

Welcome at

MUNI



International Staff Office (ISO)





Foreigner Employment

The aim of this document is to provide general information to individuals in long-term (i.e. 3 months or more) employment¹ for international academics/scientists/administrative staff. The document is a checklist of things to do before and after arrival. Links to forms, documents and useful contacts and a brief glossary are included as well.

¹ Based on work contract only (ie. DPP/DPC etc. excluded)

EU / EEA / CH CITIZENS

Citizens of these countries have the same legal status as residents. They need neither entry nor work permits.

Before arrival

Tax residency, social security and health insurance

- If an employee works in the CR only, the tax residency assessment is based on the Double Taxation Treaty. In the absence of this document between countries, he/she is considered to be a Czech resident with respect to taxes assuming that his/her stay in the CR exceeds 183 days.
- An employee will always pay health and social insurance in the CR regardless of the country of his/her tax residency.
- If an employee has other sources of income outside the CR it is necessary to determine where he/she will pay social and health insurance.

Travel Insurance

- not compulsory, but recommended to cover the period between arrival and the date of employment.

Other

- personal/family matters – defining areas (ie. accommodation, preschool/school facilities etc.)

After arrival

- register his/her stay with the Foreign Police Inspectorate within 30 calendar days (in case the stay exceeds 30 days, unless it's done by an accommodation provider)².

Foreign Police:

Cizinecká policie – oddělení pobytových agend
Cejl 62 b, 602 00 Brno, tel.: +420 974 628 131

IMPORTANT: When the stay is likely to exceed 12 months, registration of the temporary stay at the Department of Asylum and Migration Policy (MOI) is recommended:

Odbor azylové a migrační politiky (OAMP)

Hněvkovského 30/65, 617 00 Brno,
tel.: +420 543 213 313

NOTE: It is recommended that an appointment be made by phone to avoid long waiting times. Feel free to contact the International Staff Office for further assistance.

² Address registration is done automatically by hotels and university accommodation facilities. Private accommodation providers often neglect the obligation to register their tenants therefore we recommend our foreign employees to do so in person. It is possible for us to provide personal assistance for translation/interpretation.

- open a bank account (does not apply to short-terms contracts and/or DPP, DPČ)
- get Social Security number from the Municipal Social Security Administration (Městská správa sociálního zabezpečení | MSSZ)³.
A personal visit is not necessary. Employees are asked to send the scan of their passport to the HR department of their organizational unit at MU (faculty, centre) to coordinate the process. DPP is not concerned with an income of 10 000 CZK or less per month)
- other: accommodation, family issues, integration activities, medical care, info service etc.

Before departure

- close the Czech bank account
- inform the employer of the foreign bank account where to deposit the last payment
- get confirmation of insurance (from HR dept.)
- get confirmation of the pension system participation (from HR dept.)
- tax reimbursement - if relevant (from HR dept.)
- settle all commitments and quit accommodation
- return the resident card

3 If an employee has a Social Security Number (or Identification Number / Rodné číslo) from previous employment/stay in the CR, this obligation becomes void.

NON – EU / EEA / CH CITIZENS

Before arrival

RESEARCH ie. Long-term residence for the purpose of scientific research

The application is to be submitted at the Czech Embassy in the country where an individual has a long-term stay permit or residency.⁴ The processing time allows for 60 days from the submission date.

Requisites:

- Hosting Agreement (original) issued by the research organisation in Czech and English (HR dept.)
NOTE: The Hosting Agreement does not replace the contract of employment
- Commitment of the Organisation (original document; compulsory appendix to the Hosting Agreement) to cover any costs incurred in connection with a researcher's stay in the territory after the expiry of the stay permit (HR dept)
- travel health insurance to cover the period between arrival and the date of employment⁵
 - criminal record from the country of origin (officially translated into Czech)⁶
 - criminal records from each country where an employee stayed longer than 6 months in the past 3 years (officially translated into Czech)
 - passport
 - applicant's photograph (2×)
 - **Green** application form – must be filled out in Czech⁷
 - application fee
 - on request: medical report

⁴ If there is no Czech Embassy, the application can be submitted in another country with a Czech Embassy and a consular section.

⁵ Travel health insurance up to the date of employment. Travel insurance can be arranged through a commercial insurance company (travel health insurance valid in all Schengen countries). It can be also arranged through an insurance company abroad in which case it has to be officially translated into Czech.

⁶ The criminal record may be replaced by an affidavit if a given state does not issue such a document. The obligation does not apply to minors under 15 years.

⁷ Application for a Long-term stay for the purpose of scientific research



EMPLOYMENT ie. Long-term residence for the purpose of employment – Employee Card

The application is to be submitted at the Czech Embassy in the country where an employee has a long-term stay permit or residency.⁸ The standard time for processing allows for 60 days from the submission date.

Requisites:

- supporting documents proving:
 - purpose of stay (employment contract, work agreement or agreement on future employment, document proving qualification – if required)
 - accommodation (ie. lease agreement etc.)
 - financial means (ie. bank statement, international credit card etc.)
- travel health insurance to cover the period between arrival and the date of employment⁹
- criminal record from the country of origin (officially translated into Czech)¹⁰
- criminal records from any country where the employee has stayed longer than 6 months in the past 3 years (officially translated into Czech)
- travel document
- applicant's photograph (2x)

- **Request for Employee card** – must be filled out in Czech¹¹
- application fee
- on request: medical report

Tax residency, social security and health insurance

If an employee works in the CR only, the tax residency assessment is based on the Double Taxation Treaty. In the absence of this document between countries, he/she is considered to be a Czech resident with respect to taxes supposing that his/her stay in the CR exceeds 183 days.

An employee will always pay health and social insurance in the CR regardless of the country of his/her tax residency.

If an employee has other sources of income outside the CR it is necessary to determine where he/she will pay social and health insurance.

⁸ If there is no Czech Embassy, the application can be submitted in another country with the Czech Embassy/ consular section.

⁹ Travel health insurance up to the date of employment; the regime of an employee applies afterwards. Travel insurance can be arranged through a commercial insurance company (travel health insurance valid in all Schengen countries). It can be also arranged through an insurance company abroad however in that case it has to be officially translated into Czech.

¹⁰ The criminal record may be replaced by an affidavit if a given state does not issue such a document. The obligation does not apply to minors under 15 years.

¹¹ Application for a Long-term stay for the purpose of employment

After arrival

- get the confirmation of accommodation¹² (necessary for the registration process at OAMP)
- register the temporary residency and have biometric identifiers taken at the Department of Asylum and Migration Policy within 3 working days after arrival:

Odbor azylové a migrační politiky (OAMP)

Hněvkovského 30/65, 617 00 Brno,
tel. +420 543 213 313

NOTE: It is recommended that an appointment be made by phone to avoid long waiting times. Feel free to contact the International Staff Office for further assistance.

- collect the residency card at the same address at the request of OAMP (in 3–4 weeks)¹³
- open a bank account (does not apply to short-term contracts and/or DPP, DPČ)

- get Social Security number from the Municipal Social Security Administration (Městská správa sociálního zabezpečení | MSSZ)¹⁴. A personal visit is not necessary. Employees are asked to send the scan of their passport to the HR dept. of their organizational unit at MU (faculty, centre) to coordinate the process. It doesn't concern DPP with an income of up to 10 000 CZK per month)
- other: accommodation, family issues, integration activities, medical care, info service etc.

Before departure

- close the Czech bank account
- inform the employer of the foreign bank account where to deposit the last payment
- get confirmation of insurance (from HR dept.)
- get confirmation of participation in the pension system (from HR dept.)
- tax reimbursement – if relevant (from HR dept.)
- settle all commitments and quit accommodation

¹² Address registration is done automatically by hotels and university accommodation facilities. Private accommodation providers often neglect the obligation to register their flat-dwellers hence we recommend our foreign employees to do so in person. It is possible for us to get you personal assistance for translation/interpretation.

¹³ The effectiveness of the entry visa is 60 days.

¹⁴ If an employee has a Social Security Number (or Identification Number / Rodné číslo) from previous employment/stay in the CR, this obligation becomes void.



REFERENCES / LINKS

ISO

www.muni.cz/iso

Ministry of Interior

www.mvcr.cz/mvcren/article/migration.aspx

EURAXESS

www.euraxess.cz

Other

www.brnoexpatcentre.eu

www.brnodaily.cz

GLOSSARY

blue card	modrá karta	A long-term stay for the purpose of the performance of a highly skilled job ie. the foreigner does not need a work permit
EURAXESS	EURAXESS	EURAXESS is the centre providing assistance for international researchers/academics
green application	zelená žádost	An application for a long-term stay permit
employee card	zaměstnanecká karta	A long-term stay permit for the purpose of employment
Hosting Agreement	dohoda o hostování	An agreement between a host organisation (employer); an annex to the application for a long-term stay permit for the purpose of scientific research
long-term stay	dlouhodobý pobyt	A stay in the territory exceeding 90 days
scientific permit	vědecký pobyt	A long-term stay permit for the purpose of scientific research
short-term stay	krátkodobý pobyt	A stay in the territory for the period up to 90 days
Commitment of the Organisation	písemný závazek organizace	A written commitment of the host organisation (employer) to cover all costs incurred in connection with a researcher's stay in the territory after the expiration of the stay permit, including costs incurred in connection with his/her leaving the territory of the CR provided that such costs have arisen within 6 months after the expiration of the Hosting Agreement and have been covered from public funds
OAMP	Odbor azylové a migrační politiky	Department of the Asylum and Migration Policy
CP	Cizinecká policie	Foreign Police

Address

Faculty of Science

Kotlářská 2
building 08
611 37 Brno

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