



WE
CARE
FOR
YOU

You got this employee guide that will prepare you for your stay in the Czech Republic and Masaryk University.

We bundled all necessary information so you can focus on your job. Enjoy your stay.

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CONTACTS FOR INTERNATIONAL EMPLOYEES



MUNI Welcome
Office
CZS

The Masaryk University Welcome Office provides comprehensive information, advice and support with relocation and integration for its international employees with long-term contracts of employment.

Contacts

Office

Komenského nám. 2
602 00 Brno-střed
Office nr. 306 (third floor)

We are ready to help

Contact us

E-MAIL staff@czs.muni.cz
PHONE +420 775 882 660
WEB www.muni.cz/staff

See contact details



See MU Welcome Office [website](#) with useful information:



USEFUL ADDRESSES AND CONTACTS

Useful contacts

Ministry of Interior (MOI)

Dpt. for Asylum and Migration Policy (OAMP)

ADDRESS Tuřanka 115, Brno-Slatina
WEBSITE www.frs.gov.cz/en

You need to make an appointment at the website.

Foreign Police

ADDRESS Cejl 712/62b, Brno-střed
OPENING HOURS Mon, Wed: 8:00 – 17:00
Tue, Thu: 8:00 – 14:00

VZP (Všeobecná zdravotní pojiřovna)

General Insurance Company

ADDRESS Beneřova 10, Brno
WEBSITE www.en.vzp.cz
OFFICE HOURS Mon, Wed: 8:00–17:00
Tue, Thu: 8:00 – 15:00
Fri: 8:00 – 14:00

DPMB (Dopravní podnik města Brna)

Brno Public Transport Authority

ADDRESS Novobranská 18, Brno
WEBSITE www.dpmb.cz
OFFICE HOURS Mon – Fri: 6:00 – 19:00

Post office

ADDRESS Main train station, Nádražní 118/7
OPENING HOURS Mon–Sun: 8:00 – 14:00
ADDRESS Kounicova 688/26, Veveří – Brno
OPENING HOURS Mon–Wed: 10:00–12:00, 13:00–18:00
Tue, Thu, Fri: 8:00–12:00, 13:00–16:00
WEBSITE www.cpost.cz

Brno City Municipality

ADDRESS Husova 3 or Husova 5, Brno
E-MAIL osc@brno.cz
WEBSITE en.brno.cz

Transport Agenda Department

ADDRESS Kounicova 67, Brno
E-MAIL odsc@brno.cz
OPENING HOURS Mon, Wed: 8:00–17:00
Tue, Thu, Fri: 8:00–12:00

Environmental Department (Waste Tax Fee Payment)

ADDRESS Šumavská 35, 3rd floor, building C
E-MAIL ozp@brno.cz
OPENING HOURS Mon, Wed: 8:00 – 17:00
Fri: 8:00 – 12:00

Emergency contacts

European emergency

112

They answer in foreign languages as well

Police, Fire, Medical and Rescue Services

Emergency & medical aid

If you are faced with an urgent need for medical attention at a time when doctors' offices are not open, you should go to the one of the following emergency services.

Do not forget to take your insurance card with you.

The full list of English speaking doctors of different specialties can be found on our website: www.muni.cz/staff.

Emergency 24/7 Pharmacy

ADDRESS Bašty 413/2, Brno
OPEN HOURS Nonstop

Emergency Hospital

Injuries and emergency dental care

ADDRESS Úrazová nemocnice v Brně
Ponávka 6, Brno
PHONE +420 545 538 111
WEBSITE www.unbr.cz
SURGERY HOURS Mon – Fri: 17:00 – 7:00, weekends: Nonstop

Psychological Crisis Centre

ADDRESS Faculty Hospital Brno
Jihlavská street 20, Brno
PHONE +420 532 232 333, +420 532 232 078
NONSTOP PHONE +420 547 212 333
WEBSITE www.psychiatrie.med.muni.cz
OPEN HOURS Nonstop

Czech emergency phone numbers

Only Czech speakers

150 Fire and Rescue Service

156 Municipal Police

155 Emergency Medical Service

158 Police

Emergency

MUNI PHONES +420 777 448 686
CZS E-MAIL emergency@czs.muni.cz

ACCOMMODATION



We always recommend

finding a short-term rental first (for example a hotel room or a university dormitory if available, or Airbnb offers) and then hunting for suitable long-term accommodation.

MU accommodation capacities are limited. For assistance with accommodation directly contact:

Welcome Assistant

PHONE	+420 737 433 686
E-MAIL	staff@czs.muni.cz

Other options how to find accommodation

- | | |
|--------|--|
| OPT. 1 | contact your friends and/or co-workers |
| OPT. 2 | check the offers at www.foreigners.cz or www.domeq.cz |
| OPT. 3 | real estate agencies |

Check [more information on accommodation](#)



LANGUAGE COURSES



Czech language courses

In order to make your life a little easier and more enjoyable, a basic knowledge of Czech is highly recommended.

Free Czech courses at Masaryk University

Organized by Masaryk University Language Centre

Who can attend MU international employees and PhD students

[Check more information](#)



Free introductory Czech courses

Organized by South Moravian Centre for Integration of Foreigners

Who can attend EU and non-EU foreigners

[Check more information](#)



Commercial courses

MU Language Centre [website](#)



Faculty of Arts [website](#)



Czech Courses Brno [website](#)



Foreigners services [website](#)



HOPE [website](#)



Tutor [website](#)



Correct Language Centre [website](#)



Check our [website](#) for complete information



PRACTICALITIES



Opening a bank account

You can open a bank account in the banks below. You will need a passport, contract of employment and Czech mobile phone number. In need of assistance, let us know at staff@czs.muni.cz.

List of banks

 **Fio banka**


ADDRESS Joštova 4
PHONE +420 224 346 815
E-MAIL brno.jostova@fio.cz
WEBSITE www.fio.cz




 **Raiffeisen Bank**


ADDRESS Česká 12
PHONE +420 734 693 098
WEBSITE www.rb.cz




 **Raiffeisen Bank**

ADDRESS Netroufalky 770
(Bohunice Campus)
PHONE +420 606 069 596
WEBSITE www.rb.cz



 **Komerční banka**

ADDRESS nám. Svobody 21
PHONE +420 955 583 111
E-MAIL mojebanka@kb.cz
WEBSITE www.kb.cz/en



Public transport in Brno city

The public transport system consists of trams, city buses and trolleybuses. Buses operate 24 hours a day. At night there are special night buses. Night buses leave every 30–60 minutes depending on the line.

Ticket prices

Zones 100+101 = centre + suburbs of Brno

BASIC	650 CZK / month
	1 370 CZK / three months
	4 750 CZK / year

You can buy single tickets from the ticket machines on most of the bus/tram stops or pay contactless in the vehicle.

BEEP AND GO [website](#)



You can buy the transport pass online via BrnoID.
www.brnoID.cz/en/eoc



For time schedules visit www.idos.idnes.cz/en or download the app. You can use it for travels within Brno and for the whole Czech Republic.

For more info visit
www.dpmb.cz



IT services at MU

Get online at MU

Get free Wi-Fi at almost every MU building in Brno. The main university network is called eduroam. For more information check our [website](#).



Eduroam Wi-Fi login

Your UČO@muni.cz
Your secondary password

MUNI Wi-Fi login

If you have a problem connecting to eduroam, you can use a backup network called MUNI.

Your UČO (MU ID number)
Your secondary password

General IT support:

it@muni.cz

MUNImap

Use MUNImap to know exactly where you're going.



MUNImap provides:

- Map of Brno with highlighted MU buildings
- Map of all rooms at any MU building
- Switching between floors
- Name of every room at MU building

Visit www.muni.cz/en/map and you will never get lost here.

WELCOME MEETINGS
AND SEMINARS FOR
NEW INTERNATIONAL
EMPLOYEES



Welcome Office

Ready to assist you with

Practical Issues (entering country, stay, departure)

- Before arrival assistance
- Accommodation
- Visa and registration
- Family issues, i. e. kindergarten, etc.
- Welcome meeting / Welcome seminar
- Opening a bank account
- Medical care, vets
- Travel health insurance
- Car and driving
- Czech language courses
- Waste fee collection
- Reporting changes – marital status, birth of child, etc.

E-MAIL staff@czs.muni.cz
WEB www.muni.cz/staff



HR/Institute/Faculty

Ready to assist you with

Work-related and Legal issues

- Contract of employment
- Salary
- Job description
- Supporting documents for visa application
- Date of entry
- Entrance medical examination
- Extension/termination of contract of employment
- Health insurance card
- Possible financial support (moving in, document translations, etc.)

CONTACT your HR department at your faculty/institute

CHECK LIST

Before arrival

For EU nationals

no visa required

For non-EU/EFTA nationals

visa/residence permit (check the step-by step procedure on our [website](#))

arrange the necessary documents

make an appointment with Czech embassy

collect entry visa (D"/VR") at the embassy once your application is approved

find [accommodation](#) (or interim solution) in Brno

plan your [trip to Brno](#) (buy flight tickets or make your car ready)

let Welcome Office know your date of arrival (staff@czs.muni.cz)

having children? – clarify childcare and preschool and school [facilities for kids](#)

practicalities →

check insurance in the country of your current residency and terminate if necessary

clarify possible tax liability in your home country

notice of departure at your place of residence

sign off services (energy, telephone, etc.)

After arrival

For EU nationals

For non-EU/EFTA nationals

register your stay in the CR within **30 days after arrival**, you will need:

valid passport

register your stay in the CR within **3 days after arrival**, you will need:

valid passport;
2 passport photos;
proof of purpose of your stay (contract of employment);
proof of accommodation;
proof of mandatory health insurance

go to Welcome meeting to the Welcome Office

get a Czech mobile phone number

open a Czech bank account

pay "waste tax" by May 31 (once a year) or immediately after arrival

attend integration courses within 1 year (for NON-EU/EFTA nationals only)

get pass for public transport

other (family issues, car registration, exchange of the driving licence etc.)

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Before departure

Please do the following

Visit www.muni.cz/staff

return residency card (at MOI in person – recommended)

return employee card and medical insurance card (to your HR dept.)

close a bank account

settle all bills and terminate your lease

keep your birth number for possible return

de-register from „waste tax“ within 15 days of your departure (online in [BrnoID](#) or personally in Municipality at Šumavská str.)

cancel any other services you have arranged (mobile phone tariffs, car registration, etc.)

de-register your children from school/kindergarten

cancel medical insurance for all members of your family

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MUNI Centre for
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CZS



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