



WELCOME INFO SERVICE

Contact persons:



Barbora Miklasová, MSc.

● barbora.miklasova@upol.cz

● +420 585 632 083

Pavλίna Rupová, MSc.

● pavlina.rupova@upol.cz

● +420 585 632 082

www.imtm.cz

TABLE OF CONTENTS

1. Visa procedure.....	1
1.1 EU COUNTRIES, ICELAND, LIECHTENSTEIN, NORWAY AND SWITZERLAND	1
BEFORE YOUR ARRIVAL	1
AFTER YOUR ARRIVAL.....	1
1.2 THIRD-COUNTRIES	3
BEFORE YOUR ARRIVAL	3
AFTER YOUR ARRIVAL.....	4
2. Palacký University employment procedure	6
BEFORE YOUR ARRIVAL	6
AFTER YOUR ARRIVAL.....	6
3. Other useful information	3

1. VISA PROCEDURE

1.1 EU COUNTRIES, ICELAND, LIECHTENSTEIN, NORWAY AND SWITZERLAND

We recommend you to contact the nearest **Czech Embassy** in your country for detailed instructions if needed. Further information can be found at the website of the [Ministry of Interior](#) or **the Centre of Administration and Operation of the Academy of Science** (www.euraxess.cz or www.ssc.cas.cz).

BEFORE YOUR ARRIVAL

- Travel document – **please make sure that your passport is valid /EU citizens - ID card**
- **Accommodation confirmation** - When visiting Foreign Police after your arrival, accommodation confirmation is required. For the sake of simplicity, we book your accommodation for the agreed period of time in the University dormitory and get the confirmation from them (in Czech and in English). You may find some other accommodation according to your requirements after arrival. Here we will need a realistic estimate of your arrival date.

To book your accommodation we need some of your personal data (sent by email or in the CV form)

- *name + surname:*
- *titles:*
- *place and country of birth:*
- *passport no.:*
- *the address in the country of your permanent residence:*
- *a realistic estimate of arrival date to Czech Republic:*

AFTER YOUR ARRIVAL

- You have to visit **the Immigration Authority (MOI)** within 30 working days after arriving to the Czech Republic:
 1. Register your stay in MOI office (bring with you: accommodation confirmation with full address, photo, passport / EU citizens ID card)
 2. You will be invited to have your biometric identifiers taken
 3. You will be asked to get a 2 500,- CZK stamp from any post office (fee can change)
 4. You will get your *Long residence permit card / Employee card*

- Addresses and contact details:

MOI office Olomouc

Tř. Svobody 8
Olomouc

– see the map [here](#) (the Dean's office)

Phone: +420 974 760 383, +420 974 760 384 (incl. telephone appointments)

Opening hours:

Thursday: 8.00 – 14.00

– it is necessary to make an appointment

– contact person for an appointment: **Yvona Vyhnánková, MSc.**

International Relations Office

Phone: + 420 585 631 041

E-mail: yvona.vyhnankova@upol.cz

MOI office Přerov

U Výstaviště 3183/18

Přerov

– see the map [here](#). The best way to get there is to take a direct train to Přerov and take a taxi from the train station.

Phone: +420 974 760 399 (incl. telephone appointments)

Opening hours:

Mo, We: 8.00 – 17.00 (12:00 – 12:30 break)

Tu, Th: 8.00 – 12.00

Fr: 8.00 – 11.00 (only for clients with an appointment)

1.2 THIRD-COUNTRIES

We recommend you to contact the nearest **Czech Embassy** in your country for detailed instructions if needed. Further information can be found at the website of the [Ministry of Interior](#) or **the Centre of Administration and Operation of the Academy of Science** (www.euraxess.cz or www.ssc.cas.cz).

Bellow, you can find some brief and useful information about the visa application process. An application for **long-term residence for the purpose of scientific research** is filled when you intend to reside temporarily in the territory for more than 3 months (the “researcher”)

- **Department for Asylum and Migration Policy of the Ministry of Interior**

BEFORE YOUR ARRIVAL

REQUIRED FROM YOUR SIDE:

- **Completed application form**
- Travel document – your **passport**
- **Two photographs**
- **An excerpt from the Penal Register** to assess your criminal record, issued by the state whose national you are, as well as by states where you stayed for more than 6 consecutive months in the last 3 years, or a solemn declaration if such state does not issue such document. A foreign document must be appropriately certified unless stipulated otherwise by an international treaty that is binding for the Czech Republic, and accompanied by an official translation into Czech;
- **A medical report** certifying that you do not suffer from a serious disease (if requested);
- **Travel medical insurance** (in case medical insurance is not covered by the host organization) for an amount of at least 60,000 EUR, covering the entire Schengen Area (such insurance shall be presented before affixing the visa in the passport; however, we recommend presenting the insurance at the time of submission of the visa application); the medical insurance contract and the information about insurance conditions should be translated by a certified translator.
- **A proof of payment** of the fee for submission of the application for a long-term residence permit

PROVIDED BY OUR SIDE (PALACKÝ UNIVERSITY / IMTM):

We will provide you with these important documents needed for your visa application.

- **A Hosting agreement**
- **Commitment to cover costs** - a written commitment of the research organization to cover any costs incurred in connection with the researcher's stay in the territory after the expiration of the residence permit, including costs incurred in connection with his leaving the territory, provided that such costs have been incurred within 6 months after the expiration of the hosting agreement and have been paid from public funds;
- **Accommodation confirmation** - When applying for the visa, accommodation confirmation is required. For the sake of simplicity, we book your accommodation for the agreed period of time in the University dormitory and get the confirmation from them (in Czech and in English). You

may find some other accommodation according to your requirements after arrival. Here we will need a realistic estimate of your arrival date.

- **Inviting Letter** (if required)

To prepare these documents we need some of your personal data (sent by email or in the CV form)

- *name:*
- *surname:*
- *titles:*
- *place and country of birth:*
- *passport no.:*
- *the address in the country of your permanent residence:*
- *a realistic estimate of arrival date to Czech Republic*

AFTER YOUR ARRIVAL

- You have to visit **the Immigration Authority (MOI)** within 3 working days after arriving to the Czech Republic.

1. Register your stay in MOI office
(bring with you: accommodation confirmation with full address, a photo, passport)
2. You will be invited to have your biometric identifiers taken
3. You will be asked to get a 2 500,- CZK stamp from any post office (fee can change)
4. You will get your *Long residence permit card / Employee card*

- Addresses and contact details:

MOI office Olomouc

Tř. Svobody 8
Olomouc

– see the map [here](#) (the Dean's office)

Phone: +420 974 760 383, +420 974 760 384 (incl. telephone appointments)

Opening hours:

Th: 8.00 – 14.00

– it is necessary to make an appointment

– contact person for an appointment: **Yvona Vyhnánková, MSc.**

International Relations Office

Phone: + 420 585 631 041

E-mail: yvona.vyhnankova@upol.cz

MOI office Přerov

U Výstaviště 3183/18

Přerov

– see the map [here](#). The best way to get there is to take a direct train to Přerov and take a taxi from the train station.

Phone: +420 974 760 399 (incl. telephone appointments)

Opening hours:

Mo, We: 8.00 – 17.00 (12:00 – 12:30 break)

Tu, Th: 8.00 – 12.00

Fr: 8.00 – 11.00 (only for clients with an appointment)

2. PALACKÝ UNIVERSITY EMPLOYMENT PROCEDURE

You can find some useful information in a file [here](#) - The Rights and obligations of foreigners related to the establishment of employment or a Work Agreement at Palacký University in Olomouc.

BEFORE YOUR ARRIVAL

We need you to do some paper work before your arrival. You will send us a scan of:

- Filled in **Personal profile form + appendix**
- **Your diploma**
- **Your passport / EU citizens – ID card**
- We need to know the **approximate date of your arrival**
According to that we will make an appointment for your medical examination and book your University accommodation (mentioned in section “Visa procedure” above).
- **Medical report / Cart statement**
 - You need to get one from your general practitioner. It should be a statement about your health condition, illness history etc. It has to be originally written in English /or in officially verified translation to English language.

AFTER YOUR ARRIVAL

There are some formalities you have to undergo after your arrival.

- **Entrance medical examination**
 - Before your working contract starts, you need to undergo the entrance medical examination which will be done at the Faculty Hospital Olomouc / Department of Occupational Medicine. It is located 5 min walk from our workplace – see the map [here](#). (We will arrange the date for you according to your estimated arrival date). *Do not forget to bring your medical report* (mentioned in section “before your arrival”)!
We will give you the necessary forms which will be returned to you confirmed after having paid for the examination. First examination is paid by an employee and costs approximately 300 CZK. You will also have to bring your morning urine with you (can be also solved at the spot).
- **Documents to be signed**
 - There are some documents you will sign before the contract. These are [Non - Disclosure Agreement](#) and [Report on Initial Briefing for Employees concerning Occupational Health and Safety and Fire Protection](#), and also Job Description form (will be prepared in our office – secretariat, room no. 1.42 in IMTM building).

▪ **Dean's office visit**

- After your entrance medical examination, you will visit [the Dean's office](#) of the Faculty of Medicine and Dentistry – Human Resources Department – contact persons:

Mrs. Jana Dvořáková

Phone: +420 585 632 033

Email: jana.dvorakova@upol.cz

Mrs. Šárka Šubová, BA.

Phone: +420 585 632 032

Email: sarka.subova@upol.cz

- You will bring them one of your examination forms + documents mentioned above and they will send you to the Payroll Department (next door) to sign a “pink form” – Tax statement.
- [Electronic payslips at UP info](#)

▪ **Contract of employment**

- Your contract will be prepared at the Human Resources Department (Dean's office) after they receive all the necessary forms from your side and will be sent to our workplace by the time your work starts.

▪ **Taxes, social and health insurance**

- In the Czech Republic, the tax, social and health insurance are deducted from gross salary. After your arrival, you will report yourself to the Immigration Authority in Olomouc or in Přerov (see in section “Visa Procedure”) and get your *Long residence permit card / Employee card*.
- HR department will need a scan of this document (together with your passport scan) as soon as you get it and they will register you with the regional office of the Social Security Administration (Městská správa sociálního zabezpečení) and also with a health insurance provider (zdravotní pojišťovna).
- After a few days, a temporary insurance card will be sent to you, and later on the actual insurance card with the same validity as your residence permit.

▪ **Lab clothing**

- We will order and pay for your lab clothing (shoes, shirts and trousers). As an employee, you will be given a pick up form after your arrival. You will choose and collect your clothing on the given address of [ZIPP company](#)

- Every employee has his own **locker in hygienic loop** (women / men separately). You will get your key after arrival in secretariat office – from **Andrea Pavlasová, MSc.**

▪ **Employee's card**

- Every employee is given a card, which serves for unlocking the entrance door of IMTM building as well as the hygienic loop (+ some special accesses if needed). To get your employee card, you have to visit CVT department near the Rector's office – see the map [here](#) - top floor on the left. For 3D location click [here](#).

- You need to bring with you **your passport / ID + photo** (they will make a scan).
- Before you get your own card, our receptionists will lend you a *universal entrance card*.

Contact person:

Mrs. Alena Vymětalová

Phone: +420 585 631 840

E-mail: alena.vymetalova@upol.cz

Official working hours:

Mon, Wed, Thu: 9:00 – 11:30, 13:00 – 14:00

Tue, Fri: 9:00 – 11:30, -----

- You can also activate the card for ordering **lunch** in the office of the hospital canteen building (approx. 5 min walk from our workplace – see the map [here](#)). The price is around 40,-CZK for 1 lunch thanks to employer's contribution and will be deducted from your monthly salary.

3. OTHER USEFUL INFORMATION

▪ Czech bank account

- You should open one as soon as possible and **report name of the bank and account number** to us – secretariat of IMTM – we will inform payroll department and they will send your salary to this account.
- Please, be aware of the fact that only currency used in Czech Republic is *CZECH CROWN* “CZK” (česká koruna).

▪ Czech mobile phone operator (T-mobile / Vodafone /O2)

▪ University accommodation check in / out

- By the time you arrive, your university accommodation will be booked and prepared, so as soon as you get to the given address, all you need is to show your ID /passport to the receptionist. You will be also asked to pay in cash for one month in advance.
- *To get to Neředín from the train station* – you can go by direct trams no. 2 and 7 from the main station.
- [How to get to Neředín from the Institute map](#)
- If you decide to change your accommodation after some time, you have to hand in a termination statement *1 month in advance* (counted from 1st day of the following month).

For more information, click [here](#).

Contact person - Housing of employees, lecturers and general public:

Bajerová Lucie, MSc.

Phone: +420 585 638 016, +420 585 638 175

E-mail: hotel@upol.cz

▪ Transportation

- **How to get to Olomouc** – if you travel by air, click for useful information [here](#)
- **Public transport in Olomouc**
- If you are about to use public transport in Olomouc, it involves trams and buses. You can see the price list [here](#). For regular use, it is always better to buy quarterly (3-months) ticket - take your ID + photo with you. For more information, click [here](#).

How to get to our workplace?

The address of our Institute is:

Institute of Molecular and Translational Medicine
Hněvotínská 5
779 00 Olomouc



Here you can find some maps that will help you orientate yourself in Olomouc:

[How to get to work from the city center / train station map](#). It is possible to go *by tram* (no. 1, 4, 6) and get off at the stop called “Výstaviště Flora” and then walk upwards for approx. 10 minutes, go straight at the main crossroad and then, on the left side, you will see the entrance of Faculty Hospital. You will keep going straight 100 more meters and turn left (you will see the Faculty of Medicine and Dentistry itself on the top left). When you get to the newer part of it, go through the connecting tunnel (our building is located behind the new part of the faculty).

There is also a **bus connection** coming from the main station (bus no. 21) – you get off at the stop named “Teoretické ústav”. It is located right in front of the Faculty building.

[How to get to work from Neředín map](#). If you are accommodated in one of University dormitories in Neředín, you can get to work by walking (25 min) or by bus no. 26 which goes directly from *Neředín, krematorium* bus stop to *Dvořákova* bus stop – near our institute.

[How to get to the Dean’s office map](#). Dean’s office is located near the city center and you can walk there or get there by tram (no. 4, 6).

▪ **Public holidays**

- January 1 New Year’s Day
- Easter Monday moveable; the Monday after Easter Sunday
- May 1 May Day
- May 8 Liberation Day (marking the end of World War II)
- July 5 Feast day of the Apostles of the Slavs, Sts Cyril and Methodius
- July 6 Day marking the anniversary of the death of Jan Hus (1415)
- September 28 Day of Czech statehood (the feast day of St Wenceslas)
- October 28 Day commemorating the founding of the Czechoslovak state (1918)
- November 17 Day of the struggle for freedom and democracy
- December 24 – 26 Christmas holidays

▪ **Before your departure from the Czech Republic**

- close your Czech bank account
- inform the employer which foreign bank account the last payment shall be sent to
- get confirmation of insurance
- get confirmation of participation in the pension system
- tax reimbursement (if relevant)
- settle all commitments and leave accommodation