

# 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 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. **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 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 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:

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

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. The recommended insurance companies are: VZP, Maxima, Slavia, Victoria Volksbanken and Uniqua.

**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 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.

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