

EMPLOYING THE FOREIGNERS

1. Scientists within EU countries

Citizens of EU/EHP and Switzerland have the same legal status in the Czech Republic as Czech residents. **There is no need to get any residence permit or work permit.** From a practical point of view, it is good to distinguish between **short-term** stays when agreements (DPP or DPČ) are concluded and **long-term** stays when the employment contract is concluded.

It is not compulsory to have **travel insurance**. However, it is recommended to have travel insurance to cover the period between the arrival date to the Czech Republic and the date of the employment entry.

After arrival

- If the employee works in the Czech Republic only, the Contract determines the tax residence *to prevent double taxation*. If the bilateral Contract is not concluded, he/she is considered a tax resident of the Czech Republic if he/she exceeds 183 days of residence in the Czech Republic.
- Independently of determining the tax residence, the employee will always pay the social and health insurance in the Czech Republic.
- **In the case of concurrent employment in various EU countries**, the employee must ask for the issue of the European form A1 in the relevant social security administration office. A1 form determines in which country the employee is a subject of social security legislation and to which country the insurance payments will be sent.
- **"Reporting obligation"** is necessary if the estimated length of stay is **longer than 30 days**. In this case, the scientist must report his/her stay to the foreign police office in the time period of 30 days from the date of the Czech Republic entry:
 - **Foreign police office** – Department of residence agenda Brno
 - Address: Cejl 62b, 602 00 Brno, phone: 974 628 131
 - [Map link](#)
 - Fills in a short personal questionnaire and submits the necessary documents: passport, employment contract, the accommodation contract
 - **When the stay is longer than one year**, it is good to apply for a temporary stay at the Department of Asylum and Migration Policy ("OAMP"), Tuřanka 115b, 627 00 Brno Slatina. *Note:* Due to long waiting times, it is recommended to reserve the appointment date by phone in advance at +420 974 801 801.
 - Helpful [video](#) How to travel to OAMP.

- Establishment of a regular bank account (not applicable for agreements – DPP and DPČ)
- Establishment of a Social security number in the Social Security Administration office – it is necessary to send a scan of the passport to the payroll office of the Rectorate (Marcela Černá).

2. Scientists from outside the EU countries

Unlike EU countries employees, when it comes to non-EU employees, we must distinguish between short-term stay (not longer than 90 days) and long-term stay (more than 90 days).

2.1 Short-term stay (not longer than 90 days)

SHORT-TERM SCIENTIFIC VISA (Schengen visa)

The application must be submitted personally at the [Czech Embassy abroad](#)¹.

What do you need to have for an application for a short-term visa?

- The form of the application (also called black-and-white application)
- Travel document (passport)
- The photograph of the applicant (2x)
- The document that declares the purpose of the journey (for example invitation letter with a brief description of the scientific activity and with the date of start and end of the journey, a document that proves the work-legal relationship with the hosting institution, and other – these documents can be issued by a personalist).
- Proof of accommodation or the proof of a sufficient amount of money that can cover the accommodation (e.g., document of dormitory accommodation)²
- The document proves the existence of sufficient financial funds for both food for the estimated length of stay and the return to the home country or for the journey to a third country (e.g., copy of the international credit card, copy of work, or another contract that consists the information about the employee's income)
- Information that proves the aim to leave the Czech Republic/Schengen before the validity term of the visa (e.g., ticket or flight ticket reservation, proof of funds, proof

¹ If there is no Czech Embassy in the country of origin, the application needs to be submitted in the closest country that has a Czech Embassy and has a consular section.

² **The document proving the accommodation** is usually issued by dormitories, canteens; after scientist's arrival to Brno, he/she finds an accommodation that matches his/her requirements.

of employment, proof of ownership of the property, proof of family or work connection, etc.)

- Proof of a travel health insurance³
- The application fee is CZK 1500 ("stamp")

After arrival

- If the employee works in the Czech Republic only, the tax residence is determined by the *Contract of the prevention of double taxation*. If the bilateral Contract is not concluded, he/she is considered a tax resident of the Czech Republic if he/she exceeds 183 days of residence in the Czech Republic.
- Independently of determining the tax residence, the employee will always pay the social and health insurance in the Czech Republic.
- **In the case of concurrent employment in various EU countries**, the employee must ask for the issue of the European form A1 in the relevant social security administration office. A1 form determines in which country the employee is a subject of social security legislation and to which country the insurance payments will be sent.
- Report the stay on the Foreign Police office within 30 days from arrival:
Foreign Police office Brno – Department of residence agenda Brno
Address: Cejl 62b, 602 00 Brno, phone: 974 628 131
- Entry medical check-up
- Establishment of a regular bank account (not applicable for agreements – DPP and DPČ)
- Establishment of a Social security number in the Social Security Administration office – it is necessary to send a scan of the passport to the payroll office of the Rectorate (Marcela Černá). Not applicable for agreements – DPP and DPČ – with the income not higher than 10.000 CZK per month.

³ **Travel health insurance** till the day of start of the employment, after that there is an employee regime. It is possible to get the travel health insurance at the commerce insurance company (travel insurance which is valid for all the Schengen countries), it can also be made at the insurance company in the country of origin/in the country of submitting the application, but it later needs to be officially translated to Czech.

2.2. Long-term stay (more than 90 days)

SCIENTIFIC STAY (application for a long-term stay permit for the purpose of scientific research)

The application needs to be submitted at the Czech Embassy of the researcher's country of origin or of the country of a long-term stay⁴. The deadline for the evaluation of the application is 60 days from the submission date.

What do you need for the application for a scientific stay?⁵

<https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mw%3d%3d>

It is always necessary to submit the originals or officially certified copies of documents. All submitted documents (except a travel document) have to be in Czech or officially translated to Czech. Foreign public documents need to have higher approval (apostille, super legalization). It is usually possible to get the official translations at the embassy.

- **The hosting agreement** (the original document issued by a research organization, it can be only issued for the researcher that already has a university degree) – hosting agreement does not replace the employment contract (that is concluded after getting a visa!) – a personalist issues the hosting agreement, and the original document is sent via mail.
- **The organization's written commitment** (original document, compulsory attachment to the hosting agreement) to cover any costs related to the stay of a researcher after the termination of the residence permit, including the costs related to the journey from the country of stay, if these costs were made by six months from the date of expiry of the hosting agreement and also if these costs were paid from the public funds – the commitment is issued by a personalist and the original document is sent via mail.
- Travel health insurance for two months from the date of departure to the Czech Republic, regardless of the date of the beginning of the employment⁶
- Extract from the criminal record from the country of origin (incl. official Czech translation). Extract from the criminal record from all the countries where the employee was staying for more than 6 months in the last 3 years (incl. official Czech translation)

<https://www.mvcr.cz/mvcren/article/extract-from-the-penal-register.aspx>

⁴ If there is no Czech Embassy in the country of origin, the application needs to be submitted in the closest country that has a Czech Embassy and also has a consular section.

⁵ Document templates are available on shared CEITEC documents.

⁶ **Travel health insurance** till the day of start of the employment, after that there is an employee regime. It is possible to get the travel health insurance at the commerce insurance company (travel insurance which is valid for all the Schengen countries), it can also be made at the insurance company in the country of origin/in the country of submitting the application, but it later needs to be officially translated to Czech.

- Travel document (passport)
- The photo of the applicant (2x)
- Proof of having the accommodation for the duration of the stay
- Completed **GREEN** request⁷ [form](#) (he original document can be picked at the Embassy, Foreign Police office and the Department of Asylum and Migration Policy⁸)
- Application fee of 2.500 CZK ("stamp")
- **Sometimes:** a medical report that proves that the foreign employee does not suffer from any serious illness; the Czech Embassy can ask for the medical report only if there is a reasonable suspicion that the person suffers from a serious illness

After the arrival

- If the employee works in the Czech Republic only, the tax residence is determined by the *Contract of the prevention of double taxation*. If the bilateral Contract is not concluded, he/she is considered a tax resident of the Czech Republic if he/she exceeds 183 days of residence in the Czech Republic.
- Independently of determination of the tax residence, the worker will pay social and the social and health insurance always in the Czech Republic.
- In case of concurrent employment in different EU countries, the employer must apply for issuing of the European form A1 in the relevant social security administration office. A1 form defines in which country the employer is subject to social security legislation and in which country the insurance will be paid.
- Medical check-up
- Establishment of the regular bank account
- Getting the document proving the accommodation⁹ that needs to be submitted while registering at OAMP.
- Reporting the residence and taking the biometrical data at the police station within **3 business days** after arrival to the Czech Republic. Setting the appointment date by phone in advance is

⁷ The application for a long-term stay with the purpose of a scientific research.

⁸ Further on: OAMP MV (in Czech language)

⁹ The document proving the accommodation is usually issued by dormitories, canteens; after scientist's arrival to Brno, he/she finds an accommodation that matches his/her requirements.

recommended. More information you can read here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-entering-the-czech-republic.aspx>

Department of Asylum and Migration Policy ("OAMP")

address: Tuřanka 115b, 627 00 Brno – Slatina

<https://frs.gov.cz/en> (make an appointment, news, status of your application, adaptation and integration courses for science researcher and family members)

phone: +420 974 801 801,

Helpful [video](#) How to travel to OAMP.

note: due to long waiting times, we recommend setting the appointment by phone in advance.

- *Pick up the card of long-term residence¹⁰ at the same address (within the following three weeks) and **send a copy of the new card to the Welcome office manager:** Zdenka.Bartova@ceitec.muni.cz*
- *Establish the insurance number on the City Social Security Administration office – it is necessary to send the scan of the passport to the rectorate payroll office to Marcela Āern, who will report the foreigner to the City Social Security Administration office.*

2.2.1 Adaptation and Integration course

New obligation for foreign nationals as of 1 January 2021: <https://www.mvcr.cz/clanek/adaptacne-integracni-kurzy.aspx>

Every foreign national who, as of 1 January 2021, is issued a long-term residence permit for the territory of the Czech Republic, and also every foreign national who is issued a permanent residence permit after this date without the precondition of previously authorized stay in the territory is obliged to take the adaptation and integration course **within one year of the date of collecting their residence permit.**

For details, go to: <http://www.vitejtevcr.cz/>

Who exactly must take the course? The obligation to take the adaptation and integration course apply to every foreign scientific researcher (residence purpose code "25") and their family members (residence purpose Family reunification).

What are the conditions for attending the course? The foreign national must report on the date and time at which and at the place where the course will be held, present their residence permit (ePKP), and confirm their attendance by signing the attendance sheet. The foreign national must attend for the entire duration of the course. There is no exam or test at the end of the course.

What happens next? After attending the course, the foreign national receives an attendance certificate.

What happens for not satisfying this obligation? Failure to satisfy the obligation of taking the adaptation and integration course within one year of the foreign national collecting their residence permit is an offence which carries a fine of up to CZK 10,000.

¹⁰ The validity of the entrance visa is 60 days, it is necessary to manage the process of picking up the long-term stay document (including taking the biometrical data) during this time period.