



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



Welcome to the University of West Bohemia

A Few Facts about the UWB

- The University of West Bohemia (UWB) is one of the largest employers in the Pilsen Region, with **more than two thousand employees**.
- It consists of **nine** faculties and **two** independent institutes:
 - Faculty of Applied Sciences
 - Ladislav Sutnar Faculty of Design and Art
 - Faculty of Economics
 - Faculty of Electrical Engineering
 - Faculty of Philosophy and Arts
 - Faculty of Education
 - Faculty of Law
 - Faculty of Mechanical Engineering
 - Faculty of Health Care Studies

 - Institute of Applied Language Studies
 - New Technologies – Research Centre

A Few Facts about the UWB

- The UWB educates about **10 600** students in **167** Bachelor's, Master's and doctoral study programmes in both regular full-time and distance study programmes.
- As for research and development, there are over 70 scientific researches and development teams at these UWB's research centres:
 - NTIS New Technologies for the Information Society
 - RICE Research and Innovation Centre for Electrical Engineering
 - RTI Regional Technological Institute
 - NTC New Technologies – Research Centre (*an independent university institute established in 2000*)
- The University of West Bohemia received the **HR Excellence in Research Award**, which demonstrates that it is a trusted employer who complies with high European requirements on in relation to human resources.

Residency in the Czech Republic

- The agenda related to residency in the Czech Republic (CR) is a responsibility of two departments within the Ministry of the Interior (Moi): **Foreign Police** and **Department for Asylum and Migration Policy**.

- Foreign Police (in Czech „Služba cizinecké policie“) is responsible for issuing short-term visas for up to 90 days, registration of new migrants coming to the CR, random check of residence permits (e.g. at work, on the street) and penalties for non-compliance with the conditions for residence in the CR.

Contact details:

Foreign Police – Department of Residence Agenda Plzeň

Address: Slovanská alej 2046/26, 326 00 Plzeň

Phone: +420 974 324 669

E-mail: krpp.ocp.opa.pl@pcr.cz

Residency in the Czech Republic

- Department for Asylum and Migration Policy (in Czech „Odbor azylové a migrační politiky“, in short „OAMP“) is responsible for the agenda of long-term visas, long-term and permanent residence permits, temporary residence of EU citizens and their family members, employee cards, biometric cards etc.

Contact details:

Department for Asylum and Migration Policy (OAMP) - Mol office Plzeň

Address: Jagellonská 1017/9, 301 00 Plzeň

Phone: +420 974 801 801 (information and appointment line)

Opening hours: Mo, We: 8.00 - 12.00 and 12.30 - 17.00

Tu, Th: 8.00 - 12.00

Fr: appeal from Administrative Authority

Residency in the Czech Republic

- Should you need to visit OAMP, we recommend that you make an appointment in advance to avoid unnecessary queues.
- You can schedule the appointment at OAMP as follows:
 1. online at <https://frs.gov.cz/en>
 2. by phone (+420 974 801 801) during these office hours: Mo - Th: 8:00 - 16:00 and Fr: 8:00 - 12:00
 3. with the aid of the Welcome Centre (WC) of the UWB – *just contact the staff of the WC telling your name, surname, date of birth, passport no., the appointment purpose and your time possibilities and the WC will do its best to arrange a suitable date for you*
- Please, be aware that it is your **duty to report** all **changes** related to your place of residence, surname and family as well as changes of data in your travel document and in your document issued for the residence in the CR to the OAMP office within a time frame fixed by the Mol. (More information on the Mol website: <https://www.mvcr.cz/docDetail.aspx?docid=21667282&doctype=ART>)

Also you have to report the changes to the WC staff.

Health Insurance

- **For everyone in the Czech Republic, it is compulsory to have a health insurance valid and duly paid.**
- All CR citizens and EU residents participate in the public health insurance, as well as foreigners with permanent residence, asylum-seekers, subsidiary protection holders and all other employed foreigners.
- Foreigners with other types of residence that are not employed have to have commercial health insurance with a private health insurance company.
- Always carry your health insurance card with you!
- For more information about the health insurance (containing a list of health insurance companies in the CR), click here: <https://www.euraxess.cz/czech-republic/information-assistance/health-insurance>

Health and Social Insurance

- In case you are employed, both the **health and social insurances** are automatically deducted from your wage by the employer. Although the employer financially contributes to your insurance.
- For information about the Social Security system in the Czech Republic, click on this link: <https://www.euraxess.cz/czech-republic/information-assistance/social-security>

Tax System

- Information on Czech **tax system** can be found here: <https://www.euraxess.cz/czech-republic/information-assistance/tax>
- Visit also the Czech Financial Administration website (<https://www.financnisprava.cz/en/>) where you may find (besides other forms) the tax return form including its English version - specimen.
- If you want help with the tax processing, you can contact the KODAP company (<https://plzen.kodap.cz/en/>) or the Centre for Support of Integration of Foreigners – Pilsen Region (<http://www.integracnicentra.cz/plzensky-kraj/?lang=en>).
- On top of that, the staff of the Welcome Centre of the UWB annually approaches the Centre for Support of Integration of Foreigners asking for holding a sociocultural course on taxes for the UWB foreign employees.

The course is held by a tax advisor with the participation of an interpreter.

The participation is for free.

Emergency Contacts

- In case of emergency, call an **emergency line valid in all EU member states: 112**. You can dial this number even when the phone is locked, has no SIM, credit or your operator's signal is missing. The line operators speak English, German and other world languages.
- There are also national emergency numbers (free of charge as well) to reach one of the specialized bodies of the Integrated Rescue System:
 - 155 - Emergency Medical Service
 - 150 - Fire and Rescue Emergency Service
 - 158 - The CR Police
 - 156 – Municipal Police
- You can also download the “Záchranka” application (<https://www.zachrankaapp.cz/en>) which calls 155 emergency line and sends your location automatically by pressing the red cross.

Useful Links

- Handbook for New Employees:
<https://www.rektorat.zcu.cz/rest/cm/document/workspace://SpacesStore/c83f6f52-c7f5-4424-a565-9fbc706f05b7;1.0/content>
- EURAXESS Czech Republic: <https://www.euraxess.cz/>
- Centre for Support of Integration of Foreigners – Pilsen Region:
<http://www.integracnicentra.cz/plzensky-kraj/?lang=en>
- Expats.cz - <https://www.expats.cz/>
- <https://www.cizinci.cz/web/en>
- https://www.imigracniportal.cz/index.php?Lang_set=1
- City of Pilsen: <https://www.pilsen.eu/citizen/>
- Cost of living in Pilsen: <https://www.numbeo.com/cost-of-living/in/Plzen>