

## **WELCOME OFFICE SERVICE**

*(Abbreviations used in the text: WOM = Welcome Office Manager, OAMP = odbor azylové a migrační politiky Ministerstva vnitra; Department of Asylum and Migration Policy, Ministry of the Interior)*

### **Process of relocation of Employee and support we provide to foreign employees:**

#### **1) Introductory information for a new Employee**

- WOM sends the Employee a questionnaire by e-mail; the Employee is obliged to send back the completed questionnaire, scan of the passport and a certificate proving his/her highest education degree achieved.
- Information specifying the full process of applying for the long-term visa for the purpose of a scientific research is attached to this email, too.

#### **2) Relocation of a new Employee**

- WOM sends the new Employee an email with a document called *Affirmation*, whereas the new Employee is obliged to arrange a commercial health insurance for the minimum period of 2 months starting on the date of departure from his/her country. The Employee signs the *Affirmation* as a proof that he/she has arranged a commercial health insurance, makes a scan of the document and sends it back to WOM. WOM offers support in many areas such as: help with finding accommodation, moving, etc.
- WOM sends the Employee documents needed for applying for visa/long-term stay: Visiting Researcher Agreement, Obligation of the Institute, Employment confirmation.
- The Employee starts the process of getting visa and informs WOM about the status of the process. The application for a long-term visa or the long-term or residence permit needs to be submitted at the Czech Embassy. The Employee can contact WOM, if any assistance is needed.
- Employee informs WOM about his/her arrival in the Czech Republic.
- If necessary, WOM will find relevant accommodation for the Employee (university dorm Hotel Garni, Vinařky, Unihotel Čejkova, Unihotel Grohova, private accommodation).

#### **3) Preparation of employment documents for the new Employee**

- WOM informs the Assistant about the new Employee. The Assistant prepares a workstation and all necessary equipment (PC, laptop, stationery, phone extension, etc.).
- WOM arranges an appointment with PM for an entry medical check-up (54949 1190 – Rector´s Office; 54949 3355 – University Campus Bohunice).
- WOM arranges an appointment at OAMP (543 213 313, Hněvkovského 30/65, Brno) for the Employee, to be registered and for biometric data to be taken (nationality and date of birth will be required).
- WOM informs the Employee about:
  - the date of medical check-up (the forms *Request for the check-up* and *Health questionnaire* are attached to the email)
  - the date of signing the employment documents
  - the date of appointment at OAMP (Hněvkovského 30/65, Brno)
  - the date of Occupational Health and Safety training (provided that the date is already known)
  - taking picture of the Employee for CEITEC websites
  - Information brochure for new Employees is attached to the email

#### **4) Entering the Employment**

- New Employee goes for a medical check-up; if requested, WOM may accompany him/her.
- Employee prepares all documents for the appointment at OAMP visit (accommodation agreement, work contract, hosting agreement, commitment to the research organization, passport, Employment confirmation).
- The Employee and WOM visit OAMP together (not later than 3 days after his/her arrival to the Czech Republic). The foreigner makes a registration and the biometric data are taken. The Employee receives information about the date and time of picking up the residence card.

#### 5) **Other duties**

- Employee picks up the residence card at OAMP.
- Employee sends a scan of the residence card to WOM.

#### 6) **Residence permit extension**

- WOM arranges the appointment at OAMP (phone 543 213 313) for the biometric data and informs the employee about the date of the appointment at OAMP.
- The Employee visits OAMP (biometric data) and gets the information about the date and time when he/she can pick up the residence card. WOM can accompany his/her, if necessary.
- The employee picks up the residence card and sends a scan of it to WOM.

#### 7) **Termination of Employment**

- HR Manager informs the Employee about the process of the termination.
- The Employee obtains all the necessary signatures and before the termination of the employment he/she visits OAMP and gives them the residence card back.

If you are expecting arrival of a new foreign employee at your workplace, or if you already have a foreign employee in your team, you can contact us at:



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Support to all foreign employees prior, during and after the employment in the Czech Republic