

WELCOME OFFICE

A Practical Guide to Relocation and Life in Czechia



This guide supports you mainly during Stage 2 – Before starting. It covers administrative and immigration steps, practical preparation, accommodation, travel to your workplace, and the first arrangements after arrival. Materials for the other stages are available for download or are currently being prepared.

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WELCOME OFFICE SUPPORT

The IEB Welcome Office provides administrative and practical support to international employees, researchers, students, interns and other international visitors before and after their arrival in Czechia.

Before arrival, the Welcome Office can assist with:



visa and residence procedures,



communication with EURAXESS,



documents required for the immigration procedure,



arranging or reserving temporary accommodation, including the IEB accommodation facility, typically for the first one to three months,



health-insurance requirements,



practical arrangements for accompanying family members, including assistance with finding schools for children where needed,



information about additional integration and practical support available to international staff, including Czech-language and other language courses, where available.

The type of support depends on your individual situation – in particular whether you are an EU/EEA/Swiss citizen or a third-country national, whether you are coming as a student, researcher or employee, and whether you are travelling alone or with your family.

The Welcome Office also provides administrative support to interns, students completing professional placements, Erasmus participants and participants in seminars.



Welcome Office Coordinator



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1. Basic facts about the Czech Republic

Topic	Key information
Country name	Czech Republic; the short form Czechia is also used.
Capital	Prague
Official language	Czech. Authorities may require a certified interpreter or a certified Czech translation.
Currency	Czech koruna (Kč / CZK). Czechia does not use the euro.
Payments	Cards are widely accepted; keep a small amount of cash for minor purchases and fees.
Time	Central European Time (CET); Central European Summer Time (CEST) in summer.
Electricity	230 V, 50 Hz; type E sockets, generally compatible with type C plugs.
Telephone code	+420

Emergency numbers

Number	Service
112	European emergency number
150	Fire and Rescue Service
155	Emergency Medical Service
158	Police of the Czech Republic

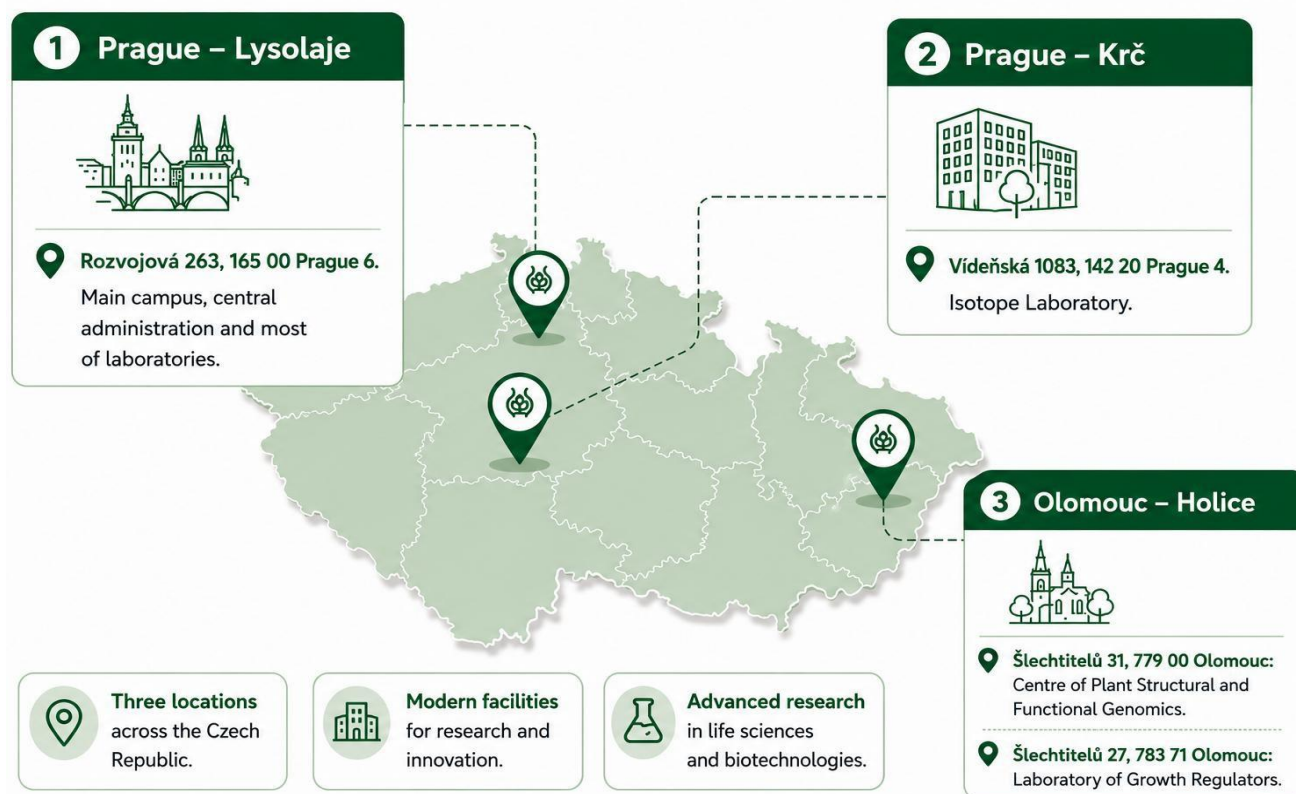
2. What to prepare before arrival

Documents submitted to Czech authorities generally need to be in Czech or Slovak. Documents in other languages may require a certified Czech translation. Foreign public documents may also require an apostille or superlegalisation, depending on the issuing country. Some documents must be recent, often no more than 180 days old. Check the official [document and formal requirements](#) before preparing your application.

Identity and immigration - Valid passport or ID; visa or residence permit where required.	Employment - Employment contract, preliminary contract or hosting agreement, as instructed by IEB.
Accommodation - Lease, sublease or official confirmation of accommodation.	Insurance – Travel or medical insurance documents appropriate to your residence status.
Civil-status documents - Birth and marriage certificates for you and accompanying family members, where relevant.	Qualifications - Diplomas or professional certificates if requested for the position or immigration procedure.
Health - Medical reports and a sufficient supply of regularly used medication.	Copies - Keep secure paper and electronic copies of all important documents.

3. Getting to your IEB workplace

Before travelling, confirm the exact address, building, room, arrival time and telephone number with your supervisor or IEB contact. IEB has workplaces in Prague and Olomouc, so the location of your first day may differ from the Institute's registered address. Institute contacts and maps: [IEB contacts](#)



3.1 If you are starting in Prague – Lysolaje

Main campus address: Rozvojová 263, 165 00 Prague 6 – Lysolaje.

- From Dejvická station on Metro A, take bus 107 or 147 to Kamýcká.
- From Václav Havel Airport, take trolleybus 59 to Nádraží Veleslavín and continue by Metro A to Dejvická, then bus 107 or 147.

Plan your route using [PID Lítačka / Prague Integrated Transport](#) and confirm the building and room before your first day.

3.2 If you are starting in Prague – Krč

Isotope Laboratory address: Vídeňská 1083, 142 20 Prague 4. Confirm the entrance and room with the laboratory before arrival. Workplace information: [IEB Isotope Laboratory](#).

3.3 If you are starting in Olomouc

IEB workplaces in Olomouc are located in the Holic university and research area. Confirm which building and laboratory you should report to.

Travelling from Prague

- From Václav Havel Airport, use trolleybus 59 to Nádraží Veleslavín (Metro A), bus 100 to Zličín (Metro B), or the Airport Express to Prague Main Railway Station.
- Official airport transport: [public transport buses](#) and [Airport Express](#).
- Direct trains usually operate between Praha hlavní nádraží and Olomouc hlavní nádraží. Check and book through Czech Railways or search all connections in [IDOS](#) or [Czech Railways](#)
- Long-distance coaches leave from Prague, including Florenc. Check [RegioJet](#) or [FlixBus](#) and verify the current stop and transfer conditions.

Travelling from Vienna

- Use [Vienna Airport Lines](#) or [ÖBB Austrian Railways](#) to Vienna Central Station, then continue to Olomouc by train or coach.
- Direct and connecting coach services may be offered by RegioJet, FlixBus or [Gepard Express](#). Verify the current route before travelling.

Your first journey within Olomouc

Use the [DPMO mobile app and ticket information](#) or [IDOS](#) to find tram and bus connections. Electronic tickets can be purchased in the DPMO app; verify current prices and validity before travel.

4. Visas, residence and immigration obligations

LEGAL INFORMATION - Immigration rules depend on nationality, residence purpose, length of stay and family circumstances. Use this guide for orientation only. Confirm your individual procedure with IEB and the official Information Portal for Foreigners. [Official Information Portal for Foreigners](#) · [EURAXESS Czech Republic](#)

4.1 EU, EEA and Swiss citizens

- You may live and work in Czechia without a work permit. A valid passport or national identity card is sufficient for entry.
- For stays over 30 days, you generally need to report your place of residence to the Foreign Police within 30 working days. Hotels, dormitories and IEB accommodation normally do this on your behalf.
- A registration certificate is optional but may simplify some administrative procedures.
- [Registration after arrival for EU citizens](#) · [Registration certificate](#)

4.2 Family members of EU citizens

The procedure depends on the family member's nationality. Third-country family members staying for more than 90 days generally need to apply for a temporary residence permit as an EU citizen's family member. [EU citizen family member residence information](#).

4.3 Third-country nationals

Citizens from outside the EU, EEA and Switzerland need a residence status appropriate to the purpose of their stay. A visa-free tourist stay does not automatically authorize employment. Please confirm the appropriate immigration route with IEB before travelling or starting work.

Before arrival

- Contact the Welcome Office several months before your planned arrival. The exact procedure depends on whether you are coming as a researcher, employee or student.
- For researchers using the scientific-research residence route, IEB prepares the hosting agreement and related commitment required for the visa/residence application.
- Depending on your situation, additional documents may be required, including proof of accommodation and medical insurance.
- IEB cooperates with EURAXESS Czech Republic, which can assist with immigration, relocation and visa documentation. Support can be coordinated through Prague or, for staff based at the IEB workplace in Olomouc, through the EURAXESS Contact Point at Palacký University Olomouc. If you will be based in Olomouc, please inform the Welcome Office so that the appropriate local arrangements can be made.

5. Residence routes

5.1 Long-term residence for scientific research

This route may be appropriate for a third-country national carrying out research for more than three months under a hosting agreement with an approved research organization. Holders of a long-term residence permit for the purpose of scientific research have free access to the Czech labor market and do not require a separate work permit. [Scientific research residence permit](#)

5.2 Employee card

If the position does not fall under the scientific-research route or another exemption, an employee card may be required. It is a long-term residence permit allowing a third-country national to reside and work in Czechia for more than three months under the stated conditions. [Employee card information and application steps](#)

5.3 Students and other residence categories

Students normally hold a long-term residence permit for the purpose of study. Researchers coming under a hosting agreement normally use the long-term residence route for scientific research. Other employees may have a different residence status depending on their individual circumstances.

Different residence categories may provide free access to the Czech labour market. The applicable residence and employment status will be confirmed individually by IEB/Welcome Office.

5.4 Registration after arrival

- Third-country nationals generally register with the Foreign Police within three working days of arrival. If you are staying in a hotel, student dormitory or the IEB accommodation facility, the accommodation provider normally fulfils this reporting obligation on your behalf.
- Persons arriving with a D/VR visa to collect a residence card register with a Ministry of the Interior office; the D/VR deadline may be 30 calendar days.
- Registration, biometric data collection and card collection may require separate appointments.

Biometrics and residence card

- If your residence procedure requires a biometric residence card, you will need to visit the relevant Ministry of the Interior office in person. Your identity and residence details will be checked and your biometric data, including fingerprints and a photograph, will be collected.
- You will subsequently receive instructions for collecting your residence card. Card collection may require a separate personal visit. Always follow the appointment dates and deadlines provided by the Ministry of the Interior.
- [Official registration-after-arrival procedure](#)

After your arrival, EURAXESS and/or the IEB Welcome Office will provide you with information about the next steps according to your individual residence status.

- You must have appropriate health-insurance coverage. Where required, you will need to present proof of valid travel medical insurance covering your stay in Czechia. Once you start employment under a Czech employment contract and meet the applicable statutory conditions, your employer registers you for the relevant Czech health and social-insurance systems and the contributions are handled through payroll.

Keep all immigration and insurance documents available until your residence procedure has been completed.

5.5 Reporting changes

Depending on your residence status, you may be required to report changes such as a change of address, name, civil status or passport, loss or theft of a residence document, changes relating to employment, or a change or termination of the purpose of residence. Always check the applicable deadline and procedure. Check [official information](#) or contact the IEB Welcome Office.

5.6 Adaptation and Integration Course

Since 1 January 2021, certain third-country nationals who have been issued a long-term or permanent residence permit in Czechia are required to complete the Adaptation and Integration Course (AIC).

The course lasts four hours and, where the obligation applies, must be completed within one year of collecting the residence permit.

Exemptions apply to certain groups and residence categories. Check whether the obligation applies to you using the official Information Portal for Foreigners or contact the IEB Welcome Office. [Course eligibility, exemptions and registration](#).

STUDY, RESEARCH AND ACCESS TO THE LABOUR MARKET - The right to work in Czechia depends on your individual residence status.

- **Students:** Third-country nationals holding a long-term residence permit for the purpose of study may have **free access to the Czech labour market** where the relevant legal conditions are met.
- **Researchers:** Third-country nationals holding a long-term residence permit for the purpose of scientific research based on a **hosting agreement** have **free access to the Czech labour market** and do not require a separate work permit.
- Other third-country nationals may also have free access to the labour market depending on their residence status or other circumstances specified by law.

Your residence status and right to work will be checked individually by IEB. If you are unsure which rules apply to you, contact the Welcome Office.

6. Accommodation and costs

Proof of accommodation is required for most long-term visa and residence applications. It may take the form of an official confirmation of accommodation, a lease or sublease agreement, proof of ownership, or confirmation from an accommodation provider. Practical housing guidance: [EURAXESS accommodation](#) or [Official proof-of-accommodation requirements](#). Verify the property owner through the [Czech Land Registry](#) before transferring money.

Before signing a rental agreement:

Rent and utilities Confirm the exact rent, payment date and advance payments for water, heating, electricity, gas, waste and building services.	Deposit and agency fee Check the deposit, return conditions and any real-estate agency commission.
Term and residence address Review the term, notice period and renewal; confirm that the landlord will provide proof of accommodation.	Handover and pets Prepare an inventory and photographs, record meter readings and check any conditions relating to animals.

6.1 Approximate monthly living costs

Costs vary significantly by city, location, housing type and lifestyle. Rent is usually the largest expense. The ranges below are planning estimates, not guaranteed prices.

Monthly expense	Prague	Olomouc
Smaller private flat	CZK 18,000–28,000	CZK 11,000–18,000
Utilities and services	CZK 3,000–6,000	CZK 3,000–5,000
Food and household items	CZK 5,000–10,000	CZK 5,000–10,000
Public transport	from CZK 550	check current tariff
Phone and internet	CZK 500–1,500	CZK 500–1,500

7. Public transport

Czech public transport includes city buses, trams, the Prague Metro, regional buses and trains. Use IDOS to search nationwide connections. [IDOS nationwide journey planner](#)

7.1 Prague

Prague Integrated Transport covers Metro, trams, buses, ferries, suburban trains and regional services. The PID Lítačka app searches connections and sells tickets and travel passes. Paper tickets must be validated before entering the Metro paid area or immediately after boarding a tram or bus.

Ticket	PID Lítačka app	Paper
30 minutes	CZK 36	CZK 39
90 minutes	CZK 46	CZK 50
24 hours	CZK 140	CZK 150
72 hours	CZK 340	CZK 350
Monthly personal pass	CZK 550	—
Annual personal pass	CZK 3,650	—

[Current Prague fares and ticket rules](#) · [PID 2026 tariff update](#)

7.2 Olomouc

Olomouc public transport is operated by DPMO. Use the DPMO app or IDOS for routes and electronic tickets. Check current ticket validity and prices before travel.

[DPMO mobile app](#) · [DPMO website](#)

7.3 Rail travel

Tickets can be purchased through individual operators. Seat reservations are recommended or required on some long-distance services.

[Czech Railways](#) · [RegioJet](#)

8. Health insurance and the Czech healthcare system

8.1 Public health insurance

A foreign employee working under a Czech employment contract and meeting the statutory conditions is generally registered in the Czech public health-insurance system by the employer. Contributions are deducted through payroll. After registration, you receive an insurance card to present when receiving care.

8.2 Commercial medical insurance

Before employment starts, third-country nationals may be required to provide proof of valid travel medical insurance covering their stay in Czechia as part of their immigration/residence procedure.

Persons who are not covered by Czech public health insurance may need commercial medical insurance that meets their immigration and residence requirements. Commercial policies may restrict the network of doctors and facilities, so contact the insurer before treatment.

8.3 EU citizens and the EHIC

During a temporary stay, an EU citizen may be able to use a European Health Insurance Card. The EHIC may not replace registration in the Czech system when taking up long-term employment. Confirm your position with the relevant insurer.

8.4 How healthcare works

- For routine health concerns, first contact a general practitioner (GP).
- Register with a GP, dentist or a gynaecologist or paediatrician as soon as practical. Before registering, confirm that the doctor accepts new patients and has a contract with your insurer.
- A GP provides primary care and refers you to a specialist where necessary.

8.5 How to find a doctor

- [National Register of Health Service Providers](#) – search facilities throughout Czechia.
- [EURAXESS medical care guidance](#)
- Use your health insurer's provider search or ask your IEB contact and colleagues for local English-speaking options.

LIFE-THREATENING EMERGENCY - Call 155 for Emergency Medical Service or 112 for the European emergency number. Take your identity document, insurance card and list of medication when possible.

9. Everyday administration

9.1 Bank account and payments

A Czech bank account is useful for receiving salary and paying rent, utilities and recurring expenses. Requirements vary by bank and may include a passport or ID, residence document, Czech address, employment confirmation, Czech telephone number and tax-residency information.

9.2 Compare before choosing a bank

- Account maintenance and ATM fees.
- English-language mobile and internet banking.
- International and SEPA payment fees and exchange rates.
- Availability of CZK and EUR accounts, payment cards and Bank Identity.
- English-language customer support.

For international transfers, your bank provides your IBAN and, where needed, BIC/SWIFT. See the [Czech National Bank IBAN guidance](#). Information on the Czech deposit-guarantee system is available from the [Czech National Bank](#).

SECURITY - Never share your PIN, banking password or one-time authorization code. A bank or the police will not ask you to transfer money to a “safe account”.

9.3 Phone, internet and digital services

- Choose a prepaid SIM or a monthly mobile plan. A contract plan may require an identity document, residence document or Czech bank account.
- A Czech phone number is often needed for banking, transport apps, deliveries and communication with authorities.
- When renting, check whether internet is installed, who the provider is, the contract term and cancellation conditions.

9.4 Communicating with authorities

Administrative proceedings are generally conducted in Czech. You may need a certified interpreter and certified Czech translations. Bring your passport or ID, residence document, originals requested by the authority, appointment confirmation and the accepted method of payment.

General public-administration information is available on the [Czech Public Administration Portal](#).

10. Salary, tax and social security

The employer generally deducts income-tax advances and employee health and social-insurance contributions through payroll. Your payslip shows gross salary, deductions and net salary.

Term	Meaning
Employer contributions	Mandatory payments paid by the employer in addition to the employee's gross salary, mainly social-security and health-insurance contributions.
Gross salary	The contractual amount before tax and statutory employee deductions.
Net salary	The amount paid to the employee after tax and statutory deductions.
Payslip	A summary of salary, contributions, reimbursements and other deductions.
Annual tax reconciliation	The employer may complete this under specified conditions.
Tax return	In some circumstances, the employee must file an individual return.

International employees should consider

- Czech tax residence and the number of days spent in Czechia.
- Income from abroad and employment in more than one country.
- Remote work performed from another country.
- Applicable double-taxation treaties.
- Whether the employer can perform annual reconciliation or an individual tax return is required.

For general orientation, see [EURAXESS tax guidance](#) and the official [Living and Working Conditions in Czechia](#). Complex cross-border cases should be reviewed by a qualified tax adviser.

11. Family and daily life

The residence and insurance status of family members may differ from that of the employee. Assess each accompanying person individually. **If you are relocating to Czechia with your family, please inform the Welcome Office as early as possible.** Depending on your individual circumstances, the Welcome Office can assist with residence and visa procedures for accompanying family members, health-insurance questions and practical matters such as finding suitable schools for children.

Residence - Visa and residence permit for each family member.	Employment - Whether a spouse or partner may work and under which conditions.
Insurance - Health-insurance coverage for every family member.	Children - Nursery, school enrolment and required documents.
Healthcare - Registration with a paediatrician and other doctors.	Family leave - Maternity, paternity and parental-leave arrangements.
Education records - Recognition or translation of school documents where required.	Integration - Czech-language courses and activities for children and families.

Further guidance: [EURAXESS children, family and personal life](#)

11.1 Practical daily information

- Payment cards are widely accepted, but a small amount of cash is useful.
- Public holidays can affect the opening hours of shops and authorities.
- Medicines are sold in pharmacies; some require a prescription.
- Waste is commonly separated into paper, plastic, glass, metal and bio-waste according to local rules.
- Parcels are delivered by post, courier services and self-service collection boxes.
- Basic Czech phrases make daily communication easier.

11.2 Safety

- Report lost or stolen documents to the police and then contact the relevant authority or embassy.
- Be cautious of calls, emails or messages pretending to be a bank, the police or a government authority.
- Save the contact details of your IEB contact, supervisor and an emergency contact.

12. Official resources and contacts

<u>IEB contacts and maps</u>	<u>Information Portal for Foreigners</u>
<u>EURAXESS Czech Republic</u>	<u>Czech Public Administration Portal</u>
<u>IDOS journey planner</u>	<u>Prague Integrated Transport</u>
<u>Olomouc Public Transport</u>	<u>National Register of Health Service Providers</u> is available in Czech only. You may use your browser's automatic translation function.

FINAL NOTE - Legal, immigration, tax and transport information can change. Always verify the current requirements on the linked official websites and with your IEB contact before acting.

13. Your next step

STAGE 2 · BEFORE STARTING



STAGE 3 · ONBOARDING

You have now completed the main pre-arrival information. Once you begin work at IEB, continue with **Stage 3 – Onboarding**.



NEW EMPLOYEE HANDBOOK

Everything you need to know for a good start

The handbook guides you through your first day and first weeks at IEB, including workplace orientation, HR formalities, IT access, training, benefits, and everyday life at the Institute.

Questions before your first day?

Contact the [Welcome Office](#):

Andrea Hourová, Welcome Office Coordinator
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Institute of Experimental Botany CAS
WELCOME OFFICE