

**Procedure for entering into an employment relationship with  
a third-country national – a researcher who is not an EU citizen  
(applies to stays in exceedance of three months):**

- I. The foreign national provides:**
  1. Photocopy of his/her passport.
  2. Certified (official) copy of proof of the highest level of qualification attained by the researcher, along with an official translation into English.
  3. Affidavit in Czech and English, according to which the foreign national will take out travel health insurance – forms are available for download on our web page.
  4. Address of permanent residence.
  
- II. The Institute sends to the foreign national:**

Three counterparts of the hosting agreement in Czech and in English.
  
- III. The foreign national sends back:**

The signed hosting agreement in Czech and in English (one copy in each language version, respectively).
  
- IV. The Institute sends to the foreign national:**

An undertaking by the public research institution under which the latter covers any potential costs connected with the researcher's stay on Czech territory after the expiry of his or her residence permit, including costs for return travel, to the extent that these costs arise within 6 months from the expiry date of the hosting agreement and have been met by an expenditure of public funds.
  
- V. The foreign national files an application** for visa – “long-term residence permit for purposes of scientific research” – with a Czech embassy abroad, accompanied by:
  1. Hosting agreement.
  2. Written undertaking by the research organization.
  3. Travel document.
  4. 2 photographs.
  
- VI. The foreign national carries with him or her the following documents, for the purpose of entering into the employment relationship upon arrival in the Czech Republic:**
  1. Visa – “long-term residence permit for purposes of scientific research”.
  2. Medical certificate – a template of which has been posted on our web page.
  3. Birth certificate – for the purpose of assigning a birth reg. No.