

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

More information and all the mentioned documents can be found on our website  
<https://welcome.ceitec.cz/en/about-us/>

### **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 the kind of entry permit and immigration requirements.

For further information, read [HERE](#).

Make sure you have the following documents:

- ✓ Fill in the form (green application: [Long-Term and Permanent Residence Permit Form - Czech + English \(PDF, 815 KB\)](#) )
- ✓ Valid passport
- ✓ Supporting documents (Hosting Agreement, Commitment of the Organization, Confirmation of Employment).
- ✓ Criminal record(s) with apostille and translated to the Czech language
- ✓ Proof of accommodation (if required)
- ✓ Proof of travel insurance (buy online at the Health insurance company VZP)
- ✓ Passport photos (2pcs)
- ✓ For students: Confirmation of study, scholarship, and accommodation

#### **2. Residence permit for *EU/EFTA nationals***

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

#### **3. Finding accommodation or a temporary solution**

#### **4. Inform yourself of childcare and preschool and school facilities for kids**

#### **5. 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

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

Registration of one's residence stay in the CR – must be done within 3 days after arrival without an appointment. *Address:* Department of Asylum and Migration Policy Brno ("OAMP"), Tuřanka 115b, 627 00 Brno – Slatina (bus stop Areál Slatina).

Helpful [video](#) How to travel to OAMP

Bring with you:

- ✓ Valid passport
- ✓ Supporting documents – Confirmation of Employment
- ✓ Proof of accommodation – original or notarized copy (verified landlord's signature)
- ✓ Proof of mandatory health insurance



### 2. 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



### 3. 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
- ✓ Pay Waste Collection <https://www.brnoid.cz/en/waste>
- ✓ You can find useful information here: Brno Expat Centre <https://www.brnoexpatcentre.eu/im-an-expat/>

## 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 the HR department
- ✓ Return residence card – send it to the Department of Asylum and Migration Policy Brno by mail
- ✓ Pay all bills and leave the accommodation
- ✓ Pay Waste Collection: <https://www.brnoid.cz/en/waste>