

Before you make the move* ...

Legalising your stay in the
Czech Republic



*connectedthinking

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Welcome to the Czech Republic!

Dear Sir/Madam,
Welcome to the Czech Republic!

It does not matter whether the purpose of your stay is sightseeing, investing, establishing a new company, or working here on an assignment, the most important thing is to enjoy being in our country and not worrying about something unpleasant happening to you.

We hope our guide will help you gain an understanding of Czech immigration law. The information in our brochure is general; therefore, we advise you to discuss the details of your status with the relevant immigration authorities (Embassies, Labour Offices, Foreigners' Police Offices, etc.). Immigration legislation is ever-changing, and exemptions to the general system occur from time to time.

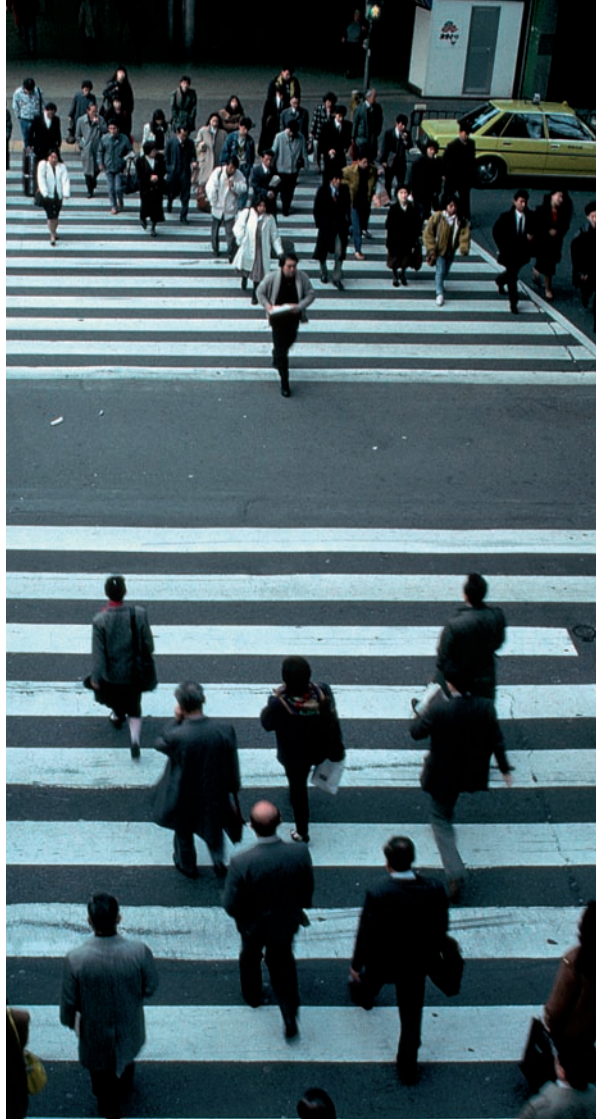
Enjoy your stay!

Global Visa Solutions team,
PricewaterhouseCoopers Prague
Leader of immigration services
in the Czech market



For easy navigation, refer to the tab that relates to you.

If you are



1 Non-EU national arriving as a tourist or business visitor

- No visa is required if you are a citizen of certain countries (e.g., the United States, Australia, Japan, Canada) or hold a valid long-term visa or residence permit of one of the Schengen member states. The general policy for residing in Schengen countries applies; therefore, the allowed length of your stay in the Czech Republic/Schengen territory is three months out of six months. Certain nationals, e.g., of Malaysia or Singapore, are allowed to exceed this length depending on bilateral agreements, but only in the Czech Republic.
- If you require a visa in order to enter the Schengen zone, you must obtain a Schengen tourist or business visa at an embassy of one of the Schengen member states prior to your arrival. If the country of first entry or your main destination is the Czech Republic, you should apply for such a visa at a Czech embassy. Generally, the visa is issued for a maximum of three months. These months can be drawn within the maximum granted validity of two years. The visa cannot be extended.
- You are obliged to notify the local Foreigners' Police Office about your place of stay within three working days of entering the Czech Republic (provided this obligation has not been fulfilled by your accommodation provider, e.g., your hotel).



2 EU national

2.1. Working

- If you are coming to the Czech Republic to work, you have the same rights as Czech nationals when applying for work in the Czech Republic. Therefore, no work permit is required to work in the Czech Republic.
- However, the Czech entity with which you have a contract or to which you are seconded must register you with the respective Labour Office. The registration must be made by the day you begin to work.
- If you intend to stay in the Czech Republic for more than 30 days, you are obliged to notify the local Foreigners' Police Office about your place of stay within 30 calendar days of entering the country.
- If you intend to stay in the Czech Republic for more than 90 days, you can apply for a residence permit in the Czech Republic. The application for a residence permit, together with certain documents, is filed at the Foreigners' Police Office relevant to your place of residence in the Czech Republic. The permit is processed within 30 days and is generally valid for an unlimited period of time.

2.2. Being nominated as a statutory representative

- If you are nominated as a statutory representative of an entity registered in the Czech Republic, i.e., as the executive (“jednatel”) of a Czech limited-liability company, as a member of the board of directors of a joint-stock company, or as a branch manager, you do not need to present any confirmation of your Czech address to be registered in the Commercial Court if you do not intend to reside in the Czech Republic.
- If you intend to stay in the Czech Republic for more than 30 days, you are obliged to notify the local Foreigners’ Police Office about your place of stay within 30 calendar days of entering the country.
- If you intend to stay in the Czech Republic for more than 90 days, you can apply for a residence permit in the Czech Republic. The application for a residence permit, together with certain documents, is filed at the Foreigners’ Police Office relevant to your place of residence in the Czech Republic. The permit is processed within 30 days and is generally valid for an unlimited period of time.

2.3. Self-employed

- If you intend to set up your own business in the Czech Republic, you have to obtain a trade licence (“živnostenský list”).

- If you intend to stay in the Czech Republic for more than 30 days, you are obliged to notify the local Foreigners' Police Office about your place of stay within 30 calendar days of entering the country.
- If you intend to stay in the Czech Republic for more than 90 days, you can apply for a residence permit in the Czech Republic. The application for a residence permit, together with certain documents, is filed at the Foreigners' Police Office relevant to your place of residence in the Czech Republic. The permit is processed within 30 days and is generally valid for an unlimited period of time.

2.4. Planning to reside in the Czech Republic permanently

- Generally, you can apply for Czech permanent residence status after five years of continuous and legal residence in the Czech Republic.
- However, if you, for example, marry a Czech national or a permanent residence holder who is an EU national, or if you are a parent of a Czech national, you are entitled to apply for Czech permanent residence after two years of previous uninterrupted and legal residence in the Czech Republic and subsequently after one year of being a family member.

2.5. Accompanying a working partner

Please see the tab FAMILY MEMBER

3 Non-EU national

Note that this chapter is applicable to those who are newcomers to the EU. If you have already resided within the EU, see also the tab Non-EU national residing in an EU member state.

3.1. Working

- To work in the Czech Republic legally, you must obtain a work permit and a long-term visa for the purpose of employment, either by being seconded by a foreign entity to work in the Czech Republic or by being hired by a local company. Neither the work permit nor the long-term visa is valid without the other.
- These documents must be obtained before you begin working in the Czech Republic. The work permit must be applied for first. Although the work permit may be granted for up to two years, the long-term visa is valid for a one-year period. Prior to the expiration of these documents and according to statutory deadlines, it is possible to arrange for an extension at the pertinent authorities in the Czech Republic.
- Procurement of a work permit is a two-step process. First, the local labour market is checked, and if no unemployed EU national who could fill the position is found, then the Labour Office grants you a work permit. The processing time depends on your position and the location of the seat of your company and varies from 30 to 60 days.
- The application for a long-term visa must be submitted to a Czech embassy or consulate in a country other than the Czech Republic.
- The long-term visa is usually issued within two to three months.

- The long-term visa will be affixed to your passport at the same embassy/consulate at which the application was filed and must be collected from that embassy/consulate in person.
- However, if you need to start working before your long-term visa is approved, the waiting period can be covered by a Schengen work visa. Such a visa is valid for ninety days and is granted within three to five working days.
- Once you receive the visa, you are required to inform the Foreigners' Police Office about the commencement, place, and length of your stay in the Czech Republic within three business days of entering the country.
- If you are citizen of Australia, Bosnia and Herzegovina, Canada, Croatia, Japan, Korea, New Zealand, Macedonia, Montenegro, Serbia, Ukraine, or USA and if you are simultaneously employed by a Czech entity, you are entitled to apply for a green card. A green card is a dual document which comprises a work permit and work visa. The process of obtaining the green card takes 2–3 months, and the green card can be valid for 2 or 3 years depending on the particular category (i.e., your position and the level of your education).
- The application for the green card needs to be filed at a Czech embassy in your home country or in the country where you have long-term residence. The approved green card is to be collected in person from the Czech Ministry of the Interior and then registered at the pertinent Foreigners' Police Office.

3.2. Non-EU national who is a family member of an EU national

3.2.1. Accompanied by the EU national to the Czech Republic

- If you are a non-EU national coming to work in the Czech Republic, and your husband/wife is an EU

national, you have the same rights as Czech and EU nationals when applying for work in the Czech Republic. Therefore, no work permit is required to work here.

- However, the Czech entity with which you have a contract or to which you are seconded must register you with the respective Labour Office. The registration must be made by the day you begin to work.
- Based on the registration you have to apply for a Schengen work visa at the Czech embassy in your home country or in the country where you have long-term residence.
- Once you receive the Schengen work visa, you are required to inform the Foreigners' Police Office about the commencement, place, and length of your stay in the Czech Republic within three business days of entering the country. Then you will need to apply for a Czech temporary residency permit at the respective Foreigners' Police Office together with your husband/wife within three months of entering the Czech Republic. The processing time is about two months and you will be invited for an interview at the Foreigners' Police Office.

For more information about the process, please see the tab FAMILY MEMBER.

3.2.2. Not accompanied by the EU national to the Czech Republic

- If you are a non-EU national coming to work in the Czech Republic, and your husband/wife is an EU national, you have the same rights as Czech and EU nationals when applying for work in the Czech Republic. Therefore, no work permit is required to work here.
- However, the Czech entity with which you have a contract or to which you are seconded must register you with the respective Labour Office. The registration must be made by the day you begin to work.

- As your husband/wife who is an EU national is not accompanying you, you will have to apply for a long-term visa at the Czech embassy in your home country or in the country where you have long-term residence.
- The long-term visa is usually issued within two to three months.
- The long-term visa will be affixed to your passport at the same embassy/consulate at which the application was filed and must be collected from that embassy/consulate in person.
- However, if you need to start working before your long-term visa is approved, the waiting period can be covered by a Schengen work visa. Such a visa is valid for ninety days and is granted within three working days.
- Once you receive the visa, you are required to inform the Foreigners' Police Office about the commencement, place, and length of your stay in the Czech Republic within three business days of entering the country.

3.3. Being appointed as a statutory representative

- If you are appointed as a statutory representative of an entity registered in the Czech Republic, i.e., as an executive ("jednatel") of a Czech limited-liability company, as a member of the board of directors of a joint-stock company, or as a branch manager, and if you intend to reside in the Czech Republic, the long-term visa must be applied for on the basis of your appointment.
- If you are involved in day-to-day work or work in the Czech Republic as an employee as well, then you are required to apply for a work permit.
- The application for a long-term visa must be submitted at a Czech embassy or consulate in a country other than the Czech Republic.

- The long-term visa is usually issued within two to three months.
- The long-term visa will be affixed to your passport at the same embassy/consulate at which the application was filed and must be collected from that embassy/consulate in person.
- If you need to start your business activities earlier and be physically present in the Czech Republic, and you are required to have an entry visa to the Czech Republic, you must obtain a Schengen visa. Such a visa is valid for ninety days and is granted within three to five working days.

3.4. Self-employed

- If you intend to perform activities as a self-employed entrepreneur, you need to obtain an entrepreneurial visa. A valid trade licence (“živnostenský list”) is an essential document for the visa application. The trade licence can be obtained from the Czech Trade Licensing Office.
- The application for a long-term visa must be submitted at a Czech embassy or consulate in a country other than the Czech Republic.
- The long-term visa is usually issued within two to three months.
- The long-term visa will be affixed to your passport at the same embassy/consulate at which the application was filed and must be collected from that embassy/consulate in person.
- The long-term visa for the purpose of self-employment is granted for one year and can be extended for two more years if the required documents are submitted along with the application at the relevant Foreigners’ Police Office in the Czech Republic.
- Once you receive the visa, you are required to inform the Foreigners’ Police Office about the commencement, place, and length of your stay in the Czech Republic within three business days of entering the country.

4 Non-EU national residing long-term in an EU member state

4.1. In the Czech Republic

Note that the cases described below serve only as examples, as the conditions for applying for Czech permanent residence are specific and each application should be reviewed on a case-by-case basis.

- Generally, you can apply for Czech permanent residence after five years of uninterrupted and legal residence in the Czech Republic. The holder of a permanent residence permit will be granted long-term EU residence status automatically as well, which will simplify the immigration process in other EU member states.
- The permanent residence can be granted to you even sooner than after 5 years of residing legally in the Czech Republic if you join a project administered by the Ministry of Labour and Social Affairs entitled “Selection of Qualified Foreign Workers” and fulfil specific requirements, including your citizenship. For more information visit www.imigracecz.org
- If you marry a Czech national or a permanent residence holder who is an EU national, or if you are parent of a Czech national, you are entitled to apply for Czech permanent residence after two years of previous uninterrupted and legal residence in the Czech Republic and subsequently after one year of being a family member.
- If you studied at a Czech high school or university, the time spent in such studies must be reduced by one half when calculating your total time spent in the Czech Republic for the purpose of obtaining permanent residence. In addition, if you plan to work in the Czech Republic, you are not

required to obtain a work permit as a graduate of a Czech school; however, the Czech entity with which you have a contract or to which you are seconded must register you with the respective Labour Office. The registration must be made by the day you begin to work. Your obligation is to change the type of your residence permit from study to work.

4.2. In another EU member state

- If you have received long-term EU residence status in another Member State, you must obtain a work permit (see 3.1.) and residence permit in the Czech Republic. The application for the residence permit is filed with the Foreigner's Police Office directly in the Czech Republic instead of applying for the visa at a Czech embassy abroad as other non-EU nationals must do.
- Although you need to obtain a work permit for the first year of working in the Czech Republic, an extension is not required. The residence permit will be extended based on the registration form confirmed by the Labour Office (see 2.1.).
- If you are seconded to the Czech Republic within the framework of provision of services by your employer settled in other EU member state, you are not required to obtain a work permit. The Czech entity must, however, register you at the respective Labour Office and based on such a registration you are obliged to apply for a work visa (see 3.1.).

5 Family member

5.1. EU national accompanying an EU national

- If you are a family member of an EU citizen and intend to stay in the Czech Republic for more than 30 days, you are obliged to notify the local Foreigners' Police Office about your place of stay within 30 calendar days of entering the country.
- If your stay in the Czech Republic should exceed 90 days, you can apply for a residence permit in the Czech Republic. The application for a residence permit, together with certain documents, is filed at the Foreigners' Police Office relevant to your place of residence in the Czech Republic.
- The permit is processed within 30 days and is generally valid for an unlimited period of time. One of the essential documents for the application is the marriage certificate (for spouses) or the birth certificate (for children), which must be properly verified, i.e., superlegalised or apostilled, if applicable, and translated into Czech.
- The rules described above also apply to non-married couples living in a shared household. Then the residence permit application must contain documents proving this fact (e.g., a shared bank account statement) and you may be invited for an interview at the Foreigners' Police Office.

5.2. Non-EU national accompanying an EU national

- If you are a family member of an EU citizen and are not an EU citizen, you are eligible to stay in the Czech Republic for three months. Within this period of time, you are required to apply for a residence permit.
- If you need an entry visa for the Czech Republic, you will apply for it based on the marriage/birth certificate and the EU national ID card or passport at a Czech embassy/consulate. The marriage certificate (for spouses) and the

birth certificate (for children) should be properly verified, i.e., superlegalised or apostilled, if applicable, and translated into Czech.

- The application for a residence permit together with certain documents is filed at the Foreigners' Police Office relevant to your residential address in the Czech Republic. The permit is processed within 60 days and is generally valid for five years. One of the essential documents for the application is the marriage certificate (for spouses) or the birth certificate (for children), which must be properly verified, i.e., superlegalised or apostilled, if applicable, and translated into Czech. You will be invited to an interview at the Foreigners' Police Office.
- The rules described above also apply to non-married couples who live in a shared household. Then the residence permit application must contain documents proving this fact (e.g., a shared bank account statement) and you will be invited for an interview at the Foreigners' Police Office.
- Note that a non-EU accompanying family member can apply for the residence permit only if the EU family member also intends to reside in the Czech Republic and applies/ has applied for the residence permit. The notification of stay exceeding 30 days (see 5.1.) is not sufficient in this case.

5.3. Non-EU national accompanying a non-EU national

- If you are a family member accompanying a non-EU national working in the Czech Republic, you must obtain a long-term visa on the basis of the work permit of your spouse/parent and a marriage certificate (for spouses) or birth certificate (for children). The marriage and birth certificates must be properly verified, i.e. superlegalised or apostilled, if applicable, and translated into Czech.

- The application for a long-term visa must be submitted at a Czech embassy or consulate in a country other than the Czech Republic.
- The long-term visa is usually issued within two to three months.
- The long-term visa will be affixed to your passport at the same embassy/consulate at which the application was filed and must be collected from that embassy/consulate by you in person.
- Children under 15 years of age are not required to visit the embassy/consulate in person. Visa applications for children under six years are processed free of charge.
- If you need to join your spouse/parent earlier, and you are required to have an entry visa to the Czech Republic, you must obtain a Schengen visa. Such a visa is valid for ninety days and is granted within three to five working days. Using this type of visa, you can actually cover the waiting period for approval of the long-term visa.
- Once you receive the visa, you are required to inform the Foreigners' Police Office about the commencement, place, and length of your stay in the Czech Republic within three business days of entering the Czech Republic.
- The long-term visa is granted for a one-year period and depends on the validity of the visa of the working partner/parent. Prior to its expiration, it is possible to arrange for its extension for another year at the pertinent Foreigners' Police Office.



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6 A holder of a Czech permanent residence permit

- When applying for work in the Czech Republic you have the same rights as Czech nationals. Your Czech employer, however, must register you with the respective Labour Office. The registration must be made by the date you begin to work.
- It makes no difference what your nationality is: you are eligible to apply for Czech citizenship if you have held a Czech permanent residence permit for more than five years. The conditions for submitting an application for Czech citizenship are very strict, and the application process is complicated and time-consuming. We strongly recommend obtaining expert advice.

About PricewaterhouseCoopers immigration services

Our immigration services specialists can assist you with:

- Czech work permits
- Czech visas
- Registration cards for EU nationals
- Residence permits for EU nationals
- Czech permanent residence permits
- Green cards
- Project of qualified workers
- Official invitation letters issued by the Foreigners' Police Office
- Czech driving licenses for foreign nationals
- Registration of cars in the Czech Republic
- Passports for foreign nationals in the Czech Republic
- Apostilles (further verification) for documents (birth and marriage certificates, etc.)
- Business visas to travel abroad
- Obtaining Czech citizenship
- Importing pets into the Czech Republic

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