

YOU MUST REPORT YOUR ARRIVAL TO THE CZECH REPUBLIC. NOT FULFILLING THIS REQUIREMENT IS CONSIDERED AS AN INFRACTION!

When: within 3 days from arrival. **Where:** at an office of the Foreign Police or, if you have applied for a long-term or permanent residence permit, at an office of the Department of Asylum and Migration Policy of the Ministry of the Interior!
How: in person, unless your accommodation provider (a hotel or a student dorm) reported your arrival on your behalf.

LONG-TERM RESIDENCE PERMIT

- is generally applied for in the territory of the Czech Republic (in some cases, it is possible to apply for it at Czech embassies and consulates abroad – for example for the purposes of studies, family reunification or obtaining a Green or Blue Card)
- is issued to a foreigner who intends to stay in the Czech Republic temporarily for longer than 6 months
- generally follows up on a long-term visa granted for the same purpose
- is issued in the form of a biometric residence card (ePKP)

APPLYING FOR A LONG-TERM RESIDENCE PERMIT

Who may apply?

A long term residence permit may be applied for by a citizen of a third country (i.e. a non-EU country) who already has a long-term visa (a visa for a stay over 90 days) and who intends to stay in the Czech Republic temporarily for longer than 6 months. The permit can only be issued if the purpose of stay remains the same.

When: the application must be filed 90 days at the earliest and 14 days at the latest before the visa expires. This deadline must be respected, otherwise you are at risk of having to leave the Czech Republic!

Where: at the relevant office of the Ministry of the Interior. In some cases, this application may be filed at a Czech embassy or consulate.

How: the application for a long-term residence permit must be filed in person.

WHAT ARE THE REQUIREMENTS OF AN APPLICATION FOR A LONG-TERM RESIDENCE PERMIT?

THE APPLICATION FORM MUST BE FILLED OUT CLEARLY IN CAPITAL LETTERS!

- 1) Travel document, 2) 2 photos, 3) confirmation of the purpose of stay, 4) confirmation of the provision of accommodation in the Czech Republic (not required if the purpose of stay is scientific research), 5) confirmation of sufficient financial resources for your stay (not required if the purpose of stay is employment, scientific research, Green Card or Blue Card), 6) travel medical insurance for the Czech Republic and also a confirmation of the insurance premium payment (the latter is submitted upon request), 7) minors need to submit their statutory representative's consent with the minor's stay in the Czech Republic (unless the minor is already staying in the territory of the Czech Republic), 8) statement of criminal records (upon request), 9) medical report (upon request).

The documents submitted with the application must not be older than 180 days, except for the travel document, birth and marriage certificates and the photograph. With the exception of the travel document, all documents must be in Czech or officially translated. Please note that you must always submit either the original document or its copy authenticated by a notary public!

WHAT IS A “CONFIRMATION OF THE PURPOSE OF STAY”?

a) Studies or education (other)

- confirmation of studies or enrolment for the particular academic year issued by a school or other educational institution

b) Employment

- original copy of a work permit issued by the Czech Labour Office

c) Green Card

- documents confirming the required education and professional qualifications (the position must be listed under vacancies available to Green Card applicants)

d) Blue Card

- work contract for at least 1 year with an agreed gross monthly or annual salary

of at least 1,5 times the average salary in the Czech Republic and documents confirming high professional qualifications or expertise (the position must be listed among vacancies available to Blue Card applicants)

e) Business

- confirmation of entry into the relevant registry (trade or commercial), list or record,
- confirmation issued by the Czech Social Security Administration that you are debt-free,
- confirmations issued by the Tax Office and the local Social Security Administration that you are not deficient in payments,
- if you are the authorized representative or a member of a business organization or a cooperative, you must also submit confirmations issued by the Tax Office and the local Social Security Administration that your business organization or cooperative are not deficient in payments.

f) Family reunification

- original or authenticated copy of a birth or marriage certificate and parental or statutory representative's consent (where applicable).

APPLYING FOR AN EXTENSION OF YOUR LONG-TERM RESIDENCE PERMIT

When: 90 days at the earliest and 14 days at the latest before the previous permit expires.

Where: at the relevant office of the Ministry of the Interior.

How: in person, by registered mail or through an authorized representative.

WHAT ARE THE REQUIREMENTS OF AN APPLICATION FOR AN EXTENSION OF A LONG-TERM RESIDENCE PERMIT?

- 1) Travel document, 2) confirmation of the purpose of stay, 3) confirmation of the provision of accommodation in the Czech Republic (not required if the purpose of stay is scientific research), 4) confirmation of sufficient financial resources for your stay (not required if the purpose of stay is employment, scientific research, Green Card or Blue Card), 5) confirmation of medical insurance in the Czech Republic and a confirmation of the insurance premium payment (the latter is submitted upon request), 6) minors need to submit their statutory representative's consent with the minor's stay in the Czech Republic (unless the minor is already staying in the territory of the Czech Republic), 7) 2 photographs if your appearance has changed. **The documents submitted with the application must not be older than 180 days, except for the travel document, birth and marriage certificates and the photograph. With the exception of the travel document, all documents must be in Czech or officially translated. Please note that you must always submit either the original document or its copy authenticated by a notary public!**

CHANGING YOUR PURPOSE OF STAY

When: before the previous residence permit expires. **Where:** at the relevant office of the Ministry of the Interior. **How:** in person.

If you wish to change your purpose of stay to “business”, you can do so only after having resided in the Czech Republic for 2 years. If you came to the Czech Republic for the purpose of family reunification, you can change your purpose of stay only after 3 years of having resided in the country or after reaching the age of 18. With a Green Card, it is possible to change the purpose of stay after 1 year of residence.

PERMANENT RESIDENCE PERMIT

- this application is generally filed after 5 years of uninterrupted temporary stay in the Czech Republic
- the calculation of the 5 years includes a stay on a long-term visa and a stay on a long-term residence permit
- if your stay is for the purpose of studies, you can only count half of its duration
- the application can be filed in person at an office of the Ministry of the Interior in the Czech Republic or in person at a Czech embassy or consulate abroad
- a decision will be issued regarding the application
- within 60 days from providing your biometric data, you are required to come in person to receive your permanent residence permit, i.e. your biometric residence card (ePKP)
- the biometric card expires after a certain time. Do not forget to extend it in due time.

- Please note that while your permanent residence application is being processed, you must either have a valid long-term residence permit or apply for a long-term visa to cover the duration of time when your application is in processing.

APPLYING FOR A PERMANENT RESIDENCE PERMIT

When: after 5 years of uninterrupted temporary stay in the Czech Republic.

Where: at the relevant office of the Ministry of the Interior or at a Czech embassy or consulate abroad. **How:** in person.

WHAT ARE THE REQUIREMENTS OF AN APPLICATION FOR A PERMANENT RESIDENCE PERMIT?

THE APPLICATION FORM MUST BE FILLED OUT CLEARLY IN CAPITAL LETTERS!

- 1) Travel document, 2) photos, 3) confirmation of the provision of accommodation in the Czech Republic, 4) confirmation of financial resources for your stay, 5) Czech language exam (the first attempt is for free), 6) statement of criminal records – obligatory for all applications filed at Czech embassies and consulates with the exception of children under 15, otherwise submitted only upon request. **The documents submitted with the application must not be older than 180 days, except for the travel document, birth and marriage certificates and the photograph. With the exception of the travel document, all documents must be in Czech or officially translated. Please note that you must always submit either the original document or its copy authenticated by a notary public!**

PERMANENT RESIDENCE AND HEALTH INSURANCE

Once you receive a permanent residence permit, the Ministry of the Interior will inform the Všeobecná zdravotní pojišťovna public health insurance company (VZP) of this fact. If you wish to be insured by a different public health insurance company, you must notify the authorities without delay. Failing to do so will automatically make you a client of VZP. Paying for health insurance is obligatory. If you are employed, you are already registered in the public health insurance system but you still have to inform your health insurance company that you have received a permanent residence permit.

EC LONG-TERM RESIDENT STATUS

The Ministry of the Interior will grant you the status of EC long-term resident simultaneously with the permanent residence permit, provided you meet the following requirements: you have resided in the country for 5 uninterrupted years, you have not seriously disrupted the public order or threatened the security of the Czech Republic or any other EU member state, and you have proved that you have sufficient financial resources. **Visit www.immigrationportal.cz for more information.**

REPORTING CHANGES

It is your legal duty to report changes related to your residence!

Foreigners are required to report changes to their last name, marital status, travel documents and residence documents related to their stay in the Czech Republic, such as their residence card. Changes are reported at a relevant office of the Ministry of the Interior.

CHANGE OF ADDRESS

When: if you have a long-term visa or a long-term residence permit and you are planning on staying at your new address for more than 30 days, you are obliged to report the change within 30 calendar days from the date when the change occurred. If you have a permanent residence permit and you are planning on staying at your new address for more than 180 days, you are obliged to report the change within 30 working days.

Where: at the office of the Ministry of the Interior where you belong according to your new address. **How:** in person or through a representative with the power of attorney. Since a change of address requires that a new biometric residence card is issued, you also need to schedule an appointment for biometrics at the same time.

