

INTRA COMPANY TRANSFER PERMIT PROCESS MAP

STEP 6: EU ICT CARD COLLECTION

The final EU ICT card for the principal applicant can be collected at the Department of Asylum and Migration Policy. Personal appearance is necessary. The final employee card must be collected within 60 days of the registration of the biometric details with the Ministry of Interior. If this date is not met, the card will be destroyed and a new application will need to be filed.

Processing time: 3-8 weeks

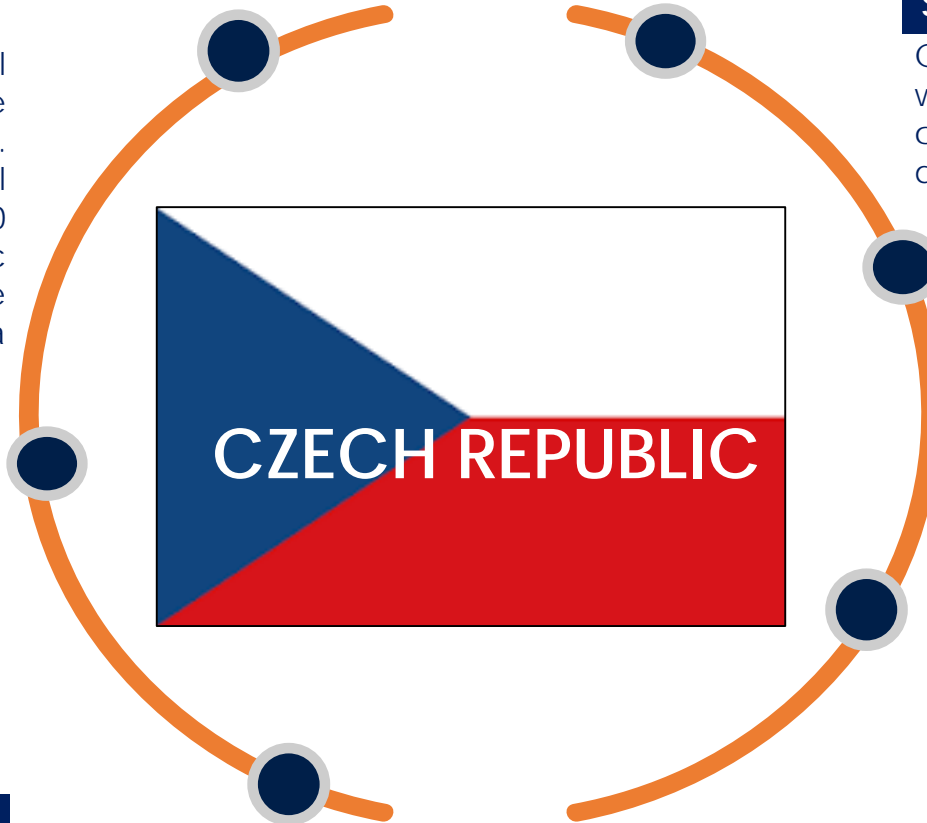
STEP 5: REGISTRATION WITH LABOUR OFFICE

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.

Processing time: 1 day

STEP 4: REGISTRATION WITH MOI

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 along with the date and time for EU ICT card collection. The applicant can begin working after this step.



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.

STEP 2: EU ICT PERMIT & D VISA APPLICATION

Once all documents are received, 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.

Processing time: 2-3 months

STEP 3: ENTRY TO CZECH REPUBLIC

Once the passport and visa are received, 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.