

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 UPa 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 Office of International Affairs and Development to get this form.**

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: <http://www.mvcr.cz/mvcren/article/application-forms.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 (basic medical insurance) – We recommend buying this insurance for the whole period of your family's stay. You can buy it online. A proof of payment of the insurance premium is also required. The recommended insurance companies are: VZP, Maxima, Slavia, Victoria Volksbanken and Uniqua.

5. Permit fee in the form of stamps (= kolky): CZK 2 500. More info about fee stamps on page 48

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 long-term 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 PERIOD OF FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC:

-STUDIUM (for YOU)

-SLOUČENÍ S RODINOU (for your WIFE/HUSBAND/CHILD)

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:

Caroline Novák-Jolly, Univerzita Pardubice / tel: +420 466 036 133

The Office of International Affairs and Development 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 for 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 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>)

If you do not have any other legal purpose to stay (i.e. 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 **Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.