**CHECK LIST**

**for Foreign Employment (long-term residence permit over 90 days)**

**More information and all the mentioned documents can be found on our website** [**https://www.ceitec.eu/welcome-service/t9794**](https://www.ceitec.eu/welcome-service/t9794)

**BEFORE ARRIVAL**

1. **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 read:

<https://www.mzv.cz/jnp/en/information_for_aliens/long_stay_visa/long_stay_visa.html>

Make sure you have following documents:

* Valid passport
* Supporting documents (Hosting Agreement, Obligation of the Organization, Contract of Employment, Confirmation of monthly income, etc.)
* Criminal record(s)
* Proof of accommodation (if required)
* Proof of travel insurance
* Passport photos (2pcs)

1. **Residence permit for *EU/EFTA nationals***

To enter the Czech Republic visa/assurance of a residence permit is not required.

1. **Finding accommodation or temporary solution**
2. **Inform yourself of childcare and preschool and school facilities for kids**
3. **Practicalities**

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

**AFTER ARRIVAL**

1. **Visa/ Residence permit *orf non-EU/EFTA nationals***

Registration of one´s residence stay in the CR – must be done within 3 days after arrival.

*Address*: Department of Asylum and Migration Policy Brno (Counselling desk at 2nd floor)

Hněvkovského 30/65, 617 00 Brno



* Fill in the form (green application)
* Valid passport
* Supporting documents - Contract of Employment, Confirmation of monthly income
* Proof of accommodation
* Proof of mandatory health insurance
* Passport photos (2pcs)

1. **Residence permit *for EU/EFTA nationals***

Registration of one´s residence stay in the CR – must be done within 30 days after arrival.



*Address*: Foreign Police, Cejl 62b, 602 00 Brno

* Fill in the short questionnaire
* Valid passport
* Proof of accommodation

1. **Practicalities**

* Pre-school / school facilities
* Open bank account
* Register your vehicle
* Change of the driving license (if required)
* Municipal Transportation
* Mobile phone operator
* Integration issue
* Family, Medical care

**BEFORE DEPARTURE**

***For all foreign employees:***

* Close a bank account (since we need to send you your wage, please close your account earliest 30 days after your departure)
* Return the employee card and health insurance card to HR department
* Return residence card – send it to the Department of Asylum and Migration Policy Brno by mail
* Pay all bills and leave accommodation