

# CHECK LIST- INTERNATIONAL EMPLOYEES

For citizens from EU countries

## BEFORE ARRIVAL

### YOUR AUTHORITIES /INSTITUTIONS

Contact all the relevant authorities/institutions in your country to be aware of your rights and duties when you move abroad (Health Insurance, Tax department/office, bank, Labour Office, vaccination centres etc.)

### CZECH AUTHORITIES/ INSTITUTIONS

Be aware of your rights and duties in the Czech Republic: Contact the Czech Embassy of the country where you live, or check it out on the internet. (<http://www.mvcr.cz/mvcren/article/entering-the-czech-republic.aspx>)

### UNIVERSITY OF PARDUBICE

- **CONTACT THE EURAXESS** local point at the University of Pardubice to get assistance.  
Caroline Novák-Jolly  
Email: [caroline.novak-jolly@upce.cz](mailto:caroline.novak-jolly@upce.cz)  
Tel: +420 466 036 133
  
- **ACCOMMODATION**
  - **1st option - dormitories: contact person Ms Petra Machanová:** [petra.machanova@upce.cz](mailto:petra.machanova@upce.cz)
  - Please bear in mind that the document required for Visa or Permit application is subject to payment of a deposit and provision of your personal data (Passport number, name, surname, date of birth).
  - **Note:**
  - -You can pay the deposit by a bank transfer or by a credit card. If you wish to pay by a credit card, please get in touch with the EURAXESS local point.
  - - For more information about the dormitories, click here: <https://www.upce.cz/en/accomodation>
  - **2nd option: you want your own flat**
    - The EURAXESS local point of the University of Pardubice can put you in touch with real estate agents who speak English. Do not hesitate to contact us.
    - Here some web pages which advertise new flats/houses (to rent or buy): „[Bezrealitky.cz](https://www.bezrealitky.cz)” <https://www.bezrealitky.cz/> and “[sreality.cz](https://www.sreality.cz)”: <https://www.sreality.cz/en>

### EVERYDAY LIFE

- **WEATHER AND CLOTHES**

Bear in mind that the weather might be different from your country. In Pardubice, it is warm during summer time (around 25-30°C); winter temperatures can drop to around - 10/-15 °C, but winter clothes are easily available in the city. Ask the EURAXESS Local point for more information.
  
- **FOOD**

In Pardubice or in Prague there are shops that sell international food, ingredients but if you think you may not find your favourite spices, save some space in your luggage.
  
- **MOBILE/SIM CARD.**

Do not forget to contact your mobile service provider before leaving for Pardubice and ask about your contract conditions.
  
- **ELECTRICITY**

Make sure that your appliances match with the Czech socket format. Should you need an adaptor, contact the EURAXESS local point and we will help you.

## UPON YOUR ARRIVAL-DURING YOUR STAY

### ➤ REGISTRATION

If you stay at the dorms, the staff will register you at the Foreign Police, but if you have your own apartment, you must report yourself: [Husova 860, Pardubice](#), within 30 days after entering the Czech Republic, and if the intended stay in CR is longer than 30 days.

#### **Note:**

- Keep in mind that you must report any changes at the Foreign Police (i.e. a new address, within 30 working days, if the change in the place of residence is expected to last longer than 180 days). If you do not do it in time, you can be fined.
- If during your stay you decide to apply for the „Temporary Residence“(at OAMP), report the changes at the Immigration Office (OAMP): [Pernerova 168, Pardubice, 4th floor](#)
- Report loss or theft of travel documents immediately to the police and to the authority who issued the document.
- If you get official documents, keep the EURAXESS local point and HR department posted and always send them scanned copies of your VISA, bridging label and biometric card)

## **JOB APPLICATION PROCEDURE**

### ➤ MEDICAL CHECK UP

Before starting your job, the HR department will make an appointment at the hospital for a medical check-up. The responsible physician confirms that you are fit for the job.

#### **Note:**

- The HR will provide you with the form to be filled out by the physician
- Bring with you 600 CZK in cash - it is the price of the medical check-up. (The University of Pardubice will refund it upon presentation of the bill).

### ➤ HR PROCEDURE

- **Contract:** you will be able to sign it after the medical check. The Human Resources inform the Labour Office about commencement and termination dates of your employment according to Act 435/2004 Sb.
- **Employee card:** bring 1 photograph for your HR appointment
- **Health Insurance company (VZP)\*:** the HR register you for health insurance after signing your employment contract.
- **Tax and bank account\*\*:** you need a Czech bank account number to receive your monthly salary. As a part of the procedure, the bank asks you to fill out certain documents regarding the Czech tax return.

**Note:** The HR department will require the translation to the Czech language and certification of your diplomas

### ➤ HEALTH INSURANCE (VZP) \*

After signing your contract, visit the health insurance company to get your temporary Health Insurance card called "Náhradní průkaz pojištění"(address: [Karla IV. 73, Pardubice](#)). Permanent card is issued and can be collected in about 1-2 months.

## **EVERYDAY LIFE**

### ➤ MOBILE/SIM CARD.

A Czech SIM card is required when opening a bank account: the EURAXESS local point can give you one free of charge.

### ➤ BANKING\*\*

It is recommended to open a Czech bank account.

**Note:** The University does not transfer money to foreign bank accounts.

### ➤ FURNITURE / HOUSING

- Second hand shops can be a good alternative to equip your room/flat. You can find some in Pardubice (Cf. Guidebook).
- You can find nice offers and opportunities on the University Facebook groups: [UPce Burza](#) (a closed group used as a marketplace)

### ➤ LANGUAGE/SPEAKING

- Quite a lot of shops, restaurants, banks and other facilities in Pardubice offer their services in English. However, English is still not spoken everywhere and signposts are only in Czech.
- To help you with the language barrier and to facilitate your integration, **we recommend you to download to your mobile phone a translator or dictionary application. You can also sign up for free Czech classes:** contact the EURAXESS local point.
- Here, the first step: „Dobrý den“. This is the common way to greet people.

### ➤ MEDICAL CARE

It is a good idea to register with relevant specialists as soon as you arrive to the Czech Republic. If you need assistance, contact the EURAXESS local point.

### ➤ PUBLIC TRANSPORT

- To get the bus/tram line connections go to: <http://www.dpmp.cz/en/>
- If you don't want to buy single bus tickets, get the **Pardubice Card**. (<http://www.dpmp.cz/en/whatIs.html>)  
The contact point to order and collect your card is:  
Zákaznické centrum Dopravní podnik města Pardubic (DPMP)-Pernerova 442, Pardubice (in the city centre)  
**Note:**
  - Fill out a form (there is an English version), bring your photo and pay either CZK 130.- to have it ready within a week or CZK 180.- (ready to collect in 2 days)
  - The Pardubice Card is **more economical** if you use public transport on a daily basis, especially if you study at different parts of the University campus.

## WHEN YOU ARE ABOUT TO LEAVE

### YOUR AUTHORITIES/ INSTITUTIONS

Contact all the relevant authorities of your country to get information about the rights and duties on returning home (Health Insurance, Tax department/office, bank etc.)

### CZECH AUTHORITIES/ INSTITUTIONS

Contact the HR of the University or directly the Czech/ institutions (social security, health Insurance, Tax office, Labour Office etc.) to make sure that you have all the documents required by the authorities in your country so that you are able to process everything you need once you are back home.

### STAY

Inform the Foreign Police that you are leaving.

### EVERYDAY LIFE

**BANKING:** Close your Czech bank account.

**FOR DETAILED INFORMATION AND A TROUBLE-FREE TRANSPORT TO THE UNIVERSITY OF PARDUBICE, VISIT SECTION „SERVICE FOR RESEARCHERS“ ON OUR WEBSITE**

<https://www.upce.cz/en/services-for-researchers>

**IF YOU NEED ANY ASSISTANCE, CONTACT THE EURAXESS LOCAL POINT**

**Caroline Novák-Jolly**

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