



Information for foreigners

It is necessary to provide the following documents in order to establish the legal work contract:

1. A copy of documentation proving highest completed level of education - certificate, diploma etc.
2. A copy of your passport

Within the legal work relationship foreigners have the same rights and duties as citizens of the Czech Republic.

All new employees are obliged, before the establishment of the work contract, to undergo an initial medical examination at a doctor determined by the employer – see the separate form.

A foreigner who is a member of academic, scientific or research and development staff does not need a work license from the Labour Office (for the LO the exception set by §98 employment law no. 435/2004 Collection. Applies). The acceptance to and termination of work of all foreign members of staff is announced to the Labour Office by the employer. The employer also informs the Labour Office of any changes in personal details and actualities, of which the foreigner is obliged to inform the Personnel Department.

If the earnings arising from the legal work contract are subject to insurance contributions (social and health insurance), the employer is to pay on behalf of the foreign member of staff. The initiation and termination of the foreigner's liability to pay health and social insurance is to be performed by the employer.

The health insurance card for insured foreigners is to be ensured by the employer, who is to pass it on to the foreigner after receiving it.

Every foreigner is obliged to open a bank account. A valid identity card (or passport), a document confirming the legality of the foreigner's stay in the CR (e.g. employment contract) and a Czech phone number are needed. **Please note that it is necessary you to announce the bank account number to the personnel department as soon as possible.**

EU/EEA countries and Switzerland

Reporting duty

If you intend to stay in the CR for over 30 days, you have to report to the Foreign Police in your area within 30 days of arrival to the Czech Republic. You will need to fill in a short personal questionnaire and submit the necessary documents: passport, employment contract, accommodation contract. If you stay in university dormitories you do need to register, registration is done directly by the dormitories.

Foreign Police - Residence Department in České Budějovice
Address: Pražská 1257/23, 370 04 České Budějovice
Phone: +420 974 226 800



A1 certificate

If the foreigner is a citizen of a EU/EEA country or Switzerland and works in two those countries simultaneously, he/she is obliged to obtain an A1 certificate from the social security institution in the country where he/she pays the social insurance contributions.

However, the USB as an institution can require and also requires the A1 certificate from all EU/EEA and Swiss citizens, no matter if they do or do not have two simultaneous jobs in two EU countries. Please submit the certificate to the personnel department.

Nationals of non-EU countries

Long-term visa (6 months)

Reporting duty

You must report to the Foreign Police in your area within 3 working days of arrival in the Czech Republic. You will need to fill in a short personal questionnaire and submit the necessary documents: passport, employment contract, accommodation contract. If you stay in university dormitories you do need to register, registration is done directly by the dormitories.

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You have a long-term residence permit, i.e. “scientific permit”

Residence permit

You have the same reporting duty as noted above.

The Czech embassy abroad provided you with an entry visa (“D/VR”) and could travel to the Czech Republic. You are obliged to report to the Department of Asylum and Migration Policy (OAMP) of the Ministry of the Interior within 3 business days after arrival to the Czech Republic to fulfil the reporting duty and to provide the biometric data necessary for issuing a residence card. We recommend arranging an appointment by phone in. To obtain your residence card, you will have to pay the collection fee (1000 CZK) providing a special stamp (kolek) of this value. The stamp can be purchased in any post office. **A copy of the residence permit is to be submitted to the personnel department.**

Department of Asylum and Migration (OAMP) - MOI office České Budějovice BIO
Address: Pražská 1257/23, 370 04 České Budějovice
Phone: +420 974 226 851, 859 (incl. telephone appointments)