



Univerzita  
Pardubice

International Employees

# CHECK LIST



For citizens from  
**NON-EU countries**

# BEFORE ARRIVAL



## Your Rights & Requirements

### AUTHORITIES



#### YOUR AUTHORITIES

Contact all the relevant authorities in your country to be aware of your rights and duties when you move abroad (Health Insurance, Tax department/office, bank etc.)



#### CZECH AUTHORITIES:

Keep in mind your rights and duties in the Czech Republic: Contact the Czech Embassy of the country where you live, or check it out on the Internet.

(<http://www.mvcr.cz/mvcren/article/the-duties-of-foreign-nationals.aspx>)

### VISA/PERMIT



#### COLLECT ALL THE DOCUMENTS REQUIRED FOR VISA OR PERMIT APPLICATION.

For more information about VISA or PERMIT application and required documents, please check our guidebook. Download it at: <https://www.upce.cz/en/sources>

or go to the website of the Czech Ministry of Interior: <http://www.mvcr.cz/mvcren/article/immigration.aspx>



**CONTACT the EURAXESS local point** at the University of Pardubice to get assistance with the procedure.

Caroline Novák-Jolly

Email: [caroline.novak-jolly@upce.cz](mailto:caroline.novak-jolly@upce.cz)

Tel: +420 466 036 133



**We would like to draw your attention to the fact that among the required documents, two of them will be issued by the University of Pardubice:**

1/ **HOSTING AGREEMENT** and the written commitment for the Postdoctoral researchers/researchers **or LETTER OF INTENT/WORK AGREEMENT** for employees. **Note:** To be able to issue those documents the HR department will require the certified translation of your diplomas to the Czech language (nostrification of your diplomas may be required in some cases).

2/ **PROOF OF ACCOMODATION** - only if you intend to stay at the dormitories.

**\* Note:** Please be aware that it can take some time to get the documents, so contact the following departments as soon as you receive the confirmation that you are accepted:

**HR department, Ms Kateřina Milichovská** ([katerina.milichovska@upce.cz](mailto:katerina.milichovska@upce.cz)) **for:**

- HOSTING AGREEMENT and the written commitment (as a researcher, postdoc)
- LETTER OF INTENT/WORK AGREEMENT (as an employee)

**The dormitories, Ms Petra Macháňová** ([petra.machanova@upce.cz](mailto:petra.machanova@upce.cz)) **for:**

- CERTIFIED PROOF OF ACCOMODATION - if you decide to stay there.

The document required for Visa or Permit application is subject to payment of a deposit and provision of your personal data (Passport number, name, surname, date of birth).

You can pay the deposit by a bank transfer or by a credit card. If you wish to pay by a credit card, please get in touch with the EURAXESS local point.

**For more information about the dormitories, go to:** <https://www.upce.cz/en/accomodation>

# BEFORE ARRIVAL

## Everyday Life in Pardubice

### INFO AND TIPS



#### WEATHER AND CLOTHES

Bear in mind that the weather might be different from your country.

- It is warm during summer time - around 25°C - 30°C (77°F - 86°F).
- Winter temperatures can drop to around - 10°C/-15°C (14°F - 5°F).  
*Winter clothes are easily available in the city if you need them.  
Ask the EURAXESS local point for more information.*

#### FOOD

In Pardubice or in Prague there are shops that sell international food ingredients but if you think you may not find your favourite spices, save some space in your luggage.



#### MOBILE/SIM CARD

Do not forget to contact your mobile service provider before leaving for Pardubice and ask about your contract conditions.

#### ELECTRICITY

Make sure that your appliances match with the Czech socket format. Should you need an adaptor, contact the EURAXESS local point and we will help you.



#### CONNECT WITH CURRENT EMPLOYEES OR RESEARCHERS

For interesting tips from our current international employees or researchers about Pardubice and the University of Pardubice, ask the EURAXESS contact point. Caroline Novák-Jolly can put you in touch with them, and especially with people from the same country as you.

For some nice insight, you can also read some interviews of our international employees, here:

<https://www.upce.cz/en/interviews-international-researchers-employees-working-at-upa-and-living-in-pardubice>



## VISA-Permit: Your Rights & Requirements

### REGISTRATION

#### Long Term Residence Permit applicant:

You have 3 days to register at the Immigration Office (OAMP) Address & info below.



#### Long Term Stay Visa applicant:

If you stay at the dorms, the staff will register you at the foreign police, but if you have your own apartment, you have to report yourself here: Address & info below.



#### \* Note:

- Once in the Czech Republic, always have your biometric card or visa with you.
- Keep an eye on your visa or permit's expiration date: Apply for the extension 3 months in advance.
- Keep in mind that you must report any changes at the Immigration office-OAMP (Name/surname, marital status information in your travel document within 3 days, and new address within 30 working days). If you do not do it in time, you can be fined.
- Please note that any changes have to be also reported to HR, who is obliged to inform the Labour office.
- Report loss or theft of travel documents immediately to the police, the Immigration office (OAMP), and to the authority who issued the document.
- If you get official documents, keep the Euraxess local point and HR department posted and always send them scanned copies of your VISA, Bridging Label and biometric card.



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY

#### IMMIGRATION OFFICE (OAMP)

Located at Pernerova 168, Pardubice, 4th floor.  
Nearest bus stop is Sukova. #4 and #11 Bus.



#### FOREIGN POLICE

Located at Husova 860, Pardubice.  
Nearest bus stops are Na Bukovině or Na Haldě. #9 Bus.



## New Employee Procedures



### MEDICAL CHECKUP

Before starting your employment, the HR department will make an appointment at the hospital for a medical check-up. The responsible physician confirms that you are fit for the job.

**\* Note:**

- The HR will provide you with the request form based on which the physician can proceed with the check-up
- Bring with you 600 CZK in cash - it is the price of the medical check-up. (The University of Pardubice will refund it upon the presentation of the bill)

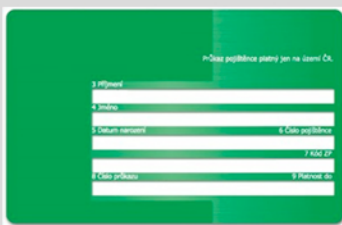
### HUMAN RESOURCES PROCEDURE

- **Contract:** You will be able to sign it after the medical check. The Human Resources inform the Labour Office about commencement and termination dates of your employment according to Act 435/2004 Sb.
- **UPa Employee card:** Bring 1 photograph for your HR appointment
- **Health Insurance company (VZP)\*:** The HR register you for health insurance after signing the employment contract.
- **Tax and bank account\*\*:** You need a Czech bank account number to receive your monthly salary. As a part of the procedure, the bank asks you to fill out certain documents regarding the Czech tax return.

### HEALTH INSURANCE (VZP)\*



After signing your contract, visit the health insurance company to get a temporary Health Insurance card called "Náhradní průkaz pojištění". A Permanent card is issued and can be collected in about 1-2 months.



### VZP BUILDING

Located at Karla IV 73, Pardubice.  
Nearest bus stop is Karla IV.  
Several bus or trolleys stop there:  
#6, #8, #25, #88, #98.



**\* Note:** As a non-European citizen, if you have a spouse and children, they are not covered by VZP. They will need to purchase a private insurance plan. For help or information about other options, please ask your Euraxess contact:

**Caroline Novák-Jolly**

Email: [caroline.novak-jolly@upce.cz](mailto:caroline.novak-jolly@upce.cz)

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## Everyday Life in Pardubice

### INFO & TIPS

#### MOBILE PHONE/SIM CARD

- A Czech SIM card is required when opening a bank account: the EURAXESS local point can give you one free of charge.




#### BANKING\*\*

- It is recommended that you open a Czech bank account.

\* **Note:** The University does not transfer money to foreign bank accounts.

#### FURNITURE/HOUSING



- Second hand shops can be a good alternative to equip your room/flat. You can find some in the Pardubice Guidebook (download it at <https://www.upce.cz/en/sources>).
- You can find nice offers and opportunities on the University Facebook groups:  
 UPce Burza (a closed group used as a marketplace)



#### LANGUAGE/COMMUNICATING

- Quite a lot of shops, restaurants, banks and other facilities in Pardubice offer their services in English. However, English is still not spoken everywhere and signposts are only in Czech. To help you with the language barrier and to facilitate your integration, we recommend that you download a translator or dictionary application to your mobile phone. You can also sign up for free Czech classes: contact the EURAXESS local point.



Here, the first step: „Dobrý den“.  
This is the common way to greet people.

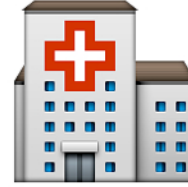


## Everyday Life in Pardubice

### INFO & TIPS

#### MEDICAL CARE

- It is a good idea to register with relevant specialists as soon as you arrive in the Czech Republic.
- If you need any assistance, contact the EURAXESS local point.



#### EMERGENCY SERVICES

Here are helpful emergency numbers to be used in case of fire, health emergency or crime.

- Fire emergency – 150
- Ambulance service – 155
- City police - 156
- National police - 158
- Emergency call (general number) – 112

#### PUBLIC TRANSPORTATION

- To get the bus/tram line connections go to:  
<http://www.dpmp.cz/en/>
- If you don't want to buy single bus tickets, get the Pardubice Card.  
(<http://www.dpmp.cz/en/whatIs.html>)
- The contact point to order and collect your card is:  
Zákaznické centrum Dopravní podnik města Pardubic (DPMP)  
Pernerova 442, Pardubice (in the city centre)



#### \* Note:

- Fill out a form (there is an English version), bring your photo and pay either CZK 130.- to have it within a week or CZK 180.- to collect it in 2 days.
- The Pardubice Card is more economical if you use public transport on a daily basis, especially if you study at different parts of the University campus.

#### PUBLIC HOLIDAYS

- January 1st - New Year's Day
- Good Friday – Easter
- Easter Monday
- May 1st - Labor Day
- May 8th - Liberation Day (marking the end of World War II)
- July 5th - The Feast day of the Apostles of the Slavs, Sts. Cyril and Methodius
- July 6th - The Jan Hus anniversary (1415)
- September 28th - The Day of Czech statehood (the feast day of St Wenceslas)
- October 28th - Commemoration of the founding of the Czechoslovak State (1918)
- November 17th - Commemoration of fight for freedom and democracy
- December, 24th -26th - Christmas holidays



# WHEN YOU ARE ABOUT TO LEAVE



## Your Rights & Requirements

### VISA/PERMIT

- BIOMETRIC CARD HOLDERS** please keep in mind that you must return the card to the Immigration Office (OMAP). The easiest way is to sign a power of attorney, and once back in your home country, send it to the EURAXESS local point who returns it to the Immigration Office.



**\* Note:** It is illegal to keep your biometric card.

- Your permit/VISA ends at the termination date of your hosting agreement (as a researcher) or at the termination date of your employment contract (as an employee).**

**\* Note:** Human Resources informs the Labour Office about the end date of your employment pursuant to Act 435/2004 Sb.

- You have to leave the Czech territory on the date you officially finish the employment unless you have any other legal purpose to stay (i.e. 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 or employment contract, the HR is obliged to inform the Immigration Office.

### AUTHORITIES

#### YOUR AUTHORITIES/INSTITUTIONS

Contact all the relevant authorities of your country to get the important information about the rights and duties on your return home (Health Insurance, Tax department/office, bank etc.)

#### HEALTH INSURANCE-VZP

Before leaving, give your VZP card to VZP or other health Insurance company if it's a different one.

### EVERYDAY LIFE TIP

**BANKING:** Close your Czech bank account.



FOR DETAILED INFORMATION AND A TROUBLE-FREE TRANSPORT TO THE UNIVERSITY OF PARDUBICE, VISIT SECTION "SERVICE FOR RESEARCHERS" ON OUR WEBSITE

<https://www.upce.cz/en/international-support-services>

**IF YOU NEED ANY ASSISTANCE, CONTACT THE EURAXESS LOCAL POINT**

**Caroline Novák-Jolly**

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