, please check the following:

- Will your study program be classified as “studies” under Czech immigration law, or does it fall into a different category? (*You can check the type and the purpose of stay with the school or [the information portal for foreigners](#)*).
- How long are you going to study in the Czech Republic? (*check with the school*)

If you plan 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 reside in the Czech Republic temporarily for *more than 3 months* and the study program qualifies as “studies” under Czech immigration law. This is most often an accredited university study programme, attendance at a language and professional preparation for an accredited university study program (organised by a public university), a secondary school or higher vocational school study as part of an exchange program. Study programmes at secondary schools and conservatories that are not part of an exchange program or are classified as paid vocational training do not belong into this category. They are considered as “other” purposes of residence (see below). A detailed list of examples which the legislation considers to be studies can be found at [frs.gov.cz](#) website.

You will wait for approximately 60 days for the outcome of your application, and an embassy of the Czech Republic will contact you regarding the result. If you are not subject to visa requirements, you can travel to the Czech Republic without a visa after being informed of a positive outcome. Upon arrival, it is your duty to report to the Ministry of the Interior within 3 working days (for registration and the provision of biometric data for the issuance of a residence permit). If you are subject to visa requirements, an embassy of the Czech Republic will issue you a ‘visa for the acquisition of a residence permit’ (with code DV/R) for your travel. In this case, it is sufficient for you to report to the Ministry of the



Interior within 30 working days. In both cases, you will later pick up your residence permit card from there.

- **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 the study program qualifies as “studies” under 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. A long-term visa is suitable mainly for students who plan to study in the Czech Republic for maximum of one year and their study will not be part of an exchange study program.

The embassy will inform you about the decision on your application in approximately 60 days and it will also put the visa sticker into your passport. When you arrive in the Czech Republic, it is your duty to register your stay at the Foreign Police within 3 working days from your arrival.

Tip: If it concerns studies under the Foreigners' Residence Act, it is entirely up to you whether you first apply for a long-term visa or directly for a long-term residence permit. A long-term visa is issued for a maximum period of one year, and if you wish to continue your studies in the Czech Republic, you must subsequently apply for a long-term residence permit (as mentioned above).

- **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 the study program does not qualify as “studies” under Czech immigration law. This may include, for example, studying at a secondary school, conservatory, or higher vocational school that is not part of an exchange program, certain unaccredited short-term educational programs for students of foreign universities and exchange programs, studying at schools that have accredited study programs abroad, participation in language and vocational courses and programs that are not intended to prepare for studying an accredited higher education program, as well as other study, exploratory, and educational courses.

The embassy will inform you about the decision on your application in approximately 90 – 120 days, although sometimes the waiting time may be longer due to circumstances. The same embassy will also put the visa sticker into your passport. When you

arrive in the Czech Republic, it is your duty 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 (foreign documents require an official translation into the Czech language):

- Travel document
- Proof of your enrolment in a school or another type of educational institution
- A photograph (1 piece)
- Proof of accommodation in the Czech Republic
- Proof of sufficient funds to which you have access in the Czech Republic
- Extract from the Penal Register Record issued by the 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 and not necessary for pupils and students under the age of 15)
- Certificate of compliance with requirements of measures adopted to prevent the spread of infectious diseases (upon request of the Czech embassy)
- If your application is approved, you must submit proof of Czech health insurance to the embassy.

It is necessary that you read more about all the requirements for your application, studies and immigration at the official [information portal for foreigners of the Ministry of Interior of the Czech Republic](#).

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 within a visa-free travel to pick up a long-term residency permit, you must provide your biometric data for your residency card at an office of the Ministry of the Interior within 3 working days.
- If you are arriving in the Czech Republic to pick up a long-term residency permit and you have a DV/R visa sticker in your passport, you must provide your biometric data for your residency card at an office of the Ministry of the Interior within 30 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. **You may also work or do business but only if your study in a day study program**

at a **secondary school, conservatory, higher vocational school or university in an accredited study program**. However, you must still comply with the main purpose of stay, i.e. 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 extension of residency application pending during this period, you must report your departure to the Ministry of the Interior and ensure that your mail will be collected.
- If you are **expelled**, the school will report this to the Ministry of the Interior and your visa or residency permit may be revoked.

You will pay a fee in local currency for the acceptance of your application at the diplomatic mission. You will pay the fee for the acceptance of your application within the Czech Republic at the Ministry of the Interior in Czech crowns. The amount of the fees can be verified on the **Ministry of the Interior's website**

Tip: Not sure how to start studying at a university in the Czech Republic? Contact Study in Czechia, which is the official source of information for choosing a university and study program in the Czech Republic. They assist foreign students at the beginning of their journey to university. Their website provides information about the higher education system, study opportunities, and student life in the Czech Republic. You can also reach out to them through social media or contact them with your questions.



I WOULD LIKE TO WORK IN THE CZECH REPUBLIC

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

Check out current vacancies in the Czech Republic at the official [website of the Ministry of Labour and Social Affairs](#).

1. Access to the labour market

To be successful on the labour market in the Czech Republic, it is necessary to have a valid residency permit and to know if you have free access to the labour market or if you need a work permit. Free access to the labour market depends upon the type of your residency permit, type of job or other conditions.

The following categories of foreign nationals have free access to the labour market:

- EU nationals and their family members,
- Nationals of Australia, Israel, Japan, South Korea, Canada, New Zealand, Singapore, USA and Great Britain,
- Foreigners with a permanent residency permit,
- Holders of international protection (asylum or supplementary protection) status,
- Holders of temporary protection,
- Foreigners with a valid long-term residency permit with the purpose of family reunification with a foreigner with permanent residency, long-term 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 completed secondary or university education according to Czech legislation, etc.



Even if you don't need a work permit, Employee Card or Blue Card, you must always have a residency permit or visa. If you are staying in the CR temporarily without a visa, you are not allowed to work.

If you don't have free access to the labour market, you will need a work permit, Blue Card or Employee Card apart from a valid work contract or agreement to perform work.

2. Long-term visa for the purpose of seasonal employment

You may apply for a visa with the duration of over 90 days with the purpose of seasonal employment if you intend to stay in the Czech Republic to conduct season-related activities. Typically, this applies to professions 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 for up to 9 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 labour office in 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,
- Extract from the Penal Register Record issued by the state of your citizenship, as well as by states in which you had stayed continuously for longer than 6 months in the previous 3 years (upon request of the Czech embassy),
- Certificate of compliance with requirements of measures adopted to prevent the spread of infectious diseases (upon request of the Czech embassy),
- If your application is approved, you must submit proof of Czech health 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 specific 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,
- 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,
- Extract from the Penal Register Record issued by the state of your citizenship, as well as by states in which you had stayed continuously for longer than 6 months in the previous 3 years. The extract 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.
- Certificate of compliance with requirements of measures adopted to prevent the spread of infectious diseases (upon request of the Czech embassy),
- If your application is approved, you must submit proof of Czech health 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.



The embassy will collect an application fee in the local currency. If you file your application in the Czech Republic, the Ministry of the Interior will collect a fee payable in CZK in the form of a revenue stamp. For more details on fees go to the **Ministry of the Interior website**.

You will wait approximately 60–90 days for the result of your application for an employee card. If your application for the employee card is approved and you are not subject to visa requirements, you can travel to the Czech Republic after receiving the outcome and have your biometric data collected at the Ministry of the Interior within 3 working days for the purpose of issuing a biometric employee card. However, during your temporary stay without a visa (until the biometric card is issued), you are not allowed to work. If you are subject to visa requirements, the Czech embassy will issue you a 'visa for the purpose of collecting a residence permit' (DV/R) for your journey. You must visit the Ministry of the Interior within 30 calendar days of your arrival to provide your biometric data for the issuance of the biometric card. You will also pick up your biometric card—employee card—there later.

If the holder of an Employee Card wishes to change their job, to be employed in another position or to change their employer, such changes must be reported to the Ministry of the Interior of the Czech Republic (Department for Asylum and Migration Policy). Changes must be reported at least 30 days in advance. Work at the new position or for a different employer cannot be commenced until the Ministry confirms they received the report. Changes of employment or employer may be made after 6 months from the moment when the first Employee Card was collected (see the Labour Code for exceptions).



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 in 15 days a binding opinion whether, considering the situation on the labour 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 free access to the labour market, or
- b) has a work permit,

the Employee Card is used only as a long-term residency permit.

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

It is essential that you learn 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. Such information can be obtained at the [Information Portal for Foreigners](#).

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 Labour Office of the CR issues a special work permit in specific cases. If you are a holder of a work permit or you have free access to the labour 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 labour market and who wish to change their employer or their job position must report such changes to the Ministry of the Interior 30 days in advance and wait for a written statement of fulfilment of conditions. Foreigners with free access to the labour market must report a change of employer or position within 3 working days of commencement of a new job.
- 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 the termination of employment to apply for approval of change of employer. Otherwise, your employee card is **terminated**. Together with the notification of change of

employer, you must submit a document proving that your employment still continues, or when it ended.

- You should always request your own original 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 work the legally required 40 hours per week in 2024, you are entitled to at least the minimum wage of CZK 18,900 a month (approx. USD 830/EUR 753) or CZK 112.50 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, ask for help at the local Labour Inspection Office (contacts available at 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. This can be done electronically too.
- If you violate the conditions of your work permit, Employee Card or you work without any work permit or without an 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 issued 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 will collect an application fee in the local currency. If you file your application in the Czech Republic, the Ministry of the Interior will collect a fee payable in CZK. For more details on fees go to [the Ministry of the Interior website](#).

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 diplomatic mission 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” (DV/R) for your journey. Within 30 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 – the Blue Card. If you arrive in the Czech Republic without a visa, you need to report your arrival and address at the Foreign Police office within 3 working days.

You will need to submit, among other, the following documents together with your 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 recognition of education),
- Proof that you have met conditions for conducting regulated activities if you intend so engage in such professional activities,
- Extract from the Penal Register Record issued by the state of your citizenship, as well as by states in which you had stayed continuously for longer than 6 months in the previous 3 years. The extract 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.



- Certificate of compliance with requirements of measures adopted to prevent the spread of infectious diseases (upon request of the Czech embassy),
- 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 at the [Information Portal for Foreigners](#).

Check out the vacancies available for Blue Card holders at the [Ministry of Labour and Social Affairs portal](#).

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 recognized and receive a certificate of recognition.



The term **recognition** 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 recognized by Departments of Education at the relevant Regional Offices; in Prague they are recognized 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 recognition 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).

If your university education was recognized in another EU state, this is considered equal to the education from the CR.

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** or the website of the **Ministry of Education, Youth and Sports**. 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 change your purpose of stay to doing business, you may apply for a change of the purpose of stay only after 5 years of legal residency in the Czech Republic (after 3 years if you came to the Czech Republic based on a residency permit with the purpose of family reunification and you are currently staying here for the same purpose). You may do business in the Czech Republic even if your purpose of stay is other than "business" but only provided that you will continue to comply with your original purpose of stay and applicable laws.

Business in the Czech Republic can take the form of a natural person's business, most commonly based on a so-called **trade license or another type of licence**, or for example, the form of **participation in a legal entity (business company)**. All legal entities are required to be registered in the commercial register. 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.

An entrepreneur is a person who independently carries out a systematic gainful activity on his own account, his own responsibility and in a trade-licensing (or similar) manner.

An 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. runs 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 health insurance from an insurance company that is authorized to provide health insurance in the Czech Republic.

District 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 the following calendar month (this may not apply to you if business is not your main source of income and your premiums, for instances, are linked to your employment – seek advice from any integration centre or one of the NGOs listed at the end of this brochure). 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 remain 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 31 March 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),
- Proof of the entry of your business into the licensing or trade registry of the Czech Republic,
- Proof of accommodation in the Czech Republic,
- Proof of sufficient funds to which you have access in the Czech Republic,
- Extract from the Penal Register Record issued by the state of your citizenship, as well as by states in which you had stayed continuously for longer than 6 months in the previous 3 years. The extract 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.
- Certificate of compliance with requirements of measures adopted to prevent the spread of infectious diseases (upon request of the Czech embassy),
- 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 on the information portal for foreigners in the section **“Third country nationals”**.

DO NOT FORGET THAT:

- There is a big 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 with the purpose of doing business, 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 IN THE CZECH REPUBLIC

A view of Malá Strana and Charles Bridge

WHAT IS THE REPORTING DUTY?

If you are arriving under a visa-free travel or have a long-term visa, you must register with the **Foreign Police department according to your place of residence in the Czech Republic**. Your first duty in the Czech Republic is to report your presence within 3 working days from the date of entry into the territory of the Czech Republic!

If you are coming to the Czech Republic on a 'visa for obtaining a residence permit (DV/R)'; that is, to collect your long-term residence permit, you are required to report your presence within 30 days at the **Ministry of the Interior office**, where you will also fulfil your obligations related to the collection of biometric data for the issuance of a residence permit card (see below).

When fulfilling your reporting duty, you must present a valid passport and a completed **registration form** (which you will receive at the foreign police or Ministry of the Interior office).

You may be asked to provide proof of travel health insurance.

The reporting duty does not apply to foreigners who have fulfilled this obligation with their accommodation provider (e.g., hotel, student dormitory). It also does not apply to persons under the age of 15.

Further information, including the addresses of the foreign police and Ministry of the Interior offices, can be found on the **information portal for foreigners**.

WHAT ARE 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, specifically a facial image, finger prints and a digital signature. Biometric data are recorded 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 30 working days of the day of your arrival in the Czech Republic with your valid passport and provide biometric data so that your biometric 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). Here you will also pay the fee in the form of **revenue stamps** (typically, they can be purchased at any post office until 31 December 2024); after 1 January 2025 revenue stamps will be discontinued and another form of payment will be introduced. 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 travelling outside the Czech Republic, you will always need your passport as well.

If you fail to arrive in the Czech Republic or appear at the 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 duly notify the Ministry of the Interior; 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 on the information portal for foreigners in the section **"Biometrics"**.

HOW SHOULD YOU 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.

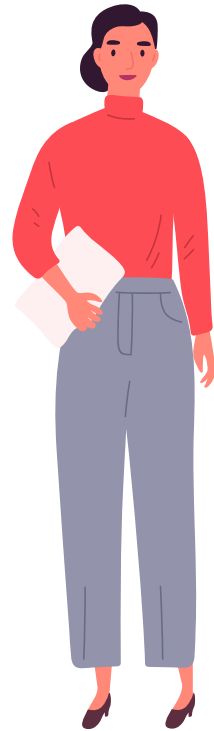
You must also report any change of your Czech address within 30 days. You are strongly advised to report this change in duly. Remember to put your full name on your letter

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 10 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 the 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 a verified 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 on the information portal for foreigners in the section “**Third country nationals**” – “**Reporting changes**”.



HOW CAN YOU EXTEND YOUR 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 the 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 have a long-term visa and you plan to stay in the Czech Republic for over 1 year, you may apply for a long-term residence permit. You may file the application 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. In case you transfer from a visa to a long-term residence, you must keep the original **purpose of your stay** and submit all necessary documents required for the application (see the Aliens Act for exceptions).

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; therefore, 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, Bulgaria, Croatia, The Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland.

Other EU or EEA member states, that is Ireland and Cyprus, 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. You can use the Schengen calculator available at the [European Commission website](#) to check whether you meet this requirement. 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 for instance on the website of the [Ministry of Foreign Affairs](#).

You can find more information about this on the information portal for foreigners in the section **“Third country nationals” – “Travelling in 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, as the inviting person, must fill in the invitation form *Pozvání*, which is available at the office of the Czech foreign police according to the place of your residence, or you can use the **ePozvání** electronic form on the citizen portal. The invitation is confirmed by the foreign police.

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 the Police,
- Documents allowing to assess 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.),
- A proof of travel health insurance throughout their stay in the Czech Republic.



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 accommodation in the Czech Republic
- Confirmation of sufficient financial resources available to them in the Czech Republic
- Extract from the Penal Register Record issued by the state of your citizenship, as well as by states in which you had stayed continuously for longer than 6 months in the previous 3 years. This document is not required from foreigners under 15 years of age. Additionally, the extract must be superlegalized (higher form of authorization) or certified with an Apostille, unless an international treaty waives this requirement (upon request of the Czech embassy).
- Certificate of compliance with requirements of measures adopted to prevent the spread of infectious diseases (upon request of the Czech embassy)
- A proof that you have travel health insurance throughout your stay in the Czech Republic and a proof that insurance premiums have been paid, if requested.

It is necessary that you read more about the different requirements of your family members' applications on the information portal for foreigners in the section "**Visa for a stay of over 90 days**". You are advised to carefully consider whether you have enough financial resources to support your family.

Long-term residency 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 a long-term residency permit or permanent residency permit and 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 or if you have a Blue Card or long-term residency permit for the purpose of scientific research or you have applied for one or you at least have a long-term residency permit with the purpose of looking for a job or starting a business. Once again, you are advised to consider whether you have enough income to support your family members. 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
- Proof of accommodation in the Czech Republic
- Proof of regular income for you and your family with the legally defined minimum amount
- Proof of valid health insurance in the Czech Republic
- Extract from the Penal Register Record issued by the state of your citizenship (upon request of the Czech embassy)
- Certificate of compliance with requirements of measures adopted to prevent the spread of infectious diseases (upon request of the Czech embassy).

It is necessary that you read more about the different requirements of your family members' applications on the information portal for foreigners in the section "**Long-term residency permit**" – "**Purpose of "family reunification"**".

You are advised to consider whether you have enough financial resources to support your family in the Czech Republic.

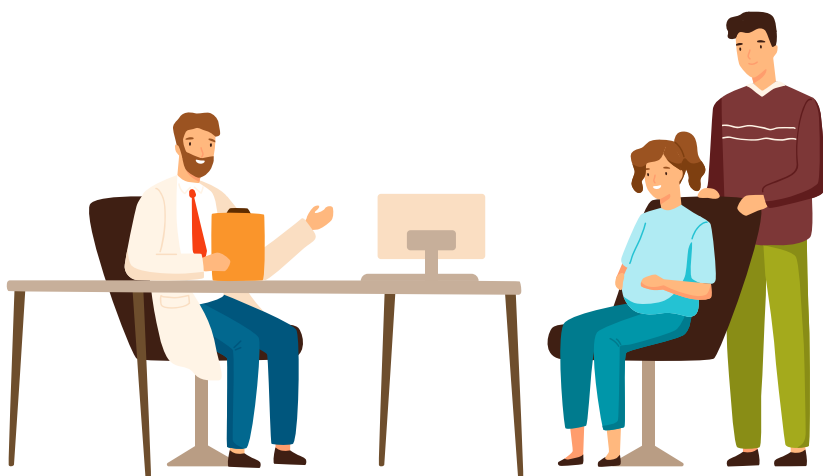
DO NOT FORGET THAT:

- 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, however, exceptions may apply). A first 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.
- If their stay is longer than 90 days (this does not apply to short visits), **you must enrol children aged 6–15 in primary school (children from the age of 5 must attend kindergarten) 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 commercial.



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 selected groups (such as holders of international protection, of temporary protection and others).

Commercial 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 commercial 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 400,000. The insurance policy may not exclude coverage of injuries caused by wilful 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 commercial 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. Commercial health insurance providing for comprehensive health care can only be arranged for with one of insurance companies authorized to provide this insurance in the Czech Republic.

A proof of commercial 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.

It is necessary that you read more about the different requirements of your family members' applications on the information portal for foreigners in the section – **Proof of health insurance**.

ADAPTATION AND INTEGRATION COURSE FOR FOREIGNERS

Since 1 January 2021, **a duty to take an adaptation and integration course has arisen for certain groups of foreigners; the course must be taken within one year from the moment of the final decision on the residency permit**. This four-hour course provides an overview of rights and duties related to residing in the Czech Republic.

Who must take this course?

The integration course is compulsory for every holder of the following permits issued after 1 January 2021:

- a long-term residency permit
- a long-term residency permit due to a change in the purpose of residency
- a long-term residency permit for humanitarian reasons, especially if the foreign national is the spouse of an asylum holder and the marriage date precedes the arrival date of the asylum holder in the Czech Republic, a minor or a dependent child of an asylum holder, unless the child is an asylum seeker, or a foreign national who used to be a Czech citizen in the past
- a permanent residency permit due to reasons of special consideration
- a permanent residency permit if such residency is beneficial for the Czech Republic

- a permanent residency permit for a child of a foreign national who is a holder of a permanent residency permit, if the application was made for the purpose of family reunification in the Czech Republic
- a permanent residency permit after the previous permanent residency permit issued to the same foreign national was revoked due to a continuous six-years' absence in the Czech Republic or continuous twelve-months' absence in the European Union
- permanent residency permit after four years of continuous residency in the Czech Republic if the foreign national has completed the international protection procedure.

The duty to take the course does not apply to the following cases

The duty to take the adaptation and integration course **does not apply to EU nationals** and their family members and family members of Czech citizens.

It also does not apply to holders of the following type of Czech residency permits:

- a long-term residency permit for the purpose of studies
- a long-term residency permit for the purpose of protection
- a long-term residency permit for the purpose of investment
- a long-term residency permit issued by the Ministry of Foreign Affairs of the Czech Republic
- an Intra-Company Employee Transfer Card
- an Intra-Company Employee Transfer Card of another EU member state

The duty to take the compulsory adaptation and integration course also does not apply to foreign nationals younger than 15 or older than 61 at the time of the final decision on the residency permit. Also those foreign nationals who took the course after 1 January 2021 do not need to take it again.

Holders of Employee Cards and Blue Cards issued under the government programs "Highly Skilled Employee" and "Key and Scientific Personnel" do not have to take the course either.

What happens if you do not take the course?

Failure to take the adaptation and integration course can be punishable by a fine in the amount of **up to CZK 10,000**.

Where can you take the course?

This course is provided ONLY by **Centres for Integration of Foreigners**. PLEASE NOTE! Courses with the same or a similar title but provided by a different entity will not be recognized. **You can sign up for the course ONLY through the information portal for foreigners**, where dates of individual courses will be made available at a fee. The fee for the course is **CZK 1,500**.

To check if this duty concerns you, take a short **online quiz** on the website of the Integration Centre of Prague.

Detailed information can be found at the course website at
<http://www.vitejtevcr.cz/>



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

Valtice Chateau, South Moravia

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 – mainly on the **information portal for foreigners** or **Legal employment of foreigners in the CR**. If this information is not sufficient, 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.
- With their professional assistance provided free of charge 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 information portal of the Ministry of the Interior** or NGOs and **official 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**.

PERSONAL AND OTHER DOCUMENTS

- Never give your personal documents (mainly your passport) to anyone else and make authenticated copies of important documents. Have them translated, if necessary, and keep originals. It is recommended that you bring with you documents related to your education, the education of your children (if they are travelling 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.). If necessary, use only a partial power of attorney, which is used for a precisely defined scope of representation of a person or for a date.
- 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.
- Keep all written documents and always conclude contracts and agreements related to your work in writing, in case you need to enforce your claims and rights.



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, 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, dangerous or health-threatening work), fictitious debt repayment or sexual or psychological exploitation. If you experience anything like this, immediately contact a specialized NGO (see the Contacts section) or the Police of the Czech Republic who will help you defend yourself. Your testimony will help punish offenders 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 in debts and a possible 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 will be denied entry to all Schengen states.

CHANGE OF ADDRESS IN THE CZECH REPUBLIC

Report any change of your Czech address within the legally stipulated deadline. 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 EMERGENCY SITUATIONS

If possible, keep enough financial means for unexpected situations or for returning to your home country.

HELPING YOU RETURN HOME

If you are not able to organize return to your home country by your own means, you may ask the Ministry of the Interior to help you with the voluntary return. You will not need an interpreter or mediator. Contact us and we will deal with the request directly with you.

Contact us at navraty@mvcr.cz or at +420 704 844 574.



IMPORTANT CONTACTS IN THE CZECH REPUBLIC

A view of Teplá, the Premonstratensian
monastery in Teplá at Mariánské Lázně

PŘED ODJEZDEM DO ČR:

Before setting off for the Czech Republic:

- **Ministry of Foreign Affairs of the Czech Republic** – Visa Department
www.mzv.cz, e-mail: vo@mzv.cz.
- **Entry and residence**

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)
- **Contact details for regional offices of the Ministry of the Interior**
- **Helpline of the Ministry of the Interior:** + 420 974 801 801,
e-mail: pobyty@mvcv.cz

Residency checks, Invitation forms verification, reporting arrivals:

- **Police of the Czech Republic – Foreign Police Service**

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

- **Ministry of Labour and Social Affairs**
- **Employment of foreigners in the Czech Republic**
- **Employment agencies**
- **Labour Offices**
- **Labour Inspection Offices**
- **Counselling services**

Free information and counselling:

- **Integration Centres**

Integration Centres can be found in all regions of the country. They will provide you free of charge 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 lists all the contacts in the Directory section – **Non-governmental organizations**.

NGOs offer free legal and social counselling, Czech language courses, assistance or accompaniment for dealing with authorities, going to a doctor or dealing with schools, interpreting and translation services. 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.

Only a selection of these organizations follows:

- **Organization for Aid to Refugees – OPU** – legal and social counselling
www.opu.cz
phone: (+420) 730 158 779, (+420) 739 413 983 (social), (+420) 730 158 781 (legal)
e-mail: opu@opu.cz
- **Integration Counselling Centre – PPI** – legal and social counselling
www.p-p-i.cz
phone: (+420) 603 281 269 (social)
e-mail: praha@p-p-i.cz
- **International Organization for Migration – IOM** – counselling, work migration, voluntary returns
www.iom.cz
phone: (+420) 233 370 160
e-mail: prague@iom.int
- **Support Centres for the Integration of Foreigners – CIC** – legal and social counselling
www.cicops.cz
phone: (+420) 704 600 700 (social), (+420) 702 150 630 (work)
e-mail: info@cicpraha.org

- **Association for Integration and Migration – SIMI** - legal and social counselling
www.migrace.com
phone: (+420) 224 224 379 (social)
e-mail: poradna@migrace.com
- **InBáze, z.s.** – legal and social counselling
www.inbaze.cz
phone: (+420) 739 037 353
e-mail: info@inbaze.cz
- **Caritas Czech Republic** – assistance to foreigners in need
www.charita.cz
(Mongolian and Vietnamese integration infolines: 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
phone: (+420) 224 246 573
e-mail: migrace@praha.charita.cz.
- **META, o.p.s.** – Education guidance for young people and adults, validation of diplomas
www.meta-ops.cz
phone: (+420) 222 521 446
e-mail: poradenstvi@meta-ops.cz
- **La Strada Czech Republic** – assistance to victims of exploitation and human trafficking
www.strada.cz
SOS helpline: (+420) 222 717171, info line: (+420) 800 077 777
e-mail: pomoc@strada.cz

EU Immigration Portal: www.ec.europa.eu/immigration – practical information on relocation to the EU because of work, studies or family reunification, also on provision of services under EU business agreements. Further, it provides useful information to those who already reside in the EU and want to learn more about their rights or about moving between EU countries.

Before departure

1. You must have a valid travel document, or, if you are under 15 years of age and do not have your own passport, you must be entered in your 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. You have verified the requirements of an application for a visa or a residency permit with a Czech embassy or at the **information portal for foreigners**: <https://frs.gov.cz/>
3. You have health insurance that is valid in the Czech Republic.
4. A visa must be put in your passport, or you must receive a notification from the embassy that you were granted a long-term residency permit.

After arrival

1. Within 3 working days from arrival, you must report your presence to the Foreign Police (if you have a visa) or within 30 working days to an office of the Ministry of the Interior (if you have applied for a long-term residency permit), unless this duty is performed by the accommodation provider.
2. If you applied for a long-term residency permit, you must go to an office of the Ministry of the Interior in person within 30 days from arrival to provide your biometric data.
3. If you have already provided your biometric data, you will have to come to the same office once more in person to receive the residency permit and pay the fee. (At the latest 60 days from the provision of the biometric data.)

During your stay

1. You must report any changes to your last name, marital status and data in your passport and your residency card, including your Czech address, to the Ministry of the Interior.
2. If you wish to extend your stay beyond the validity of your visa/permit, you must duly:

- file an application for an extension of the long-term visa (90 – 0 days prior to the expiry of your current visa), or
 - file an application for your 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 your entire stay, you must fulfil the purpose of stay stated in your visa or your long-term residency permit.

Contacts:

Czech Embassy
Ministry of Foreign Affairs of the Czech Republic
www.mzv.cz
e-mail: 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) – **Information portal for foreigners**
<https://frs.gov.cz/kontakty/>

Foreign Client Infoline:
phone: (+420) 974 801 801
e-mail: pobyty@mvcz.cz



ADAPTATION INTEGRATION COURSES

Welcome to the Czech Republic



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY

