

YOUR FIRST STEPS IN PRAGUE **WORK**

PRAGUE FOR EXPATS

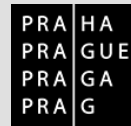
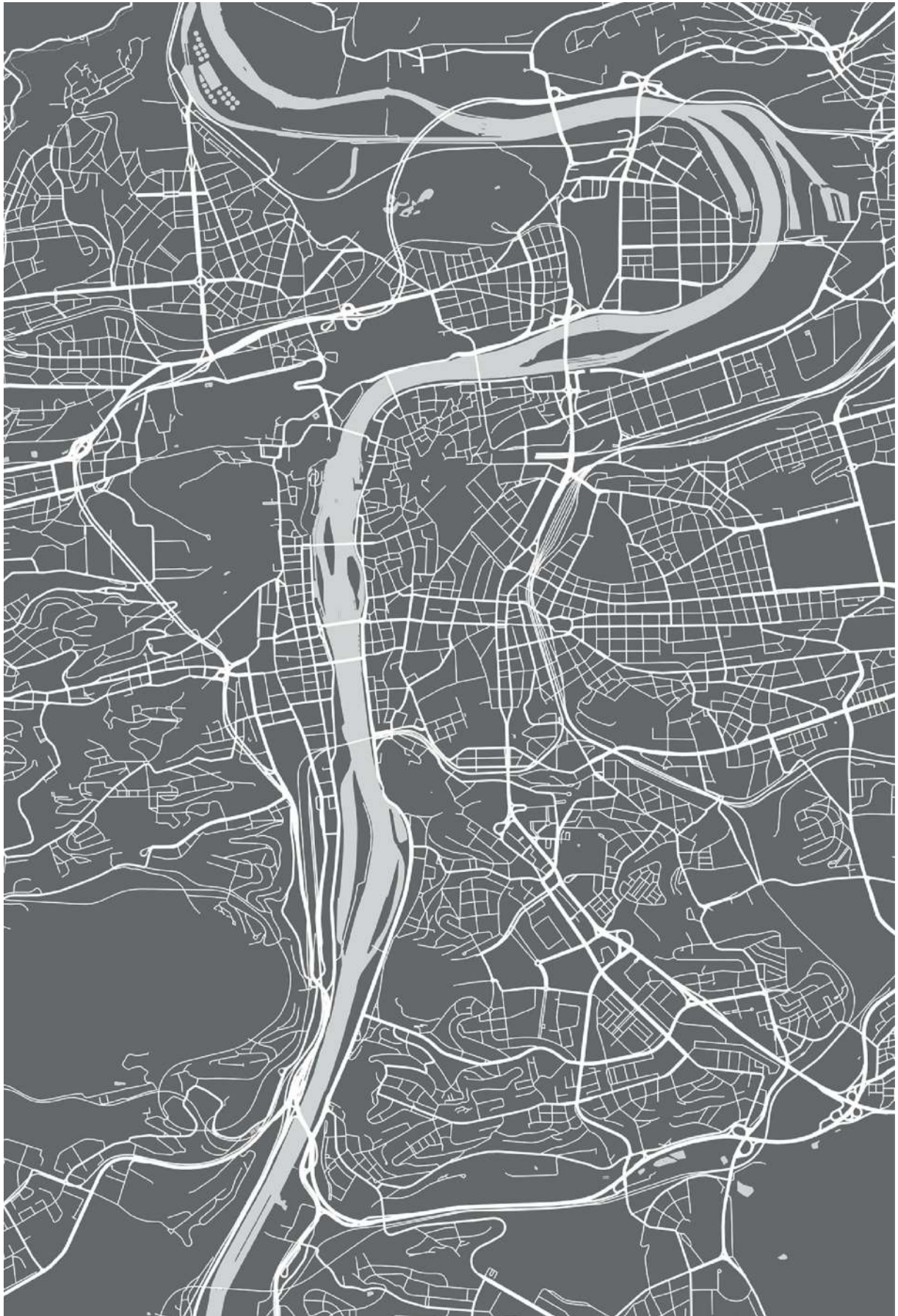


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WHY PRAGUE?

Every year the number of foreigners who come to Prague to work and live grows, as more people are drawn to the city's many job opportunities, friendly community life, beautiful architecture, and great public transportation.

Although the majority of expats in Prague work in the manufacturing and construction sectors, the growing trend of service-related job opportunities is also a significant **“pull factor”**.

In the second quarter of 2021, the **average income** in Prague was **CZK 46,163 (approx. €1,800)**, the highest in the Czech Republic and higher than the average in other CEE countries. This number is constantly increasing - even faster than the EU average.



The Czech Republic has **the lowest unemployment rate in the EU**. As the job market is getting gradually tighter, many employers are offering higher salaries and various other benefits for employees coming from abroad. These benefits may include a **relocation package**, which supports your move to the new country by helping you finding affordable accommodation, some extra money to cover the first few months of rent, language courses, meal vouchers, and more.

Those who are **bilingual are in high demand**, especially those who speak other languages than English. In the globalized job market of the EU, knowledge of the Czech language is no longer a strict necessity. **Flexible working hours**, a **large number of work holidays** (4–5 weeks of paid vacation per year), and **generous maternity leave** are some other attractive advantages of working in Prague.

Of course, work isn't everything, and Prague is also a great place to live. The Czech Republic **scored 8th on the 2020 Global Peace Index**. The city offers many possibilities for free time activities including many sport centres, annual festivals, acclaimed theatres, bustling nightlife and multiple parks. The city's location in the heart of Europe makes it easy to travel around the continent. It takes about 4 hours to get to Berlin by car and around 9 hours to reach the sunny beaches of Croatia.



START YOUR LIFE IN PRAGUE STEP BY STEP:

The tips in this guide will give you a comprehensive plan on how to plan your arrival and stay in the Czech Republic.

FIRST THINGS FIRST

Find a job - it is recommended that you settle this before coming to the Czech Republic, but you can of course arrive first (for example under the condition of family reunification or with a short-term visa) and look for work later.

File for residence permits or visa - visit the Czech embassy or consulate in your country with all necessary documents.

Look for accommodation - find an apartment or other accommodation and contact the owner.

Arrange health insurance - visit an insurance company of your choice and register either as an employee or as self-employed.

Find a school for your children - schools fill up quickly, so it's best to check beforehand.

UPON ARRIVAL

Register with the Foreign police - unless your accommodation provider does it for you as explained in the chapter on formalities.

Pick up a residence card at the Immigration office - this falls under the Ministry of the Interior and some useful addresses can be found [**here**](#).

Open a bank account - read through the services of the available banks and pick one.

Get a Lítačka card to use public transport - it will save you a lot of money when travelling around Prague (more on that later).

Get a phone with a Czech plan - you may not be able to contact others with a foreign phone plan (more on that later).

Stay updated and sign up for the [*Expat Centre Prague newsletter*](#)

YOUR FIRST MONTH IN PRAGUE

Find your local doctor, dentist and pharmacy for your medical needs - there are many medical professionals who offer their services in English or other foreign languages.

Register your car - deal with matters related to driving, such as your driving licence, car registration etc.

Start learning Czech - although not a strict necessity anymore, it is helpful to learn at least the basics of this difficult language because it'll help you deal with office clerks and others who may not speak English. Popular ways to learn Czech are the Duolingo app, podcasts such as One minute Czech, and signing up for language courses.

Read up on Prague - look for things to do and experience in your new home (links for useful websites can be found in the last chapter, and we also highly recommend the YouTube channel ***Honest Guide***).

FINDING A JOB

In the last couple of years, Prague's unemployment rate has been one of the lowest in Europe, even after the pandemic. Moreover, the economic level measured by GDP per capita is higher in the Czech Republic than in Italy, Spain or Portugal.

PRAGUE FOR EXPATS



JOB OPPORTUNITIES IN PRAGUE

There are job opportunities in all sectors of the city's economy, but some are growing faster than others. Many companies are actively looking for skilled workers from abroad.

Some of these sectors are:



AUTOMOTIVE INDUSTRY

The Czech Republic plays an important role in the global automotive industry. The country is home to large automobile manufacturers, such as Škoda Auto, TPCA and Hyundai Motor Manufacturing Czech. As the biggest industrial sector of the country (consistently hovers around 9% of the overall GDP) and with many offices in Prague, the automotive industry is a great opportunity for work.



AI DEVELOPMENT AND RESEARCH

Prague is also steadily becoming a global hub for AI research and development, with initiatives such as ***Prg.ai***, the ***AI Center of the CVUT University*** and a wide range of start-ups. The same is true for virtual reality.



BUSINESS SERVICES

With the surge of modern technology and automation, the business sector is quickly becoming a major source of job opportunities in Prague. Business centres are among the main spaces of diversity in the Czech Republic. Many banking and management consultancy firms base their European headquarters in Prague due to the geographical location of the Czech Republic being in the heart of Europe.



AEROSPACE INDUSTRY

Innovation and knowledge-sharing are at the core of this industry, with many high-class aerospace R&D centres and unique research groups located in Prague. The Czech Republic is an ESA member and home to the EU Agency for the Space Programme (***EUSPA***) with headquarters located in Prague.



PHARMACEUTICAL INDUSTRY

This sector remains one of the most innovative branches not only in Prague's economy, but in the Czech economy as a whole. The development of new pharmaceutical treatments and diagnostics is one of the top priority areas for Czech government funding.



ELECTRICAL ENGINEERING

Electrical engineering and electronics is one of the largest sectors of the Czech economy with more than 13% of the overall manufacturing output. Various R&D activities in this field are also the focus of strong governmental support. An indication of the competitiveness of the Czech electronics industry is the fact that one out of every three electron microscopes in the world is produced in the Czech Republic.



GAMING INDUSTRY

Czech-made games rival even the top competitors on the global market (e.g. Kingdom come: Deliverance, the Mafia series, Factorio, and more). A study made by Charles University considers video games to be the country's biggest cultural export. Most of the large game development companies are located in Prague.



HOW TO FIND A JOB

The job market is constantly changing as new opportunities become available and older vacancies are filled. The best ways to keep track of newly available positions are the following:

There are several commercial job listing websites that offer jobs in a variety of professions and specializations. Unfortunately, we cannot provide you with the exact websites (since the Expat Centre is established under the City of Prague, it would be illegal for us to provide this kind of indirect support for commercial subjects), but a few minutes of Googling should send you in the right direction.

The Czech Labour Office has a job vacancies database for foreigners — the database includes information from all employment offices in the Czech Republic. The search is set up to automatically display job offers that are suitable for foreigners, i.e. where the employer is authorised and is willing to employ foreigners. If you are an EU citizen, have a look at the EURES database too. See links on the next page.

Try to search on LinkedIn - it is used quite a lot in the Czech Republic by headhunters and HR departments and they post a lot of listings.

If you are a student, check with your university and professors to see if they can help you or can recommend something!

Labour office ***vacancies database***

EURES job database

NGOs helping expats find work:

- ***The Association of Integration and Migration (SIMI)***
- ***Integration Centre Prague***
- ***Caritas of Archdiocese of Prague***



Curriculum vitae

Once you find a job vacancy you are interested in, don't hesitate to contact the employer. You will be usually asked to supply a structured CV and a cover letter. References from your previous employers are a big plus, but it's sufficient to write that they are available upon request.

The CV should include:

- your name
- date of birth
- contact information
(phone number, email address, LinkedIn profile etc.)
- education
Czechs put their degree title in their name in CVs, even if they have "only" a bachelor's degree
- work experience - including internships, traineeships and volunteering
- other skills you might have
(languages, computer skills, etc.)
- and your hobbies and personal interests
(usually not mandatory)

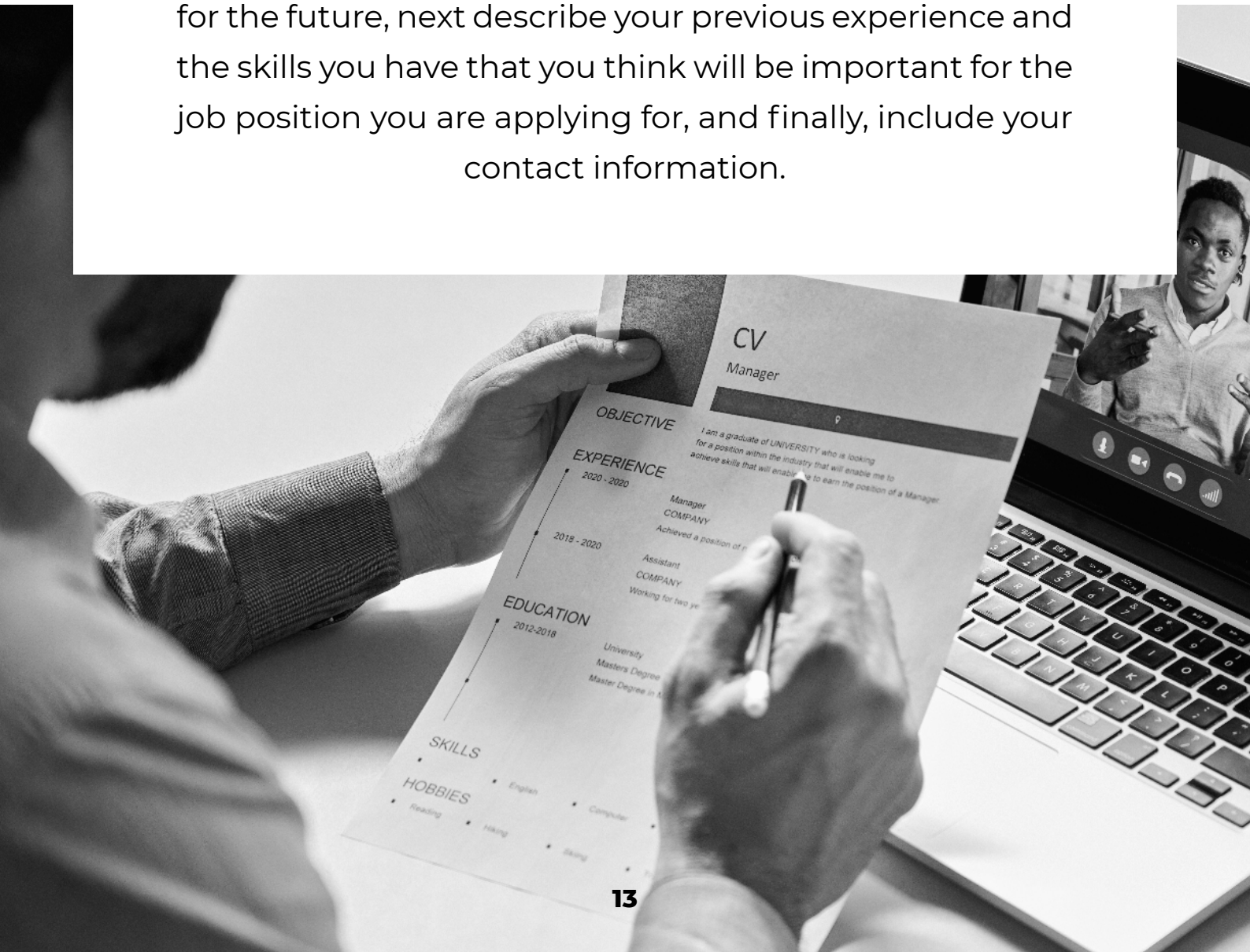
Some companies will also want to know details about your **driver's licence**.



It's best to keep your **CV short and to the point**, highlighting your key achievements. Structuring it in bullet points should be sufficient. When writing about your previous work experience, it is recommended to include a **short description of what your main responsibilities** were and what they taught you. Both work experience and education are usually written separately in reverse chronological order. If you are unsure about how to structure your CV, you can always use a template - there are many available online.

Cover letters

Cover letters also known as **motivation letters**, are a bit more complex. Whereas your CV presents your past accomplishments, your cover letter should focus on **what you expect from the future**, especially the job you are applying for and why you think you would be a good fit for the position. You should include your take on why you want to join the company (what you think the position would teach you, etc.) and prove that you are sufficiently qualified (include details about your previous job positions and education, but don't simply copy the CV). The letter should be structured into three paragraphs: first, introduce yourself briefly and present your career plans for the future, next describe your previous experience and the skills you have that you think will be important for the job position you are applying for, and finally, include your contact information.



Job interview

This is the most crucial part of your job search, but there is no need to be nervous. Job interviews in the Czech Republic are **not as formal as in other countries** such as the USA. Make sure you dress appropriately and inform yourself about the company, as you most likely will be asked about it.



You will likely be asked if you want anything to drink. It is polite to say yes. A job interview in the Czech Republic is more like a casual conversation, where you will first talk about yourself and your expectations, then the **interviewer will tell you more about the company and the job** you are applying for and finally ask you specific questions intended to prove your knowledge about the work you would be doing and the interests of the company.

As a foreigner, you should expect questions on why you came to Prague and how you like it so far. In some companies, there are **multiple elimination rounds** so you might have to go through several interviews. The first interview is usually shorter (up to an hour), whereas the others might last an entire day. It is also recommended to bring a copy of your CV and any other relevant documents, such as training certificates.

CONTRACTS AND EMPLOYMENT LAW

There are several types of employment contracts.

All, however, must include:

- the type of work
- the place of work
- the day the employee starts working

If any of these essential elements are missing, the contract is invalid and does not constitute employment. Most contracts also stipulate the **gross wage** of the employee unless it is stated in a different written agreement or determined by the employer's internal regulations. The wage has to be added to the contract within a month. The same applies to the employee's holidays.

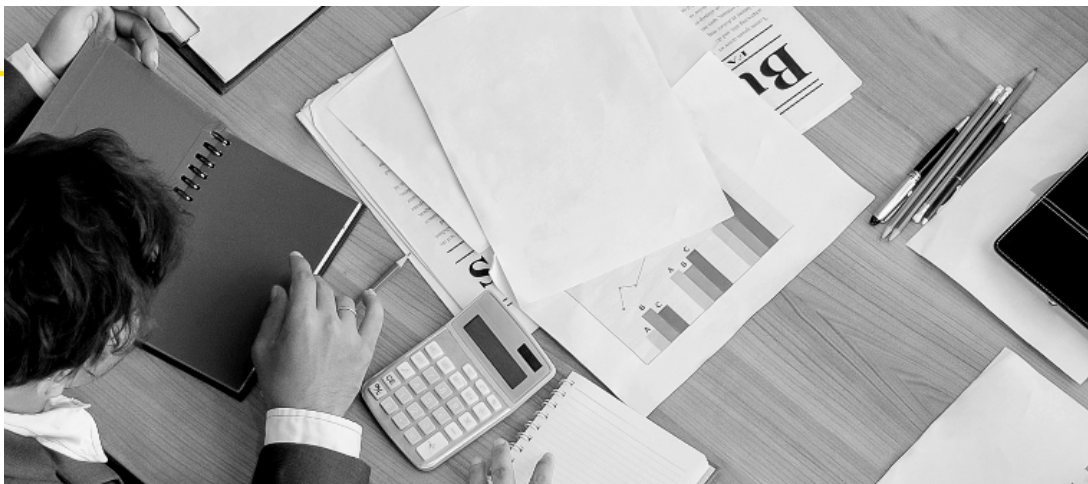
The contract may also include the length of the possible **trial period**. During this time, both the employer and the employee can immediately terminate the employment contract without stating a reason (the trial period is not obligatory, but it is very common). It may last a maximum of 3 months (6 months for management positions) and has to be agreed upon on the first day of employment at the latest.

Types of employment:

Main employment (*hlavní pracovní poměr, or HPP*) is the most common type and of employment contract. It is further stipulated whether the work is full-time (40 hours a week) or part-time.

The contract can be either:

- **Employment contract for a fixed term**
(*na dobu určitou*) - can only be concluded for a maximum of 3 years and only 3 times in a row (3×3 years)
- **Employment contract for an indefinite period**
(*na dobu neurčitou*) - an employment relationship that lasts for an indefinite period of time
- **Agreement to perform work**
(*dohoda o pracovní činnosti or DPČ*) - a contract for work with a maximum of 20 hours a week
- **Agreement to complete a job**
(*dohoda o provedení práce, or DPP*) - a contract for temporary work which may not exceed 300 hours in any calendar year



Additionally, an individual who has a trade licence (*Živnostenský list*) and is primarily self-employed (*OSVČ*) works independently without contracts explained above. This relationship requires a so-called **Framework agreement** (*rámcová smlouva*). This agreement doesn't create a contractual relationship and therefore no receivables and liabilities of the signing parties arise from it. For cases of breach of contractual obligations, a framework of fines for all parties is involved.

Another alternative is the **Contract for work** (*smlouva o dílo*). This is mainly used for construction, the manufacturing of specific items, repairs etc. In this case, the employer plays the part of the ordering party (*objednavatel*) and the employee of the contractor (*zhotovitel*).

The work of persons **under the age of 15** (or over the age of 15 if they have yet to finish compulsory schooling) **is prohibited**. These persons may **only perform artistic, cultural, advertising or sports activities** under the conditions stipulated by a special legal regulation.



Information on Foreign employment legislation:

Foreign Employment — Labour Office

Czech Labour law:

Labour law — Ministry of Labour and Social Affairs

CHANGING JOBS

The employment relationship can be terminated with the employee by agreement between both of the parties either in writing or by notice of termination. The notice of termination has to be made in writing and delivered to the other party. The employee doesn't have to explain why they are terminating the employment, while the employer must specify the reason for the termination by using one from the official list of reasons provided by the Labour Code (§ 52).

Other ways a contract may be terminated are:

- expiry of the agreed period in case of the employment contract for a definite period (as specified in the employment contract)
- immediate termination of the employment specified by the law (for example, the employee has breached an obligation arising from legal regulations relating to work in a particularly excessive manner, or an employee may terminate his employment immediately for health reasons based on a medical report issued by an occupational health service provider)
- termination within the trial period
- in the case of foreigners, due to the expiration of their residence in the Czech Republic
- upon the death of the employee

Czech law prohibits giving notice to an employee during the so-called **protection period** (while the employee is pregnant or on maternity leave, the employee is unfit for work, the employee is released to exercise a public office, etc.) This doesn't apply to termination by the expiry of the contract. At the termination of employment, the employer is obliged to issue record of employment to the employee.

If the contract is terminated for reasons that are not the fault of the employee, then they are entitled to **severance pay**. This occurs most commonly when the position of the employee is no longer needed in the company. The payments amount to one month's salary if the employment has been terminated during their first year, two month's salary if during their second year, and three month's salary for those who have worked for more than two years for their employer.

Keep in mind that the **EU Blue card and Employee card holders** need to report any changes in employment to the local MOI (Ministry of Interior) office.



WORK AS A FREELANCER

Freelancers, aka self-employed persons (*OSVČ*), enjoy the benefits of being their own boss. The Civil Code defines self-employment as follows: “A person who, on their own account and responsibility, independently carries out a gainful activity in the form of a trade or in a similar manner with the intention to do so consistently for profit.” All activities are carried out in the name of the self-employed person and they are fully liable for them.

Self-employed persons whose income for the previous year did not exceed CZK 1 million enjoy relatively easy tax recording due to a simple flat rate. They can make a single **lump-sum payment** instead of paying their income tax, social security, and health insurance advance separately. Entrepreneurs making over CZK 1 million will need to keep regular accounting books and submit annual tax reports.

A self-employed person may conduct business as a primary or a secondary activity. This influences the payment of health insurance and social security contributions. Self-employment activities may change from primary to secondary, and vice versa (for example, you may be primarily a student, a regular employee, on maternal leave etc., and secondarily *OSVČ*). Self-employment as a secondary activity exempts the entrepreneur from paying health insurance and social security advances; they simply pay the total amount due once per year when the annual tax report is submitted.

Primary self-employed persons are obliged to pay advances for **social and health insurance**. During the first year of business, only the minimum amount of both advances is paid. In the following years of business, the monthly advance is calculated by the profit achieved in the past year and is included in the **Statements of Income and Expenditures** (*Přehled o příjmech a výdajích*) that all self-employed persons must submit annually to their health insurance company and to the Czech Social Security Administration.

The registration of a self-employed person is done at **Trade Licensing offices**. Submissions can also be made through a public administration contact point - **Czech POINT**. The applicant has to define the subject of business and the fields of activities they will perform. The general conditions for obtaining a trade licence are **full legal capacity**, i.e. reaching the age of 18 years old, and having a **clear criminal record**. Foreigners also need to show **visa validity** and all documents regarding residency in the Czech Republic. The administration fee is CZK 1,000.



Self-employment:

[Trade Registration — Expat Centre Prague](#)

[Advances on social and health insurance — Expat Centre Prague](#)

Taxes, VAT and other fees:

[Taxes, VAT and other fees — BusinessInfo.cz](#)

Guide for entrepreneurs:

[Guide for \(not only incipient\) entrepreneurs — Ministry of Industry and Trade](#)

Insider tips:

[An insider's secrets to freelance success in Prague and the Czech Republic — Expats.cz](#)

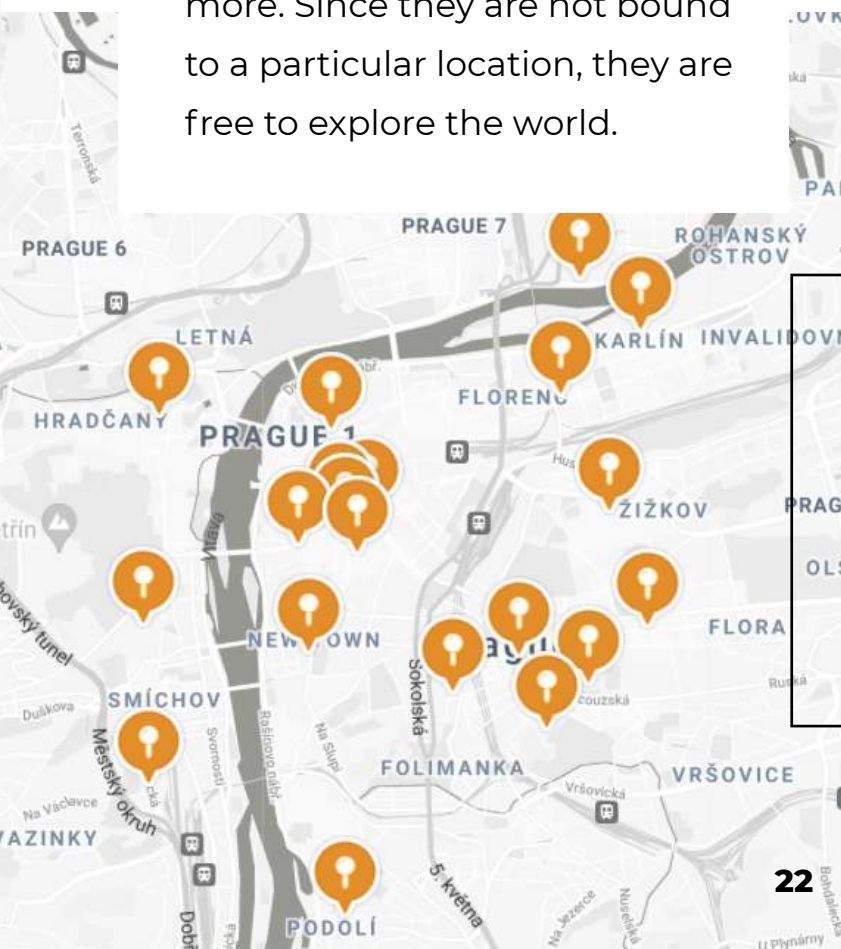
DIGITAL NOMADING AND CO-WORKING

Digital nomading

Digital nomading is a lifestyle often associated with co-working. Digital nomads usually only need a computer and internet connection for their job, which allows them to travel around the world freely. Professions best suited for digital nomads include graphic design, photography, programming, online marketing (SEO, PPC, PR, social media), filming and editing, copywriting and many more. Since they are not bound to a particular location, they are free to explore the world.

Co-working

Co-working is a new successful trend used mainly by freelancers, entrepreneurs and other independent professionals. They meet together in so-called co-working spaces: modern offices (often within cafés), where a community of workers is created. They pay the rent together in shares. The main benefit of co-working offices is the possibility to exchange ideas, discuss common topics and make friends with like-minded individuals. There are more than 20 co-working spaces in Prague.



You can check out our list of co-working spaces in Prague here: [Coworking — Expat Centre Prague](#)

FORMALITIES

Prague is a truly cosmopolitan city that has become the home of many expats thanks to the many opportunities for high income, good quality of life and low cost of living. In general, citizens of EU countries do not need any permits, while third-country nationals must procure work permits in the Czech Republic.

PRAGUE FOR EXPATS



EU / NON-EU CITIZENS RESIDENCE PERMITS AND VISA

VISA ARRANGEMENT

Getting a visa to stay in the Czech Republic is a simple procedure. First of all, if you are an **EU citizen**, you don't need any visa to live and work in this country, as long as you carry an ID card such as a passport. If you are from **outside of the EU** and you come to the Czech Republic to take part in a gainful activity (work), you will be required to get either a **short-term** (up to 90 days) or **long-term** (over 90 days) visa.



A SHORT-TERM (SCHENGEN) VISA

A short-term stay is a stay of a maximum of 90 days during any 180-day period. Citizens of some non-EU countries are exempt from getting a visa for a short stay, but this doesn't apply to those who have come to work in the Czech Republic. To apply for the visa, you need to make an appointment at your country's Czech consulate or visa centre.

To get the visa, you will need the following:

- a passport
- a 35 x 45 mm photo
- biometric data (fingerprints)
- documents proving your purpose of stay (employment permit issued by the Labour Office of the Czech Republic, employment contract or a similar document, such as a trade licence in case of self-employment)
- proof of accommodation (can be a hotel booking)
- proof of financial means (confirmation of a salary in the form of an employment contract is sufficient)
- proof of return (most commonly air or other ticket reservation)
- proof of civil status
- and travel medical insurance.

A LONG-TERM VISA

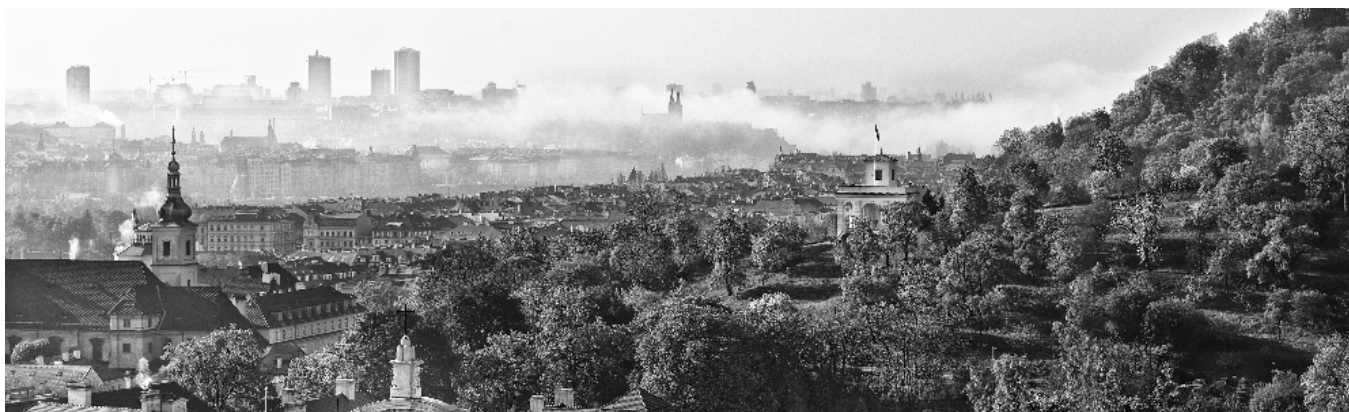
Long-term visas are required for citizens of the so-called **third countries** (a citizen of a state that is not member of the EU nor a citizen of Iceland, Lichtenstein, Norway or Switzerland).

This visa type is valid for a **period of stay exceeding 90 days**, but no longer than one year, which means it's appropriate for seasonal work. If you plan on staying longer in the Czech Republic, you will require a residence permit (more on that later).

To apply for the visa you need to visit a consulate and present the following:

- a passport
- two 35 x 45 mm photos
- biometric data (fingerprints)
- documents proving your purpose of stay (employment permit issued by the Labour Office of the Czech Republic, employment contract, or a similar document, such as a Trade Licence in case of self-employment)
- proof of accommodation (accommodation agreement, rent agreement, property ownership proof, dormitory document or confirmation on providing accommodation - the signature must be verified by a notary)
- proof of sufficient financial means (bank statement, confirmation of a salary in the form of an employment contract, stipend confirmation etc.)
- a criminal record extract and travel medical insurance.

Based on the most recent amendment to the Act on the Residence of Foreign Nationals (effective as of August 2, 2021), the document on travel medical insurance must be submitted before the long-term visa is indicated in the foreign national's passport. The health insurance must cover at least necessary and urgent care for the first 90 days of residence in the Czech Republic. You must also submit documentation proving that you have comprehensive health insurance for the remaining period of stay — which is issued by ***Pojišťovna VZP***, and is possible to get online.



VISAS AND STAY FOR FOREIGNERS IN GENERAL:

[Visas and Stay for Foreigners in the Czech Republic — Prague for all](#)

[Visa Types — Ministry of Foreign Affairs](#)

[Czech Republic Visa Application Requirements](#)

[Shengen Visa Information](#)

SHORT TERM VISA:

[Employment — Ministry of Foreign Affairs](#)

LONG TERM VISA:

[Seasonal Employment — Ministry of Foreign Affairs](#)

APPLICATION FORMS TO DOWNLOAD:

[Visa Forms — Ministry of Foreign Affairs](#)

WORK PERMIT

Foreigners who are **not citizens of EU Member states need to acquire a work permit before starting their employment** in the Czech Republic.

Exceptions include holders of a permanent residence permit or a long-term permit for the purpose of a family reunion with EU citizens; full-time university students; foreigners who completed at least the secondary education level in the Czech Republic and participants of various programmes within bilateral agreements between the Czech Republic and countries such as Canada, New Zealand or Israel. The applicant has to contact a relevant Labour Office, usually prior to their arrival to the Czech Republic.

ALONG WITH THE FILLED-IN APPLICATION FORM, THE APPLICANT NEEDS TO SUPPLY:

- a photocopy of their passport
- the employment contract and proof that the applicant is competent to do the work (vocational certificate, secondary school leaving certificate, diploma of completion of higher education, etc.)

Regular work permits are not very popular among both employers and employees as the process of acquiring one is rather slow and difficult. They are usually used for short-term employment, internships, or work based on international governmental agreements. A better option is obtaining an **Employee card** or a **Blue card**. These documents allow you to both work and reside in the Czech Republic (more on that later).

RESIDENCE PERMIT

THERE ARE THREE TYPES OF RESIDENCE PERMITS:

- **Temporary**
- **Long-term**
- **Permanent**

As mentioned before, EU citizens do not need a residence permit but it may help in some cases, such as opening a bank account or getting a driver's licence. For third-country nationals, getting a residence permit is obligatory unless they have it covered by an Employee card or a Blue card.

TEMPORARY RESIDENCE

As of August 2, 2021, this type of permit is called **Registration Certificate**; before that date the document was called The Confirmation of Temporary Residence. This type of permit is only available for EU citizens and their family members. As such, it is not really a permit since it's not obligatory, only voluntary. It may be relevant if you plan on staying longer than 3 months and you need an official confirmation of residence in the Czech Republic, for example, at a governmental office, for the purpose of social benefits, or in employment. The maximum validity of the document is 10 years, but it can be extended. The application is submitted to the **Ministry of Interior office**.

THE NECESSARY DOCUMENTS ARE:

- a travel document
- a 35 x 45 mm photo
- proof of travel medical insurance
- proof of accommodation (accommodation agreement, rent agreement, property ownership proof, dormitory document or confirmation on providing accommodation - the signature must be verified by a notary)

All documents must be original and accompanied by their certified translation.

LONG-TERM RESIDENCE

Those foreign nationals who are holders of a long-term residence permit for starting a business or seeking employment will be eligible to file an application for a long-term residence permit for the purpose of business **without having to meet the condition of prior five-year residence in the country** (the condition of prior five-year residence in the country is normally applied if you intend to stay in the Czech Republic for a purpose other than the one for which you have been granted permission and the new purpose is business).

When applying for this kind of permit, you need to provide:

- a travel document
- a 35 x 45 mm photo
- proof of sufficient funds
- confirmation of accommodation
- a document on travel medical insurance

The permit is requested at the local Ministry of Interior office. All documents must be original and accompanied by their certified translation.

In general, long-term residence permits remain valid for at least 1 year, with the possibility of extension of the maximum period depending on the purpose of stay. However, the period of validity of an issued long-term residence permit for the **purpose of seeking employment or starting a business** is **nine months** and this permit **cannot be renewed**. Those foreign nationals who are holders of a long-term residence permit for starting a business or seeking employment will be **eligible to file an application for a long-term residence permit for the purpose of business** without having to meet the condition of prior five-year residence in the country.



PERMANENT RESIDENCE

Foreign nationals may apply for a permanent residence permit after 5 years of continuous residence in the Czech Republic. During those years, the foreigner usually holds a long-term residence permit, a long-term visa or is an EU Blue card holder.

Foreign nationals of Czech origin are also eligible, as long as they prove their origin via a certificate issued by the Special Representative for Expatriate Affairs of the Ministry of Foreign Affairs. Children of permanent residence permit holders are also eligible for the permit.

Those who are immediate family members of an EU citizen with a permanent residence permit in the Czech Republic for at least one year are eligible after two years of continuous temporary residence. The application requirements may differ depending on the reason you are eligible to apply for the residence permit.

If you apply for it after 5 years of long-term residence you need to supply the following documents to the local Ministry of Interior office:

- a travel document
- proof of fulfilment of the 5 years of continuous temporary residence (previous residence permit)
- a Czech language exam certificate (certifying an A2 level, as of 1 September 2021)
- proof of sufficient funds and accommodation
- one 35 x 45 mm photo
- upon request, the applicant's criminal record



Work permit:

Foreigner's Procedure - Labour Office

Employment permit application form to download:

Žádost o vydání nebo prodloužení povolení k zaměstnání - Labour Office (in Czech only)

Temporary residence permit:

Temporary residence - Ministry of Interior

Long-term residence:

Long-term residence - Ministry of Interior

Permanent residence:

Permanent residence - Ministry of Interior

Application forms to download:

Application forms - Ministry of Interior

EMPLOYEE CARD

The Employee card is a **combination of a long-term residence and a work permit**. It can be obtained after the foreigner has already found a job in the Czech Republic since an employment contract is required (or a similar document, such as a contract for work or a letter of intent containing a commitment to close an agreement in the future). The Employee card remains **valid for the time of employment, but no longer than 2 years**. It can be extended under the condition that the holder proves they are still employed. Not every job is eligible for an Employee card - the job vacancy for which an application for an employee card can be filed must come from the Central register of job vacancies that can be filled by holders of employee cards, thus, it is typically reserved for job vacancies where a Czech or EU employee could not be hired.

The following documents have to be added to the application:

- a travel document
- proof of the qualification required for the job (education or training)
- proof of accommodation
- an employment contract or a contract for work
- a 35 x 45 mm photo
- a medical report
- upon request, an extract from the Criminal register

The application for Employee card can be submitted either at a Czech embassy or at the Department of Asylum and Migration Policy of the Ministry of the Interior.

Employee cards are not available for EU/EEA and Swiss citizens, holders of a residence permit for a family member of a citizen of the EU/EEA and Switzerland or those who have applied for one.

In special cases, a non-dual Employee card is also available, meaning it works only as a residence permit. These special cases include those who completed secondary or tertiary education in the Czech Republic, pedagogical or academic employees of a university and those sent to the Czech Republic by their foreign employer based in some other EU/EEA Member State or in Switzerland. In all these cases, the applicant already has free access to the Czech labour market.

The applicant still needs to obtain a work permit on top of the Employee card if they are an intern, have been posted by a foreign employer based outside the EU/EEA or Switzerland to perform work in the Czech Republic, or when a valid international agreement provides so in this case.

If you terminate your employment, you need to find a new job within 60 days after the termination and send an application for a change of employer to the Ministry of the Interior. If you fail to do this, your card will cease to be valid by the 60th day.



Employee card:

[Employee Card - Ministry of Interior](#)

Application form download:

[Application forms \(Employee Card\) - Ministry of Interior](#)



BLUE CARD

The Blue card is very similar to the Employee card, except it is meant for highly qualified individuals. At least **three years of higher specialized education or university education** is required.

Blue card permits are not available for EU citizens and their family members if the EU citizen resides in the Czech Republic. In addition, you also cannot obtain the Blue card if you are employed in another EU Member state and you are dispatched to work in the Czech Republic, or if you hold a residence permit for seasonal workers.



The Blue card is valid for the duration of your contract plus 3 months, with a maximum duration of 2 years. You can renew it after 2 years, repeatedly. If you terminate the employment that the Blue card was issued for, you need to report this fact to the Ministry of the Interior within a specified period. For the first two years, both changes of employer and a change of professional position require the prior consent of the Ministry of the Interior. After this period expires, there is an obligation to report these changes within 3 working days.

Just like with the Employee card, you first need to find an employer who will hire you, then visit a Czech embassy in your country or, in some cases, a Ministry of Interior office in the Czech Republic.

At the MOI office, you need to submit:

- a travel document
- proof of accommodation
- two 35 x 45 mm photos
- an employment contract or a contract for work
- documents confirming the high level of skills (documents on attained education)
- travel medical insurance



Blue card:

[EU Blue cards - Ministry of Interior](#)

Application form download:

[Application forms \(Blue Card\) - Ministry of Interior](#)

If prior to filing for a Blue card in the Czech Republic you were residing in the Czech Republic as a holder of a Blue Card issued by another EU member state, you are obliged to present proof of the total monthly income of your family (in case of family unification). Upon request, you also need to present an extract from the Criminal register and a medical report.

GENERAL VISA REQUIREMENTS

REGISTERING YOUR ARRIVAL

All third-country nationals have to register at the **Foreign Police department** within **three days** of entering the Czech Republic.

EU nationals also have to register at the Foreign Police if they plan on staying longer than 30 days and the registration has to be done **within 30 days of the expat's arrival**.

In Prague, the address is Olšanská 2176/2, 130 51 Prague 3

Foreigners Registration System

An exception to this rule is for people who have already registered their residence via the **provider of accommodation** (for example, hotels do this for tourists). If you live in the Czech Republic and have signed an accommodation contract, a lease agreement, a sublease agreement or a contract with similar content, then you are not responsible for registering your residence with the police - this is done by the owner of the facility. Children under 15, diplomats, or other persons who have either made arrangements with the Ministry of Foreign Affairs or who have accommodation provided by the Ministry of the Interior are exempt from this altogether.

REPORTING CHANGES

It is required to report any changes of your residential address, name/surname, marital status, or travel document at the relevant Ministry of Interior office.



Reporting changes — Ministry of Interior
Reporting of the place of foreigners' residence

PROOF OF ACCOMMODATION

If you want to apply for any kind of visa or residence permit, you will need to provide a document confirming that you have a place to stay in the country.

There are three possibilities:

- A document detailing your **ownership of a flat or house**
- A document detailing your **entitlement to use a flat or house**
- A written confirmation of an **owner or authorised user of a flat or house on consenting to a foreign national's accommodation**

If you are the **owner of a flat or a house** in the Czech Republic, you should bring an original or a notarized copy of the **statement from the property register** or a **purchasing agreement** indicating the clause on the entry of ownership rights into the property register. Another proof of accommodation is **a statement from the property register's publicly accessible internet database**. If the applicant is a **co-owner of the property** or the owner in the joint assets of a married couple, then it is not necessary to provide approval from the other co-owner or the applicant's spouse. If the co-owners live in a **joint household** (family household) it is not necessary to submit a confirmation of the foreigner's spouse on consenting to the applicant's accommodation. Parents of minors can show their proof of ownership to get the required documents for their children.

If you **rent an apartment or a house** from the real owner, you need to supply a **rental agreement, subletting contract, accommodation agreement** or a similar agreement. This document doesn't require any notary verification, however, an original document or a notarised copy must be provided. A rental agreement where the applicant is not the tenant but is explicitly stated as a member of the tenant's household or is married to the tenant would be also valid.

Another possibility is the **confirmation of the owner's consent** with either a notarized signature or one that is signed in front of an employee of the Department of Asylum and Migration Policy. A notarized signature is not needed from those seeking a temporary residence of an EU citizen or a temporary residence permit of an EU citizen's family member (sometimes called a partnership visa).

If the person confirming accommodation is a **co-tenant**, i.e. the flat is "jointly rented" or in a case of spouses, then it is sufficient to present consent of one of the co-tenants, or the other spouse. If the provider of the accommodation is not the owner, but an authorised user of the flat or house (e.g. a leaseholder), it is necessary to support the legitimacy to provide accommodation primarily by submitting a **rental agreement between the leaseholder and the owner** of the property.



Reporting the place of residence to the Foreign police:

[Reporting of the place of foreigners' residence - Policie.cz](#)

Proof of accommodation:

[Proof of accommodation - Ministry of Interior](#)

Czech property register:

[ČÚZK](#)

INVITATION LETTER

One of the supporting documents for short-term as well as long-term stay application is the Letter of invitation, which can, in some cases, serve as the document proving your purpose of stay and possibly other documents necessary for obtaining visas to the Czech Republic (such as proof of sufficient financial means or accommodation).

Foreigners can be invited **by both natural persons** (friends, acquaintances, etc.) **and legal entities** (companies). In the case of natural persons, it has to be a Czech citizen or a foreigner who has a valid residence permit for a period exceeding 90 days. In the case of short-term visas, the inviting person has to agree to take responsibility for the financial expenses of the foreigner either in all instances or only for the costs related to accommodation. For long-term visas (over 90 days), the responsibilities of the inviting person are expanded to include all expenditures related to the livelihood of the foreigner, the accommodation of a foreigner and the provision of health services until departure from the territory of the Czech Republic.



THERE ARE TWO TYPES OF INVITATION LETTERS:

Officially verified invitations

The form cannot be downloaded from the Internet, but it is available at the local Foreign Police department, which also verifies it. The original is then sent by the inviting person to the foreigner who includes it in their visa application. This form of invitation serves as a proof of the purpose of travel and, according to the extent of the obligations undertaken by the inviting party, also accommodation, financial means and travel health insurance for the Czech Republic.

Unofficial invitation letters written in free form

This is written by the inviting person and must include the name, date of birth or passport number of the foreigner, and information on the foreigner's trip and stay - purpose, length of stay, location, etc.. This form of invitation can only be used as a document proving the purpose of stay. The original is sent by post or as a scanned copy by e-mail to the foreigner who submits it with the visa application.



Letter of Invitation:

Invitation - Policie České republiky

Letter of Invitation (form preview):

Letter of Invitation - Ministry of Foreign Affairs

LEGALISING AND TRANSLATING DOCUMENTS

Document legalisation is the process of verification of foreign public documents (such as diplomas, birth certificates, extracts from registers, powers of attorney, marriage and birth certificates, extracts from the Penal Register, etc.) for the use of Czech authorities.

THERE ARE TWO WAYS TO DO THIS, BASED ON THE COUNTRY OF ORIGIN OF THE FOREIGNER:

If you are coming from a country that signed the treaty of the Apostille Convention, you need an **apostille**. This applies to the majority of countries including the UK, USA, Germany, even China.

The authority responsible for supplying apostilles may differ in each country - you can look up which authority is responsible for apostilles in your country here:

Authorities - HCCH

The full list of signatory states can be found here:

Status table - HCCH

The authority issues an apostille, which is added to the original document. Apostilles are usually written in the official language of the state they were issued in, which is why an official translation is necessary (more on that later). The authorities responsible for apostilles on Czech documents are the Czech Ministry of Foreign Affairs, the Czech Ministry of Justice, or the Notarial Chamber of the Czech Republic, depending on the type of document.

2

If your country hasn't signed the Apostille treaty (these include, Canada, Pakistan and others) you need your documents to be **superlegalized**.

THERE ARE THREE STEPS IN THE PROCESS:

- the document has to be notarized in the home country of the foreigner by a notary public
- then the authority of the state that holds records of all registered notaries has to authenticate the stamp of the notary
- and finally, the document is superlegalized at the Czech embassy



Official translations

Official translations of documents are often obligatory when applying for all kinds of permits and licences. The translations can only be made by a **court interpreter**.

In the end, three documents are handed to the authorities bound together:

- the original document or a certified copy (authorized by a Czech notary)
- its translation
- the court interpreter's clause with their signature and a round stamp

You can find a court interpreter online - we recommend using the official registry of court interpreters. Some agencies offer the service too, however, always make sure they have the necessary authorization from the regional court.



Translating and interpreting:

Language of the proceedings and interpreting - Ministry of Interior

Registry of court interpreters:

The Chamber of Court Appointed Interpreters and Translators of the Czech Republic

Legalising documents:

Verification of foreign public documents - Ministry of Interior

CZECH CITIZENSHIP

Citizens of a foreign state with permanent residence in the Czech Republic have the opportunity to acquire citizenship of the Czech Republic.

CITIZENSHIP OF THE CZECH REPUBLIC MAY BE GRANTED BY THE MINISTRY OF THE INTERIOR UPON REQUEST ONLY TO A PERSON WHO MEETS THE FOLLOWING CRITERIA:

1 **The applicant is integrated into Czech society,** especially in terms of family, work and social integration.

2 **The applicant does not endanger the security of the state,** its sovereignty and territorial integrity, democratic foundations, lives, health, or property values.

3 **The applicant is permitted permanent residence in the territory of the Czech Republic** - Non-EU citizens who have had permanent residence continuously for at least 5 years, EU citizens who have had permanent residence continuously for at least 3 years, or who have a permanent residence permit for a period which, together with the immediately preceding authorized stay in the territory of the Czech Republic, reaches at least 10 years.

4 **The applicant is staying in the territory of the Czech Republic** - The applicant must prove that he or she is actually staying in the Czech Republic for at least one half of the period of stay.

5 Criminal integrity - Criminal integrity has to be proven by all applicants older than 15 years of age. If the applicant has been staying in the country for more than 10 years, they have to prove that they have not been convicted to an unconditional sentence of imprisonment in the Czech Republic. If they resided in the country for less than 10 years, they must provide proof that they have not been convicted in the Czech Republic, in their state of origin and in states where they have resided continuously for more than 6 months after the age of 15 in the last 10 years before the date of application.

6 Knowledge of the Czech language - The applicant must demonstrate knowledge of the Czech language. The Czech language exam is conducted at the Institute of Language and Vocational Training at Charles University. The institute offers preparatory courses both for the Czech language and cultural background exams.

7 Knowledge of Czech cultural background - The applicant must demonstrate knowledge of the constitutional system of the Czech Republic and basic cultural, social, geographical and historical realities of the Czech Republic. The Czech realities exam is also performed at the Institute of Language and Vocational Training at Charles University.

8 Legal obligations - The applicants must prove that in the last 3 years, they have not seriously violated the obligations arising from the legislation that regulates the entry and stay of foreigners in the territory of the Czech Republic, public health insurance, social security, pension insurance, employment, taxes, etc. If the applicant has remedied the harmful consequence or has taken effective measures to remedy it, this condition can be overlooked.

9 Proof of income and its sources - This condition must be met by an applicant older than 18 years of age. For the period of 3 years preceding the date of application, the applicant shall demonstrate: the amount and sources of their income, that they pay tax on this income (unless another person fulfils this obligation), compliance with the notification obligation for cross-border shipments, cashless transfer of funds from abroad.

10 No burden on the state social support system or the material emergency assistance system - The applicant has to prove that in the last 3 years preceding the date of application, they weren't largely and without serious reasons dependent on benefits provided from the State social support system or the material need system unless they are excluded from gainful employment.

The application for citizenship of the Czech Republic is submitted in person to the Regional Office according to the applicant's place of permanent residence. The office sends the application for citizenship with its opinion, the opinion of the municipal office from the applicant's place of residence and other documents to the Ministry of Interior, which decides on the application.

Czech citizenship:

[Citizenship of the Czech Republic - Ministry of Interior](#)

Institute of Language and Vocational Training of Charles University:

[ILPS - Charles University](#)

Citizenship language and culture exam application here:

[Zkouška z jazyka a reálií pro účely udělování státního občanství ČR pro cizince - Charles University \(Czech only\)](#)

Preparatory courses for citizenship exams:

[Přípravný kurz ke Zkoušce z českého jazyka pro účely udělování státního občanství pro cizince - Charles University](#)

List of regional offices for citizenship applications:

[City districts - Praha.eu](#)

FINANCIAL AND LEGAL MATTERS

Congratulations, you have secured a job and a Czech visa! Now it is time to take care of the formalities. Choose your insurance and open a bank account - there are several national and international providers. If you live and work in the Czech Republic, you will have to file a tax return every year, therefore, make sure you understand the basics of the Czech taxation system.

PRAGUE FOR EXPATS



BANKING

Once you have found work in Prague, it is time to open a bank account to which your employer will send you your salary. There are several banks operating in the Czech Republic. The biggest ones are **Česká spořitelna**, **ČSOB**, **KB Komerční banka**, **MONETA Money Bank**, **Fio banka**, **mBank**, **Air Bank**, **Raiffeisenbank** and **UniCredit Bank**, but there are also many other smaller banks you can choose from. Each may offer you something different so it's best to check with each bank before deciding. The legal age for opening a bank account is reaching the age of 18 years old (or 15 under the condition that the user gets the consent of their legal representative).

The two main types of bank accounts are:

- **Deposit accounts**

- Made for the purpose of saving money, which can be withdrawn.

There are two further subtypes:

- **Checking accounts**

- offer the most common services (transfers, payments, deposits),

- **Savings accounts** are meant for saving larger amounts of money. They offer less flexibility as you can't transfer money from them and any deposits have to be announced in advance. The benefit of this account is a higher interest rate.

- **Credit accounts**

- Specifically used for loans. The user borrows money from the bank which they have to repay with interest.

There is the possibility of combining certain elements of basic and credit accounts. It's called an **Overdraft** (Kontokorent in Czech) and it's an extension to a basic current account. It allows the user to withdraw money over their deposit and create a debt, which is subjected to special interests.

As a foreigner, you need to present the following documents at the bank to create an account:

- a **valid passport**
- one other **identification document** (birth certificate, driver's licence, residence card etc. - documents with photos are preferred)
- and a **minimum deposit** (depends on the bank)

If you are a student, you may get some extra benefits with your account, such as lower or no fees for banking services. In this case, you need to have a **study certificate** or **student visa**. Some banks may require other documents or not accept customers from certain countries - it's best to check at the specific bank.

With a basic account, you will get a debit card which you can use at ATMs or at stores. It is usually better to pay by card in stores since the bank will charge you a fee for each cash withdrawal; however, the fee is not high. The fee is higher if you withdraw money from an ATM that belongs to a different bank than the one you have an account at. ATMs let you select a language so don't worry about having to translate from Czech. Most banks offer internet banking which makes transferring cash and checking your balance easier.



Opening a bank account in the Czech Republic:

[Opening a bank account in the Czech Republic - Expat.com](#)

INSURANCE

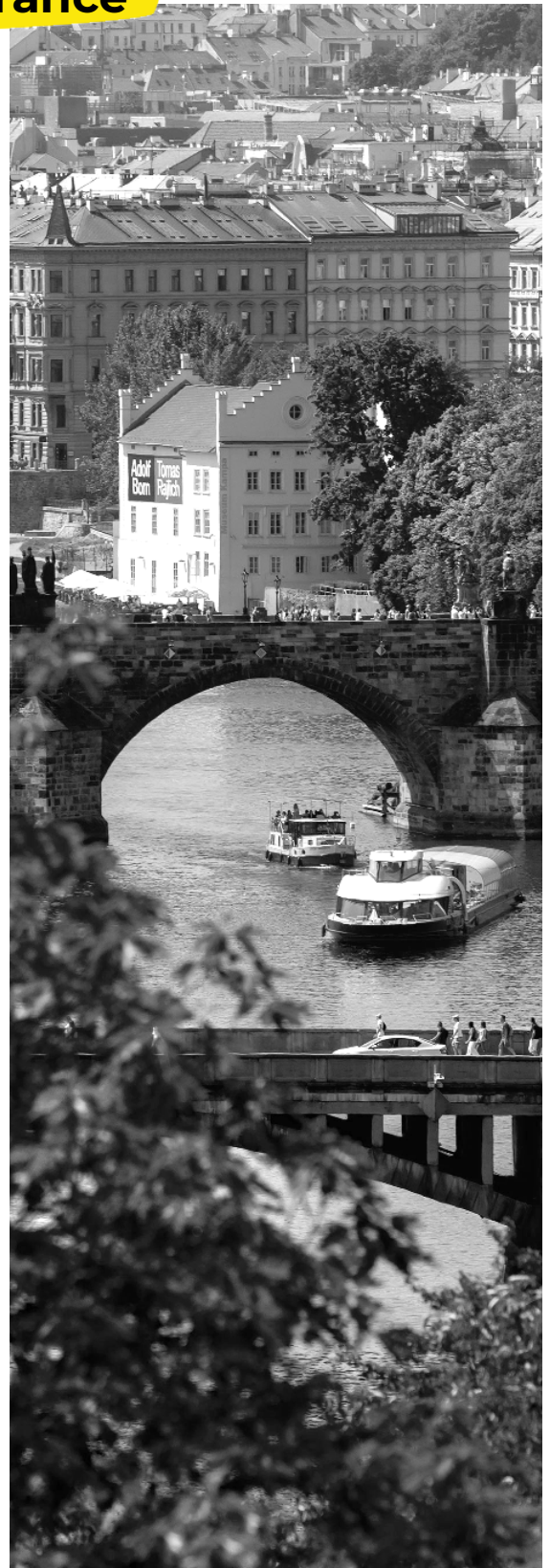
Health insurance

The Czech healthcare system is designed to offer help to everyone who needs it regardless of their income or status. It is among the most affordable in the world, but it also has its downsides - especially the long waiting times at the doctor's office. The obligation to pay health insurance applies not only to Czech citizens but also to foreign nationals who reside in the Czech Republic. The obligation to present proof of health insurance applies both as a requirement for an application for a residence permit and during a routine residence check.

The health insurance covers:

- preventive care
- diagnostic care
- emergency and hospital care - including rehabilitation and care of chronic diseases
- dental care (only the basic materials and treatment)
- medicines and medical aids (fully or partially)
- patient transport (ambulance rides)
- spa care

Only a small part of healthcare is excluded from health insurance, for example, cosmetic surgery that doesn't offer any health benefit.



There are four ways to be insured in the Czech Republic:

- **Public health insurance with the Czech health insurance company (VZP)**
- Applicable for employees, persons with permanent residence in the Czech Republic, self-employed persons from selected countries (e.g. the EU, the US, Japan, etc.), recognized refugees, etc. The healthcare facility reports the care to the public health insurance company, which will pay for it.
- **Public health insurance from another health insurance company in the EU**
- Applicable for persons who have permanent residence in another EU country, temporarily live in the Czech Republic or travel through the Czech Republic and are insured with a public health insurance company in the EU. These persons should carry an EHIC (European Health Insurance Card). The healthcare facility will report the care to a foreign health insurance company through the International Reimbursement Centre, which will pay for it.
- **International health insurance contracts** - Applicable for third-country nationals. The healthcare facility will report care to the Ministry of Health, which will pay for it.
- **Commercial health insurance or travel insurance** - Applicable for foreigners from countries outside the EU, travelling or temporarily staying in the Czech Republic, foreigners living in the Czech Republic without a permanent residence, or self-employed foreigners. The healthcare facility reports care to the relevant commercial insurance company, which will pay for it.



Public health insurance

In addition to Czech citizens, the right to participate in the public health insurance system includes EU citizens, foreigners in employment with a company based in the Czech Republic, foreigners with a permanent residence permit in the Czech Republic, asylum seekers, foreigners receiving temporary protection, or a child of a foreigner holding a permanent residence permit.



On the other hand, foreigners who earn income as self-employed persons (OSVČ) and foreigners who reside illegally in the Czech Republic or foreigners who have terminated their employment and receive sickness benefits or parental allowance do not have the right to enter the public health system - with the exception of EU citizens and citizens of countries with which the Czech Republic has concluded a bilateral agreement (e.g. Japan, the US, etc., ***more information here*** – in Czech only). They have to arrange insurance independent of public health insurance with one of the domestic commercial insurance companies

Commercial health insurance

All foreign nationals who are not entitled to enter the public health system are obliged to take out commercial health insurance. The insurance must be valid in the territory of the Czech Republic and cover the entire duration of the intended stay. The minimum insurance coverage shall be €30,000 for the length of stay within 90 days and €60,000 for stays exceeding 90 days. The insurance must cover all the costs that might be incurred during the stay of the foreigner in connection with emergency medical care, emergency hospital care or death and repatriation to the home country. There are two types of commercial health insurance available: insurance of necessary and urgent care and comprehensive commercial health insurance.

The insurance of **necessary and urgent care** is intended especially for those foreigners who plan to stay in the Czech Republic for less than 90 days and apply for a short-stay visa. The maximum period for which this insurance can be arranged is up to 2 years. Compared to comprehensive health insurance, the insurance of necessary and urgent care is more attractive from a financial point of view. On the other hand, take into consideration that you will be reimbursed only for the costs associated with the urgent care which means that regular preventive examinations must then be paid for on your own.

Social security

Anyone working in the Czech Republic is by law a part of the public Social Security system. This includes sickness insurance, pension insurance and contributions to government employment policies. Contributions to the social security system are automatically deducted from employees' salaries by the employer. Self-employed individuals must pay individually (as described in the chapter on self-employment).

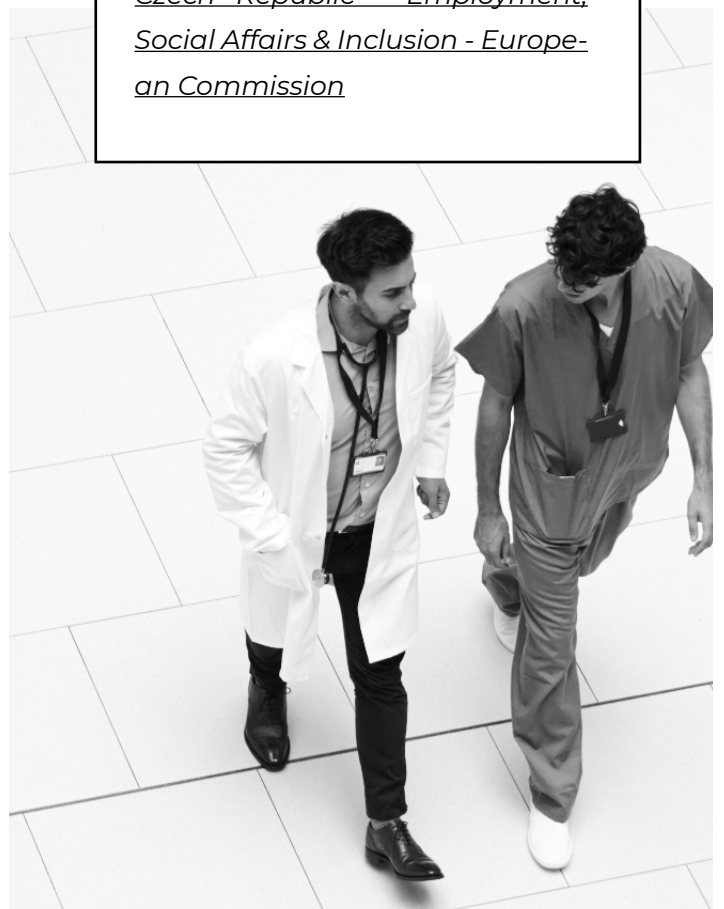
Comprehensive **health insurance** is designed especially for foreigners staying in the Czech Republic for more than 90 days who apply for long-term residence or permanent residence. Under comprehensive health insurance, health care is provided for both ambulatory and urgent care (including pregnancy- and childbirth-related care).



Health insurance:

*Health insurance system in
CZ - Health Insurance Bureau*

*Czech Republic - Employment,
Social Affairs & Inclusion - Europe-
an Commission*



Pension insurance

(Důchodové pojištění)

- is a part of the mandatory social security payments. It covers the material security of insured persons in case of old age or a decrease in working capacity due to long-term health problems (disability).

Sickness insurance

(Nemocenské pojištění)

- covers the costs of those affected by temporary incapacity to work, quarantine, when focusing on the treatment and care of a household member, or in case of pregnancy and maternity. Sickness insurance is optional for the self-employed.



Social security:

Your social security rights in Czech Republic - European Commission

TAXES

Tax residency can be a complex issue and it is advisable to consult a tax advisor or accountant that specializes in international matters. However, if you are a foreign resident and you are working in the Czech Republic, your tax obligation is related to your tax residence, which is not necessarily the same as your visa/residence, and depends on how much of the year you spend in the Czech Republic and which country you are from. For tax purposes, you may be considered resident, non-resident, or resident for a part of the year.

You will usually be considered to have tax residence in the Czech Republic if:

- You have permanent residence in the Czech Republic
- Your usual place of residence (where you live) is in the Czech Republic - this means if you spend at least 183 days in total in the Czech Republic within one calendar year.

If you don't have tax residence in the Czech Republic, you will pay tax in the country where you are a tax resident, but may also be required to pay Czech income tax from Czech sources. Some countries have an agreement in place with the Czech Republic to limit double taxation (***Double Taxation Agreement***).

If you do have tax residence in the Czech Republic, you must declare and pay tax in the Czech Republic on all your worldwide income (from employment, self-employment, rental, investment, capital gains, and other sources) in a form of **tax returns**. It is possible that you will also have some tax requirements in your country of origin - see the relevant double taxation treaties or consult a tax advisor to be sure.

The tax return must be submitted by anyone whose annual income (not profit!), which is subject to personal income tax, **exceeds CZK 15,000**. The tax return shall be submitted after the end of the tax period, but we strongly recommend addressing it sooner as there is a number of additional documents needed from an employer (or multiple employers).

You do not need to file a tax return if:

- you are an employee and you only have income from one employer;
- you've consecutively worked for two or more employers, but not at the same time (in this case, you signed the tax declaration for all of them for the relevant period);
- your annual income did not exceed CZK 15,000;
- the tax return is not filed on income taxed by the final withholding tax, e.g. income from contracts for work (*Dohoda o provedení práce*) up to CZK 10,000 per month without a signed tax declaration form (a so-called "pink paper"), income from royalties up to CZK 10,000 etc.

In most cases, the tax return is done by the employer. However, annual tax reconciliation by the employer cannot be made for an employee who is legally required to file a tax return individually.

**You are required to file a tax return
for yourself if:**

- you are self-employed (OSVČ) or not employed permanently in one single job (for example, a student or an unemployed person who does occasional temporary work), and your income exceeded CZK 15,000;
- you are an employee and have income from one or more jobs at the same time (not consecutively) and your secondary income from your second job, business, renting your apartment or occasional income exceeded CZK 6,000;
- you are not an employee, you do not have temporary jobs, you do not have a business, but you have occasional income that exceeds 30,000 CZK per year.

You must request a **Confirmation of your taxable income** (*Potvrzení o zdaňitelných příjmech*) from your former employers for the period for which were paid or accounted for. These documents are an integral part of the tax return. If you want to apply a student discount in the tax return, you must file a **Confirmation of Study Period** for the corresponding academic year.

The filing of the tax return based on these documents can be done electronically on the **tax portal**, or you can use the services of a certified tax advisor from the Chamber of Tax Advisors. The taxpayer's territorial jurisdiction is determined by their place of residence; for the purposes of tax administration, the place of residence means the address of a foreigner's registered place of residence.



[List of certified tax advisors - Chamber of Tax Advisors](#)
[Tax Portal - daneelektronicky.cz](#)

BENEFITS AND FINANCIAL ASSISTANCE FROM THE GOVERNMENT

To be eligible for **unemployment benefits** from the state, you need to prove at least 12 months of employment in the last 24 months. Periods of employment in other EU/EEA countries and Switzerland can also be taken into account.

State social support benefits focus primarily on families with children and are available to expats with permanent residence in the Czech Republic and to EU citizens. Non-EU citizens registered for residence in the Czech Republic are eligible for these benefits after 365 days starting from the date of registration for residence.

Material needs benefits are available to people who do not have enough resources to cover basic living expenses and who can't raise their income for objective reasons (those who are not registered as job seekers with the Labour Office are not eligible). The benefits cover living allowances, supplements for housing, and extraordinary immediate assistance. You can obtain them if you are an EU citizen or the relative of one, have a permanent residence in the Czech Republic, or you are a foreigner who is the holder of a long-term residency permit in another member state of the EU or a family member of one and you also have a long-term residence permit in the Czech Republic (other foreigners are also eligible, decided on a case-by-case basis).

If any of this applies to you, you may register at the local Labour Office (*Úřad práce*). If it doesn't, don't worry, there are other possibilities. Several NGOs offer free consulting services to guide you out of a difficult situation.



State social support benefits:

State social support - Ministry of Labour and Social Affairs

Material needs benefits:

Assistance in material need - Ministry of Labour and Social Affairs

NGOs offering free social consulting services

- Integration Centre Prague: *Consulting Services - ICP*
- People in Need: *Social work in the Czech Republic - People in Need*
- Centre of Integration of Foreigners: *Social Counseling Offer - CIC Praha*
- Caritas of the Archdiocese of Prague: *Migration Center - Arcidiecézní charita Praha*
- Association for integration and migration: *Social counselling - SIMI*



LEGAL ASSISTANCE

Unfortunately, at the Expat Centre, we are not able to provide legal advice at the moment, nor can we advertise lawyers.

However, there are organizations for expats that offer free legal counselling:

- **Integration Centre Prague:** ICP provides consulting in a number of various situations. We recommend calling the information centre: +420 252 543 846 or contacting their intercultural workers.
- **InBáze, z. s.:** The community centre InBáze offers social and legal counselling for expats living in Prague. You can contact them via phone: +420 739 037 353 or e-mail: info@inbaze.cz
- **Association for integration and migration (SIMI):** They provide comprehensive legal counselling, in particular, in fields of foreigners and refugee law.



Legal advice

- **Integration Centre Prague:** *Consulting Services - ICP*
list of intercultural workers: *List of Intercultural Workers - ICP*
- **InBáze, z. s.:**
Social and legal counselling - InBáze
- **Association for integration and migration (SIMI):**
Legal Counselling - migrace.com

PRIVATE AND HOUSEHOLD ISSUES

Did you know that Prague is the 7th most expat-friendly city in the world? According to the Expat City Ranking 2021 by InterNations, the Czech capital ranks 4th in the Urban Work Life and 5th in the Quality of Urban Living categories, and even dominates the Work-Life Balance Subcategory and ranks second worldwide.

PRAGUE FOR EXPATS



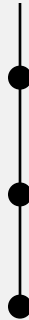
EDUCATION

The education system of the Czech Republic follows a three-level structure.



The first level is compulsory elementary education that is divided into two stages.

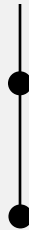
The first stage covers **5 years** and starts when the child is **6 or 7 years** old.



The second stage covers **4 more years** - for a total of **9 years altogether**.

After the completion of the first stage, children may change schools in favour of an eight-year academy (*gymnázium*).

There are also **6-year academies**, which children can join after the **7th grade**.



These academies continue into **the secondary education**, which is no longer mandatory and also includes:

- vocational schools (*Střední odborné učiliště* or *SOU*)
- professional schools (*Střední odborná škola* or *SOŠ*)
- 4-year academies (*gymnázium*)
- conservatories (*konzervatoř*)
- and lyceums.

Secondary education is finished with a state exam (*maturita*) or by receiving a vocational certificate.

Not included in this system are **pre-schools**

(which can either be run by the state or are privately owned).

For children **aged 2-5 years**, they are not compulsory but are widely used in the Czech Republic. If the child **reaches 5 years** of age before the start of the school year in September, a pre-school becomes compulsory.

Primary education for a child should start at the **age of 6**, but pre-school education can be extended for one more year so that the child starts their elementary education at the **age of 7** - this is called **postponement** (*odklad*) and is used if the child is not developmentally ready yet to deal with the responsibilities of education.

In this case, the parents of the child still need to sign them up at a local elementary school and give a written statement to the principal along with a document from a school counselling facility - either PPP (Educational and Psychological Counselling) or SPC (Special pedagogical centres), and written approval of a general practitioner or psychologist.

How to enrol at a pre-school

To enrol at a pre-school, **you need to** fill out an application form (which can usually be downloaded on the website of the pre-school) and **bring an ID**. Other necessary documents vary at each school, state-funded preschools and the majority of private schools will **require proof of vaccination** of the child (if your child is not vaccinated, conditions and acceptance to pre-school vary based on the circumstances), while others may require a birth certificate or proof that the parent has finished their maternity/paternity leave.

As mentioned before, 9-year elementary schooling is compulsory, even for children of foreigners who stay in the Czech Republic longer than 90 days.

To enrol at an elementary school, you need to present:

- the ID of the parent (such as a passport),
- the ID of the child (passport or birth certificate),
- health insurance card of the child (if the child doesn't have one, the school can't reject them because of it),
- a school certificate (if the child has already completed school years abroad).

The school will conduct a short interview with both the parent and the child to see the child is mature enough to begin, or if their education should be postponed. Some private elementary schools may have stricter requirements for accepting children. It is up to you whether you choose to enrol the child at a catchment school (*spádová škola* - the closest school in the area where you live) or another school (which may reject your child because they're at full capacity as they give preference to children from their own catchment area). There are many international and bilingual schools in Prague you can choose from, but even Czech-language schools cannot reject a child on the grounds of their not speaking Czech.

Enrolment at secondary education facilities varies dramatically based on the type of school. In the first round of entrance exams, you can send two applications to either two different schools or two fields within the same school. The applications have to be printed and sent by mail. Some schools require a medical fitness report, which is added to the application.



The Czech school system:

[The Education System in the Czech Republic - Ministry of Education, Youth and Sports](#)

Czech elementary school and kindergarten enrollment:

[Czech Kindergartens and Elementary Schools - ICP](#)

Application form for secondary education:

[Application forms for education in secondary schools and conservatories - Ministry of Education, Youth and Sports.](#)

HEALTHCARE

The affordability, availability and coverage of health care in the Czech Republic is one of the highest across the entire OECD. Cheap medicine, price and reimbursement regulations, reasonable salaries, and other elements of the Czech healthcare system mean that you can expect a relatively high quality of healthcare at a very affordable cost. Care is provided to all citizens and foreigners in the Czech Republic.

There is no fee for visiting a doctor. However, there is a regulatory fee for an emergency room visit of CZK 90.

The healthcare system in the Czech Republic works on the principle of general health insurance. It is paid from public health insurance, which everyone is obliged to pay. Czech citizens, residents and employers are automatically insured under the public healthcare system and pay a certain percentage of their monthly salary to the state. The state pays for insurance for students, pensioners, and women on maternity leave. Other foreigners with a long-term stay in the Czech Republic are obliged to secure health insurance from a private provider.



Doctors

A visit to general practitioners in Prague is usually **covered by health insurance**. It is best to find one close to where you live and who you can communicate with in a language that you speak. **You have to sign up with an insurer** before you can register with a doctor. Not all doctors work with all insurance companies, so you will need to ask your insurer or do some research online. Once you have found your doctor, you can book your first appointment.

Bring with you:

- Proof of ID
- Proof of residency
- Health insurance details

To see a specialist, you do not need a referral from your general practitioner (in some cases, such as psychotherapy, you may need a referral to have the treatment paid by an insurance company instead of by yourself). Unfortunately, there is no centralised record of medical notes in the Czech Republic, so if you self-refer, your doctor won't have a record of your visit to the specialist.

This could delay any treatment you might need.



Dentists

When registering with a dentist, the process is basically the same as with general practitioners. Public dental services (i.e. those covered by public health insurance) in the Czech Republic include:

- preventive treatment
- check-ups
- silver fillings
- simple extractions
- simple endodontic treatments

Public insurance doesn't cover services that are considered not standard (such as permanent braces). Teeth cleaning and whitening are not included in check-ups as dental hygienists and dentists are two separate occupations in the Czech Republic



Pharmacies

If the doctor decides to prescribe you medication, they will write you a prescription. You should also get a copy of the Certificate of entitlement (*Potvrzení o nároku*). Medicines can be bought at pharmacies. There are a lot of them around Prague, you can recognise them by the shining green cross sign on the outside of the building. Not all pharmacies have every medicine in stock, so the best bet is to visit pharmacies within hospitals.

Inside, each pharmacy usually has two cash registers:

One for medicine that requires a **prescription**.

And one for medicine that can be **bought over-the-counter**.

Some medicines are not covered by insurance or are covered only partially and the patient has to pay for the rest.



Hospitals

In **urgent cases**, visitors can go to the hospital directly. In other cases, the practitioner issues a recommendation for access to the hospital. Large hospitals also have pharmacies in them. **They remain open 24 hours a day.**

Useful tips:

- Every time you go to the hospital or to any other healthcare provider, **take your health insurance card** with you.
- In the case of an emergency, visit an emergency hospital, or **call 155 or 112** immediately.



HERE IS A LIST OF ALL EMERGENCY HOSPITALS LOCATED IN THE PRAGUE AREA:

MUNICIPAL POLYCLINIC
(MĚSTSKÁ POLIKLINIKA)
SPÁLENÁ 12
110 00 PRAGUE 1

HOSPITAL NA FRANTIŠKU PRAGUE
(NEMOCNICE NA FRANTIŠKU)
NA FRANTIŠKU 847/8
110 00 PRAHA 1

GENERAL UNIVERSITY HOSPITAL
IN PRAGUE (VŠEOBECNÁ FAKULTNÍ
NEMOCNICE V PRAZE)
U NEMOCNICE 499/2
128 08 PRAGUE 2

THOMAYER HOSPITAL
(THOMAYEROVA NEMOCNICE)
VÍDEŇSKÁ 800
140 59 PRAGUE 4

NA HOMOLCE HOSPITAL
(NEMOCNICE NA HOMOLCE)
ROENTGENOVA 37
150 00 PRAGUE 5

MILITARY UNIVERSITY HOSPITAL PRAGUE
(ÚSTŘEDNÍ VOJENSKÁ NEMOCNICE)
U VOJENSKÉ NEMOCNICE 1200,
169 02 PRAGUE 6

AN OVERVIEW OF EMERGENCY PHARMACIES OPERATING NON-STOP:

- **Prague 1** - Palackého Emergency Pharmacy, Palackého 5
- **Prague 2** - Emergency pharmacy U Svaté Ludmily, Belgická 37
- **Prague 4** - Emergency pharmacy - TN pharmacy, Vídeňská 800
- **Prague 5** - Emergency Pharmacy of the University Hospital in Motol, V Úvalu 84
- **Prague 7** - Emergency pharmacy BENU Pharmacy, Františka Křížka22
- **Prague 8** - Emergency pharmacy - Institutional pharmacy Na Bulovce, Budínova 67/2
- **Prague 10** - Pharmacy Poliklinika Malešice, Plaňanská 573/1
- **Prague 11** - Pharmacy Šustova, Šustova 1930/2

BULOVKA HOSPITAL

(NEMOCNICE NA BULOVCE)
BUDÍNOVA 67/2
180 81, PRAGUE 8

POLYCLINIC PROSEK

(POLIKLINIKA PROSEK)
LOVOSICKÁ 440
190 00 PRAGUE 9

UNIVERSITY HOSPITAL VINOHRADY

(FAKULTNÍ NEMOCNICE KRÁLOVSKÉ
VINOHRADY)
ŠROBÁROVA 1150/50
100 34 PRAGUE 10

MOTOL UNIVERSITY HOSPITAL

(FAKULTNÍ NEMOCNICE V MOTOLE)
V ÚVALU 84
150 06 PRAGUE 5

Motol hospital has extensive websites in English
dedicated to health care services for foreigners.

You can find their websites here:

Foreign and Private Patient Department - FN Motol

USEFUL LINKS:

- ***An overview of the Czech health insurance system*** - Palackého Emergency Pharmacy, Palackého 5
- ***Study in the Czech Republic's*** - section on Medical care and insurance
- ***Infocizinci website's*** - overview of health insurance for foreigners
- ***Euraxess Czech Republic's*** - report on health insurance in the Czech Republic
- ***List of emergency hospitals in Prague*** - including contact details (in Czech)

FAMILY ISSUES

Family members of EU and non-EU citizens

An immediate family member of an EU citizen

has any of the following relationships with a citizen of any of the 27 EU states:

- spouse or a registered partner;
- parent of an EU citizen under 21, who takes care of this young citizen at the moment;
- descendant under 21 or such a descendant of a spouse of an EU citizen;
- descendant or ancestor or else descendant or ancestor of a spouse of an EU citizen who is dependent on nutrition or on other necessary care provided by this EU citizen or their spouse, permanent partner of an EU citizen (not married) with whom they live in a common household.

Besides this, a foreign national is considered a **so-called extended family member of an EU citizen** if that foreign national proves that:

- they are a relative of a citizen of the EU or citizen of the Czech Republic registered as permanently resident on the territory and they have a properly documented permanent partner relationship with an EU citizen or citizen of the CR registered as permanently resident on the territory.

1

In the country from which they come, they are supported by this EU citizen or citizen of the CR.

2

In the country from which they come, they are a member of the household of this EU citizen or citizen of the CR.

3

Serious health reasons urgently require the personal care of this EU citizen or citizen of the CR, or they have a properly documented permanent partner relationship with an EU citizen or citizen of the CR registered as permanently resident on the territory.

Family members of EU citizens have it easier when moving to an EU member state such as the Czech Republic. Under these circumstances, the foreigner can obtain a temporary residence permit (more on that before and [**here**](#)).



Family members of non-EU citizens

Family members of non-EU citizens have it tougher. The long-term residence permit for the purpose of family reunification is usually granted in the Czech Republic following the long-term visa for a stay over 90 days for the same purpose. The application can be submitted by the foreign national who is a spouse, a minor, or an adult-dependent child of a foreigner who has a long-term or permanent residence in the Czech Republic and has resided in the Czech Republic for at least 15 months (6 months if they are a holder of an Employee card).

Find more information and other cases [**here**](#).



Family reunification

When applying for a visa or permit you might be asked to present the purpose of your stay in the Czech Republic and prove this via a document. In case of a long-term stay visa (stay over 90 days) with the purpose "Family" (more information [here](#)) these documents are based on your relation to the person you are uniting with:

- birth certificate (children)
- marriage certificate (spouse)
- a document on guardianship
- a document confirming the fact that the person is without any financial means
- a document on a foreign national being solitary or their health status (parents)

For the case of **long-term residence with the purpose "Family reunification"**, the requirements are similar, for more details check [here](#).



Long-term residence for the purpose of "Family reunification":

[Long-term residence - Ministry of Interior](#)

Long-term stay with the purpose "Family":

[Long-term stay - Ministry of Interior](#)

Marriage, registered partnership and legal cohabitation

You have found the one and you decided to “tie the knot.” If you are a man and a woman, you can get married either by a representative of the town hall (a civil ceremony) or by a representative of a church (religious ceremony). The wedding vows are taken in public in a ceremonial way, in the presence of two adult witnesses. Married couples have joined property, and they are bound to live together, to be faithful to each other, to mutually respect their honour and human dignity, and to help each other and to create a healthy living environment and background. They can adopt children, be foster parents or guardians and can represent each other. The married couple has maintenance duty, meaning they have to have the same living conditions.

COHABITATION

The above-mentioned principles do not apply to partners who live in cohabitation (*nesezdané soužití*). This is basically just a long-term relationship (usually lasting longer than 3 months) and unlike in other countries, there is no legislation on this form of relationship although the term is sometimes used in certain laws (insurance, visa, state social support, etc.). Unless stipulated otherwise in an agreement, if common property exists, partners' share of their common property is the same.

REGISTERED PARTNERSHIP

Registered partnership in the Czech Republic has been available since 2006 and is meant for same-sex couples. However, foreigners cannot become registered partners with each other, at least one of them has to be a Czech citizen. Partners can represent each other and have maintenance duty but other than that their status is basically the same as with cohabitation (for example in terms of common property, adoption, etc.).

Wedding

To plan a wedding ceremony, visit the Registry Office (*matrika*) responsible for the area where you want to have your wedding.

You should present the following:

- birth certificates;
- certificates of your nationalities (passport, ID, etc.);
- proof of legal capacity to marry;
- confirmation that you are legally resident in the Czech Republic;
- Certificate of No Impediment to Marriage (*Vysvědčení o právní způsobilosti k uzavření manželství*) issued by the foreigners' country of origin (cannot be older than 6 months);
- confirmation of your marital status and residence (*Potvrzení o rodinném stavu a pobytu*), also issued by the country of origin (cannot be older than 6 months);
- confirmation of your legal residency status in the Czech Republic, which you can get in person at the Department of Foreign Police (cannot be older than 7 business days on the day of your marriage).

If you are a **widow or a widower**, in order to get remarried you need to bring the death certificate of your deceased spouse. If you are **divorced**, you need to attach a valid legal ruling on the divorce.

For more information, check [**here**](#).

You might ask for an interpreter as the wedding ceremony has to be held in the Czech language. The registrar will ask you to submit your IDs and will give a short speech. At the end of the ceremony, the wedding officiant asks if the engaged couple are entering into the marriage freely and voluntarily. Your answer will be **“ano” (“I do” in Czech)** even if a translator is present. **With that, you accept all the obligations related to marriage.** You and the witnesses sign the Wedding Records Book. The Registry Office will issue your marriage certificate (*oddací list*) within 30 days (33 days in case of a religious ceremony); however, it is always recommended to check for the exact period within the relevant Registry Office.

EU citizens and their family members are required to report **changes in their personal status within 15 working days** to Department of Asylum and Migration Policy of the Ministry of Interior.

If you come from a **non-EU country**, you must report changes in your marital status to the **within 3 days**. If you have changed your surname, you must contact your embassy and then once again visit the Ministry of Interior office to get a new residence permit under your new name.

You will need to provide:

- a document confirming the change in the personal status (marriage certificate, court’s final judgement on divorce, etc.);
- ID;
- and a residence permit.

As a **wife or a husband of a Czech citizen**, you can apply for permanent residence after just two years of continuous stay in the Czech Republic instead of the standard five years. However, it must be at least one year after the wedding.



Marrying a Foreigner - CIC

***Prague Wedding Guide
- Prague City Tourism***

Having a child

The Czech Republic has a judicial and social security system that greatly favours new parents, even if they are not Czech citizens.

If you or your partner expect a baby, these are the basic things you should know:

In the Czech Republic, under normal circumstances, children can be born only in special medical facilities (*porodnice*). After the 13th week of pregnancy, the gynaecologist issues a **Pregnancy card**. With it, you can register and reserve a spot at a special hospital of your choice. After the child is born the hospital asks the Registry Office of the municipality to which the hospital belongs to create a **birth certificate**.

Immediately after returning home from the hospital, parents should inform the pre-chosen paediatrician about the birth. During the visit, the doctor will inspect the baby's birth certificate, the discharge report from the maternity hospital, as well as the vaccination card and the insurance card.

After the first examination, the doctor fills in the registration form with the relevant health insurance company. Within 8 days of the receiving of the child's birth certificate, the child should be registered at the health insurance company with which the mother or father was registered on the day of birth. This requires the child's birth certificate and an ID of their legal representative.

A child of a mother who has a permanent residence in the Czech Republic is entitled to health insurance on the day of birth. If the mother is a foreigner with a permanent residence permit in the Czech Republic, she must apply for a permanent residence permit for this child within 60 days of the child's birth. The child automatically becomes insured in the same health insurance company with which his mother is insured.

The birth of a child must be also announced to:

- **Your employer** - proving an obstacle at work, taking maternity and parental leave, or due to the application of a tax credit for a child.
- **The owner of your apartment** (cooperative, owner, community of owners) - due to the adjustment of advances for some services related to the use of the apartment (even the child is charged with common costs like waste, elevators, etc.)
- **Collection of municipal waste** - this is done at the relevant municipal authority in whatever place you have permanent residence, but you should always check with your landlord first.

Maternity support

is paid by the Czech Social Security Administration for a period of maternity leave, **which is 28 weeks of childcare**. The mother decides when to start her maternity leave on her own, but it must be within **6-to-8 weeks before giving birth**. To be entitled to maternity support, a mother must hold a valid work contract, pay for sickness insurance at the time of the beginning of maternity leave and be insured for at least 270 calendar days in the last 2 years. The Request for Maternity Financial Assistance application is issued by the mother's gynaecologist. Employed mothers hand over the completed application to their employer who will send it to the Social Security authorities. In the case of **self-employment (OSVČ)**, they give the form directly to the local Social Security office.

If you do not meet the necessary conditions for maternity support (for example, if you weren't paying sickness insurance), you can still benefit from the **parental allowance**. The parental allowance is paid by the Social Support Department established under the Labour Office. A parent (either mother or father) can benefit from it up to four years of age of the child. However, the length of the parental leave is up to the parents and they can choose the duration.

Child allowance

is paid for dependent children (up to 26 years old) living in a family with an income of less than 3.4 times the minimum living standard.

A birth grant

(*porodné*)

is a one-time parental benefit for low-income families. The birth grant is provided to mothers who have given birth to their first two live children, have permanent residence in the Czech Republic and whose family income does not exceed 2.7 times the minimum living standard in the previous calendar quarter.



State social support:

State Social Support - Ministry of Labour and Social Affairs

Death

Losing a loved one is one of the hardest moments in life, but it is a process that you may have to go through at some point. After the death of the person, inheritance proceedings are opened once the responsible court is informed. The survivors of the inheritance are called upon in writing by a **court-instructed notary** to settle the succession.

In the event of death in a **medical facility**, the cost of storing the deceased's body is covered by the medical facility for a specified time after death. The costs of storing the body after this period and later transporting it to a funeral home is then the responsibility of the person who arranges the funeral.

**Documents needed to order
a funeral are:**

- letter of search of the deceased;
- the deceased person's birth and marriage certificate (if available);
- a passport or ID card.

DEATH CERTIFICATE

is issued by the Registry Office at the place of death within 30 days of obtaining notice from a doctor or hospital. To get a copy, you'll need to provide a birth certificate, marriage certificate or other certificates proving your relationship to the deceased and your ID.

Paid leave from work is available:

2 days for the death of a spouse or a child plus another day to attend the funeral.

1 day to attend the funeral of the parents and siblings, parents and siblings of the spouse, as well as the spouse's sibling and spouse, and the next day if the employee carries out the funeral.

FUNERAL GRANT

A necessary period of not more than one day to attend a funeral of a grandparent or grandson or grandparent of a spouse or other person who lived with the employee at the time of death in the household, and the next day if the employee carries out the funeral. Parents of a deceased dependent child are also eligible for a funeral grant.



State social support:

State Social Support - Ministry of Labour and Social Affairs

ANIMALS

Dogs

Vaccinations

Dogs in the Czech Republic have to be vaccinated against rabies. Vaccinations against canine distemper, parvovirus, infectious hepatitis, parainfluenza, leptospirosis and others are not obligatory but are recommended. **Before reaching 3 months of age**, dogs also have to be **marked with a microchip or a tattoo for identification** (this is done at the veterinarian; tattoo identification is only accepted for dogs who were marked by such before 3.7.2011).

Fee

Dog owners are also required to pay a fee for **dogs older than 3 months** (the fee differs based on the place of residence). If you live in a flat, you will have to pay more than if you have a dog in a family house. All dogs must be registered in your town district's office within 15 days of ownership. In public places, dogs have to be kept on a leash and they have to wear a muzzle on public transport.

Registration

In Prague, the registration is done at the Prague City Hall, using the owner's registration card.

The completed registration card can be submitted:

- in person or by post to the address: Magistrát hlavního města Prahy, odbor živnostenský a občanskosprávní, Jungmannova 35/29, 110 00 Praha 1;
- by e-mail: posta@praha.eu;
- or via the data box: MHMP (ID: 48ia97h).

A dog owner who has marked their dog with a microchip and registers them in the registry is entitled to relief from the local fee for dogs in the amount of the **annual rate up to CZK 350 for two consecutive years**.



[Download Owner's Registration Card - Praha.eu](#)

Cats



Cats are not required to be vaccinated or have an identification mark. Again, the vaccination is still recommended and common vaccines for cats include those against rhinotracheitis, calicivirus and panleukopenia. Since cats often roam around outside, microchips are also recommended. In public transport, cats (and **small dogs**) have to be carried in a transporter with an impermeable bottom.

DRIVING

In order to drive in the Czech Republic, you must have reached the **minimum age** required to drive/ride a vehicle (**in most cases this is 18**) and hold a valid driving licence.

When driving in the Czech Republic, the following documents should be carried:

- A full, valid driving licence
- ID or a passport
- Vehicle registration certificate part I (so-called small technical licence)
- Proof of Insurance (so-called green card)

Driving licence from another country

If you have a valid driving licence from another country, it may or may not be valid in the Czech Republic. It depends on whether the licence follows all the necessary criteria as set by the Conventions on Road Traffic

(Geneva Convention on Road Traffic 1949, Vienna Convention on Road Traffic of 1968).

This means that the licence needs to:

- Be in the form of a document
- Be made of plastic or paper
- Have the title "Driving Licence" in the national language (or languages) of the country which issued the card, as well as the name and/or distinguishing sign of the issuing state

**Contain the following information,
numbered as shown:**

- 1** Surname
- 2** First name, other names
- 3** Date and place of birth
- 4**
 - a.** Date of issuance
 - b.** Expiry Date
 - c.** Name or stamp of the issuing authority
 - d.** Identification number for the purposes of registration;
- 5** Card number
- 6** Photograph of the holder
- 7** Signature of the holder
- 8** Category (subcategory) of vehicles for which the licence is valid
- 9** Date of issue for each category (subcategory) of vehicles
 - **these are:** AM, A1, A2, A, B1, B, C1, D1, D, BE, C1E, CE, D1E, DE, T

Have all particulars on the driving licence **be written in Latin letters**

- if a different character set is used, the information must also be displayed in the Latin alphabet.



International driving licence

Even if one of these criteria doesn't apply to your licence (for example if your licence is from the USA), **you may still legally drive** in the Czech Republic provided you have an international driving licence. This is not a licence on its own but rather an addition to an existing driving licence. The rules on what it should contain are again stipulated by the two conventions. It is **valid for one year** (Geneva Convention) **or three years** (Vienna Convention) and only the state that issued your licence can renew it (it can't be done in the Czech Republic, but you can get it via mail).

In other words - you can either repeat the process of renewing your international driving licence every year for as long as the licence is valid, or you can get a Czech driving licence by passing driving lessons and exams.

Driving licence from EU member states

- Norway, Switzerland, Island or Lichtenstein are valid in the Czech Republic unconditionally and **you don't need to exchange them for a Czech licence** - although you can if you want.



Driving licence from non-EU member states

If you possess a licence that follows the criteria of the above-mentioned conventions on road traffic, but it is not from the EU (for example Great Britain), it depends on your status in the Czech Republic:

- If you are a holder of a long-term residence permit (up to 1 year) or a long- or short-term visa, you can use your foreign driving licence in the Czech Republic under the same conditions as EU citizens as long as your usual residence is in the Czech Republic.
- If you have a residence permit exceeding 1 year (permanent residence or temporary residence if exceeding 1 year), you are required to exchange your driving licence for a Czech one at a municipality office.

In Prague it is the vehicle registry near the Vyšehrad metro station, at the address:

Business Centre Vyšehrad, Na Pankráci
1685/17, 140 00 Praha 4-Nusle.

The following documents are required:

- the application form (available only at the office)
- an ID (your residence permit)
- one 35 x 45 mm photo
- your foreign driving licence which will be stored at the registry for your entire stay in the Czech Republic.

Driving schools

Driving schools in the Czech Republic are available to foreigners in English, German and Russian, but for the final driving test, you will need to get an interpreter. To register at a school, you need to be over 18 and bring a Report on medical fitness to drive a motor vehicle issued by your general practitioner.

Driving education is divided into two parts: first you need to take part in some theoretical classes, then you are allowed to train in a vehicle. The final test consists of a multiple-choice test on theoretical knowledge and if you pass it successfully you can undertake the practical driving test where you follow the instructions of an inspector. If you pass the driving test, you can pick up your Czech driving licence at the Municipal office.

To collect your new driving licence, you should bring:

- an ID
- proof of residence (a lease agreement or extract from the real estate cadastre)
- proof of the applicant's professional competence (the driving school issues this document once you pass, and it can't be older than 6 months)
- the medical fitness report
- one 35 x 45 mm photo

Registering and owning a car

The next step is registering and owning a car. Vehicles manufactured in non-EU states must go through the so-called import technical inspection (including emission measurement), which has approved these technical capabilities for operation.

First, you will need to make an appointment with the **Czech Technical Inspection (STK)** to get a Vehicle registration report. You will be asked to show the **Vehicle registration** certificate parts I and II (so-called small and large technical certificate) and you will get the following documents:

- technical inspection report
- emissions report
- technical protocol
- and annex to the technical protocol

If you have imported the vehicle from another EU member state, or from Switzerland, Norway, Iceland or Liechtenstein, and the vehicle still has a valid technical certificate from this state, you don't need to undergo the import technical inspection with it. You have to go to the technical inspection station (STK) only to carry out a registration inspection of the vehicle (which you must also complete when buying a used car in the Czech Republic).

You will also need compulsory car insurance (a so-called green card) from an insurance company of your choice. Without this insurance (*povinné ručení*) you are not allowed to drive in the Czech Republic.

Finally, **you need to register the vehicle at the Municipality office.**

In Prague, the vehicle registry is near the Vyšehrad metro station, at the address:

Business Centre Vyšehrad, Na Pankráci 1685/17, 140 00 Praha 4-Nusle.

You will also be asked to pay a fee - the amount depends on the type of vehicle and its ecological impact. An average car could cost you **between CZK 800 and CZK 10,800** according to the vehicle's compliance with the EURO emission standards. In most cases, you should receive the confirmation of registration on the spot, if the situation is more complicated, it will be issued within 30 days.

Parking and traffic

Parking and traffic can sometimes be a hassle in a metropolis like Prague. When it comes to parking, comply with the rules set for ***paid parking zones***. Parking is strictly controlled and failure to observe the rules could lead to fines. Respect other reserved parking spaces - namely reserved parking spaces for the disabled.

When driving, expect dense traffic, especially in peak hours of working days. Pay attention to **traffic signs**, and also be careful of **trams**. Trams are an integral part of the traffic in Prague and in certain situations, they have the right of way - if you follow a tram and it stops at a tram stop situated in the middle of the street, you must stop too. You can't legally pass the tram on the right side in this case, as that area is reserved for the passengers getting on and off the tram. When you drive in the same direction as a tram and you must get on the tram tracks, for example when the tram is taking a right and you continue straight, the tram **always has priority**.

On the **crossings** that include tram traffic, follow the traffic lights as usual. Trams have devices for communicating with the traffic lights and they can "create" a green light for themselves and a red light for you. **Parking** anywhere on tram tracks is prohibited. Sometimes drivers get huge fines for parking even too close to the tram line and blocking traffic on the street for hours. Badly parked cars will most likely be towed away and the owners will pay a fine.

List of the technical inspection stations in Prague:

- [Praha | STK Stanice technické kontroly a emise - stanice-technicke-kontroly.cz](http://stanice-technicke-kontroly.cz)
- [Prague vehicle registry online reservation - Praha.eu](http://Praha.eu)
- [Issuance of an International Driving Licence - Ministry of Transport](#)
- [Vehicle Registration - Ministry of Transport](#)
- [Driving in Prague: Everything You Need to Know - Expat Centre Prague](#)
- [Czech traffic signs](#)
- [Information about paid parking zones in Prague - Parkuj v klidu](#)
- [Basic traffic rules - Praha.eu](http://Praha.eu)
- [Transport by Private Car - Praha.eu](http://Praha.eu)



PRACTICAL INFORMATION

The next couple of pages can help you to survive the disarray of your first months in Prague, whether it's travelling around the city, opening a bank account, or a list of essential contacts and apps to download.

PRAGUE FOR EXPATS



Border control

The Czech Republic is a **Schengen country**, which means people can move in and out of other Schengen countries freely without border checks regardless of citizenship status. Any border checks are therefore only required in airports when flying to a non-Schengen country.

Third-country nationals have to present the following documents when travelling to the Schengen area:

- a **valid passport** issued within the last 10 years and valid for at least three months after the date of departure (children under 15 are included in the passport of the person they are travelling with)
- a **valid visa or residence permit** if necessary
- documentation detailing the **purpose of the stay**
- a document proving **sufficient funds for living expenses** or a way of acquiring these funds legally in the country they travel to for more information on each individual case, check the links below



Schengen Borders Code:

[Regulation \(EU\) 2016/399 on the rules governing the movement of persons across borders - EUR-Lex](#)

Travelling in the EU / Schengen

[Ministry of the Interior of the Czech Republic](#)

TIME ZONE AND DATE FORMATS

The time zone for the Czech Republic is Central European Time (CET) **UTC +01:00**. In the summer, the time used is a Central European **Summer Time UTC +02:00**.

Daylight saving time starts on the last Sunday in **March at 02:00 AM**. On that day, you have to set your clock ahead for 1 hour. Daylight saving time ends on the last Sunday in **October at 03:00 AM**, when the clock needs to be set back 1 hour.

The common formula for date writing is: **DD.MM.YYYY**

PUBLIC HOLIDAYS

DATE	ENGLISH NAME	CZECH NAME
JANUARY 1	RESTORATION DAY OF THE INDEPENDENT CZECH STATE; NEW YEAR'S DAY JANUARY 1	<i>DEN OBNOVY SAMOSTATNÉHO ČESKÉHO STÁTU; NOVÝ ROK</i>
MARCH, APRIL	EASTER MONDAY	<i>VELIKONOČNÍ PONDĚLÍ</i>
MAY 1	LABOUR DAY	<i>SVÁTEK PRÁCE</i>
MAY 8	LIBERATION DAY	<i>DEN VÍTĚZSTVÍ OR DEN OSVOBOZENÍ</i>
JULY 5	SAINTS CYRIL AND METHODIUS DAY	<i>DEN SLOVANSKÝCH VĚROZVĚSTŮ CYRILA A METODĚJE</i>
JULY 6	JAN HUS DAY	<i>DEN UPÁLENÍ MISTRA JANA HUSA</i>
SEPTEMBER 28	ST. WENCESLAS DAY (CZECH STATEHOOD DAY)	<i>DEN ČESKÉ STÁTNOSTI</i>
OCTOBER 28	INDEPENDENT CZECHOSLOVAK STATE DAY	<i>DEN VZNIKU SAMOSTATNÉHO ČESKOSLOVENSKEHO STÁTU</i>
NOVEMBER 17	STRUGGLE FOR FREEDOM AND DEMOCRACY DAY	<i>DEN BOJE ZA SVOBODU A DEMOKRACII</i>
DECEMBER 24	CHRISTMAS EVE	<i>ŠTĚDRÝ DEN</i>
DECEMBER 25	CHRISTMAS DAY (CZECH: "THE FIRST CHRISTMAS DAY")	<i>1. SVÁTEK VÁNOČNÍ</i>
DECEMBER 26	ST. STEPHEN'S DAY (CZECH: "THE SECOND CHRISTMAS DAY")	<i>2. SVÁTEK VÁNOČNÍ</i>

Since 2016, a law has been in force that restricts sales in large establishments during selected holidays. Shops larger than 200 square meters have to stay closed, so don't forget to buy supplies ahead of time. You can only shop in shops smaller than 200 square meters or at petrol stations, pharmacies, shops at airports, railway stations, and hospitals.

LARGE SHOPS ARE CLOSED DURING THE FOLLOWING HOLIDAYS:

- New Year's
- Easter Monday
- Liberation day
- Czech Statehood Day
- Independent Czechoslovak State Day
- Christmas Eve (from 12:00)
- Christmas Day
- St. Stephen's Day

CURRENCY

The Czech Republic is a member of the European Union, but not the Eurozone, therefore the currency is the **Czech Crown, not the Euro**. You can exchange your money at a bank or at exchange offices, but you should be careful with the latter as a lot of the exchange offices use unfavourable exchange rates. Alternatively, you can use an international credit card almost everywhere.

For up-to-date exchange rates, visit the [Czech National Bank websites](#).

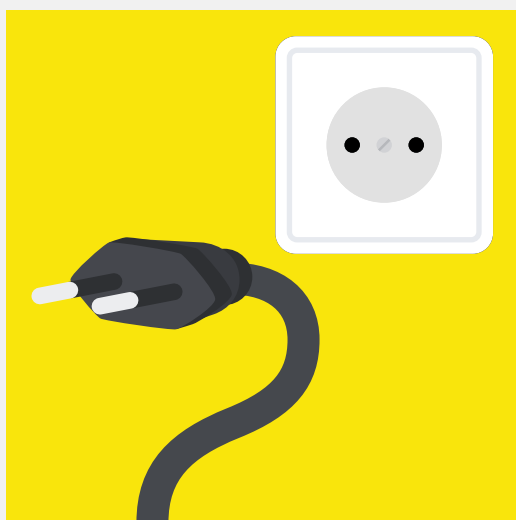
ELECTRICITY

The standard voltage is 230 V and the standard frequency is 50 Hz. You can use your electric appliances in the Czech Republic if the standard voltage in your country is in between **220–240 V** (as is in the UK, Europe, Australia and most of Asia and Africa). If the standard voltage in your country is in the range of 100–127 V (as is in the US, Canada, and most South American countries), you will need to use a **voltage converter or transformer** while you are in the Czech Republic.

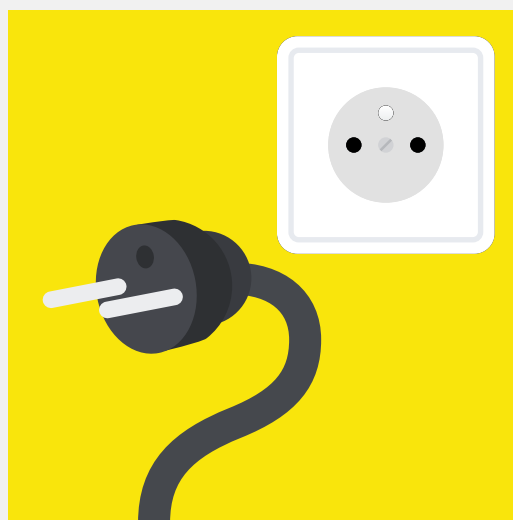
In the Czech Republic, the power plugs and sockets are of

- **type C**
- **and type E.**

Outlets have the standard European socket with two small round holes and a protruding earth (grounding) pin. Make sure to bring an adapter if you have a different plug.



TYPE C



TYPE E

PUBLIC TRANSPORTATION

Prague has one of the best public transport systems in Europe. The trams, buses, and metro cover the majority of the city and outskirts and make getting around town easy. Public transport in Prague is cheap, efficient and highly integrated — meaning that a single ticket can be used for the bus, metro, tram, a number of ferries, and even the Petřín cable car as long as you travel within the given time.



If you plan on staying in Prague for a longer period of time, the best option is to purchase a **long-term coupon**. There are four types in terms of validity: monthly (CZK 550), quarterly (CZK 1,480), or annually (CZK 3,650) — you can find more information **here**. If you provide a certificate of study in the Czech Republic, you can get a significant student discount.

For one-off trips, we recommend buying a single, short-term ticket. You can choose from either a 30-minute ticket or a 90-minute ticket. The basic transfer ticket for an adult costs CZK 40 and is valid for 90 minutes. Tickets for CZK 30 can be used for shorter distances of up to 30 minutes. All children under sixteen and seniors from 65 year of age may use public transportation within the Prague City for free (however, for given age group, age must be proven by a valid ID, check **here**).

You need to validate your ticket by using the yellow validation machines inside trams and buses (and right before the escalators at metro stations).

You then have unlimited transfers (during the 30–90 minutes that your ticket is valid) between any mode of public transport, which includes the metro system as well as all city trams and buses. These same tickets are also valid for night trams, buses, and even the Petřín funicular.

WHERE TO BUY A TICKET?

- **In the yellow PID ticket machines:** you will find them in every metro station and at some bus/tram stops. The older ticket machines only accept Czech coins ("koruna"), while tickets from newer machines can be bought using a card (more [here](#)).
- **At DPP information centres** and some newsagents or tobacco shops (*tabák*) around the city.
- **Through SMS messages:** send an SMS to the telephone number **902 06** in the form of DPT plus the price of the ticket that you want - (e.g. DPT42 for a 90-min. ticket; DPT31 for a 30-min. ticket; DPT120 for a 24h ticket; DPT330 for a 72h ticket).
- **Inside some newer trams:** the contactless terminals are located in the middle section of these newer trams. The printed ticket shows the time of sale, from which its time validity is based. Therefore, you don't need to validate the ticket again at the yellow validation machines.

For long-term coupons, you can purchase a paper coupon in any of the **public transport offices**, get a **Lítačka card** (your coupon will be loaded on the card), or buy the coupons directly from the **PID Lítačka app**.



This option is available only with a SIM card from a Czech operator. About **1-to-2 minutes after you send the text, a confirmation message will be sent to your phone**. Technically you must wait to receive this before you board the vehicle (more here – in Czech).



LOOKING FOR AN ALTERNATIVE TO PUBLIC TRANSPORT?

You may have noticed a fleet of green electric scooters around Prague, so why not try one?

It's a fast, safe and green way of getting around Prague.

Use our promo code **"PragueForExpats"** and get **30 free minutes** for your first ride.

Just download the BeRider app, create an account and you're ready to go!

ACCOMMODATION

Unless you have the money to buy a family house or a flat on your own, your best option is to **find private accommodation** or to **share a flat** with other tenants. Prices depend on the size, location, and equipment of the flat. Be prepared to pay a deposit as well. It will be returned to you upon your departure, provided that the accommodation is left in acceptable condition.

There are several websites that offer private rooms or apartments, for example:

- [***Bezrealitky.com***](#)
- [***Expats.cz***](#)
- [***Foreigners.cz***](#)
- [***Forstudents.cz***](#)
- [***Sreality.cz***](#)

MOBILE PHONE PLANS

There are three main mobile network providers in the Czech Republic: [***Vodafone***](#), [***T-Mobile***](#) and [***Telefónica O2***](#), and they are all comparable in terms of services and prices.

All three offer 4G/LTE coverage on pre-paid plans or a contract which usually run for a minimum of 24 months. The price of a prepaid SIM card differs according to the services and usually costs around CZK 200–500. Part of that money is also your starting credit. Prices for calls within the Czech Republic range from CZK 3–7 per minute, and SMS messages cost between CZK 1–4.

WASTE COLLECTION AND RECYCLING

Waste in Prague is collected using container posts, curbside collection, and permanent drop-off centres. About **99% of households** use the system of container posts with recycling stations where you bring and separate your waste. The collection is provided by four specialized companies. The frequency of pick-up ranges from once every 14 days to 7 times a week.



Recycling has increased significantly over the recent years. The residents of Prague have the opportunity to **recycle paper and cardboard, coloured and clear glass, plastics, beverage cartons, sizable waste, hazardous waste, mixed waste, ferrous and non-ferrous metals, electrical and wooden waste, construction debris, tires, green maintenance waste**. A large part of the mixed waste collected in Prague is used for generating energy.

Among the most common containers that you can find in Prague are:

- Blue - Paper/Cardboard (*papír*)
- Yellow - Plastic (*plasty*)
- Green - Glass (*sklo*)
- Orange - Beverage Containers (*nápojové kartony, tetrapak*)

Since 2020, Prague has been expanding its services in the area of biowaste collection with a city-wide container **collection of plant biowaste in brown containers**.

How to sort the good way provides a simple overview of what you can or cannot put in the containers.



In most areas of the city, the Prague services take care of the regular collection of containers at street stations of sorted waste. **Map of recycling stations in Prague** created by the city of Prague contains all of the locations of Prague's recycling bins, the type and number of containers present and how often they are emptied.

TIPPING

Tipping in the Czech Republic is commonly expected because the tip is usually not included in the bill. If you were satisfied with the service, it is **polite to leave 10–15%** of the amount of your bill as a tip. However, tipping is not mandatory.

The most common way is to hand the tip together with the amount of your bill to the waiter when they come to collect and say thank you which translates as **“děkuji.”** If you want to pay with a credit card, you need to tell the waiter/waitress in advance to add the tip to the bill, as there will be no place to fill it in later.



PRAGUE MULTILINGUAL MEDIA

- Euronews
- Expats.cz
- PragueLife
- Prague Monitor
- Prague Morning
- Radio Prague International

ESSENTIAL APPS



FIRST AID & HEALTHCARE

- Záchranka



BIKE SHARING SERVICE

- Rekola



MAPS

- Mapy.cz



PUBLIC TRANSPORT

- PID Lítačka
- PID info
- IDOS
- CG Transit
- Prague Airport



PARKING

- Parkuj v klidu
- eParkomat
- Citymove
- MPLA



TAXI SERVICE

- Liftago
- Bolt
- Uber



FOOD DELIVERY

- Wolt
- Dáme jídlo
- Bolt Food



ONLINE SUPERMARKETS

- Rohlík
- Košík
- iTesco



LEARNING CZECH

- Duolingo
- DIC-o Czech-English dictionary



APPLICATIONS FOR FOREIGNERS LIVING IN PRAGUE

- Prager
- Moje Praha (Czech only)
- Map of the Škoda Palace

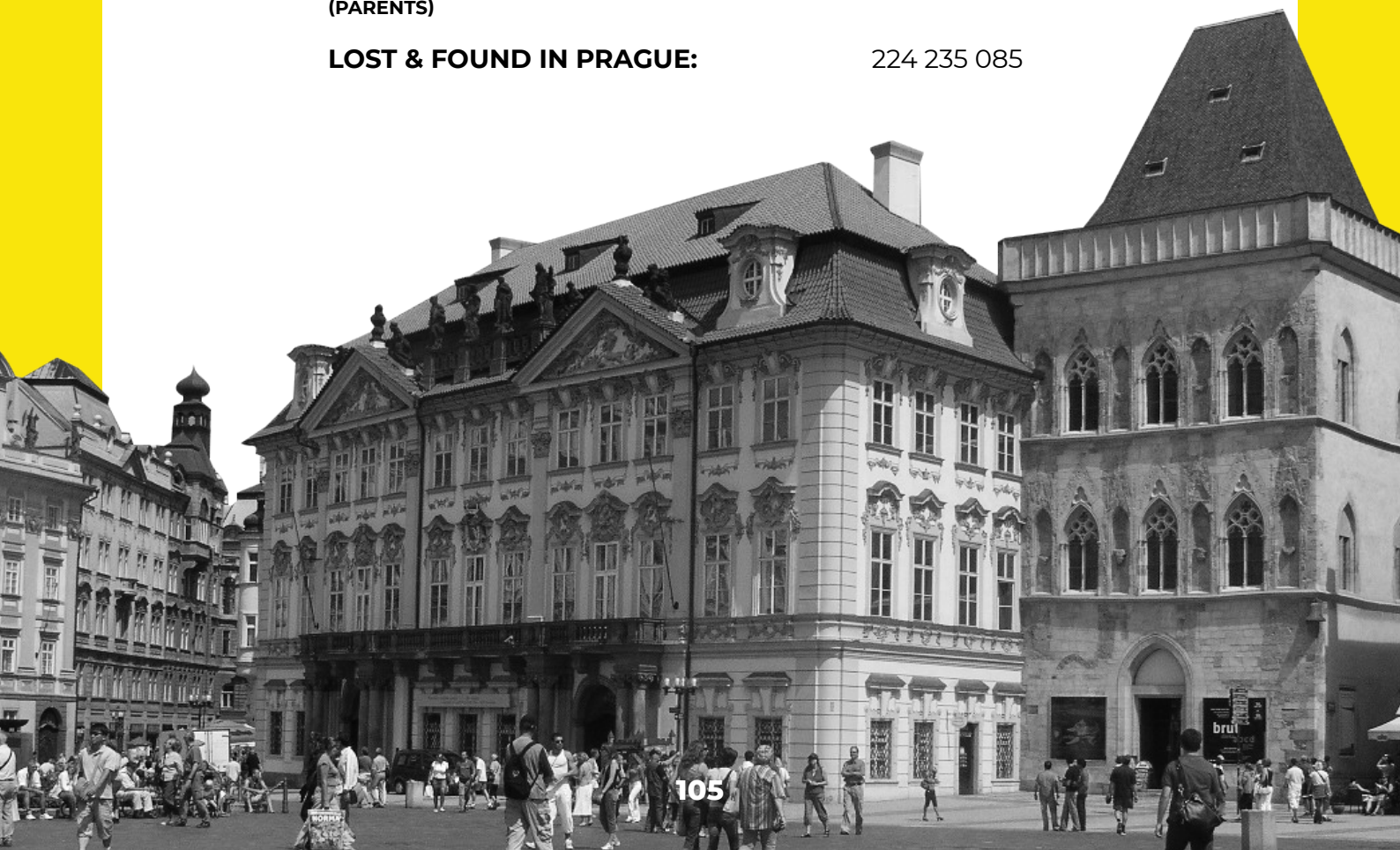


CULTURAL TIPS AND TICKETS (CONCERTS, THEATRES, EXHIBITIONS, ETC.)

- GoOut

ESSENTIAL CONTACT NUMBERS

GENERAL EMERGENCY NUMBER:	112
FIRE BRIGADE:	150
MEDICAL EMERGENCY/AMBULANCE:	155
POLICE:	158
MUNICIPAL POLICE:	156
EXPAT CENTRE PRAGUE:	778 479 925
THE CITY HALL:	12 444
PRAGUE TRUST HELPLINE:	222 580 697
EMERGENCY ROAD SERVICE:	1 230
PRAGUE PUBLIC TRANSIT COMPANY HELPLINE:	296 191 817
FREE CRISIS HOTLINE: (CHILDREN AND STUDENTS UNTIL 26 YEARS OF AGE)	116 111
FREE CRISIS HOTLINE: (PARENTS)	606 021 021
LOST & FOUND IN PRAGUE:	224 235 085



OUR MISSION IS TO HELP ALL THE EXPATS IN PRAGUE.

It doesn't matter whether you already live in our city or if you're still thinking about moving. We are ready to assist you with any problem you might face.

We provide information and support with all kinds of situations related to a **professional or private start in Prague**. The role of the Expat Centre is to make the process of settling in as easy as possible, whether you want to study, work or do business in Prague.

The Expat Centre Prague offers **free telephone and online consultations, as well as the possibility of booking an individual consultation in our beautiful office at Škodův palác**. Besides, a variety of events and workshops organized by the Expat Centre provide an ideal networking opportunity for all expats living in Prague.

The Expat Centre is your connection to the city administration and a first step to your effortless start in Prague. All our services are free of charge.

GET IN TOUCH WITH US



Book your consultation at expat@praha.eu