

CHECK LIST- INTERNATIONAL EMPLOYEES

For citizens from NON-EU countries

BEFORE ARRIVAL

VISA-PERMIT

- **CONTACT THE CZ EMBASSY** in your home country or country, which issued your current travel document, or in the country in which you have a long-term or permanent residence permit.
- **CONTACT THE EURAXESS** local point at the University of Pardubice to get assistance with the procedure.
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- **COLLECT ALL THE DOCUMENTS REQUIRED FOR VISA OR PERMIT APPLICATION.**

For more information about VISA or PERMIT application and required documents, please check our guidebook.

Click here to download it: <https://www.upce.cz/en/sources>

or go to the website of the Czech Ministry of Interior: <http://www.mvcr.cz/mvcren/article/immigration.aspx>

We would like to draw your attention to the fact that among the required the documents, 2 of them will be issued **by the University of Pardubice:**

1/ Hosting agreement and the written commitment for the Postdoctoral researchers/researchers or the employment contract for employees. (**Note:** To be able to issue those documents the HR department will require the translation to the Czech language and certification of your diplomas)

2/ Proof of accommodation - only if you intend to stay at the dormitories.

Note: It can take some time to get the documents, so **contact the following departments as soon as you receive the confirmation that you are accepted:**

- **HR department, Ms Kateřina Milichovská** (katerina.milichovska@upce.cz) for:
 - hosting agreement and the written commitment (as a researcher, postdoc)
 - work agreement (as an employee)
- **The dormitories, Ms Petra Macháňová** (petra.machanova@upce.cz) for the certified proof of accommodation-if you decide to stay there.

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>

YOUR AUTHORITIES

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

CZECH AUTHORITIES/ INSTITUTIONS

Keep in mind the 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/the-duties-of-foreign-nationals.aspx>)

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

VISA-PERMIT

➤ **REGISTRATION**

- **Long term residence permit** applicant: Keep in mind that you have 3 days to register at the Immigration Office (OAMP) here: ([Pernerova 168, Pardubice, 4th floor](#))
- **Long stay visa** applicant: If you stay at the dorms, the staff will register you at the foreign police, but if you have your own apartment, you have to report yourself: [Husova 860, Pardubice](#)

Note:

- Once in the Czech Republic, have always your biometric card or visa with you.
- Keep an eye on your visa or permit's expiration date: Apply for the extension 3 months in advance.
- Keep in mind that you must report any changes at the Immigration office-OAMP (Name/surname, marital status information in your travel document **within 3 days**, and new address **within 30 working days**). If you do not do it in time, you can be fined.
- 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 employment, 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 the 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 the 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.

➤ 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.

Note: As a non-European citizen, if you have a spouse and children, they are not covered by your Health Insurance. They need a private one.

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 in the Czech Republic. If you need any 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

VISA-PERMIT

➤ **Biometric card holders:** please keep in mind that you must return the card to the Immigration Office (OMAP). The easiest way is to sign a power of attorney, and once back in your home country, send it to the EURAXESS local point who returns it to the Immigration Office.

Note: It is illegal to keep your biometric card.

- **Your permit/VISA ends at the termination date of your hosting agreement (as a researcher) or at the termination date of your employment contract (as an employee).**

Note: Human Resources inform the Labour Office about the end date of your employment pursuant to Act 435/2004 Sb.

-You have to leave the Czech territory on the date you officially finish the employment unless you have any other legal purpose to stay (i.e. a job offer). If you have a legal purpose to stay, you need to apply for another long-term residence permit at the Immigration Office.

-If you leave before the date mentioned on your hosting agreement or employment contract, the HR is obliged to inform the Immigration Office.

YOUR AUTHORITIES/ INSTITUTIONS

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

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

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