

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

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

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

The Office of International Affairs and Development 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.

- ✚ 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 long-term 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 Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.