

CZECH REPUBLIC INTRA COMPANY TRANSFER PERMIT PROCESS MAP

STEP 6: EU ICT CARD COLLECTION

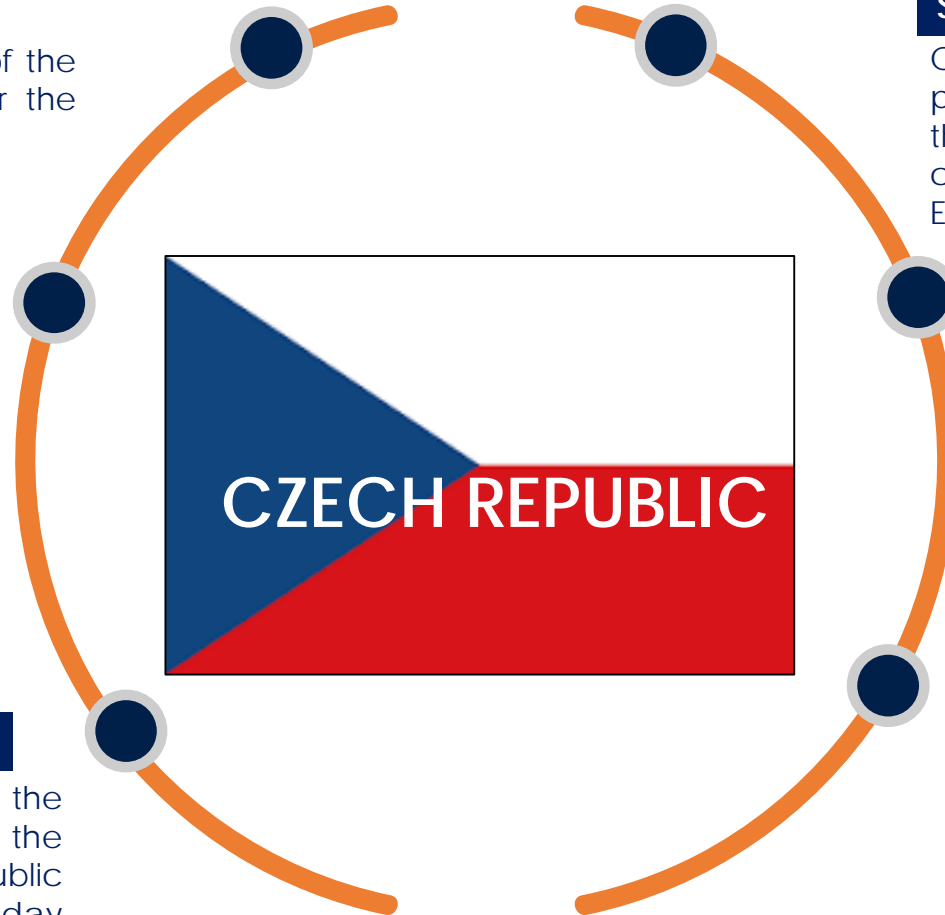
Two to three weeks after the submission of the biometric data, the final EU ICT card for the principal applicant can be collected.
Processing time: 2-3 weeks

STEP 5: REGISTRATION WITH MINISTRY OF INTERIOR

Within three days of entry, the principal applicant must register with the Ministry of Interior, submit fingerprints and have a biometric photograph taken. Following this an approval letter will be issued by the Ministry confirming the requirements for the EU ICT permit have been met. The applicant can begin work after this step.

STEP 4: REGISTRATION WITH LABOUR OFFICE

All applicants must be registered with the labour office. The notification must state the start date of the work in the Czech Republic and should be done prior to or on the first day of work. Proof of registration should be kept by the host entity.



STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.
Estimated Turnaround: 1-3 days

STEP 2: EU ICT PERMIT & D VISA APPLICATION

The EU ICT permit application for the principal applicant and long stay (type D) visas for dependents can be applied for at the Czech consulate or Embassy with jurisdiction over the applicant's area of residence. Applicants requiring a visa for the Czech Republic will be issued long stay (type D) visas in their passport.
Processing time: 2-3 months

STEP 3: ENTRY TO CZECH REPUBLIC

The applicant (and any accompanying family) may now enter the Czech Republic. The passport(s) with the endorsed visa(s) should be stamped at the port of entry.