

LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF „SCIENTIFIC RESEARCH“ FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONALS)

Target group: Postdoctoral researchers from non-EU countries

Postdoctoral researchers apply for this permit at the Czech Embassy in their country, before their arrival in the Czech Republic.

Documents needed:

1. Travel document

2. Two passport photographs

3. Hosting Agreement (an agreement issued by the HR Dpt, University of Pardubice to support the research project)
- in Czech: Dohoda o hostování

4. Written commitment by the University of Pardubice (this is issued by the HR Dpt University of Pardubice along with the Hosting Agreement)
- in Czech: Písemný závazek

5. A certificate of a clean Police Register Record from your country of origin and from the states in which you have had continuous residence of over 6 months in the last 3 years. The Penal Register record has to be **issued by the state of which you are a citizen and also by the states in which you has had continuous residence for over 6 months in the last 3 years. It has to be apostilled or superlegalized and translated into Czech Language.**

6. Medical statement (if required by the Embassy). It has to be translated into Czech Language and certified.

7. Permit fee + consular fee

9. GREEN application form*

* Filled in **GREEN application** form (to be printed out in colours). It is called the „Application form for a long-term residence permit“.

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main instructions: In the upper part, mark O POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: VĚDECKÝ VÝZKUM

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now.

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:

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Travel health insurance (basic medical insurance) – you will need to submit this later on. When you go to the Embassy for the second time to pick up your „entry visa“, you will need to buy the insurance online for a short period of time,

which the Embassy specifies (usually around a month). You must also submit a document confirming that you have paid the insurance premium. The travel health insurance will cover your travel to the Czech Republic and your time spent in the Czech Republic before starting your employment. After signing your employment agreement, you will be covered by the public health insurance. The recommended insurance companies are: VZP, Maxima, Slavia, Victoria Volksbanken and Uniqua.

As soon as you get a message from the Embassy that your visa has been approved (don't forget to leave your phone number and email address at the Embassy so that they can contact you), you can buy the insurance.

When you arrive in Pardubice, you have to register at the Immigration Office (OAMP) within 3 days. The Pardubice OAMP usually asks you to bring your passport and usually proof of accommodation. If you are accommodated at he dorms and you don't have it anymore, ask to dorms to issue a new one.

If you have your own flat, you can submit:

- Rental agreement OR
- A document called a „Potvrzení o zajištění ubytování” (fyzická osoba) (= proof of accommodation). Download this form here: <http://www.mvcr.cz/mvcren/article/application-forms.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature, **go to the Heading „How to get a certified signature”**).

- ✚ To obtain a residence permit or an extension of long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or the long-term visa's validity. At the latest, this application must be submitted on the last day of validity of the visa or residence permit.
- ✚ Documents submitted must not be older than 180 days, except for travel documents and marriage certificates. Photographs must accurately represent your appearance.
- ✚ All the documents have to be submitted in the Czech language or to be translated into Czech by a certified/sworn translator.
- ✚ Some foreign public documents must be endorsed with a higher verification, such as an Apostille or Superlegalisation. Detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>

When you start working at the University, the Human Resources Department will inform the Labour Office about the start date and the end date of your job, according to the law code No. 435/2004 Sb.

You have to leave Czech territory on the date you officially finish your job as postdoctoral researcher/scientist (i.e. the date on the hosting agreement) if you do not have any other legal purpose to stay (e.g. a job offer). If you have a legal purpose to stay, you need to apply for another long-term residence permit at the Immigration Office.

If you leave before the date mentioned on your hosting agreement, the HR department has the obligation to inform the Immigration Office as well.

Once you are back in your country of residence, you must return your biometric card. You can send it to the **Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.

DO NOT HESITATE TO CONTACT THE CZECH EMBASSY IN YOUR COUNTRY FOR MORE INFORMATION