



BE IN

GUIDEBOOK

UNIVERSITY OF PARDUBICE

Dear international students and employees,

I am delighted that you have joined our University to pursue your studies and your career. The University of Pardubice is a modern and professional institution located in the heart of Europe. It contributes to the development of scientific knowledge, advances creative human potential and furthers the advancement of technologies to improve the quality of life and the prosperity of society.

Moving to another country for work and study might be a new and challenging experience, but it will also be an exciting chapter of your life. This guidebook is meant to help you to smoothly transition to the University of Pardubice; it will help you to settle in the city and become more familiar with life in the Czech Republic.

Should you have any questions, please do not hesitate to turn to our colleagues at the International Office.

We wish you a fruitful and enjoyable stay at the University of Pardubice.

Vice-Rector for External Relations

The following information was created, collected, and published to support and help new foreign PhD students or employees of the University of Pardubice.

The University is not liable for any problems that may occur.

Please keep in mind that the provided information, especially concerning visas and long-term residence permit applications and medical conditions, might change. Please consult the relevant web pages to update information in this handbook; websites will have more up-to-date information.

THE ELECTRONIC VERSION OF THE GUIDEBOOK IS AVAILABLE ON THE WEBSITE:





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Pardubice

The City of Pardubice is located in East Bohemia. It is 100 km east of the Czech capital Prague, and 150 km northwest of the second largest Czech city, Brno. Pardubice, the capital city of Pardubice Region, has a population of over 90,000 people and is situated in the flat lowlands of the Elbe and Chrudimka rivers. The first ancient written records of Pardubice date back to the late 13th century; since then, Pardubice has continually developed a rich and exciting history that shapes our region. Pardubice expanded in part because of the development of railways and the traffic flow that this development produced through Olomouc and Prague. Pardubice owes its present day importance to this railway, which has flourished even more since its creation, and is an important transportation hub. Part of Pardubice's appeal is its proximity to all regions and major cities in the Czech Republic. The city also hosts an international airport.

Pardubice's industry specialises primarily in chemical engineering, electrotechnical engineering and in the automotive industry. The educational strengths and programmes of the University are informed by the local industries. The University of Pardubice was established as a Chemical Institute in 1950 and it currently has study programmes that support the major industries of the city.

Looking around the city of Pardubice, you will notice the Gothic and Renaissance architecture. Pernstein Square is the city's natural and historic centre. Its major landmarks include the NeoRenaissance town hall and the Pardubice Chateau, which is an extremely valuable monument. The most famous sites in Pardubice are the Green Gate, which provides a picturesque view, and Kunětická Hora Castle, which is located 6 km from the city centre and open to the public as a museum.

Pardubice is a city that is well known for its diverse culture, sporting events, entertainment events and environmental organisations. The Great Pardubice Steeplechase is the oldest and the most difficult horse race on the continent, dating back to 1874. Pardubice's Speedway Golden Helmet is the oldest motorcycle speedway race in the world. There is an International Chess Competition – the Czech Open, several marathons and bicycle races, an outdoor summer cinema, a music festival, and an annual wine festival. These are just a few of Pardubice's many events and offerings. The city is characterised by its beautiful countryside; the nature offers a convenient environment and opportunities for swimming, water sports, running, cycling, and rollerskating. The city has its own icehockey club that plays in the Czech Extraliga. Pardubice has hosted sporting events such as Olympic Park Pardubice in 2016 and Sport Park Pardubice in 2017.

Gingerbread is a symbol that is inseparable from the city of Pardubice; it has a long history and has been a tradition in Pardubice since the 16th century. There is a Gingerbread and fairy tale museum near the Kunětická Hora Castle.

Gingerbread is also Pardubice's most traditional souvenir. The courtyard of the Pardubice Château is home to the Gingerbread Festival every May.

Pardubice has a continental climate, characterised generally by hot summers and cold winters. Winter months can be very cold with temperatures below zero. January is the coldest month, with daytime temperatures usually around zero. Summertime temperatures can be high, 30°C or higher. The warmest month is July, when the average temperature is 20°C. The weather in Pardubice is unpredictable: it's possible to see snow in the middle of April and experience some surprisingly cold days, around 15°C, in the summer. This variability is part of the charm of life in Pardubice. April is famous for its unpredictable weather forecasts, and you can experience all four seasons in one day!





Pardubice is close to Prague, the capital of the Czech Republic. It takes only 55 minutes by train to travel to and from Prague!

The city has good and frequent transport connections to all the surrounding areas and major cities; therefore, Pardubice is a relatively easy city to reach.

📍 Pro Tip: To find your way in each Czech city (on foot, by bus, by car... etc.), we recommend the websites „Mapy.cz“ and „idos.idnes.cz/en/“

HOW TO GET FROM THE PRAGUE AIRPORT TO THE UNIVERSITY OF PARDUBICE (UPCE)

The cheapest option from the Prague Airport to the centre is to go **by bus**.

📍 1st OPTION

1. **Take bus no. 119** (in front of the terminal) to the „Nádraží Veleslavín“ metro station (Green Line A).
2. **Take the subway from the „Nádraží Veleslavín“** metro station (Green Line A) **in the direction of Depo Hostivař to the „Muzeum“** metro station.
3. At the „**Muzeum**“ metro station, change to the Red Line C (follow the signs) and take the subway **in the direction of Letňany to the „Hlavní nádraží“** metro station **OR...**
4. **Walk** to the „**Hlavní nádraží**“ metro station. (Hlavní nádraží means Main Railway station).

📌 Note: When you buy your bus ticket (directly from the bus driver), you will also be able to use the same ticket on the subway. Ask for the 40 CZK ticket: It is valid for 90 min.

5. **From the Main Railway station you go to Pardubice by a direct train.** There are a few different providers: RegioJet, České Dráhy and Leo Express. The price of a single ticket varies between 129 and 204 CZK for standard class, depending on the provider.
6. **Once you arrive in Pardubice, you can go to the University of Pardubice by:**
 - » **BUS no. 30:** Get off the bus at the „Univerzita“ bus stop (the blue arrow on the map below). The price of the bus ticket is 30 CZK (on the bus) or 19 CZK (at points of sale or ticket vending machines). You can also pay on the bus with your credit card: hold the card near the machine on the bus until you hear a beeping sound. Do not forget to do that once again just before you leave the bus. The amount of 15 CZK will be deducted from your account.
 - » **TAXI:** we recommend to use „Taxi 88“. They charge approximately 150 CZK. Ask the taxi driver to drop you off near the bus stop „Univerzita“ (the blue arrow on the map below).

📍 2nd OPTION

1. **The bus line AIRPORT EXPRESS (AE) connects Prague Airport with Prague Main Railway station** (Praha Hlavní Nádraží). You buy the ticket directly from the driver. It costs 100 CZK. The bus departs from outside Terminal 1. The bus line AE:
 - » operates daily from 05:00 until 22:00
 - » departs in 30 minute intervals
 - » journey takes about 30 minutes

The airport express buses are low-floor vehicles offering easy entry and sufficient space for luggage.

For more information, call the Prague public transit company at +420 296 191 817 (daily 07:00–21:00).

2. **From the Main Railway station you go to Pardubice by a direct train.** There are a few different providers: RegioJet, České Dráhy and Leo Express. The price of a single ticket varies between 129 and 204 CZK for standard class, depending on the

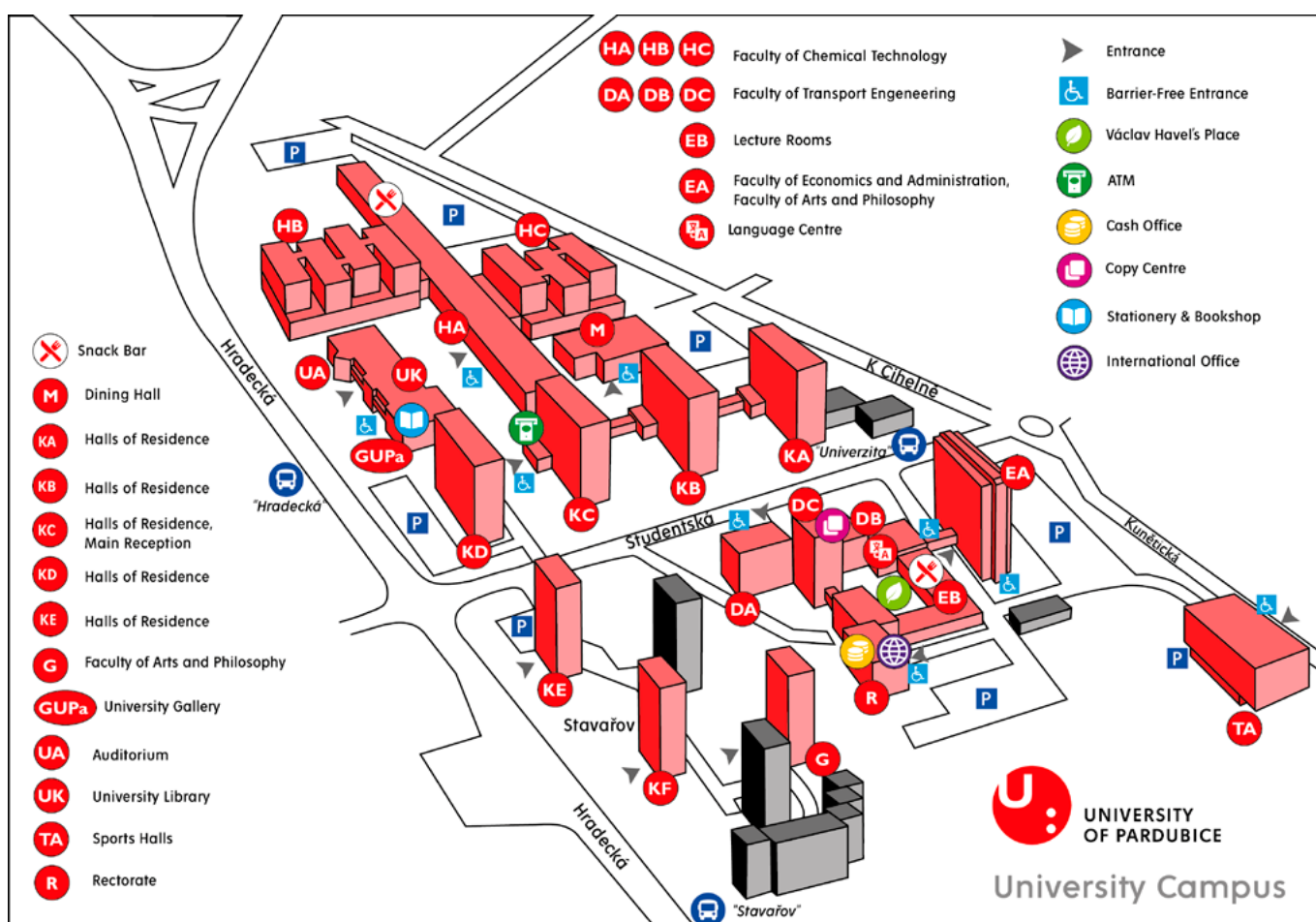
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- » **TAXI:** we recommend to use Taxi 88". They charge approximately 150 CZK. Ask the taxi driver to drop you off near the bus stop „Univerzita“ (the blue arrow on the map below).

For more info, visit <http://czech-transport.com/index.php?id=154>

Note: If you have arranged accommodation at the University dormitories, go to block KC. The receptionist will assist you.



For more details about the journey from Prague airport to the University of Pardubice go to the website of the International Erasmus Student Network of Pardubice: <https://esn.upce.cz/how-get-pardubice>

BUS/TRAIN CONNECTIONS BETWEEN PARDUBICE AND OTHER CZECH CITIES

Click on this link: <https://idos.idnes.cz/en/vlakyautobusy/spojeni/>

This is the link to the English version of the site.

There is a mobile application (also in English) of this website.

For IOS: <https://itunes.apple.com/cz/app/%C3%ADzdn%C3%AD-%C5%99%C3%A1dy-idos/id473503749?mt=8>

For Android: <https://play.google.com/store/apps/details?id=cz.mafra.jizdnirady&hl=cs>

PUBLIC TRANSPORT IN PARDUBICE

: To get the bus/tram line connections go to: <http://www.dpmp.cz/en/>

: You have 4 options to buy your bus ticket in Pardubice:

- » At points of sale (i.e. Traficon ...) or from ticket vending machines: The price is 19 CZK.
 - » Directly from the driver on the bus: The price is 30 CZK.
 - » With an SMS: The price is 30 CZK for a 45 minute trip. To buy your ticket with an SMS:
 1. **You need a Czech mobile operator**
 2. **The passenger types an SMS message with the text: DPMP**
This way it is charged as an ordinary SMS in accordance with the tariff of the particular operator.
 3. **Send the message to number 90206**
This phone number is the same for all types of mobile tickets and for all Czech mobile operators. The passenger receives the SMS ticket within 2 minutes of sending the SMS.
- * A transfer ticket for 30 CZK is valid for 45 minutes on working days. On Saturdays, Sundays and bank holidays it is valid for 60 minutes.
- » You can also pay on the bus with your credit card: hold the card near the machine on the bus until you hear a beeping sound. Do not forget to do that once again just before you leave the bus. The amount of 15 CZK will be deducted from your account.

: If you don't want to buy individual bus tickets, get the Pardubice Card.

For more information about the Pardubice Card go to: <https://www.dpmp.cz/cestovani-mhd/nova-pardubicka-karta.html>

The contact point to collect your card is:
Zákaznické centrum Dopravní podnik města Pardubic (DPMP)
Pernerova 442, Pardubice
(You will find it in the city centre)

The Pardubice Card is convenient and easy to use, and also it is **more economical** if you use the Pardubice public transport on a daily basis.

Once you have your card, you can charge it at the collection point at Zákaznické centrum DPMP (see above), at the Tourist Information Center or on-line (go to <http://www.dpmp.cz/en/> – page also in English). For more info about the Tourist Information Center, go to <http://www.visitpardubice.com/> (page in English).

TRAVELING BY BIKE IN PARDUBICE

If you like cycling, Pardubice is the right place for you! The city is flat and bike-friendly with a dense network of cycling paths. Sometimes it is faster to travel by bike than by bus or by car.

If you plan to buy a bicycle, go [HERE](#), [HERE](#) and [HERE](#).



1/ DORMITORIES / STUDIOS AT THE UNIVERSITY OF PARDUBICE

For detailed information go to: <https://www.upce.cz/en/accommodation>

The contact person to assist you is:

Martina Rösslerová

Accommodation Centre – Pavilion C

E-mail: accommodation@upce.cz, martina.rosslerova@upce.cz

Tel: +420 466 036 468


2/ IF YOU WANT YOUR OWN APARTMENT

: The International Office of the University of Pardubice can put you in touch with real estate agents who speak English. Do not hesitate to contact us.

: One of the most professional and well-known web pages to avoid brokers fee is **„Bezrealitky.cz“** (<https://www.bezrealitky.cz/>) „BezRealitky“ is a website in the Czech and English language.

: The most professional and recognised web page where real estate agents advertise new flats/houses (to rent or buy) is „sreality.cz“ (<https://www.sreality.cz/en>) „sreality.cz“ is a website in the Czech and English language.

Once you find your flat, the rental agreement will probably be in Czech. **The International Office of the University of Pardubice can recommend a certified translator into English or other languages.**

 **Note:** A standard one-page translation (1800 characters) costs approx. 350 CZK.

Here some vocabulary in case you need it

Typ Inzerátu: (= Type of advertisement)

- » Nabídka pronájem (= Rent offer)
- » Nabídka spolubydlení (= Offer to share an apartment)

Typ nemovitosti: (= Type of property)

- » Byt (= Flat)
- » Dům (= House)

Lokalita: (= Place)

Then you can go to into the details sections and choose:

- » Garsoniera (= a studio/one room flat)
- » 1+ kk (= One room + a kitchenette)
- » 1+1 (= One room + a kitchen) etc.



The Czech Republic still uses cash transactions a lot for everyday purchases (in small shops, cafés, etc.). However, the use of debit and credit cards (including contactless payment) is becoming relatively widespread and cards are accepted in all supermarkets, tourist attractions, and in many restaurants. Internet banking is commonly used. Most employers transfer wages/salaries directly to a Czech bank account and many everyday transactions are also made using direct debit transactions. Czech people do not use cheques at all, but most banks recognise traveller's cheques and are able to redeem them.

BANK

: GENERAL INFO

A basic condition for being able to open a bank account is age 18+. Some accounts can be opened earlier (e.g. student accounts from age 15), but only in the presence of a parent/guardian.

If you are a foreigner and want to open a bank account

EU citizens are usually required to present an identification document valid in the EU (ID card or passport) and a second piece of identification, a document such as their birth certificate, driver's license, or Czech residence card.

For citizens from non-EU countries the main piece of ID must be their passport, accompanied SOMETIMES by their Czech residence permit, and then a further piece of identification (such as birth certificate or driver's license). Banks always prefer documents that have your photograph on them.

Certain banks do not require a residence permit in order to open an account (see below).

If you are a student and wish to open a special student account, the bank will also need to see a confirmation that you are enrolled as a student in the Czech Republic / that you have the status of a student.

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar conditions as EU citizens.

In Pardubice, for citizens of non-EU countries it is easy to open a bank account at the following banks:

: UNICREDIT Bank (Website in English, quick procedure)

The staff speak English!

You will need:

- » Passport/ID Card
- » Certificate of residence in the Czech Republic
- » Czech telephone number


You do not need a Czech residence permit in order to open an account.


: ČSOB (Website in English, quick procedure)

You will need:

- » Passport/ID Card
- » Certificate of residence in the Czech Republic
- » Czech telephone number (not mandatory)

You do not need a Czech residence permit in order to open an account

 **Note:** CSOB is one of the biggest Czech banks. There will be a CSOB ATM anywhere you go where you can use your card to withdraw money.

 **Note:** Each bank has its own rules/policies. What can work or be accepted for one bank might be different or refused by another bank. It is better to go directly to the bank and work with them to open your account.

The International Office of the University of Pardubice can accompany you to help you open your bank account.

CURRENCY EXCHANGE

The best place to change money in Pardubice is the Exchange Office in Sladkovského Street. Go to „**Směárna**“ (= Exchange office).

There is another exchange office in the Atrium shopping mall in the city centre.



HEALTH INSURANCE

When you first arrive in the Czech Republic and are not yet registered for public health insurance (or not yet employed), you must have an alternate (travel) health insurance. This alternate (travel) health insurance should be either from a commercial insurance company or you must have the European Health Insurance Card EHIC (if you are a European citizen).

Euraxess link: <https://www.euraxess.cz/czech-republic/information-assistance/health-insurance>

GENERAL INFORMATION FOR EMPLOYEES OF THE UNIVERSITY OF PARDUBICE (EU AND NON-EU CITIZENS)

In the Czech Republic, employees who have an „**employment contract**“ (pracovní smlouva) are automatically covered by public health insurance for the duration of their employment. The employer is obliged to inform the health insurance company about the commencement (and termination) of employment. The health insurance company issues a card for the policyholder.

Note: If you have „an agreement for work activities“ („dohoda o pracovní činnosti“ = DPČ) or „an agreement for work performed“ („dohoda o provedení práce“ = DPP) public health coverage is not automatic.

When you **WORK** at the University of Pardubice under a „work contract“ (pracovní smlouva), your health insurance company will be VZP: „Všeobecná Zdravotní Pojišťovna“ (General Health Insurance Company).

When you go to the VZP office to register (address: [Karla IV. 73, Pardubice](#)), you will first get a temporary card (it is a regular sheet of paper, called „Náhradní průkaz pojištění“). If you get ill or have any health concerns you can use it as a normal card until you receive your standard card (in about a month).



GENERAL INFORMATION FOR STUDENTS FROM EU COUNTRIES

If you have your health insurance card (issued by the health insurance company of your country), as an EU citizen, if you unexpectedly fall ill, you have the **same rights to health care as people insured in the Czech Republic**.

You must keep the card with you: this card is the **proof that you are insured** in an EU country.

If you do not have a European Health Insurance Card (e.g, you forgot/lost it) you cannot be refused treatment, but you might have to pay for your treatment upfront and then claim reimbursement at a later date.

Some staff in healthcare facilities are still not completely familiar with the European Health Insurance Card. You can either go to the hospital or you can get registered at a Czech Insurance Company (such as VZP), which will issue a document in Czech informing doctors that you are insured in an EU country.

For more information: http://europa.eu/youreurope/citizens/health/unplanned-healthcare/temporary-stays/index_en.htm OR <https://www.kancelarzp.cz/en>. This second link is to the **web page of the National Contact Point in the Czech Republic**. You can call them as well if you have any questions. **THEY SPEAK ENGLISH.**

GENERAL INFORMATION FOR STUDENTS FROM NON-EU COUNTRIES

You will be required to have an alternate (travel) health insurance, from a commercial insurance company.

For more info, see the **link to the Ministry of the Interior webpages:**

<https://www.mvcr.cz/docDetail.aspx?docid=21672761&doctype=ART>

<https://frs.gov.cz/en/forms-and-documents/documents/medical-insurance/>

There are two varieties of commercial health insurance: **comprehensive medical insurance or basic medical insurance.**

Basic medical insurance covers essential treatment and hospitalization which cannot be postponed, at any public health care facility in the Czech Republic. This insurance is recommended for individuals who do not fall under the public health insurance system and who are not planning to stay longer than 90 days in the Czech Republic. The insurance covers costs incurred as a result of an accident or sudden illness in the Czech Republic, including repatriation to your home country or to the country where the foreigner has legal residence. Legally, the minimum coverage must be EUR 60 000 excluding any excess payable by the insured person.

Comprehensive medical insurance is suitable for foreigners who intend to stay in the Czech Republic for 90 days or longer and are not covered by the public health insurance system. This health insurance for foreigners is similar to public health insurance. It provides preventive and dispensary health care, including care in connection with pregnancy and childbirth.

Our University can help you with health insurance for your stay in the Czech Republic. If you are interested, don't hesitate to contact the International Office.

You can find more details at our web page:

<https://www.upce.cz/en/health-insurance-0>



Healthcare is provided both by state-run and private medical facilities. All citizens and residents of the Czech Republic are required by law to be covered by health insurance. UPCE HealthCare club is here to help you with medical issues. Please see page no 16 of this GuideBook.

GENERAL INFORMATION

If you get ill or have any health concerns while staying in the Czech Republic, you should first see a general practitioner („praktický lékař“), or a specialist like a dentist or gynaecologist for your health concerns and checkups that fall within those fields. You will be required to register with a doctor, dentist and gynaecologist. It is a good idea for all members of your family to register with relevant specialists as soon as you arrive to the Czech Republic, and for you and family members to attend regular preventative check-ups with them. When choosing your general practitioner, remember to check if they have a contract with your health insurance company. Your general practitioner and specialists will provide basic care in their field. If any further care is needed, your doctors will refer you to the relevant clinics.

**Ask your health insurance company for a list of the doctors they work with.
Ask your health insurance company for an English-speaking doctor.**

In case of emergency or if you are not yet registered with a general practitioner or a dentist or a gynecologist, you can go to the Emergency Medical Services.

PUBLIC EMERGENCY MEDICAL SERVICES FOR ADULTS (GENERAL PRACTITIONER)

: HOSPITAL OF PARDUBICE

Nemocnice Pardubického kraje, a.s.,
Kyjevská 44, Pardubice
Building 2 – ground floor (see the map)

🕒 Opening hours:

Mon to Fri: 5:00 pm – 10:00 pm
Sat, Sun, bank holidays: 10:00 am – 10:00 pm

☎ +420 466 012 918

PUBLIC EMERGENCY MEDICAL SERVICES FOR KIDS AND TEENAGERS

: HOSPITAL OF PARDUBICE

Nemocnice Pardubického kraje, a.s.,
Kyjevská 44, Pardubice
Building 7 (see the map)

☎ +420 466 015 405

🕒 Opening hours:

Mon to Fri: 4:00 pm – 8:00 pm
Sat, Sun, bank holidays: 8:00 am – 7:00 pm

A charge of 90 CZK must be paid at the automatic collection point in Building 15 (see the map) before

the medical check. The receipt is presented to the staff at the appropriate medical ward..

PUBLIC EMERGENCY MEDICAL SERVICES: TREATMENT OF INJURIES FOR CHILDREN AND TEENAGERS

: HOSPITAL OF PARDUBICE

Nemocnice Pardubického kraje, a.s.,
Kyjevská 44, Pardubice
Building 27 (see the map)

☎ +420 466 012 888

🕒 Opening hours:

Mon to Fri: 3:30 pm – 7:00 pm
Sat, Sun, bank holidays: 24 hours

A charge of 90 CZK must be paid at the automatic collection point in Building 27 (see the map) before the medical check. The receipt is presented to the staff at the appropriate medical ward.

DENTAL EMERGENCY

: HOSPITAL OF PARDUBICE

Nemocnice Pardubického kraje, a.s.,
Kyjevská 44, Pardubice
Building 17 (see the map)

☎ +420 466 015 207

🕒 Opening hours:

Mon to Fri: 5:00 pm – 9:00 pm
Sat, Sun, bank holidays: 8:00 am – 6:00 pm (Lunch break: 12:00 am – 1:00 pm)

A charge of 90 CZK must be paid at the automatic collection point in Building 13 (see the map) before the medical check. The receipt is presented to the staff at the appropriate medical ward.

PHARMACY (EMERGENCY)

: HOSPITAL OF PARDUBICE

Nemocnice Pardubického kraje, a.s.,
Kyjevská 44, Pardubice
Building 13 (see the map)

🕒 Opening hours:

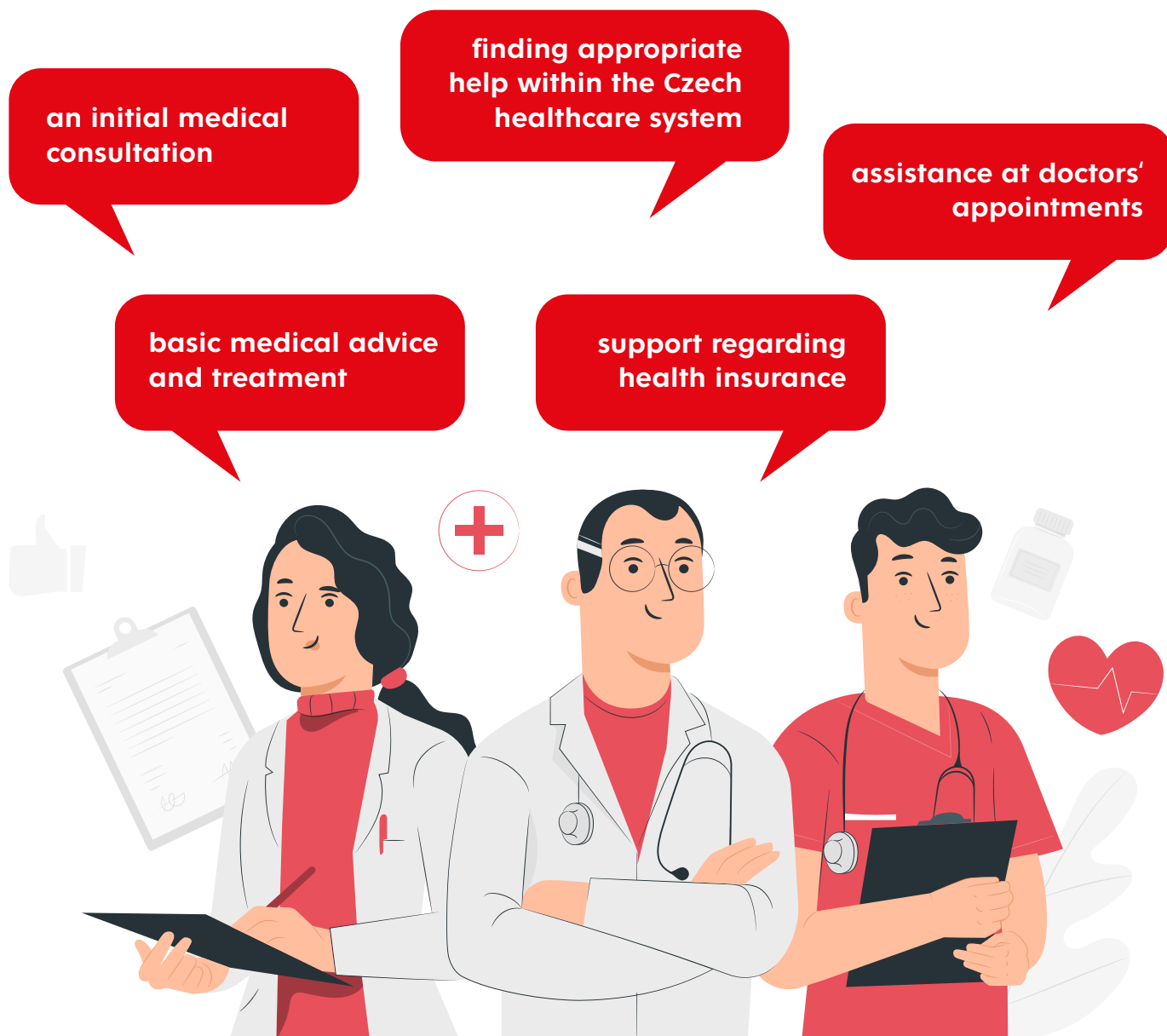
Mon to Fri: 5:00 pm – 10:00 pm
Sat, Sun, bank holidays: 8:00 am – 10:00 pm (Lunch break: 12:00 am – 1:00 pm)

If you have a prescription and go to the pharmacy to collect your medicine during the emergency opening hours, there will be no extra fee.

UPCE Healthcare Club

UPCE Healthcare Club consists of future health professionals who provide support and assistance to international students and staff of UPCE.

UPCE Healthcare Club is here for you when you need to address healthcare issues.



CONTACT

healthcare@upce.cz

If urgent, call

+420 724 878 439 – UPCE Healthcare Club assistance

In emergency, call

112 – emergency medical service

MAP OF THE HOSPITAL AND OF THE EMERGENCY MEDICAL SERVICES

 **How to get to the hospital by bus from the University of Pardubice:**

: First option:

At the bus station „**Univerzita**” (next to the Faculty of Economics and Administration), take **bus 30 or 16**. Get off the bus at the „**Masarykovo Náměstí**” bus stop. Transfer here to **bus 12 or 2** and get off the bus at „**Nemocnice**” bus stop.

: Second option:

Walk to the bus station „**Polabiny, Kosmonautů**” and take **bus 2**. Get off the bus at the „**Nemocnice**” bus stop.

 **Note:** This bus goes directly to the Hospital.





PSYCHOLOGY COUNSELLING AT THE UNIVERSITY OF PARDUBICE

AT THE UNIVERSITY

 Mgr. Zuzana Blehová – **psychologist**

 zuzana.blehova@upce.cz

 +420 466 036 401

Mrs Ďatko provides individual psychological counselling in English, in the fields of family, relationships, and crisis for foreign students and employees of the University of Pardubice (and their family members).

In case you would like to get the contact information for other specialists apart from those mentioned in this handbook (i.e. GP, dentist etc.), feel free to contact the International Office of the University of Pardubice.



AT THE UNIVERSITY

The International Office created a **section in this guidebook to give you some tips about speaking Czech. You will get information about the pronunciation, basic vocabulary, and sentences you can use in your everyday life (See: Dictionary, from pages 25 to 28).**

The International Office also **offers Czech classes, free of charge for its International PhD students, researchers and employees.**

If you are interested in learning Czech, please contact Libuše Cermanová to sign up: libuse.cermanova@upce.cz

There are a lot of private schools or teachers in Pardubice offering courses in the Czech language. The following institutions offer group courses in Czech for a reasonable price or free of charge.

IN PARDUBICE

Czech course for EU citizens

: PRO MOST

17. listopadu 216, Pardubice


 <https://mostpro.cz/english/>

This institution offers Czech language courses for beginners, intermediate and advanced students.

Some language courses offer preparation for the Czech language examination required for permanent residence in the Czech Republic. Speak with the director to find a class that will suit your needs.

: "CENTRUM NA PODPORU INTEGRACE CIZINCŮ" (Centre for Support of Integration of Foreigners)

 **Lenka Janošková**
Pernerova 444, Pardubice

 ljanoskova@suz.cz
icpardubice@suz.cz

 +420 466 989 228, Mobile: +420 725 148 519

 <http://www.integracnicentra.cz/pardubicky-kraj/?lang=en>

This centre offers Czech language courses for beginners, intermediate and advanced students.

The classes are free of charge. Call, e-mail or visit for more information.



PRONUNCIATION

Most guidebooks will give you some basic Czech vocabulary along with an English phonetic pronunciation. This can be helpful if you've got the book in front of you while attempting to communicate - if you plan on learning any amount of Czech, however, the first thing you'll want learn is the proper pronunciation. It's relatively simple - letters generally sound the same despite the words that contain them. There are some exceptions, but unlike English, they follow fairly strict rules, and there aren't many of them.

Czech alphabet:

a, á, b, c, č, d, d', e, é, ě, f, g, h, ch, i, í, j, k, l, m, n, ň, o, ó, p, r, ř, s, š, t, t', ú, ů, v, y, ý, z, ž.

The letters q, w, and x typically exist only in foreign words.

Vowels are short (unaccented) and long (accented), and can be simplified as follows: pronounce the accented vowels the same as the unaccented, just hold them twice as long.

Guide:

a: makes an 'ah' sound (as in 'bus')	u : makes an 'oo' sound (as in 'book')
e : makes an 'eh' sound (as in 'red')	y : is pronounced the same as i
i : makes an 'e' sound (as in 'bee')	ě : makes a 'ye' sound (as in the ye in 'yes')
o : makes an 'o' sound (as in 'hot')	

The following consonants sound the same in Czech as they do in the English examples:

b (as in 'bed')	m (as in 'meat')
d (as in 'dog')	n (as in 'not')
f (as in 'film')	s (as in 'sad')
g (as in 'game')	v (as in 'van')
h (as in 'hot')	z (as in 'zone')
l (as in 'lit')	

Consonants k, p, and t are pretty much the same as in English, just softer - never with the 'aspiration' that they may have in English.

The others:

c makes a 'ts' sound (as in the 'ts' in 'its')

č makes a 'ch' sound (as in 'cheese')

ch makes a 'huh' sound like in 'Loch' - with a bit more phlegm

j makes a 'y' sound (as in yes)

r is rolled, making a 'rrr' sound (same as the Spanish r)

ř is the rolled r combined with a ž to make a 'rzhuh' sound

š makes a 'sh' sound (as in 'she')

ž makes a 'zhuh' sound (as in 'measure')

d', t', and ň are pronounced slightly different than their counterparts d, t, and n. They're softer, and sound somewhat like 'dyuh', 'tyuh', and 'nyuh'. When these three letters are followed by an ě or an i, they lose the hook but are pronounced the same.

As I said before, all the letters will generally sound the same throughout the Czech language. A few exceptions:

When ě follows an m, a mňe ('mnye') sound is produced

Double vowels: 'au', 'eu', and 'ou' are pronounced fluidly; all other double vowels are pronounced with a very brief pause in-between them.

This is the toughest - paired consonants: occasionally, one consonant is written when another is pronounced. Sometimes b changes to a 'p' sound; g to k; v to f; d to t; z to s; h to ch; d' to f, ž to š. It happens when one of the letters from the first group (b, g, v, d, z, h, d', or ž) ends a word (led is pronounced 'let') or starts a cluster of consonants that ends in one from the second (p, k, f, t, s, ch, f, š) group (vstup is pronounced 'fstup'). It also happens vice-versa when the last consonant of a cluster is from the first group (kdo is pronounced 'gdo'). Only exception: if the cluster ends in v, there is no change.

Sorry to complicate things, but the pairs usually sound similar enough that people will still understand you if you don't switch them.

: BASIC VOCABULARY

Once you've got the pronunciation down, it's time to move on to vocabulary. Here are some basic words and phrases that you'll likely need to get around town:

English	Czech	Phonetic
1/Social Interaction		
Yes	Ano	Ah-no
No	Ne	Neh
2/Greetings		
Good Morning	Dobré ráno	Do-breh rah-no
Good Day (formal hello)	Dobrý den	Do-bree Dehn
Hello (informal)	Ahoj	Ahoy
Good evening	Dobrý večer	Do-bree veh-chehr
Good-bye (formal)	Na shledanou	Nah skledah-noh
Good-bye (informal)	Čau	Chow
Good night	Dobrou noc	Do-brooh nots
2/Meeting People		
Nice to meet you	Těší mě	Tye-shee Mye
How are you? (formal)	Jak se máte?	Yak seh mah-te
How are you? (informal)	Jak se máš?	Yak seh mahsh
I'm well	Mám se dobře	Mahm se do-breh
What is your name?	Jak se jmenujete?	Yak seh ymenooyete
My name is...	Jmenuji se...	Ymen-oo-ye seh

: BASIC VOCABULARY

English	Czech	Phonetic
3/Communication		
Do you speak English?	Mluvíte anglicky?	Mloo-veeteh ahngleetskee
I don't speak Czech	Nemluvíم český	Neh-mloo-veem cheskee
I don't understand	Nerozumím	Neh-rozoo-meem
Excuse me; forgive me	Promiňte	Promeenyuh-teh
Thank you	Děkuji	Dyekooyee
Please; you're welcome	Prosím	Proseem
To your health (cheers)	Na zdraví	Nah zdrah-vee

4/ Restaurant

How much is it?	Kolik to stojí?	
Bill, please	Účet, prosím	Oocheht, proseem
Bon appetite	Dobrou chuť	Do-brooh khutye
Cheese	Sýr	Seer
Bread	Chléb	Khlehb
Beer	Pivo	Pee-vo
Wine	Víno	Vee-no
Water	Voda	Vo-dah

5/ Other

Where is the...?	Kde je...?	Gdeh ye
Restroom	Toaleta	Toh-ah-lehta
Restaurant	Restaurace	Rehs-tau-rahtseh
Shop	Obchod	Ob-khod
Street	Ulice	Oo-leetseh
Police	Policie	Poletsee-eh
Hospital	Nemocnice	Neh-mots-nitseh
Train Station	Nádraží	Nah-drazhyee
Airport	Letiště	Leh-teesh-tyeh
Help!	Pomoc!	Po-mots
Fire!	Hoří	Horzyuhee
Thief!	Zloděj	Zlo-dyeh
I want to speak Czech	Chci mluvit český	Kh-tsee mloo-veet cheskee

: To go further...

Transportation

Where is the bus station / bus stop?	Kde je autobusové nádraží / autobusová zastávka?
Where is the train station?	Kde je vlakové nádraží?
Where is the subway station?	Kde je stanice metra?
Where do I buy tickets? (for public transportation)	Kde je stanice metra?
Next stop: Náměstí Republiky	Příští zastávka: Náměstí Republiky
What is the rate per kilometer?	Jaká je sazba za kilometr?
Please stop here.	Prosím zastavte tady.

Getting Directions

Excuse me, where is the theatre?	Prosím vás, kde je divadlo?
Turn right / left.	Zahněte doprava / doleva.
How far is it?	Jak je to daleko?

Accommodation

I would like a single room.	Prosil bych jednolůžkový pokoj.
I would like a double room.	Prosil bych dvoulůžkový pokoj.
I would like a room for one night.	Chtěl bych pokoj na jednu noc.
I would like a room for two nights.	Chtěl bych pokoj na dvě noci.
How much is a double room?	Kolik stojí dvoulůžkový pokoj?

Sightseeing

Where is the town square?	Kde je náměstí?
Do you have a map of the city?	Máte mapu města?
Do you have any brochures / guidebooks in English?	Máte nějaké brožury / průvodce v angličtině?

At the Bank

Where is a bank?	Kde je banka?
I need to exchange money.	Potřebuji si vyměnit peníze.
What is your commission?	Jakou účtujete provizi?
Where is a cash machine (ATM)?	Kde je bankomat?

🔴 To go further...

Eating Out

What will you have?	Co si dáte?
I'll have...	Dám si...
I'll have a beer please.	Dám si jedno pivo prosím.
Check please!	Zaplatíme!

Emergencies

Help!	Pomoc!
Fire!	Hoří!
Thief!	Zloděj!
Call an ambulance / a doctor!	Zavolejte sanitku / doktora!
Call the police!	Zavolejte policii!
Where is the police station?	Kde je policejní stanice?
I have lost my passport / bag.	Ztratil jsem pas / tašku.

At the Doctor's Office

I'm not feeling well.	Není mi dobře.
I have a headache.	Bolí mě hlava.
I have a stomach ache.	Bolí mě břicho.
I have a sore throat.	Bolí mě v krku.
I have a fever.	Mám horečku.
It hurts here.	Bolí mě tady.

http://www.myczechrepublic.com/czech_language/czech_phrases.html

Great dictionary: <https://slovník.seznam.cz/>

VISAS – RESIDENCE PERMIT

To start off, we suggest that you consult the following website where you can find all of the crucial information concerning visas/residence permits etc. <http://www.mvcr.cz/mvcren/article/immigration.aspx>

The full and correct name of „IMMIGRATION OFFICE” is „THE DEPARTMENT FOR ASYLUM AND MIGRATION POLICY (OAMP)”. On the following pages, we decided to use „Immigration Office” to make it easier and clearer.

Note: You will sometimes see the phrase „The Foreign Police”. **It has nothing to do with the „IMMIGRATION OFFICE”.** „The Foreign Police” is a separate department whose tasks and missions are different from those of the Immigration Office.

In the following section, we highlight the permits and visas that the International Office deals with most frequently and which will be most relevant to you.



LONG STAY VISA FOR THE PURPOSE OF STUDY

VS

LONG-TERM RESIDENCE FOR THE PURPOSE OF STUDY

As long as students are sure that they will stay in the Czech Republic for a minimum of 1 year, they can apply for either the LONG STAY VISA FOR THE PURPOSE OF STUDY or for the LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF STUDY **mentioned previously**. It is up to them and the Embassy.

The main differences between these 2 document applications can be:

- » the fee
- » the means of demonstrating the availability of funds
- » the interview: some embassies require an official translator when applicants apply for the long-term RESIDENCE

PERMIT for the purpose of study, which is not the case for the study LONG STAY VISA for the purpose of study.

A VISA FOR A STAY OF OVER 90 DAYS FOR STUDY PURPOSES FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONALS)

This visa is also called a Long-term visa.

Target group: PhD students from non-EU countries

PhD students apply for this visa at the Czech Embassy of their country, before their arrival in the Czech Republic.

: Documents needed:

1. Travel document

2. Documentation of your enrolment at the University of Pardubice (from the study department, University of Pardubice)


3. Proof of accommodation

If you want to be hosted at the dormitories of the University of Pardubice, you can ask **the International Office to get this form.**

 **Note:** You will be charged 100 CZK to get this form.

If you have your own flat, you submit:

- » Rental agreement OR
- » A document called a „Potvrzení o zajištění ubytování“ (fyzická osoba) (= proof of accommodation). Download this form here: <https://www.mvcr.cz/mvcren/article/proof-of-accommodation.aspx>

 **Note:** The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature, **go to the Heading** „How to get a certified signature“).

4. Two passport photographs

5. A document confirming the availability of funds for your stay in the Czech Republic* Means of demonstrating availability of funds:

- » A bank account statement
- » A valid internationally recognised payment card

Click here for more information:

<https://www.mvcr.cz/mvcren/article/proof-of-funds-for-the-purposes-of-a-long-term-visa.aspx>

6. Application form

This form is called an „Application form for a visa for a stay for over 90 days or a long-term visa“.

Download it from here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx?q=Y2hudW09Mg%3d%3d>

7. Consular and visa fee

8. Upon request, a document similar to an extract from the Police Register Record and/or a document proving the fulfilment of the conditions set out in the Ministry of Health's prevention of the spread of infectious illnesses (a Medical report). The Penal Register record has to be issued by the state of which you are a citizen and also by the states in which you has had continuous residence for over 6 months in the last 3 years. It has to be apostilled or superlegalized and translated into Czech Language. The medical record should be translated into Czech language and certified.

Proof of medical insurance

If your application is approved, you will submit a proof of your medical travel insurance (not required if you subscribe to public health insurance, if the costs for health care are covered in an international agreement, or if the you can demonstrate that health care is covered in another manner), before the visa is obtained. You may also be asked to submit a document proving that you are covered by your medical travel insurance. The Act on the Residence of Foreign Nationals stipulates a standard deadline of 60 days from the date of submitting the application for processing an application.

When you arrive in Pardubice, you must register at the Foreign Police within 30 days of your arrival. If your accommodation provider is a hotel or student dormitories, your accommodation provider will complete this registration for you.



- : The documents required for the application must not be older than 180 days, except for the travel document and the photographs required. Photographs must accurately represent your appearance.
- : A long-term study visa is issued for the period corresponding with your study stay as confirmed by the University.
- : A long-term visa is issued for a maximum of 1 year.
- : All the documents have to be submitted in the Czech language or has to be translated into Czech by a certified/sworn translator.
- : Some foreign public documents must be endorsed with a higher verification, such as an Apostille or Superlegalisation. Detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>
- : You must leave the Czech territory on the date you officially finish your studies if you do not have any other legal purpose to stay. If you have a legal purpose to stay, you should apply at the Immigration Office to apply for another long-term residence permit.



: DO NOT HESITATE TO CONTACT THE CZECH EMBASSY OF YOUR COUNTRY

For more information, click here:

<http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx?q=Y2hudW09Mg%3d%3d>

LONG-TERM RESIDENCE PERMIT FOR STUDY PURPOSES OF FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: PhD students from non-EU countries

PhD students need to apply for a study permit at the Czech Embassy in their country, before their arrival to the Czech Republic.


: Documents needed:

1. Travel document

2. Document confirming the purpose of your stay in the Czech Republic (from the study department, University of Pardubice)


3. Proof of accommodation

If you are hosted at the dormitories of the University of Pardubice, you can ask **the Accommodation Centre to issue this proof for you. Please contact** ubytovani@upce.cz.

 **Note:** You will be charged 100 CZK for this form.

If you have your own flat, you submit:

- » Rental agreement OR
- » A document called a „Potvrzení o zajištění ubytování“ (fyzická osoba) (= proof of accommodation).
Download this form here: <https://www.mvcr.cz/mvcren/article/proof-of-accommodation.aspx>

 **Note:** The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature, **go to the Heading** „How to get a certified signature“).

4. Two Passport photographs

5. Document confirming the availability of funds for your stay in the Czech Republic*.

You can submit:

- » *EITHER a bank statement indicating that you have CZK-110 260 in your bank account* (for 1 year)
- » *or a document proving your monthly income in the Czech Republic* (i.e. a scholarship).

Click here for more info: <https://www.mvcr.cz/mvcren/article/proof-of-funds-for-the-purposes-of-a-long-term-residence.aspx>

6. Permit fee + consular fee

7. GREEN application form*

* Filled in **GREEN application** form (to be printed out in colours). It is called the „Application form for a longterm residence permit“.

Download this form here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx?q=Y2hudW09NQ%3d%3d>

Main Instructions: In the upper part, mark:

- » **O POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR LONG TERM RESIDENCE PERMIT**
- » **15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: STUDIUM**
- » **16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD** – meaning abroad from the Czech Republic, i.e. wherever you live now
- » **28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:**

Libuše Cermanová, Univerzita Pardubice / tel: +420 466 036 508

8. Upon request, a document similar to an extract from the Police Register Record and/or a document proving

the fulfilment of the conditions set out in the Ministry of Health's prevention of the spread of infectious illnesses (a Medical report).

The Penal Register record has to be **issued by the state of which you are a citizen and also by the states in which you has had continuous residence for over 6 months in the last 3 years. It has to be apostilled or superlegalized and translated into Czech Language. The medical record should be translated into Czech language and certified.**

Proof of medical insurance

For the period of your stay in the Czech Republic and proof of medical insurance payment (this document must be signed and stamped by the insurance company and be in the Czech language).

Note: you will need to submit this later on, as soon as you get a message from the Embassy that your visa has been approved (don't forget to leave your phone number and email address at the Embassy so that they can contact you), you can buy the insurance.

- : To obtain a residence permit or an extension of long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or the long-term visa's validity. At the latest, this application must be submitted on the last day of validity of the visa or residence permit.
- : Documents submitted must not be older than 180 days, except for travel documents and marriage certificates. Photographs must accurately represent your appearance.
- : All the documents have to be submitted in the Czech language or to be translated into Czech by a certified/sworn translator.
- : Some foreign public documents must be endorsed with a higher verification, such as an Apostille or Superlegalisation. Detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>

If you do not have any other legal purpose to stay (e.g. a job offer), you must leave the Czech territory on the date you officially finish your studies. If you have a legal purpose to stay, you should apply at the Immigration office for another long-term residence permit.

Your Study Department is obliged to call the Immigration Office and inform them about the exact start date and end date of your studies.

Once you are back in your country of residence, you must return your biometric card. You can send it to **the International Office of the University of Pardubice**; they will return it directly to the Immigration Office.

Once you arrive in Pardubice, you must registered at the Immigration Office (OAMP) within 3 days. Bring your passport to the appointment.

: DO NOT HESITATE TO CONTACT THE CZECH EMBASSY OF YOUR COUNTRY

For more information, click here:

<http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mg%3d%3d>

EXTENDING A LONG-TERM RESIDENCE PERMIT FOR STUDY PURPOSES FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: PhD students from non-EU countries who are already in Pardubice and received an extension of their studies.

Apply for the extension at the Immigration Office of Pardubice (Pernerova 168, 530 02 Pardubice)

: Documents needed:


1. A travel document

2. A study confirmation form (from the study department, University of Pardubice)

3. Proof of your travel medical insurance for the period of your stay in the Czech Republic and proof of medical insurance payment (this document must be signed and stamped by the insurance company and be in the Czech language). Upon request, your previous health insurance card.


4. Proof of accommodation

If you are hosted at the dormitories, you can ask **you can ask the Accommodation Centre to issue this proof for you. Please contact ubytovani@upce.cz.**

 **Note:** You will be charged 100 CZK for this form.

If you have your own flat, you need:

- » Rental agreement OR
- » A document called a „Potvrzení o zajištění ubytování“ (fyzická osoba) (= proof of accommodation). Download this form here: <https://www.mvcr.cz/mvcren/article/proof-of-accommodation.aspx>

 **Note:** The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature, **go to the Heading** „How to get a certified signature“).

5. A document confirming the availability of funds for your stay in the Czech Republic*.

You can submit:

- » **EITHER a bank statement indicating that you have CZK-110 260 in your bank account** – If you have an account with a Czech bank, the Immigration Office will ask you to provide a bank statement with the final balance indicated. This document must be an original document, written in Czech and signed and stamped by your Czech bank.
- » **OR a document proving your monthly income in the Czech Republic** (i.e. a scholarship). You also need to show that you will receive minimum CZK-110 260 for the whole year.

6. Application fee in amount of CZK 2500.

7. Upon request, your previous health insurance card.

8. GREEN application form*

* Filled in **GREEN application** form (to be printed out in colours). It is called the „Application form for a longterm residency permit“.

Download this form here: <https://www.mvcr.cz/mvcren/article/application-forms.aspx?q=Y2hudW09NQ%3d%3d>

Main Instructions: In the upper part, mark:

- » **O PRODLOUŽENÍ DOBY PLASTNOSTI POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDITY PERIODE OF FOR LONG TERM RESIDENCE PERMIT**
- » **15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: STUDIUM**
- » **16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD** – meaning abroad from the Czech Republic
- » **28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:**

Libuše Cermanová, Univerzita Pardubice /tel: +420 466 036 508/ e-mail: be-in@upce.cz

The International Office can assist you in filling out forms and collecting the documents mentioned above. This office can help you to go through all the application procedures.



- : To obtain a residence permit or an extension of long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or the long-term visa’s validity. At the latest, this application must be submitted on the last day of validity of the visa or residence permit.
- : Documents submitted must not be older than 180 days, except for travel documents and marriage certificates. Photographs must accurately represent your appearance.
- : All the documents have to be submitted in the Czech language or to be translated into Czech by a certified/sworn translator.
- : Some foreign public documents must be endorsed with a higher verification, such as an Apostille or Superlegalisation. Detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>

If you do not have any other legal purpose to stay (e.g. a job offer), you must leave the Czech territory on the date you officially finish your studies. If you have a legal purpose to stay, you should apply at the Immigration office for another long-term residence permit.

Your Study Departement is obliged to call the Immigration Office and inform them about the exact start date and end date of your studies.

Once you are back in your country of residence, you must return your biometric card. You can send it to **the International Office of the University of Pardubice**; they will return it directly to the Immigration Office.



For more information, click here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mg%3d%3d>

LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF “SCIENTIFIC RESEARCH” FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONALS)

Target group: Postdoctoral researchers from non-EU countries

Postdoctoral researchers apply for this permit at the Czech Embassy in their country, before their arrival in the Czech Republic.

: Documents needed:

1. **Travel document**
2. **Two passport photographs**
3. **Hosting Agreement** (an agreement issued by the HR Dpt, University of Pardubice to support the research project)
 - » in Czech: Dohoda o hostování
4. **Written commitment by the University of Pardubice** (this is issued by the HR Dpt University of Pardubice along with the Hosting Agreement)
 - » in Czech: Písemný závazek
5. **A certificate of a clean Police Register Record** from your country of origin and from the states in which you have had continuous residence of over 6 months in the last 3 years. The Penal Register record has to be **issued by the state of which you are a citizen and also by the states in which you have had continuous residence for over 6 months in the last 3 years. It has to be apostilled or superlegalized and translated into Czech Language.**
6. **Medical statement** (if required by the Embassy). It has to be translated into Czech Language and certified.
7. **Permit fee + consular fee**
8. **GREEN application form***

* Filled in **GREEN application form** (to be printed out in colours). It is called the “Application form for a longterm residence permit”.

Download this form here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx?q=Y2hudW09NQ%3d%3d>

Main instructions: In the upper part, mark:

- » **O POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR LONG-TERM RESIDENCE PERMIT**
- » **15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: VĚDECKÝ VÝZKUM**
- » **16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD** – meaning abroad from the Czech Republic
- » **28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:**

Libuše Cermanová, Univerzita Pardubice / tel: +420 466 036 508 / e-mail: be-in@upce.cz

Travel health insurance (basic medical insurance) – you will need to submit this later on. When you go to the Embassy for the second time to pick up your „entry visa“, you will need to buy the insurance online for a short period of time, which the Embassy specifies (usually around a month). You must also submit a document confirming that you have paid the insurance premium. The travel health insurance will cover your travel to the Czech Republic and your time spent in the Czech Republic before starting your employment. After signing your employment agreement, you will be covered by the public health insurance. The recommended insurance companies are: VZP, Maxima, Slavia, Victoria Volksbanken and Uniqua.

As soon as you get a message from the Embassy that your visa has been approved (don't forget to leave your phone number and email address at the Embassy so that they can contact you), you can buy the insurance.

When you arrive in Pardubice, you have to register at the Immigration Office (OAMP) within 30 days. The Pardubice OAMP usually asks you to bring your passport and usually proof of accommodation. If you are accommodated at the dorms and you don't have it anymore, ask the dorms to issue a new one.

If you have your own flat, you can submit:

- » Rental agreement OR
- » A document called a „Potvrzení o zajištění ubytování“ (fyzická osoba) (= proof of accommodation).
Download this form here: <https://www.mvcr.cz/mvcren/article/proof-of-accommodation.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature, **go to the Heading** „How to get a certified signature“).

- :** To obtain a residence permit or an extension of long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or the long-term visa's validity. At the latest, this application must be submitted on the last day of validity of the visa or residence permit.
- :** Documents submitted must not be older than 180 days, except for travel documents and marriage certificates. Photographs must accurately represent your appearance.
- :** All the documents have to be submitted in the Czech language or to be translated into Czech by a certified/sworn translator.
- :** Some foreign public documents must be endorsed with a higher verification, such as an Apostille or Superlegalisation. Detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>

When you start working at the University, the Human Resources Department will inform the Labour Office about the start date and the end date of your job, according to the law code No. 435/2004 Sb.

You have to leave Czech territory on the date you officially finish your job as postdoctoral researcher/scientist (i.e. the date on the hosting agreement) if you do not have any other legal purpose to stay (e.g. a job offer). If you have a legal purpose to stay, you need to apply for another long-term residence permit at the Immigration Office.

If you leave before the date mentioned on your hosting agreement, the HR department has the obligation to inform the Immigration Office as well.

Once you are back in your country of residence, you must return your biometric card. You can send it to **the International Office of the University of Pardubice**; they will return it directly to the Immigration Office.

: DO NOT HESITATE TO CONTACT THE CZECH EMBASSY IN YOUR COUNTRY FOR MORE INFORMATION

EXTENDING A LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF “SCIENTIFIC RESEARCH” FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: Postdoctoral researchers from non-EU countries
Who are already in Pardubice and received an extension of their hosting agreement.

Apply at the Immigration Office of Pardubice (Pernerova 168, 530 02 Pardubice).

: Documents needed:

1. Travel document

2. Hosting agreement (an agreement issued by the HR Dpt, University of Pardubice to support the research project)

» in Czech: Dohoda o hostování

3. Written commitment by the University of Pardubice (this is issued by the HR Dpt, University of Pardubice along with the Hosting agreement)

» in Czech: Písemný závazek

4. Application fee in amount of CZK 2500.

5. Upon request, your health insurance card

6. GREEN application form*

* Filled in **GREEN application** form (to be printed out in colours). It is called the “Application form for a longterm residency permit”.

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main Instructions: In the upper part, mark:


» *O PRODLOUŽENÍ DOBY PLASTNOSTI POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDITY PERIODE OF FOR LONG TERM RESIDENCE PERMIT*

» *15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: VĚDECKÝ VÝZKUM*

» *16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD* – meaning abroad from the Czech Republic, i.e. wherever you live now.

» *28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:*

Univerzita Pardubice / tel: +420 466 036 508 / e-mail: be-in@upce.cz

 **Note:** The Immigration Office (OAMP) of Pardubice may ask you to bring proof of accommodation as well.

The International Office can assist you in filling out the form and collecting the documents mentioned above. The office can help you to go through all of these procedures.

For more information, click here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mw%3d%3d>

- : To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of the existing permit for long-term residence or longterm visa validity. At the latest, this application must be submitted on the last day of the validity of the visa or residence permit.
- : Documents must not be older than 180 days, except for travels documents and marriage certificates. Photographs must accurately represent your appearance.
- : All the documents have to be submitted in the Czech language or to be translated into Czech by a certified/sworn translator.
- : Some foreign public documents must be endorsed with a higher verification (Apostille, Superlegalisation – detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>)

When you start working at the University, the Human Resources Department will inform the Labor office

about the start date and the end date of your employment according to the Act No. 435/2004 Sb.

You have to leave the Czech territory on the date you officially finish your job as postdoctoral researcher/scientist (the date on the hosting agreement) if you do not have any other legal purpose to stay (e.g. a job offer). If you have a legal purpose to stay, you need to apply for another long-term residence permit at the Immigration Office.

If you leave before the date mentioned on your hosting agreement, the HR department has the obligation to inform the Immigration Office as well.

Once you are back in your country of residence, you must return your biometric card. You can send it to **the International Office of the University of Pardubice**; they will return it directly to the Immigration Office.



For more information, click here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09MTI%3d>

LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF SEEKING A JOB OR STARTING A BUSINESS (= THIRD COUNTRY NATIONALS)

YOU CAN APPLY FOR THIS PERMIT IF:

- : you are residing in the Czech Republic with a long-term residence permit for the purpose of study and have successfully completed your studies.
- : you are residing in the Czech Republic with a long-term residence permit for the purpose of scientific research and have finished your activities in the country.

You have to apply at the Immigration Office in Pardubice when your long-term residence permit for the purpose of study or for the purpose of scientific research is still valid and you have to submit the followings documents:

- 1. Application form**
- 2. Travel document (passport)**
- 3. A photograph**
- 4. A document proving the availability of funds for your residence in the country or a document proving a monthly income**
- 5. Proof of accommodation**
- 6. A document proving successful completion of the application of studies or a document issued by the university confirming completion of your research**
- 7. A travel medical insurance**
- 8. CZK 2500 paid either by bank card or online**

 **Note:** This permit is issued for up to 9 months and cannot be extended.

LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF "FAMILY REUNIFICATION" FOR NON-EU COUNTRIES CITIZENS (= THIRD COUNTRY NATIONALS)

Target group: Family members of PhD students or postdoctoral researchers from a non-EU country.

Family members of PhD students and researchers apply for this permit at the Czech Embassy before their arrival in the Czech Republic.

: Your wife/husband or/and child will need:

1. Travel document (passport)

2. Proof of accommodation


- » all family members names need to be indicated
- » long-term contract (minimum 6 months) in the Czech language

If you are hosted at the dormitories of the University of Pardubice, you can ask the Accommodation Centre to issue this proof for you. Please contact ubytovani@upce.cz.

 **Note:** You will be charged 100 CZK to get the form.

If you have your own flat, you need:

- » Rental agreement OR
- » A document called a „Potvrzení o zajištění ubytování“ (fyzická osoba) (= proof of accommodation).
- » Download this form here: <https://www.mvcr.cz/mvcren/article/proof-of-accommodation.aspx>

 **Note:** The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature, go to the Heading „How to get a certified signature“).


3. Two passport photographs

4. Evidence of the family relationship (marriage certificate, birth certificate etc.)

An official/sworn translation of these documents into the Czech language is needed.

5. Documents proving the availability of funds – two documents showing you (as a PhD student or researcher) can support your family members' stay in the Czech Republic:

A confirmation from the University of Pardubice about your net salary, if you are an employee (it is key that this confirmation is of your NET SALARY, or a confirmation of scholarship (from the study department of your faculty) if you are a student, **and** a document called a „Čestné prohlášení“ stating that you will take care of your family members.

 **Note:** You can choose to submit a bank statement as well.

6. An extract from the Police Register Record from the country of origin and from the states in which your husband/wife/children have had continuous residence for over 6 months in the last 3 years

An official/sworn translation of these documents into the Czech language is needed. It has to be apostilled or superlegalized too.

7. Medical statement (if required by the Embassy) It has to be translated into Czech Language and certified.

8. Permit fee + consular fee

9. GREEN application form*

* Filled in GREEN application form (to be printed out in colours). It is called the „Application form for a longterm residency permit“.

Download this form here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx?q=Y2hudW09NQ%3d%3d>

Main Instructions: In the upper part, mark:

- » **O POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR LONG TERM RESIDENCE PERMIT**
- » **15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC:** SLOUČENÍ S RODINOU
- » **16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD** – meaning abroad from the Czech Republic, i.e. wherever you live now.
- » **28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:**
Libuše Cermanová, Univerzita Pardubice / tel: +420 466 036 508 / e-mail: be-in@upce.cz

10. Travel health insurance (basic medical insurance) – your family member(s) will need to submit this proof later on, as soon as he/she goes to the Embassy for the second time to collect their entry visa. We recommend buying this insurance for the whole period of their stay. You can buy it online. You must also submit a document once you have paid the insurance premium.

When they arrive in Pardubice, your family members must register at the Immigration Office (OAMP) within 3 days. The Pardubice OAMP usually needs:

- » **Passport**
- » **Proof of accommodation**



- : To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or long-term visa's validity. At the latest, this application must be submitted on the last day of validity of the visa or residence permit.
- : Documents must not be older than 180 days, except for travel documents and marriage/birth certificates. Photographs must accurately represent your appearance.
- : All the documents have to be submitted in the Czech language or to be translated into Czech by a certified/sworn translator.
- : Some foreign public documents must be endorsed with a higher verification, such as an Apostille or Superlegalisation. Detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>

If you do not have any other legal purpose to stay (e.g. a job offer), you and your family have to leave the Czech territory on the date **you officially finish your employment as postdoctoral researcher/scientist or our studies as PhD student**. If you have a legal purpose to stay, you must apply at the Immigration office for another long-term residence permit.

Since you will be an employee working as a postdoctoral researcher/scientist, the Human Resources Department of the University of Pardubice will inform the Labor Office about the end date of your contract according to the Act No. 435/2004 Sb.

If you leave before the date mentioned on your hosting agreement, the HR department is obliged to inform the Immigration Office about your departure.

As a postdoctoral researcher/scientist or a PhD student, you must return your biometric card when you return to your country of residence. You can send it to **the International Office of the University of Pardubice**; they will return it directly to the Immigration Office.



: DO NOT HESITATE TO CONTACT THE CZECH EMBASSY OF YOUR COUNTRY

For more information, click here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Nw%3d%3d>

EXTENDING A LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF "FAMILY REUNIFICATION" FOR NON-EU COUNTRIES CITIZENS (= THIRD COUNTRY NATIONALS)

Target group: Family members of PhD students or postdoctoral researchers at UPCE who received an extension of their studies or a Hosting agreement. **This applies to non-EU citizens.**

Each family member has to apply for the residence at **the Immigration Office of Pardubice (Pernerova 168, 530 02 Pardubice).**

: Documents needed:

1. Travel document (passport)

2. Proof of accommodation

- » all family members names need to be indicated
- » long-term contract (minimum 6 months) in the Czech language

If you are hosted at the dormitories of the University of Pardubice, you can ask the Accommodation Centre to issue this proof for you. Please contact ubytovani@upce.cz.

Note: You will be charged 100 CZK to get the form.

If you have your own flat, you need:

- » Rental agreement OR
- » A document called a „Potvrzení o zajištění ubytování“ (fyzická osoba) (= proof of accommodation).
- » Download this form here: <https://www.mvcr.cz/mvcren/article/proof-of-accommodation.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature, go to the Heading „How to get a certified signature“).

3. Documents proving the availability of funds – two documents showing you (as a PhD student or researcher) can support your family members' stay in the Czech Republic:

A confirmation from the University of Pardubice about your net salary, if you are an employee (it is key that this confirmation is of your NET SALARY, or a confirmation of scholarship (from the study department of your faculty) if you are a student, and a document called a „Čestné prohlášení“ stating that you will take care of your family members.

Note: You can choose to submit a bank statement as well.

4. Travel health insurance (comprehensive health insurance) – We recommend buying this insurance for the whole period of your family's stay. A proof of payment of the insurance premium is also required.

5. Application fee in amount of CZK 2500.

6. Upon request, your previous health insurance card

7. GREEN application form*

* Filled in GREEN application form (to be printed out in colours). It is called the „Application form for a longterm residency permit“.

Download this form here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx?q=Y2hudW09NQ%3d%3d>

Main Instructions: In the upper part, mark:

- » **O PRODLOUŽENÍ DOBY PLASTNOSTI POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDITY PERIODE OF FOR LONG TERM RESIDENCE PERMIT**
- » **15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC:** STUDIUM (for YOU) and SLOUČENÍ S RODINOU (for your WIFE/HUSBAND/CHILD)
- » **16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD** – meaning abroad from the Czech Republic.
- » **28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:**

Libuše Cermanová, Univerzita Pardubice / tel: +420 466 036 508 / e-mail: be-in@upce.cz

The International Office can assist you in filling out the forms and collecting the documents mentioned above. This office can help you to go through all the application procedures.



: To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are

generally required to submit an application 120 days before the end of an existing permit for long-term residence or long-term visa's validity. At the latest, this application must be submitted on the last day of validity of the visa or residence permit.

- : Documents must not be older than 180 days, except for travel documents and marriage/birth certificates. Photographs must accurately represent your appearance.
- : All the documents have to be submitted in the Czech language or to be translated into Czech by a certified/sworn translator.
- : Some foreign public documents must be endorsed with a higher verification, such as an Apostille or Superlegalisation. Detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>

If you do not have any other legal purpose to stay (e.g. a job offer), you and your family have to leave the Czech territory on the date **you officially finish your employment as postdoctoral researcher/scientist or your studies as PhD student**. If you have a legal purpose to stay, you must apply at the Immigration office for another long-term residence permit.

Since you will be an employee working as a postdoctoral researcher/scientist, the Human Resources Department of the University of Pardubice will inform the Labor Office about the end date of your contract according to the Act No. 435/2004 Sb.

If you leave before the date mentioned on your hosting agreement, the HR department is obliged to inform the Immigration Office about your departure.

As a postdoctoral researcher/scientist or a PhD student, you must return your biometric card when you return to your country of residence. You can send it to **the International Office of the University of Pardubice**; they will return it directly to the Immigration Office.



For more information, click here: <https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Nw%3d%3d>

EMPLOYEE CARD FOR THIRD COUNTRY NATIONALS

For more info go to: <http://www.mvcr.cz/mvcren/article/employee-card-682810.aspx>

The application for an employee card is filed personally at the Embassy of the Czech Republic. You are only able to file this application at the Embassy of the Czech Republic in your home country, in the country that issued your travel document or in the country where you have long-term or permanent residence.

If you are already staying in the territory of the Czech Republic using a visa for an over 90-day stay, or have an other- purpose long-term residence permit, you can apply for the card at the Immigration Office in the Czech Republic. In this case, you may file an application for this employee card up until the end of the validity of such residence permit.

You apply for an employee card by submitting a special application form titled the „Application for an Employee Card“.

: The following documents are enclosed to the application:

- 1. Valid travel document**
- 2. A document confirming the availability of accommodation**
- 3. Two passport photographs** accurately representing your current appearance
- 4. Employment / Work agreement** (or a Letter of Intent of a future employment). These documents must contain a stipulation, which provides that the agreed monthly salary will not be lower than the basic monthly minimum wage, and that the weekly working hours will be at least 15 hours. It is issued by the HR Dpt of the University.
- 5. Documents proving your professional qualifications for the performance of your desired job**

Some examples of documentation for professional qualities are:

- » documentation of education (such as a diploma or degree certificate); in some cases you will be required to prove and submit a document certifying that your foreign education has been recognised by the relevant authority in the Czech Republic
 - » a document proving the required professional qualifications (e.g. an appropriate special driving license etc.)
 - » a document proving that you meet the requirements for performing an occupation referred to as a "regulated occupation." If your application concerns this kind of occupation and you do not already hold such a document, you must apply to the relevant recognition authority of the Czech Republic for recognition of your professional qualifications after filing the application for the employee card. Employee cards are issued contingent upon your submission of these documents.
- 6. Upon request, a document similar to an extract from the Police Register Record**
The Penal Register record has to be **issued by the state of which you are a citizen and also by the states in which you has had continuous residence for over 6 months in the last 3 years. It has to be apostilled or superlegalized and translated into Czech Language.**
 - 7. Upon request, a document proving the fulfilment of conditions set out in the measure of Ministry of Health on prevention of the spread of infectious illnesses (Medical report)**
It has to be translated into Czech Language and certified.
 - 8. Employee card fee + consular fee if you apply at the Embassy of the Czech Republic**

The attached documents must be originals or verified copies. All documents in a foreign language must be submitted in their original version accompanied by an official/sworn translation into the Czech language. Application documents must not be older than 180 days, except for the travel document and the photographs. Photographs must accurately represent your current appearance.

You will be required to present proof of medical travel insurance and, upon request, proof of payment of the insurance premium before a long-term visa can be issued for the purpose of obtaining an employee card (D/VR). You must present this document to the Embassy of the Czech Republic. This insurance must be valid from the date of entry into the territory of the Czech Republic until the time when public health insurance coverage starts to apply, pursuant to the Act on Public Health Insurance, i.e. from the visa issue date until the employment (as stated in the submitted documents).

If you have applied for an employee card in the territory of the Czech Republic or have arrived in the Czech Republic other than with a D/VR, it is not necessary to present proof of travel medical insurance if you will be covered by public health insurance upon commencement of your employment.

When you start working at the University of Pardubice, the Human Resources Department will inform the Labour office of the commencement and termination of your employment pursuant to Act No. 435/2004 Sb.

EXTENSION OF AN EMPLOYEE CARD FOR THIRD COUNTRY NATIONALS

If you already hold an employee card under a University of Pardubice contract and you receive an extension of your contract, you will apply for its extension.

: Fill out a special form entitled „Application for an Employee Card”. You should attach the following documents:

- 1. Travel document**
- 2. A document confirming the availability of accommodation**
- 3. Employment / Work agreement** – These documents must contain a stipulation that the agreed monthly salary will not be lower than the basic monthly minimum wage, and that the weekly working hours will be at least 15 hours.
- 4. Application fee in amount of CZK 2500.**
- 5. Upon request, your health Insurance card**

When you start working at the University of Pardubice, the Human Resources Department will inform the Labour Office of the commencement and termination of your employment pursuant to Act No. 435/2004 Sb.


TEMPORARY RESIDENCE / TEMPORARY STAY PERMIT FOR EUROPEAN CITIZENS

As a European citizen, you do not have to apply for a temporary stay permit.

You are only obligated to register with **the Foreign Police (Husova 860, Pardubice)**. However, for practical reasons we advise that you apply for a temporary stay permit in the following situations:


- » a stay exceeding one year.
- » when buying a property, having your car registered etc.

For more information about the application procedure, click here: <http://www.mvcr.cz/mvcren/article/temporary-residence.aspx>

 **Note:** this permit is valid for 10 years

PERMANENT RESIDENCE

: EU CITIZENS

 **Note:** EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

EU citizens are not obliged to apply for permanent residence. However, for practical reasons we advise applying for a stay permit for stays exceeding one year. The permit is necessary in cases such as when buying a property, having your car registered etc.

As an EU citizen, you can request permanent residence:

- a) after 5 years of continuous residence in the Czech Republic.

b) after 2 years of continuous temporary residence in the Czech Republic. If you are a family member of another EU citizen, you can apply after 2 years of continuous residence in the Czech Republic if you have been a family member of an EU citizen for at least 1 year (in the case of marriage).

Click here for more info:

http://europa.eu/youreurope/citizens/residence/residence-rights/workers/index_en.htm

<http://www.mvcr.cz/mvcren/article/eu-citizens-and-their-family-members.aspx>

: NON-EU CITIZENS

A non-EU citizen who has lived continuously in the Czech Republic for 5 years and has applied in that time **for a long-term residence permit** can apply for a „Povolení k trvalému pobytu“. Your continuity of residence is not affected by:


- » temporary absences (less than 6 months per year)
- » absences that do not exceed 310 days in total
- » one absence of 12 consecutive months, for important reasons such as pregnancy and childbirth, serious illness, work, vocational training, or a posting to another country

How to apply - You will need:

1. Travel document

2. Two passport photographs


3. Proof of accommodation – If you are hosted at the dormitories of the University of Pardubice, you can ask the Accommodation Centre to issue this proof for you. Please contact ubytovani@upce.cz.

 **Note:** You will be charged 100 CZK for this form.

If you have your own flat, you submit:

- » Rental agreement or
- » "Potvrzení o zajištění ubytování" (fyzická osoba) (= proof of accommodation, natural person).

Click here to download it: <https://www.mvcr.cz/mvcren/article/proof-of-accommodation.aspx>

 **Note:** The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature go to the heading „How to get a certified signature“).

4. Proof of funds – a document issued by the Human Resources Department of your average net salary for the last 3 or 6 months (in Czech: průměrný čistý měsíční příjem za posledních 3 - 6 měsíců)

5. Czech language exam certificate – register for one of the exams here: <https://www.mvcr.cz/mvcren/article/czech-language-exam.aspx> and <http://cestina-pro-cizince.cz/>

If you would like to attend Czech courses to prepare for the „Examination of the Czech language for permanent residence“, please go to the Heading „Czech language course“.

6. Employment / Work agreement

7. GREEN application form – (the same as for DLOUHODOBÝ POBYT = Long-term residence permit.)

The form is available from the International Office, or go to: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx> <https://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx?q=Y2hudW09Nw%3d%3d>

The International Office can assist you in filling out the forms and collecting the documents mentioned above, and help you with all the application procedures.

For more information, click here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-third-country-nationals.aspx>



GENERAL INFORMATION ABOUT THE APPLICATION PROCEDURES AND REGISTRATIONS

To obtain a residence permit or an extension of long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or the long-term visa's validity. At the latest, this application must be submitted on the last day of the document's validity.

The documents submitted must not be older than 180 days, except for travel documents and marriage/birth certificates. Photographs must accurately represent your appearance.

All the documents have to be submitted in the Czech language or have to be translated into Czech by a certified/sworn translator.

As a student or employee of the University of Pardubice, when you and your family members apply for the **extension** of a long-term residence permit, for the extension of an Employee Card, or for the permanent residence, you apply at the Immigration Office of Pardubice.

: IMMIGRATION OFFICE (OAMP)

Pernerova 168, Pardubice, 4th floor

It is only a 15-minute walk from the University. You will find the office across from the ice-hockey stadium.

Third country nationals go here to:

- » register after applying for a long-term residence permit
- » apply for the extension of their visa, long-term residence permit, etc.
- » inform the officials about any change (address, passport etc.)



European citizens go here to:

- » Apply for the temporary/permanent residence

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens

: FOREIGN POLICE

Husova 860, Pardubice

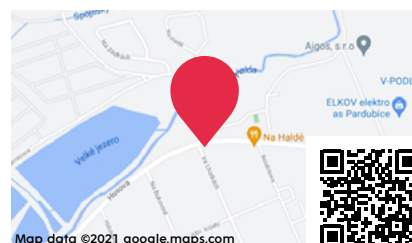
From the University, go to Masarykovo náměstí and take bus 9 (direction Hůrka, at bus stop 3). Get off the bus at the bus station "Na Bukovině" and then walk (500 m) to Husova 860.

Third country nationals go here to:

- » register after applying for a short-stay visa or a long-stay visa.

European citizens go here to:

- » register (when they arrive to the Czech Republic and wish to stay for over 30 days).
- » inform the officials about any change (address, passport, etc.) if they are already registered.



Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens

HOW TO CHECK ON THE STATE OF PROCESSING YOUR APPLICATION AT THE IMMIGRATION OFFICE

When you submit your application at the Immigration Office, ask for your application number (číslo žádosti.)

Note: Most of the time someone from **the International Office of the University of Pardubice will accompany you to submit the application and ask for this application number.**

Once you have the application number, click on the following link. You can check the status of your application: <https://frs.gov.cz/en/ioff/application-status>

You will see the words „In Process“ or „Approved“ when you fill in the information and select „verify“. After your application has been approved, you are obliged to make the next appointment at the Immigration Office to take your biometric data (fingerprints + photo).

You can set up the appointment:

- by calling the information line of the Immigration Office +420 974 801 8010
- or personally by visiting the Immigration Office
- or contact the International Office to make the appointment for you.

APPLICATION FEE

The administrative fee can be paid by following ways:

- » for applications submitted exclusively in person, you will pay the administrative fee by credit card at the Ministry of the Interior office,
- » If you do not pay the administrative fee during the submission of the application in person, you will be asked to pay it by bank transfer to the account of the Ministry of the Interior or by cheque.
- » for applications sent by post, you can pay the administrative fee in advance by bank transfer using the payment details generator on the Information Portal for Foreigners.
- » Before submitting your application, generate the payment details (the Ministry of the Interior's bank account number and your variable symbol) via the Information Portal for Foreigners.
- » You must then pay the fee by bank transfer to the Ministry of the Interior's account before submitting your application.
- » You then need to attach proof of payment to the application, including your variable symbol under which your payment was made.

More info at <https://ipc.gov.cz/en/administrative-proceedings/payment-methods/>

If you have any problems, the International Office will assist you.

CHANGES TO YOUR PERSONAL DATA

The changes mentioned in this section (change of address, change of passport) **are the most common changes of personal information.**

Click here to get more information regarding the changing of other data (such as change of name, surname, change in marital status etc.) **or loss or theft of a travel document/ identity card:** <http://www.mvcr.cz/mvcren/article/third-country-nationals-reporting-changes.aspx?q=Y2hudW09Mw%3d%3d>

: EUROPEAN CITIZENS AND NON-EU CITIZENS

1. CHANGE OF ADDRESS

- » **Non-EU citizens holding a visa for a stay of over 90 days or a long-term residence permit** are required to **report any change to the place of residence in the Czech Republic within 30 days of its occurring.** The change must be reported if the change in the place of residence is expected to last longer than 30 days.

- » **Non-EU citizens holding a permanent residence permit** are required to **report a change to the place of their residence in the Czech Republic within 30 days of its occurring**. This change needs to be reported if the change in the place of residence is expected to last longer than 180 days.
- » **EU citizens or their family members** are required to **report a change in the place of residence within 30 working days of the change**. This change must be reported if the change in the place of residence is expected to last longer than 180 days.

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

How/where/when can you report the change?

Changes in residence **are reported every year to the Foreign Police for the EU citizens who do not have a temporary certificate or a permanent residence**.

Changes in residence **are reported to the Immigration Office for:**

- » **EU citizens who have a temporary certificate or permanent residence**
- » **non-EU citizens holding a biometric card**

Report the change by completing the **"Form for reporting changes"**.

The International Office can provide you with this form and assist you in filling it out. We can even accompany you to the Immigration Office.

To report a change, you have to bring the form mentioned above, as well as:

- » proof of accommodation at the new address
- » travel document (containing the visa or residence sticker)
- » residence card, if that was issued as a separate document

Note: If a foreign national is prevented from reporting a change within the legally required period due to reasons outside of his/her control, he/she must report the change within 3 working days of these reasons ending. The foreign national must prove the reasons that prevented them from reporting their change in residence.

If the change is not reported within the legally required period and there is no obstacle that is outside of the foreign national's control, the delay in reporting a change will be judged as a violation and a FINE can be imposed.

The International Office can assist you through all of these procedures.

2. CHANGE OF TRAVEL DOCUMENT/PASSPORT

- » **Non-EU citizens** are required to **report a change of their travel document/passport within 3 working days of the new travel document being issued**.
- » **EU citizens** or their family members are **required to report a change of their travel document/identity card within 15 working days of the new document being issued**.

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

How/where/when can you report this change?

Changes **are reported to the Foreign Police for the EU citizens who do not have a temporary certificate or permanent residence**.

Changes **are reported to the Immigration Office for:**

- » **EU citizens who have a temporary certificate or permanent residence**

» **non-EU citizens holding a biometric card**

Changes **are reported to the Immigration Office**, by completing the **"Form for reporting changes"**.

The International Office can provide you with this form and assist you in filling it out. The office can assist you through all of these procedures.

To report this change, you will have to bring the filled form, as well as:

- » the new travel document/passport
- » a residence card, if it has been issued as a separate document
- » 2 passport photographs (for EU citizens)

Note: If a foreign national is prevented from reporting a change within the legally required period due to reasons outside of his/her control, he/she must report the change within 3 working days of these reasons ending. The foreign national must prove these reasons that prevented them from reporting the change.

If the change is not reported within the legally required period and there is no obstacle that is outside of the foreign national's control, the delay in reporting a change will be judged as a violation and a FINE can be imposed.

The International Office can assist you through all of these procedures.



RODNÉ ČÍSLO / BIRTH REGISTRATION NUMBER

GENERAL INFORMATION

„Rodné číslo“ is best translated as a „Birth Registration Number“.

It is given to all Czech citizens at birth; this number is recorded on their birth certificate. The number is valid for life and can only be changed under certain special circumstances.

The first part of the number is the date of birth of the holder in YYMMDD format. The second part consists of four digits. Both are separated by a slash. For women, the number 50 is added to the month part of the number. For example, a birthday in April is shown as YY54DD/XXXX.

Note: Governments around the world have introduced national identification number systems, which are used to keep track of citizens for taxation, social security, and healthcare purposes. In the Czech Republic, this national identification number is the „Rodné číslo“.

BIRTH REGISTRATION NUMBER („RODNÉ ČÍSLO“) FOR EU AND NON-EU CITIZENS

If, as a European citizen or non-EU citizen, you apply for:

- » Long-term visa,
- » Long-term residence permit,
- » Certificate of temporary residence for an EU citizen,
- » Temporary residence permit for a family member of an EU citizen, or
- » Permanent residence permit,

you automatically receive a rodné číslo (birth registration number in English)

For more information click here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-identity-number.aspx>

This number is important as it is proof of your legal presence in the Czech Republic. It is required for many applications in the Czech Republic.

As a European citizen or non-EU citizen, you will need this registration number to get a mortgage or to buy a car.

Once you have your rodné číslo, please inform the following:

- » the International Office of the University of Pardubice
- » your study department
- » the Human Resources Department if you are an employee of the University of Pardubice
- » your bank



The Czech tax system is a standard system similar to that of other European countries. Roughly, half of Czech taxation is in the form of **direct taxes**, based on individuals' income and pensions, and the other half is in the form of **indirect taxes**, charged in the price of goods and services.

INCOME TAX

- **A. Income tax is automatically deducted from your salary every month** (approximately 15% of your salary).
- **B. As such, you do not have to fill out a tax return. It is mandatory only if you have more than 1 employer or if you run your own business.**
- **C. What you should know and do if you are an employee at the University of Pardubice?**

1. First option: If you are single and do not support a partner or children and are not paying off a mortgage/pension and you work full-time only for the University of Pardubice during 12 months of a year (from the 1 January to the 31 December), the HR Department of the University of Pardubice will complete and file the tax return („Daňové přiznání“) and take care of everything.

2. Second option: If you **do not work** for the University of Pardubice for the whole calendar year **OR** you support a partner or children **OR** have another job **OR** are paying a mortgage/pension, **you can but do not have to** fill out your tax return on your own.

You should fill out this tax return if you think that you are eligible for a tax refund. It is worth doing if:

- » you are single and you do/did not work for the University of Pardubice for all 12 months within one calendar year (e.g. from 1 Sept to Aug 31); OR
- » the University of Pardubice is your only full-time employer and you support a partner or children or you pay a mortgage/pension.

You should hire a tax consultant.

If you decide to fill out a tax return:

1. First option: The International Office of the University of Pardubice can help you collect the required documents and recommend a private accountant to you (accountant to be paid by you).

2. Second option: Ask a Czech friend and then follow these basic instructions:

As an UPCE employee, the HR department should issue "Potvrzení o zdanitelných příjmech ze závislé činnosti..." at the end of the year. This is an official confirmation of how much money you earned from an employer (including all the taxes).

If you do not have this document by the end of February of the following year, ask the International Office of the University of Pardubice to get it for you.

This „Potvrzení o zdanitelných příjmech ze závislé činnosti..." must be accompanied by another document „Daňové přiznání“, where you report all income earned in the calendar year.

You can download the „Daňové přiznání“ from the Internet at the following link:

http://www.financnisprava.cz/cs/danove-tiskopisy/databaze-aktualnich-danovych-tiskopisu?rok=2017&tiskdruh=TDFU&dan=T_WEB01

The usual deadline for sending in this form or to return it in person to the Tax Office („Finanční úřad“) is the 31 March.

The Czech authorities will double check and compare these documents with what would have been deducted from your salary every month during the year. **If the Czech State might have taken more money than they should have in taxes, they will refund this money to you.**

Information about Income tax:

http://europa.eu/youreurope/citizens/work/taxes/income-taxes-abroad/czech-republic/index_en.htm

We are aware that income tax can be a daunting topic. If you have any questions or concerns, feel free to contact the International Office of the University of Pardubice.





DRIVER'S LICENCE (DL) FOR A CAR

DRIVER'S LICENCE (DL)

: EU CITIZENS

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

European citizens who hold a DL issued by their country or by another European country are able to drive a car in the Czech Republic.

A Driver's Licence issued by an EU Member State or Norway, Iceland, Switzerland or Liechtenstein entitles its holder to drive motor vehicles in the territory of the Czech Republic. There is no obligation to replace this licence with a Czech licence. However, you can request a replacement driver's licence for the Czech Republic after 185 days of temporary stay in the Czech Republic.

: THIRD COUNTRY NATIONALS

With some exceptions, a driver's licence issued by a third country (a state outside the EU) does not entitle its holder to drive motor vehicles in the territory of the Czech Republic.

If you want to drive in the Czech Republic, you have to either:

1. have a valid International DL issued by another state with your country's DL (see "International Driver's Licence"), or
2. acquire a DL in the Czech Republic

How to apply for a driver's licence in the Czech Republic:

A. You must apply as a beginner at a driving school

You will need:

- » a medical certificate from a general practitioner: **The International Office of the University of Pardubice can recommend a general practitioner (GP) to you. You will be charged 500–1000 CZK.**
- » to fill out an application form (available from the driving school)
- » your long-term residence permit (biometric card)
- » proof that you will stay for a minimum of 6 months in the Czech Republic after you pass this exam.

ENGLISH-SPEAKING DRIVING SCHOOLS

Autoškola ESSA in Pardubice, <https://www.essa.cz/cs/>, phone number: +420 777 227 878

Autoškola Radek in Chrudim – Phone number: +420 605 472 909. The full training costs 19 000 CZK.

B. You have to pass the exam

The final examination consists of 2 parts:

1. A online test on the Highway Code and first aid (30 minutes)
An official translator will be required. **The International Office of the University of Pardubice can recommend a translator to you** (translator to be paid by you).
2. A driving test (30 minutes)
The instructor of „Autoškola Radek” will translate the instructions.

Note: Exam fee (written test and driving test): 700 CZK. You cannot take the driving test without passing the written one. ² If you fail this test, you will have to repeat it (after 5 working days) and pay an extra fee (up to 200 CZK). If you pass the written test, you can take the driving test. If you fail, you will have to repeat it (after 5 working days) and pay extra fee (up to 400 CZK).

C. Once you pass all the exams

The Municipal Office („Městský úřad“) in Pardubice will issue a DL upon an application

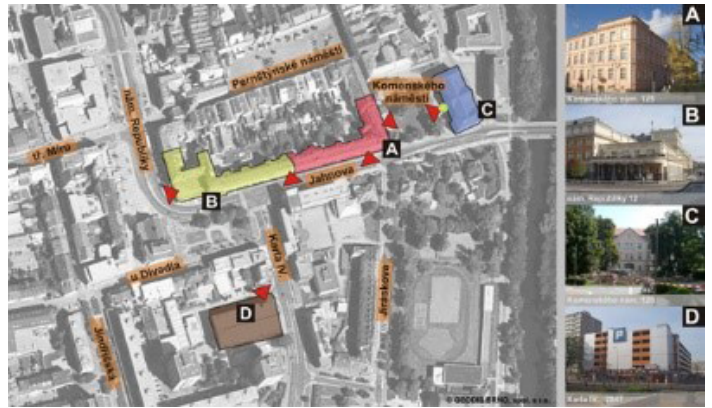
Náměstí Republiky 12, Pardubice

Block B on the map

 <https://www.pardubickykraj.cz/kontakty>

Documents needed:

- » A document (from your Czech employer) which proves you have been working or studying in the Czech Republic for at least 6 months.
- » A copy of your rental agreement (this must prove that you have been living there for 6 months). You must also provide another document to prove that you have been living in the Czech Republic for at least 6 months: e.g. an internet bill, a document from your bank or from your health insurance company.
- » A document from the Department for Asylum and Migration Policy (OAMP)
- » Affidavit

**ALTERNATIVE SOLUTION**

There are also driving schools in Prague, which offer full training in English.

Visit the following link for information: <http://www.ridicak.cz/en/>

The full training **costs 29 000 CZK** and includes:

Driving instruction

- » 5 lessons in vehicle operation regulations
- » 1 lesson in vehicle driving and maintenance
- » 3 lessons in driving theory and principles of safe driving
- » 1 lesson in first-aid preparation
- » 1 revision and test lesson

Practical training

- » 28 lessons: practise driving a vehicle (each lesson is 45 min and you can take a maximum of 2 lessons in a row)
- » 2 lessons: hands-on maintenance training
- » 4 lessons: practical training in first-aid

Books (in English)

You will have to pay for the official translator who will be there during the theoretical exam, plus the 700 CZK fee for the exam.

For more information regarding driving in the Czech Republic with a Non-EU driving licence:

If you want to drive in the EU on a licence from outside the EU, please contact the authorities of the country you are visiting (http://europa.eu/youreurope/citizens/national-contact-points/czech-republic/index_en.htm?topic=vehicles), or contact your embassy or consulate in that country.

BUYING A CAR: CAR INSURANCE**: BUYING A CAR IN THE CZECH REPUBLIC**

If you want to **buy a second-hand car** in the Czech Republic, you can first take a look at the following websites:

- » SBAZAR.CZ: <https://www.sbazar.cz>
- » BAZOŠ.CZ: <https://auto.bazos.cz/>

- » TIPCARS: <http://www.tipcars.com/>
- » AAA AUTO: <http://www.aaaauto.cz/en/>

You can buy a car online, but **AAA AUTO** also has a branch in Pardubice. You can visit AAA AUTO to see the vehicles they sell:

Jiřího Potůčka 290, Pardubice

🕒 Open Monday to Sunday from 9:00 am to 8:00 pm

☎ +420 284 022 081

Once you find a car to buy, the purchase contract will be written in Czech. If you want it translated into English, **the International Office of the University of Pardubice can recommend a translator to you. One standard page of translation costs approximately 300 CZK**

More information about requirements for buying a car in the Czech Republic:

https://europa.eu/youreurope/citizens/vehicles/cars/buying-leasing-car-abroad/index_en.htm

: CAR INSURANCE COMPANIES

In the Czech Republic, once you buy a car you need to get a car insurance, to be covered in case of an accident. There are different options for car insurance companies.

We recommend UNIQA and SLAVIA insurance companies:

UNIQA

17. listopadu 504, Pardubice

☎ +420 467 027 882

🌐 <https://www.uniqa.cz/home-en/>

SLAVIA

Machoňova Pasáž, tř. Míru 60, Pardubice

☎ +420 739 062 016

🌐 <http://www.slavia-pojistovna.cz/en/>

CAR REGISTRATION AND TAXES

: EU CITIZENS

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

REGISTRATION RULES

As an EU national moving to the Czech Republic, you must register your car if you own it.

TIME ALLOWED FOR RE-REGISTERING A VEHICLE

If you change your country of residence to the Czech Republic, you have 2 weeks to re-register a vehicle previously registered in another EU country.

To re-register a vehicle, go to the municipal authority in the town where you are a resident.

TEMPORARY REGISTRATION PLATES

If you buy a car abroad, transit registration plates issued in another EU country will be recognised in the Czech Republic for the purposes of taking your car back to your place of residence.

You can get transit plates at the place where you buy the car.

EXEMPTIONS FROM THE OBLIGATION TO REGISTER A VEHICLE

As an EU national moving to the Czech Republic, you can use your vehicle here for 6 months while it is still registered in your home country.

STUDENTS

If you are a student in the Czech Republic, originally from a different EU country you are obliged to:

- » register your car with the authorities in the Czech Republic for the duration of your studies
- » pay the car registration and/or road taxes on it in the Czech Republic
- » buy additional car insurance for the duration of your studies here

PENSIONERS, SECOND HOME OWNERS, CROSS-BORDER COMMUTERS, SELF-EMPLOYED CROSS-BORDER COMMUTERS (COMPANY CARS)

As an EU national with temporary residence in the Czech Republic, you do not need to register your vehicle here (providing that you use it for no more than 6 months a year).

CAR TAX

As an EU national, if you want to register and use your car in the Czech Rep., you must pay the following taxes:

- » taxes: excise duty
- » Toll motorway/highway
- » other taxes: dependent on the specific vehicle

The following categories of vehicles are exempt from road tax:

1. vehicles with less than four wheels registered as category L1
 2. vehicles connected to diplomatic missions and consular posts
 3. vehicles providing domestic public transport service
 4. vehicles operated by armed forces, police, healthcare providers etc.
 5. street sweepers and road marking machines
 6. vehicles providing public transport or transport of goods with weight under 12 tons, which are:
 - » electric vehicles
 - » hybrid vehicles combining combustion and electric engine
 - » LPG or CNG based vehicles
 - » E85 based
- » If you do not register your vehicle in the Czech Republic, it is not subject to any of these taxes.

More information about registration and vehicle taxes:

https://europa.eu/youreurope/citizens/vehicles/index_en.htm



WHERE / HOW TO GET A CERTIFIED SIGNATURE OR AN AUTHENTICATED COPY OF AN ORIGINAL DOCUMENT?

For some administration and legal procedures, it will be required to submit a document with your “certified signature” or an authenticated copy.

: CERTIFIED SIGNATURE

WHERE CAN YOU GET A CERTIFIED SIGNATURE?

To get your signature authorised, go to a notary public or visit any **Post Office** („Česká Pošta“). For more info about the Czech Post Office, go to the section „Česká Pošta“).

WHAT DOES IT LOOK LIKE?

- » At the Post Office, select the option “Check Point” and ask for „ověření podpisů” (signature authentication).
If there is no automatic selection system, ask the teller for “ověření podpisu” and present your ID.
- » You will sign the documents that need a certified signature in front of the person attending to you. The agent will then sign and stamp the required document.

The following pictures show a proof of accommodation with a „certified signature”. This document is for persons who stay at the dormitories of the University of Pardubice, who present it along with their visa or long-term residence permit application.

As UPCE is the owner/administrator of the dormitories, the document

- » is completed by a person in charge of the dormitories
- » has a certified signature of an UPCE agent

HOW MUCH DOES A CERTIFIED SIGNATURE COST?

Authentication and legalisation fees

- a. For every standard page of the authenticated document sized A4 or less..... CZK 30
- b. For every legalised signature on a document..... CZK 30

COPY SERVICES PRICELIST

Single-sided copy, A4, black and white.....	CZK 3
Double-sided copy, A4, black and white.....	CZK 4
Single-sided copy, A4, colour.....	CZK 23
Double-sided copy, A4, colour.....	CZK 44

For more information: <https://www.ceskaposta.cz/en/sluzby/egovernment/overovani-listin-a-podpisu/legalizace>

: AUTHENTICATION OF DOCUMENTS

WHERE CAN YOU GET A VERIFIED COPY?

Documents are verified by notaries or at any **Post Office** („Česká Pošta“). For more info about the Czech Post Office, go to the section „Česká Pošta“).

HOW TO GET A VERIFIED COPY?

- » At the Post Office, select the option “Check Point” and ask for “ověření listin” (document authentication).
If there is no automatic selection system, ask the teller for “ověření listiny”.



HOW MUCH DOES AUTHENTICATION OF DOCUMENTS COST?

For every standard page of the authenticated document sized A4 or less..... CZK 30

COPY SERVICES PRICELIST

Single-sided copy, A4, black and white..... CZK 3

Double-sided copy, A4, black and white..... CZK 4

Single-sided copy, A4, colour..... CZK 23

Double-sided copy, A4, colour..... CZK 44

For more information: <https://www.ceskaposta.cz/en/sluzby/egovernment/overovani-listin-a-podpisu/vidimace>



RESTAURANTS, BARS AND SHOPS IN PARDUBICE

RESTAURANTS

1. CZECH RESTAURANTS

Plzeňka

Smilova 386, Pardubice

+420 774 721 423

info@plzenkapardubice.cz

<https://www.plzenkapardubice.cz/>

2. ITALIAN RESTAURANTS

Hotel 100 and Ristorante da Pepa

Kostelní ulice 100, Pardubice

+420 603 140 187 | 466 511 179 | 775 084 477

hotel100@hotel100.cz

<https://www.hotel100.cz/en/restaurace>

3. MEXICAN RESTAURANTS

Hacienda Rancho

Za Pasáží 149, Pardubice

+ 420 469 313 320

info@haciendarancho.cz

www.haciendarancho.cz

fb.me/hacienda.rancho

La Cabaña

Smilova 312 -Pardubice

+420 466 655 403

<http://www.lacabana.cz/cs/>

4. INDIAN RESTAURANTS

Namaste

Pernštýnské náměstí 48, Pardubice

+420 466 301 586

<http://www.namasterestaurace.cz/>

namasterestaurace

Sangrila

Třída Míru 68, Pardubice

+420 601 002 553

<https://www.indickanepalska.cz/index.php/indicka-restaurace-pardubice/>

5. CHINESE RESTAURANTS

U Bílého Koníčka

Pernštýnské náměstí 60-Pardubice

+420 774 988 886

<http://ubilehokonicka-pce.cz/>

restauraceubilehokonicka@seznam.cz

6. ALTERNATIVE/VEGETARIAN RESTAURANTS

If you like or are interested in alternative restaurants, which offer vegetarian and/or local food options, we recommend the following restaurants:

: NEAR THE CAMPUS

Café Robinson

Mladých 325, Pardubice

☎ +420 734 253 876

✉ vit.cejka@pdz.cz

📘 cafe.robinson

They offer fair trade tea and coffee, raw and gluten free foods, homemade burgers and use local and bio-quality ingredients.

Na Cibulce

Jiřího Tomana 479, Pardubice

☎ +420 730 511 151

✉ restaurace@nacibulce.cz

🌐 <http://www.nacibulce.cz/>

📘 Na-Cibulce-787025798021782

They use local, farmhouse, and bio ingredients. The restaurant collaborates with the shop „Náš Grunt“ (For more info about the shop go to section „Náš Grunt“.)

: IN THE CITY CENTRE

Pohanka

Třída Míru 2670, Pardubice

☎ +420 730 891 324

✉ info@jidelnapohanka.cz

🌐 <http://www.jidelnapohanka.cz/>

SHOPS

1. SHOPS / SHOPPING MALL

: If you want to buy new clothes or furniture at an affordable price, you can go to:

CLOTHES

- » **C&A:** OC Pyramida, Třída Míru 92, Pardubice
- » **TERRANOVA:** Třída Míru 113, Pardubice
- » **PEPCO:** Address 1: Poděbradská 590, Pardubice
Address 2: Bělehradská 677, Pardubice Rosice
- » **KIK:** Poděbradská 335, Pardubice
- » **DECATHLON:** (sports clothes and equipment): Poděbradská 588, Pardubice

FURNITURE, KITCHEN UTENSILS, HOUSEHOLDS GOODS

- » **JYSK:** Poděbradská 590, Pardubice
- » **PEPCO:** Address 1: Poděbradská 590, Pardubice
Address 2: Bělehradská 677, Pardubice Rosice
- » **KIK:** Poděbradská 335, Pardubice

: Shopping centers within walking distance of the Campus

Globus

Poděbradská 293, Pardubice

🕒 Monday to Sunday: 8:00 am to 9:00 pm

Albert

Poděbradská 297, Pardubice

🕒 Monday to Sunday: 7:00 am to 10:00 pm

Kaufland

Bělehradská 628, Pardubice

🕒 Monday to Sunday: 6:00 am to 9:00 p.m

Atrium Palác

This is the biggest shopping mall and a multiplex movie theatre in the city centre.

Masarykovo náměstí 2799, Pardubice

🕒 Monday to Saturday: 9:00 am to 9:00 pm
Sunday: 10:00 am to 9:00 pm

Obchodní centrum GRAND

náměstí Republiky 1400, Pardubice (in the city centre)

A shopping mall with a multiplex movie theatre.

🕒 Monday to Saturday: 9:00 am to 7:00 pm
Sunday: 10:00 am to 6:00 pm

Billa

náměstí Republiky 1400, Pardubice (in the city centre)

🕒 Monday to Saturday: 7:00 am to 8:00 pm
Sunday: 8:00 am to 8:00 pm

Lidl

Bělehradská 548, Pardubice

Lidl is really close to the Campus (in front of dormitories - Block E)

🕒 Monday to Saturday: 7:00 am to 9:00 pm
Sunday: 8:00 am to 8:00 pm

2. ALTERNATIVE / BIO SHOPS

Náš Grunt

Smilova 412, Pardubice

+420 702 281 242

pardubice@nasgrunt.cz

<http://www.nasgrunt.cz/prodejna-135-6-pardubice.html?kamZpet=%2F6-nase-prodejny.html>

You can buy local, bio and farmhouse ingredients and products here.

Naturálek

třída Míru 68, Pardubice

+420 736 211 533

objednavky@naturalek.cz

www.naturalek.cz

As a newcomer to Pardubice, you probably don't know how long you will stay here and what life is like in the Czech Republic (e.g. weather conditions, style of living...). This makes shopping for furniture and clothes difficult. However, Pardubice has many second-hand shopping options.

3. ALTERNATIVE/SECOND-HAND CLOTHES SHOPS

Textil House

Palackého tř. 1931, 530 02 Pardubice I

Profi second hand

Palackého 1931 (in front of Atrium Palác) Pardubice

+420 733 381 209

<http://www.profi-sh.cz/pardubice/>

La Róba

Palackého třída 1929, Pardubice

+420 608 652 002

<https://www.facebook.com/secondhandpardubice/>

Click here to discover other second-hand shops in Pardubice: https://www.pardubickeobchody.cz/index.php?pag=18&slovo=&slovo1=All&slovo2=&slovo6=Secondhand&slovo3=All&akce=najit_rozsir

AUKRO is a famous Czech web page. You can buy and sell second-hand and new clothes and furniture:

<http://aukro.cz/>

4. ALTERNATIVE/SECOND HAND FURNITURE SHOPS

Bazar u Buldoka

Na Staré poště 2794, Pardubice

+420 604 508 398

bazarubuldoka@seznam.cz

<http://www.firmy.cz/detail/2349668-bazar-u-buldoka-pardubice-zelene-predmesti.html>

SPECIFIC SHOPS AND SERVICES

: HAIRDRESSER

Matrix Angel – Mr. Jiří Veselý

Chemiků 129, Pardubice

☎ +420 777 767 816

: BEAUTICIAN

Salon Slunečnice

Bratřanců Veverkových 2900, Pardubice

🌐 www.salonslunecnice.cz

: TAILOR SHOP

Krejčovství Pája

Za Pasáží 1341, Pardubice

☎ +420 774 679 164

✉ nov.palina@seznam.cz

: MOBIL PHONE REPAIRS

Mobil pohotovost

Masarykovo náměstí 2799, Pardubice (the shopping mall Atrium Palác in the city centre)

🌐 <https://www.mp.cz/>

BARS/PUBS

: NEAR THE CAMPUS

Žlutý pes

Ke koupališti 62, Pardubice

☎ +420 774 836 016

✉ info@zlutak.cz

🌐 <http://www.zlutak.cz/>

Disko Klec

Ohrazenická 310, Pardubice

✉ info@diskoklec.eu

Hudební Klub Doli

Ohrazenická 281, Pardubice

☎ +420 466 401 850 | +420 602 107 850

🌐 www.doli.wz.cz/

📘 DoliKlubPardubice

There are a lot of nice bars and pubs in the city centre as well.



TOURISM, HOBBIES, SPORTS

SPORTS

: AT THE UNIVERSITY

Practise a sport and enjoy the facilities and equipment provided by the University. Contact the Department of Physical Education and Sports for more information:

Contact:

-  +420 466 036 279
-  kts@upce.cz
-  <https://kts.upce.cz/en>

: IN PARDUBICE

Aquacentrum Pardubice

Jiráskova 2664, Pardubice

-  +420 461 101 200
-  info@aquapce.cz
-  <http://www.aquapce.cz/>

The Aquacentrum includes different areas and fitness equipment:

- » Indoor swimming pool (50m)
- » Aqua zone
- » Wellness (sauna, physiotherapy etc.)
- » Fitness center
- » Outdoor swimming pool

TOURISM & CULTURAL EVENTS

For more information about Pardubice's cultural events and information about trips to surrounding areas, click here (both sites available in German, English, Dutch and Polish):

-  <http://www.visitpardubice.com/>
-  <http://en.pardubice-region.com/>

Tourist Information Center:




Náměstí Republiky 1, 530 02 Pardubice

European House in the old town in Pernštýnské square hosts the headquarters of:

- » The British Centre
- » Alliance Française
- » Goethe Institut

These institutions organise a number of cultural and business presentations plus language education.

Pernštýnské náměstí 55, 530 02 Pardubice

-  +420 466 859 415
-  Marcela.Semanova@mmp.cz
-  <http://www.spolkovy-dum.cz/>





ISIC UPCE CARD / ALIVE UPCE CARD / ITIC UPCE CARD

ISIC STUDENT CARD

The "ISIC card" allows **full-time students** around the world to prove their official student status and use over 150,000 student discounts and offers.

<https://www.isic.org/cards/>

The University ISIC student card is used in place of your student card in the dining hall (menza), the library, the copy centre, etc.

: EXAMPLES OF BENEFITS:

- » It is accepted in 130 countries
- » Offers more than 125 000 discounts/offers worldwide
- » Discounts at more than 2000 places in the CR
- » Recognized by the Pardubice transportation authority
- » Discounted travel and study insurance for 200 CZK
- » Discounts on admission to festivals, events, and clubs
- » Discounts on passes in ski resorts
- » Discounted travel costs - flights, bus and train tickets
- » Discounts to cultural and historical buildings/attractions
- » Discounted accommodation in hotels and hostels

Click here to find out about all the offers and discounts in the Czech Republic: <https://www.isic.cz/en/>

: HOW TO ORDER/EXTEND YOUR ISIC CARD

To order or extend your „ISIC UPCE card“, go to: „Student Intranet“: <https://studenti.upce.cz/en/studenti/isic-card#collapse176590> click ISIC Card in the left menu, then select ORDER/RENEW ISIC and follow instructions. When you complete the payment, you will receive an email informing you that ISIC card is ready.

: TO GET YOUR ISIC UPCE CARD

- » You have an active student NetID at the University of Pardubice
- » You are a full-time student
- » You need 1 passport size photograph in digital form
- » Pay 250 CZK with a credit card or by a bank transfer

: PICK UP YOUR CARD

At the University library.

ALIVE CARD

The „Alive Card“ is designed primarily **for part-time students** who are not eligible for international ISIC card but can be used by a **non-teaching staff** who are not eligible for ITIC card.

<https://www.isic.cz/en/cards/alive-card/>

The „Alive Card“ is linked to a network of benefits and is valid **throughout the Czech Republic**.

: EXAMPLES OF BENEFITS:

- » You can get discounts in more than 1,500 locations in the Czech Republic.



- » Insurance discounts, sports facilities, restaurants, cafes, access to cultural events, passes at ski resorts, and many more.

Click here to find out all the offers and discounts in the CR: <https://www.isic.cz/en/cards/alive-card/>

: HOW TO ORDER/EXTEND an " ALIVE UPCE CARD"...

If you are a part-time student

- » **To order** / renew your „Alive UPa Card“, go to the Student Intranet or click: <http://studenti.upce.cz/en>, click the „ALIVE Card“ in the left menu, then select „ORDER/RENEW ALIE STUDENT“ and follow instructions.

Note: The validity of the ALIVE card if issued by a school is the same as that of the ISIC card, i.e. 16 months – from September 1 st to December 31st of the following year. The validity remains the same regardless of the date of issue.

If you are a non-teaching staff member

- » **To order** / renew your „Alive UPa Card“, go to the Employee Intranet or click: <https://zamestnanci.upce.cz/en>, click the „ALIVE Card“ in the left menu, then select „ORDER/RENEW ALIVE“ and follow instructions.

Note: The validity of the ALIVE card if issued by a school is the same as the ISIC, i.e. 16 months – from September 1st December 31st of the following year. The validity remains the same regardless of the date of issue.

ITIC CARD

The ITIC card is designed for full-time teachers.

If you work as a full-time teacher, you can enjoy discounts with the International Teacher Identity Card (ITIC). The teacher card (ITIC) is an internationally recognised ID card that offers numerous discounts and savings at home and abroad. <https://www.isic.org/cards/>

: EXAMPLES OF BENEFITS:

- » It is accepted in 130 countries
- » It offers more than 125 000 discounts/offers worldwide
- » Discounts at more than 2000 places in the Czech Republic
- » Recognised by the Pardubice transportation authority
- » Discounted travel and study insurance for 200 CZK
- » Discounts on admission to festivals, events, and clubs
- » Discounts on passes at ski resorts
- » Discounted travel costs: flights, bus and train tickets
- » Discounts to cultural and historical monuments
- » Discounted accommodation in hotels and hostels

Click here to find out about all the offers and discounts in the Czech Republic: <https://www.isic.cz/en/>

: HOW TO ORDER/EXTEND YOUR „ITIC UPCE CARD“

- » To order/renew your „ITIC UPa Card“, go to the Employee Intranet or click: <https://zamestnanci.upce.cz/en>, click the „ITIC Card“ in the left menu, then select „ORDER/RENEW ITIC“ and follow instructions.





OTHER USEFUL INFORMATION

EMERGENCY SERVICES

In the Czech Republic there is only one set of emergency numbers in case of fire, a health emergency or crime.

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

POST OFFICE (Česka Pošta)

The closest Post Office to the University is located in

Jiřího Tomana 275, Pardubice

🕒 Monday to Friday: 8:00 am to 6:00 pm | Saturday: 8:00 am to 12:00 am | Sunday: closed

In the city centre

Na Hrádku 105, Pardubice

🕒 Monday to Friday: 8:00 am to 6:00 pm | Saturday: 8:00 am to 12:00 am | Sunday: closed

The following post office is open the whole week

Palackého třída 1233, Pardubice (at the shopping center GLOBUS)

🕒 Monday to Sunday: 9:00 am to 7:30 pm

PUBLIC HOLIDAYS

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

LIVING COSTS

The cost of living in the Czech Republic is very affordable. For basic expenses such as food, accommodation and transportation students will need approx. 1600 CZK (650 EUR) per month.

Prices of some foods and goods (approximate) in Czech Crowns (CZK) and Euros (EUR):

- » A loaf of bread : 30 - 50 CZK (1,5 - 2 EUR)
- » milk (1l): 25 CZK (1 EUR)
- » yogurt: 13 CZK (0,5 EUR)
- » beer (0,5l): 30 - 50 CZK (1,2 - 2 EUR)
- » lunch in MENZA incl. drink: 100 CZK (4 EUR)
- » Cinema ticket: 200 CZK (8 EUR)
- » One-way ticket on public transport: 22 CZK (0,9 EUR)



USEFUL ADDRESSES, PHONE NUMBERS AND WEB PAGES

UNIVERSITY OF PARDUBICE AND FACULTIES

: UNIVERSITY OF PARDUBICE (Univerzita Pardubice)

Studentská 95, 532 10 Pardubice, Czech Republic

✉ webmaster@upce.cz, promotion@upce.cz

The International Office of the University of Pardubice

Univerzita Pardubice

Studentská 95

532 10 Pardubice, Czech Republic

✉ **be-in@upce.cz**

☎ +420 466 036 508

: Faculty of Arts and Philosophy

University of Pardubice

Faculty of Arts and Philosophy

Studentská 84, 532 10 Pardubice

☎ +420 466 036 226

+420 466 036 111 (switchboard operator)

🖨 +420 466 036 228

✉ dekanat.ff@upce.cz

studijni.ff@upce.cz

internationalFF@upce.cz

: Faculty of Economics and Administration

University of Pardubice

Faculty of Economics and Administration

Studentská 84, 532 10 Pardubice

☎ +420 466 036 058

🖨 +420 466 036 010

✉ dekanat.fes@upce.cz

barbora.paskova@upce.cz (contact person)

: Faculty of Chemical Technology

University of Pardubice

Faculty of Chemical Technology

Studentská 573, 532 10 Pardubice

☎ +420 466 037 294

+420 466 036 111 (switchboard operator)

🖨 +420 466 037 068

✉ jana.markova@upce.cz

: Faculty of Transport Engineering

University of Pardubice

Faculty of Transport Engineering

Studentská 95, 532 10 Pardubice

☎ +420 466 036 509

+420 466 036 111 (switchboard operator)

🖨 +420 466 036 094

✉ dekanat.dfjp@upce.cz

veronika.fricova@upce.cz

: Faculty of Health Studies**University of Pardubice****Faculty of Health Studies**

Průmyslová 395, 530 03 Pardubice

☎ +420 466 670 507

📠 +420 466 670 550

✉ dekanat.fzs@upce.cz

: Faculty of Restoration**University of Pardubice****Faculty of Restoration**

Jiráskova 3, 570 01 Litomyšl

☎ +420 466 036 594

+420 466 036 590 (switchboard operator)

📠 +420 461 612 565

✉ dekanat.fr@upce.cz

: Faculty of Electrical Engineering and Informatics**University of Pardubice****Faculty of Electrical Engineering and Informatics**

Náměstí Čs. legií 565, 530 02 Pardubice

✉ international.fei@upce.cz

IMPORTANT WEBSITES**Visas, residence permits**Ministry of the Interior of the Czech Republic: <http://www.mvcr.cz/mvcren/article/immigration.aspx>Schengen zone: <http://www.schengenvisa.info.com/student-schengen-visa/>**Information and assistance for researchers**EURAXESS: <https://www.euraxess.cz/>**Help and advice for EU citizens and their family**http://europa.eu/youreurope/citizens/index_en.htm**General Information for foreign citizens:**<https://www.expats.cz>

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UNIVERSITY
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