

BEFORE ARRIVAL

For EU nationals

no visa required

For non-EU/EFTA nationals

visa/residence permit (check the step-by step procedure on [our website](#))

- arrange the necessary documents
- make an appointment with Czech embassy in your country
- collect entry visa (D"/VR") at the embassy once your application is approved

- find [accommodation](#) (or interim solution) in Brno
- plan [your trip to Brno](#) (buy flight tickets or make your car ready)
- let Welcome Office know your date of arrival (staff@czs.muni.cz)
- having children? - clarify childcare and preschool and school [facilities for kids](#)
- Practicalities
 - Check insurance in the country of your current residency 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.)

AFTER ARRIVAL

- register your stay in the CR
 - within **3 days after arrival** (non-EU/EFTA nationals)
 - within **30 days after arrival** (EU/EFTA nationals)
- valid passport
- FOR NON-EU/EFTA only:
 - 2 passport photos
 - proof of purpose of your stay (contract of employment)
 - proof of accommodation
 - proof of mandatory health insurance
- get a Czech mobile phone number
- open a Czech bank account
- pay "waste tax" by May 31 (once a year) or immediately after arrival
- attend integration courses within 1 year (for NON-EU/EFTA nationals only)
- get pass for public transport
- other (family issues, car registration, exchange of the driving licence, waste fee etc.)
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BEFORE DEPARTURE

- return residency card (at MOI in person - recommended)
- return employee card and medical insurance card (to your HR dept.)
- close a bank account
- settle all bills and terminate your lease
- keep your birth number for possible return
- de-register from „waste tax“ within 15 days of your departure ([online in BrnoID](#) or personally in Municipality at Šumavská str.)
- cancel any other services you have arranged (mobile phone tariffs, car registration, etc.)
- de-register your children from school/kindergarten
- cancel medical insurance for all members of your family