



NIMH NATIONAL INSTITUTE
OF MENTAL HEALTH

Relocation Handbook 2025

Dear all,

We are honored that you are interested in working for National Institute of Mental Health in the Czech Republic. We recognize how challenging it can be to relocate to a new country to take new employment. This handbook is aimed at staff coming to the Institute from outside the Czech Republic. We hope that the information contained in this guide will help make your move to the Czech Republic easier.

The Welcome Service is a tailored support service available to all new staff who need to move to join our Institute. Our team offers practical support and advice on all aspects of moving including: accommodation, schools, banking, transport and more. Please do not hesitate to contact us. We will be happy to help you.

International Cooperation Offices

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How to go to NIMH Klecany

Klecany is the smallest town in the Prague - East district with less than 2,000 inhabitants. The connection with the capital, which is about 8 kilometers away, is provided by buses of the Regional Organizer of Prague Integrated Transport - ROPID. The city is included in the I. tariff band. The proximity of the D8 highway allows a quick car connection with the cultural and business centers of the capital city of Prague.

If you come by car, you can easily park right next to the building. In the parking lots in front of and behind the building, there are reserved spaces for people with disabilities (PWD), and parking is free here.

If you come to us by bus, get off at the Klecany stop, U hřbitova. Regular bus lines 371, 374 and 958 go to this stop, and it's only a 300-meter (3-minute) walk from here. Buses depart from the Kobylisy metro station in Prague. The journey to the Klecany, U hřbitova stop takes only 15 minutes.



VISA APPLICATION

1. Surname (Family name):

2. Surname at birth (Former family name(s)):

3. First name(s) (Given name(s)):

Date of birth (day/month/year):

Place of birth:

Country of birth:

Sex:

Male

Female

9. Civil status:

☐ Single ☐ Married ☐ Registered partner
☐ Divorced ☐ Widowed ☐ Other

Legal authority (in case of minors) / legal guardian's name, telephone no., e-mail address, and signature:

Identity number, where applicable:

Travel document:

PASSPORT

**Preparing for
your arrival**



Visit the EURAXESS website

The website EURAXESS provides information and assistance to employees who are coming to work in the Czech Republic, or who are moving to work in another European country. All relevant information can be found via this portal and at the EURAXESS Centres, with the names of contact points in our national network. This portal also contains practical advice concerning professional and daily life in the Czech Republic, as well as information on job and funding opportunities.

The service centers help researchers and their families to plan and organize their relocation to Czech Republic and other countries, providing assistance in all matters related to mobility. All services provided by the EURAXESS Network are free of charge.

<https://www.euraxess.cz/>



Recognition of foreign higher education

As a state institution managed by the Ministry of Health, the NIMH is obliged to confirm the validity of the education degrees of new recruits.

For confirmation of a foreign university degree and all relevant information, please visit the website below:

<http://www.msmt.cz/areas-of-work/tertiary-vzdelani/recognition-of-foreign-higher-education-in-the-czech?lang=2>



Visa regulations for the Czech Republic

Czech immigration law differentiates between short-term visas and long-term visas. Short-term Schengen visas are valid for 90 days within a 180-day period and cover the entire Schengen area.

Long-term Schengen visas, or “type D” visas, are issued for students or family reunification, and are needed for a stay of over 90 days. An employee card replaces long-term visas when staying in the Czech Republic for employment purposes. The employee card acts as a work permit as well as a residence permit for the duration of your employment.

For citizens of EU and EFTA member states, the blue card — introduced in 2011 — serves the same purpose as an employee card does for third-country nationals. The blue card provides a simpler alternative to the regular work permit system for foreign nationals who fulfill certain requirements regarding professional qualifications and salary.

Expats moving to Prague to take up employment need to successfully apply for a work permit before a long-term employment visa can be issued. The job in question must be placed on the vacancy database compiled by the Czech government by the employer; there are different vacancies for the employee card and for the blue card. Foreigners can apply for a long-term residence permit if they plan on staying more than three months.



Registration and Residency

Due to the free movement of workers within the European Union, citizens of other EU member states do not need a visa. The same is true for expats from Iceland, Norway, Liechtenstein, and Switzerland. However, within 30 days of taking up residence in Prague, citizens of these countries must register with the Czech authorities.

Non-EU citizens moving to Prague have to register at the Foreign Police Department or at an office of the Ministry of Interior within three working days of arrival.

Third-country nationals moving to Prague may need to apply for a long-term residence permit. After a stay of five years, a permanent residence permit may be requested. EU citizens relocating to Prague for a period of more than three months may request a temporary residence certificate if they wish, but their stay in the Czech Republic is not dependent on it. To be granted the certificate, expats need to prove that they have adequate health insurance and sufficient funds. Since 2009, non-EU applicants also have to pass a – relatively basic – Czech language test.





About the Czech Republic



Get familiar with the Czech Republic

The Czech people are known for being warm, friendly, and dedicated to growth and education. The country can be divided into two regions, Bohemia in the west and Moravia in the east. The people of Bohemia are said to be more reserved, while Moravians are said to be more welcoming.

The large population of foreigners in the Czech Republic ensures that Expats feel at home. The central location of Czechia also makes it ideal for traveling all over Europe. From arts and theatre to outdoor adventures, there's always something to do on the weekends. Expat life in Czechia can be a breath of fresh air.

Most of those who have made the move to the Czech Republic or specifically Prague consider the city a comfortable place for expats; despite being relatively small, it still provides goods, services, and living standards equal to its larger neighbors for comparatively lower prices.

<https://www.visitczechrepublic.com/en-US>



The cost of living

The cost of living in the Czech Republic for expats is generally affordable, especially when compared to Western European countries. While expenses can vary depending on personal choices and location, the overall cost of housing, transportation, food, healthcare, and entertainment remains reasonable. By carefully budgeting and exploring cost-saving opportunities, expats can enjoy a comfortable lifestyle in this beautiful country. It's always advisable to research and plan accordingly to make informed financial decisions before relocating to the Czech Republic.



How difficult is the language?

While this seems daunting, the reality is that most Czechs in the capital will speak some English. If you want to increase your odds of a proper conversation, find a person below the age of 30 and they are far more likely to be able to help or have a friendly chat. In a professional setting, English is mandatory, so in the office, you can expect everyone to speak English.

It's still important to know the basics of Czech when living in Prague, both for more positive interactions with locals and for your own peace of mind, so getting assistance to find local language lesson providers and getting started on a few courses is strongly advised.

Czech is notoriously difficult for any English speaker moving to Prague who doesn't already know a Slavic language. While French, Italian, Spanish, and German offer many shared words with English, Czech shares relatively few. This means that you must learn nearly every word from the very beginning.



Climate

Situated in the heart of Europe, Prague is located in the western part of the Czech Republic. It lies on the banks of the Vltava River and is surrounded by picturesque hills.

Prague experiences a moderate, continental climate with four distinct seasons. Summers are generally warm, with average temperatures ranging from 20 to 30 degrees Celsius (68 to 86 degrees Fahrenheit). Winters can be cold, with temperatures ranging from -5 to 5 degrees Celsius (23 to 41 degrees Fahrenheit). Spring and autumn are mild and pleasant, with temperatures ranging from 10 to 20 degrees Celsius (50 to 68 degrees Fahrenheit).



Keeping up-to-date

Keeping up-to-date with the news is also important when settling into an unfamiliar city. Signing up for your home country's embassy and travel alerts can keep you informed about political demonstrations, travel warnings, passport renewal information, and cultural events within your new community.

Popular online news outlets for Czech-specific stories include:

- [Prague Morning](#)
- [Expats.cz](#)
- [Radio Prague International](#)
- [Cizinci.cz](#)



Enjoy your stay

Prague and many cities in the Czech Republic are famous for their architectural heritage, with an impressive 12 sites recognized as part of the UNESCO World Heritage List. Prague is a very well known site for its history and monuments which include: Prague Castle, National Museum, National Theatre, Charles Bridge, Jewish Town, etc. Prague can also offer you great social and entertainment life not just for adults but also for children.

Get an inspiration:

- <https://www.kudyznudy.cz/>
- <https://goout.net/en/>
- <https://getyoutguide.cz/>



Bank Holidays in the Czech Republic 2025

Whether you live in the Czech Republic or are just visiting, it is important that you take note of bank holidays and other important dates. On some of these days, businesses and offices will be closed or have reduced hours.

- Wednesday, 1 January 2025 – New Year's Day (Den obnovy samostatného českého státu; Nový rok)
- Friday, 18 April 2025 – Good Friday (Velký pátek)
- Sunday, 20 April 2025 – Easter Sunday (Velikonoční neděle)
- Monday, 21 April 2025 – Easter Monday (Velikonoční pondělí)
- Thursday, 1 May 2025 – Labour Day (Svátek práce)
- Thursday, 8 May 2025 – Liberation Day (Den vítězství)
- Saturday, 5 July 2025 – Saints Cyril and Methodius Day (Den slovanských věrozvěstů Cyrila a Metoděje)
- Sunday, 6 July 2025 – Jan Hus Day (Den upálení mistra Jana Husa)
- Sunday, 28 September 2025 – St. Wenceslas Day (Den české státnosti)
- Tuesday, 28 October 2025 – Independent Czechoslovak State Day (Den vzniku samostatného československého státu)
- Monday, 17 November 2025 – Struggle for Freedom and Democracy Day (Den boje za svobodu a demokracii a Mezinárodní den studentstva)
- Wednesday, 24 December 2025 – Christmas Eve (Štědrý den)
- Thursday, 25 December 2025 – Christmas Day (1. svátek vánoční)
- Friday, 26 December 2025 – St. Stephen's Day (2. svátek vánoční)

A blue-tinted photograph of two women in an office setting. The woman on the left is smiling and shaking hands with the woman on the right. They are both dressed in business attire. In the background, there is a desk with a laptop and a lamp.

Finding a job & tax



Finding a job

With all-time low unemployment rates and a growing economy, Expats moving to the Czech Republic for work are often successful.

Finding work for yourself or anyone accompanying you on your journey is possible with the right credentials and experience. Finding jobs can be as simple as researching online portals or contacting a local job recruitment center. Basing yourself in a large city will give you more opportunities.

Growing industries in Czechia are finance, IT, and tourism. Teaching English is also a popular option for Expats looking for work in the country.

Not speaking Czech doesn't mean you won't find work, as most large and international companies use English as their working language. However, speaking the local language will open up many more possibilities.



Tax

There is a flat rate of tax of 15%. This applies if you are covered by your home country's social security system. Otherwise, you pay tax at 20.1%, which includes health and social security contributions. The rate reduces again when you have paid the necessary contributions.

Individuals who are not Czech residents for tax purposes only pay tax on income from Czech sources. You do not have to pay tax on income you receive elsewhere.

If you spent at least 183 days a year in Czechia, you are considered a permanent resident. This means you are likely to be taxed on your worldwide income unless there is a double taxation treaty with your home country.



Healthcare



Healthcare system

The Czech Republic has a well-developed healthcare system with modern medical facilities and trained healthcare professionals. The country also ranks favorably in various international healthcare rankings. However, it's important to note that waiting times for non-urgent procedures can vary, and availability of certain specialized treatments may be limited.

The healthcare system of the Czech Republic aims to ensure equal access to a wide range of medical services to all citizens and legal residents. Foreigners in the Czech Republic generally have access to the country's healthcare system on similar terms as Czech citizens. Here is an overview of how the healthcare system works for foreigners:

Health Insurance:

Public Health Insurance: Foreigners who are legally employed in the Czech Republic are required to contribute to public health insurance. Contributions are deducted from their salaries, and the employer typically assists in arranging the coverage. Public health insurance provides access to a wide range of medical services and treatments.

European Health Insurance Card (EHIC): EU/EEA citizens can use their EHIC to receive necessary healthcare in the Czech Republic during a temporary stay. The EHIC ensures that they are treated on the same terms as Czech nationals. However, it is advisable to have additional travel insurance to cover any potential gaps in coverage.

Bilateral Agreements: The Czech Republic has bilateral agreements with several countries, ensuring that citizens of those countries receive necessary healthcare during their temporary stay in the Czech Republic. These agreements generally cover emergency treatment and essential medical care.

Private Health Insurance: Foreigners who do not qualify for public health insurance or prefer additional coverage can opt for private health insurance. Private health insurance policies provide access to private medical facilities and may offer additional benefits beyond what is covered by public health insurance.

Access to Healthcare:

General Practitioners: The first point of contact for non-emergency healthcare is usually a general practitioner (GP) or family doctor. They provide primary care and can refer patients to specialists or hospitals when needed.

Specialists and Hospitals: If further specialized treatment or hospitalization is required, GPs refer patients to specialists or hospitals. The choice of specialist or hospital may depend on the recommendations of the GP, location, and availability of services.

Emergency Care: In case of emergencies, medical assistance is available 24/7 at emergency departments (pohotovost) in hospitals. Emergency care is provided regardless of insurance status, but additional charges may apply for non-insured individuals.

Prescription Medications: Prescriptions from doctors can be filled at pharmacies (lékárna) throughout the country. Medications are typically partially covered by public health insurance, and patients pay a co-payment.



The following people have a legal right to public health insurance:

Anyone with permanent residence status in the Czech Republic

Employees whose employer is based in the Czech Republic

Family members of EU citizens who are employed in the Czech Republic

Non-EU citizens who previously resided in another EU country and were registered for public health insurance there, and their family members.

This insurance covers necessary health care and emergency treatment in public health clinics, doctors' surgeries and hospitals. Care covered or partially covered by this insurance includes:

- outpatient and inpatient (hospital) medical care
- accident and emergency services
- preventive care
- provision of medication and medical equipment
- spa care, care in specialist pediatric medical facilities and sanatoria,
- work-medical services, etc.

Employees are automatically covered by public health insurance for the duration of their employment. The employer is obliged to inform the health insurance company about the commencement (and termination) of employment. The employer then pays regular insurance premiums on the employee's behalf. 1/3 of this premium is deducted from the employee's gross salary. The health insurance company issues a card for the policyholder.

When you first arrive in the Czech Republic and are not yet registered for public health insurance (or not yet employed) you must have alternative (travel) health insurance, either from a commercial insurance company or the European Health Insurance Card EHIC.

Anyone who does not have the right to public health insurance in the Czech Republic must have commercial health insurance while resident in this country.



Social security system



Social security system

Foreigners working and residing in the Czech Republic are typically required to contribute to the country's social security system. Here is an overview of how the social security system works for foreigners:

Social Security Contributions: Employees, including foreign workers, are subject to social security contributions, which are deducted from their salaries. These contributions fund various social benefits and services.

Social Security Benefits: By contributing to the social security system, foreigners gain access to a range of benefits, including:

Healthcare: The social security system provides access to public healthcare services, including medical treatment, hospital care, and prescription medications. Foreigners are entitled to the same healthcare benefits as Czech citizens.

Pension Scheme: Social security contributions also go toward funding the pension system. Foreigners who contribute to the system become eligible for retirement benefits when they reach the eligible age for pension (which may vary based on factors such as gender and birth year).

Sickness and Maternity Benefits: The social security system provides benefits to cover sick leave, maternity leave, and related situations. Foreign workers are entitled to these benefits based on their contributions.


Unemployment Benefits: In the event of job loss or unemployment, foreigners who have contributed to the social security system may be eligible for unemployment benefits, which provide financial support during the period of unemployment.

Social Security Agreements: The Czech Republic has entered into social security agreements with several countries to avoid double social security contributions for individuals who work in both countries. These agreements ensure that individuals are not subjected to duplicate payments into the social security systems of both their home country and the Czech Republic.

EU/EEA Citizens: European Union (EU) and European Economic Area (EEA) citizens have certain rights and benefits related to social security coordination within the EU/EEA. This includes the ability to transfer social security rights from their home country to the Czech Republic and vice versa.

It's important for foreigners working in the Czech Republic to register with the relevant authorities and obtain the necessary identification numbers (such as the personal identification number or social security number) to ensure proper social security contributions and access to benefits. Additionally, it is advisable for foreigners to consult with relevant government agencies or seek professional advice to understand their specific rights and obligations under the social security system in the Czech Republic.





School system & education



With a literacy rate of more than 99%, the Czech Republic prides itself on its high educational standards and academic opportunities. The educational system is similar to other Western countries where children attend preschool to secondary school before enrolling in a university. The Czech Republic offers several international schools and local schools to cater to locals and Expats alike.

If you are moving to Prague with children, you should know that the classes in public schools are conducted in Czech. There are also international schools in Prague with the British or American curriculum that cost between €3,000 and €12,000 per academic year. The most popular international schools among expat children are Meridian International School, Riverside School, American Academy in Prague, and Sunny Canadian International School.

International Primary/Secondary Schools:

- International School of Prague <https://www.isp.cz/> English
- The English College <https://www.englishcollege.cz/> English
- International School of Prague <https://www.nordangliaeducation.com/> English
- Riverside School <https://www.riversideschool.cz/> English
- Deutsche Schule <http://www.dsp-praha.org/> German
- Lycée Français de Prague <https://www.lfp.cz/> French
- Russian Embassy School in Prague <http://www.ruschool.cz> Russian

Kindergartens

- Bumble Bee <https://www.bumblebee.cz/> English
- KIDS Company <http://kidscompany-praha.cz/>, English/German

Primary schools

- Die Grundschule der deutsch-tschechischen Verständigung <http://www.gtmskola.cz/>, German
- Park Lane International School <https://www.parklane-is.com/> English



Settling in the Czech Republic



Property information

Prague is considered to be the most expensive city in the Czech Republic. It means that the apartment rental and the cost of living in Prague are about twice more expensive compared to the rural areas and smaller cities in the country.

As a result, rents vary widely, depending on their quality and location. For a standard one-bedroom apartment you can expect to pay around 16,000 CZK to 22,000 CZK a month. Homes in expat areas are much more expensive, with rents of up to 22,000 CZK to 50,000 CZK, depending on the district.

Utilities may or may not be included in the rental price. Make sure to check this prior to signing any agreement as utilities can add a significant amount to your monthly expenses: for apartments in the price range mentioned above, utilities usually cost between 3,000 CZK and 5,000 CZK. You also have to factor in the time needed to register and deal with all the utility companies yourself. Some apartments also have additional service charges.



Finding Your New Home Online

The quality of service provided by Prague's real estate agencies, however, can differ significantly. Consult fellow expats before choosing an agency and compare experiences to make the process of finding a home as smooth as possible.

The following sites may come in handy:

- sreality.cz
- mmreality.cz
- remax.cz



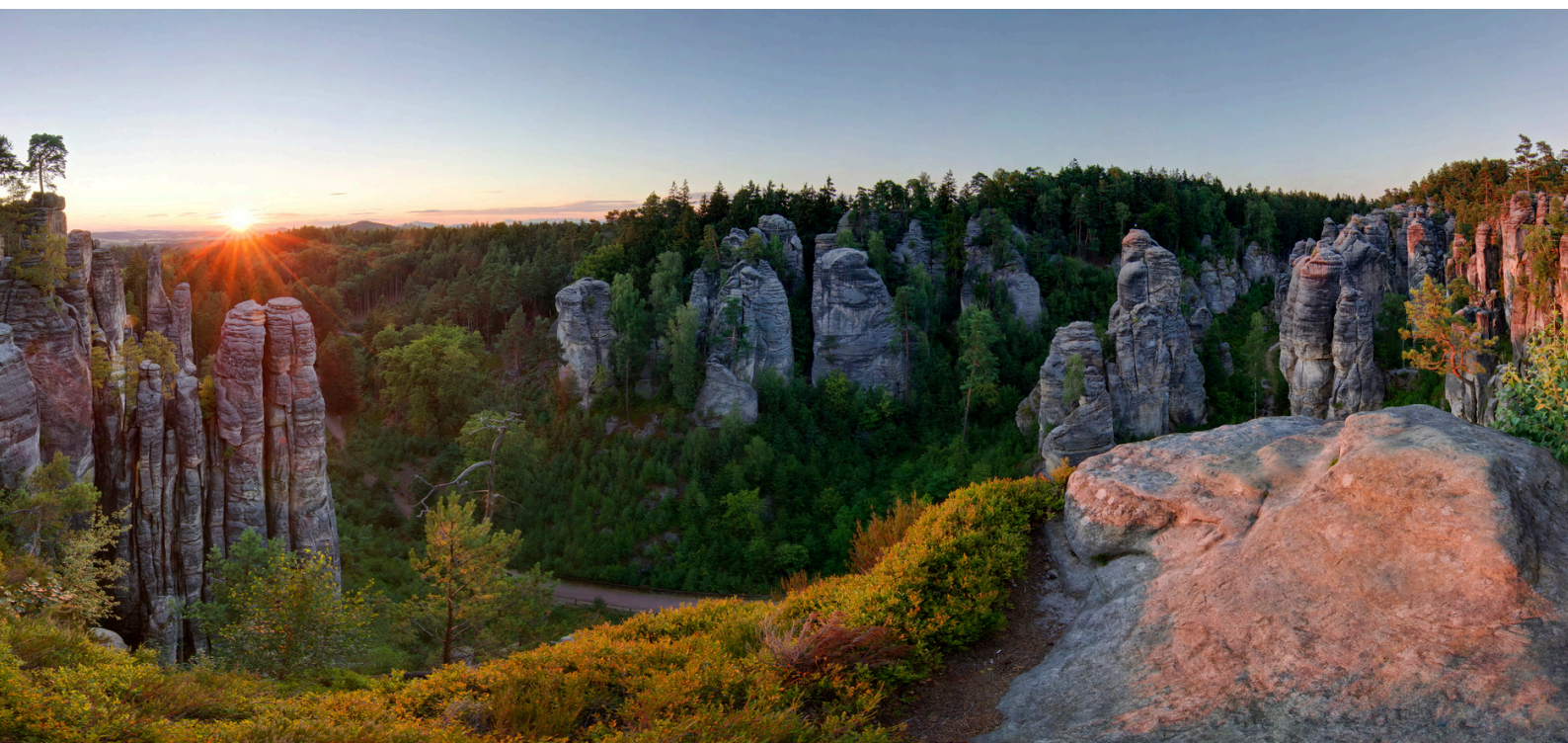
Living in Prague: A Commute Made Easy

With an area of 500 km² and a population of around 2.2 million inhabitants in its metropolitan area, Prague can seem rather small and cozy. One benefit of this is that you will never live very far from the center. This, in combination with Prague's excellent public transportation system, makes accessing most districts particularly easy, and eases the stress of a daily commute.



The Charms of the Prague Countryside

Unlike most capital cities, Prague's countryside starts only ten kilometers from the center. Families with younger children often prefer to live in one of the small towns and villages surrounding the city; they can enjoy the beautiful countryside and a wide range of outdoor activities, but Prague remains easily accessible by public transportation.





Driving & traveling



Driving a car

When driving in the Czech Republic, it's important to be familiar with the local traffic regulations. Here are some key driving rules and regulations:

To drive in the Czech Republic, you must have a valid driver's license issued in your home country or an international driving permit.

Traffic drives on the right-hand side of the road in the Czech Republic.

The legal blood alcohol concentration (BAC) limit is 0.0% for drivers.

Some highways and expressways in the Czech Republic are subject to tolls. Electronic vignettes (stickers) can be purchased for different durations, allowing you to drive on toll roads.

The general speed limits in the Czech Republic are as follows:

- In built-up areas: 50 km/h (31 mph)
- Outside built-up areas: 90 km/h (56 mph)
- Expressways: 110 km/h (68 mph)
-

However, it's important to pay attention to posted speed limit signs, as there may be variations depending on the specific road section or conditions. Remember that local driving customs and road conditions may differ from what you are accustomed to, so exercise caution and adapt accordingly.



Public Transportation in Prague

Within Czech cities, public transportation is efficient and widely available. Prague, for example, has an extensive metro, tram, and bus network operated by the Prague Public Transit Company (Dopravní podnik hl. m. Prahy). Other cities also have their own local public transportation systems, including trams, buses, and trolleybuses.

The average commute time rarely tops 30 minutes, with most utilising the many trams, buses, and modern metro system to get around quickly and comfortably. On top of this, the public transport prices are unbelievably low. A yearly pass for the entire public transportation system of Prague costs only CZK 3650, CZK 10 per 1 day.

The "Lítačka" card is a chip card, which primarily serves for traveling within Prague Integrated Transport network. Apart from using the Lítačka Card as a transport card it can also be used as a reading card in the Prague city Library or as an electric car charging card in the PRE point network. In addition, the Lítačka Card holder is entitled to an extensive discount programme, which can be used in Prague as well as in the Central Bohemia Region.

How to get a card?

The simplest way to order a card from the comfort of your home is filling out an online application from a registered account at pidlitacka.cz.



Across the country and the world

Air Travel: The Czech Republic is well connected by air, with several international airports serving major cities. The largest airport is Václav Havel Airport Prague, located near the capital city, Prague. Other international airports include Brno-Turany Airport, Ostrava Leos Janacek Airport, and Karlovy Vary Airport. These airports offer domestic and international flights, providing convenient access to and from the country.

Train Travel: The Czech Republic has an extensive railway network connecting major cities and towns. Czech Railways (České dráhy) operates domestic and international train services. The rail system is known for its reliability, comfort, and reasonable fares. It's a popular mode of transportation for both short and long distances within the country and to neighboring European countries.

Bus Travel: Buses are a common and affordable mode of transportation in the Czech Republic. Multiple bus companies operate domestic and international routes, offering a wide range of connections. FlixBus and RegioJet are popular bus operators in the country, providing comfortable and cost-effective travel options.

Cycling: The Czech Republic is known for its cycling-friendly infrastructure and picturesque countryside, making cycling a popular choice for both locals and tourists. Many cities have designated cycling lanes, and there are numerous cycling trails across the country, including the well-known Prague-Vienna Greenways.



Science & research life

Funding Opportunities: There are various funding programs and grants available in the Czech Republic to support scientific research. National funding agencies, European Union research programs, and other sources provide financial support for research projects, infrastructure development, and academic scholarships.

Scientific Events and Conferences: The Czech Republic hosts numerous scientific conferences, symposiums, and workshops that attract researchers from around the world. These events provide platforms for knowledge dissemination, networking, and collaboration.



Scientific libraries

Yes, Prague offers several libraries that cater to the needs of researchers and scientists, including those in the medical field. Here are a few notable libraries in Prague that are commonly utilized by researchers, doctors, and other professionals:

National Library of the Czech Republic (Národní knihovna České republiky): The National Library is the largest library in the Czech Republic and serves as a central repository for Czech publications. It houses extensive collections of books, journals, manuscripts, and other resources across various disciplines, including sciences and medicine.

Charles University Library (Univerzitní knihovna v Praze): As the main library of Charles University, this library system consists of several specialized libraries across different faculties and research centers. The libraries within Charles University provide a wealth of resources, including scientific journals, textbooks, and research materials relevant to the medical field.

Czech Medical Association Library (Knihovna České lékařské společnosti Jana Evangelisty Purkyně): The Czech Medical Association Library specializes in medical literature and resources. It serves as a valuable resource for doctors, researchers, and medical students. The library holds a comprehensive collection of medical books, journals, and other publications.

Institute of Organic Chemistry and Biochemistry Library (Knihovna Ústavu organické chemie a biochemie): The library at the Institute of Organic Chemistry and Biochemistry (IOCB Prague) offers a specialized collection of resources in organic chemistry, biochemistry, and related fields. It supports the research activities of scientists and researchers working in these disciplines.

Academic Medical Library (Akademická knihovna FN): Located at the Faculty Hospital in Motol, the Academic Medical Library is dedicated to serving the medical and healthcare community. It provides access to medical textbooks, journals, databases, and other reference materials.

These libraries offer various services, including book lending, access to digital resources, study spaces, and expert assistance from librarians. Some libraries may require membership or registration to access certain resources or services. It is advisable to check the specific library's website or contact them directly for more information about their collections, services, and access requirements.



Important Phone Numbers

158 - Police

155 - Ambulance

150 - Fire Department

112 - European Emergency Central Number

156 - City Police



1180 - Information about telephone numbers in the Czech Republic

1181 - Information about telephone numbers abroad



Mobile Phones

There are three main cell phone operators in the Czech Republic with different plans to choose from.

- T-Mobile - www.t-mobile.cz
- Vodafone - www.vodafone.cz
- O2 - www.o2.cz