

MASARYK UNIVERSITY

Foreign Employment (long-term stays over 90 days)

Check-in list

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:
http://www.mzv.cz/jnp/en/information_for_alien/long_stay_visa/index.html

- 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