Before you arrive

☐ Visa / Residence permit for non-EU/EFTA nationals:
   You must not enter the Czech Republic until you have received your visa or been approved
   for a residence permit! Not to be confused with a tourist visa!
   Clarify kind of entry permit and immigration requirements. For further information visit:

☐ Residence permit for EU and EFTA nationals:
   To enter the Czech Republic visa / assurance of a residence permit is not required.
   Provide the following documents:
   - valid passport
   - supporting documents (Hosting Agreement, Obligation of the Organization, Contract of Employment etc.)
   - criminal record(s)
   - proof of finances (if required)
   - proof of accommodation (if required)
   - proof of travel health insurance
   - passport photos (2pcs)

☐ Residence permit for EU and EFTA nationals:
   To enter the Czech Republic visa / assurance of a residence permit is not required.

☐ Finding accommodation or interim solution

☐ Clarify childcare and preschool and school facilities for kids

☐ Practicalities
   - Check insurance and terminate if necessary
   - Clarify possible tax liability in your home country
   - Notice of departure at your place of residence
   - Sign off services (energy, telephone etc.)
   - Mail redirection

After arrival

☐ Registration of one’s residence stay in the CR – must be done within 3 days after arrival (non –
   EU/EFTA nationals), 30 days after arrival (EU/EFTA nationals)
   - valid passport
   - 2 passport photos
   - proof of purpose of one’s stay (contract of employment)
   - proof of accommodation
   - proof of mandatory health insurance

☐ Register at the Social Security Administration (MSSZ)

☐ Pre-school/school facilities

☐ Open a bank account

☐ Register one’s vehicle, exchange of the driving license (if required)

☐ Other (municipal transportation, mobile phone operator, integration issues, family, medical care)

Before departure

☐ Close a bank account

☐ Return the employee, health insurance and residence cards (to HR dept.)

☐ Settle all bills and leave accommodation