



International internships Administrative Arrangements

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UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
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ELECTRONIC
PHD
GUIDE

Factors Influencing Administrative Procedures

WHAT IS MY STATUS?

Student without employment contract (only scholarship)

OR

Student with employment contract during internship

Czech citizen

OR

foreign national?

WHERE AM I GOING?

EU/EEA countries (Norway, Liechtenstein, Iceland), Switzerland

OR

Third countries (outside EU/EEA and CH)

Has the third country signed a social security agreement with the Czech Republic?

FOR HOW LONG?

Up to 90 days

90–183 days

More than 183 days

If You Are a Student Without an Employment Contract

- No A1 certificate needed – not an employee
 - Students are not part of the social insurance system
- Travel to EU/EEA/CH:
 - Use your EHIC (European Health Insurance Card) – covers necessary care only
 - Arrange travel insurance and liability insurance
- Travel to the third countries (outside EU/EEA and CH)
 - Pay for health insurance in the host country
 - Arrange travel and liability insurance

If You Are a Student With an Employment Contract

You may request **unpaid leave** for duration of your internship, no A1 needed

⚠ You must pay Czech health insurance: CZK 2,808/month ⚠

OR

Agree with your supervisor **to work remotely during the internship** as an employee

- Travel **to EU/EEA/CH** or contractual countries - fill out **Assignment Letter** (40 days before departure), **request your payroll accountatn for A1**
- Fill out **Proposal for Foreign Business Trip** – deliver to Interational department
No per diem, travel costs covered by ERASMUS grant
- Arrange travel and liability insurance
- Travel to **non-contracted countries**: no A1 required, pay all insurance yourself

What Is the A1 Certificate for EU/EEA/CH ?

- Citizens may be subject to the system of **only one Member State**
- A1 certificate confirms in which Member State a citizen is covered by social security and health insurance (SS + HI)
- **Rule:** Employee insurance is usually **where they physically work** (Lex loci laboris)
- **Exemption !:** **Assignment abroad by the employer** – employee remains insured in the sending country, confirmed by A1 certificate
- **Applicable in EU/EEA/CH** countries ([see ČSSZ](#))
- Governed by [Regulation\(EC\) 883/2004](#) on the coordination of SS
- Applies to **contractual third countries** (22 countries) but only to a limited extent ([overwiev MPSV](#))

SOCIAL SECURITY

- **Covers:**
- **Sickness and parental benefits**
- **Work injury and occupational disease benefits**
- **Pensions**
- **Unemployment benefits**
- **Family benefits**
- **Funeral grants**

How to Apply for A1

Coordination of Social Security Systems

A1 

Certificate concerning the social security legislation which applies to the holder

3. STATUS CONFIRMATION OF YOUR POSITION

☐ 3.1 Posted employed person	☐ 3.2 Employed, working in two or more States
☐ 3.3 Posted self-employed person	☐ 3.4 Self-employed, working in two or more States
☐ 3.5 Civil servant	☐ 3.6 Contract staff
☐ 3.7 Mariner	☐ 3.8 Working as an employed person and as a self-employed person in different States
☐ 3.9 Working as a civil servant in one State and as an employed/self-employed person in one or more other States	☐ 3.10 Flight or cabin crew member
	☐ 3.11 Exception

4. DETAILS OF EMPLOYER/SELF-EMPLOYMENT

☐ 4.1.1 Employee	☐ 4.1.2 Self-employed activity
4.2 Employer/self-employed activity code	
4.3 Name or business name	
4.4 Registered address	
4.4.1 Street, N°	4.4.2 Country code
4.4.3 Town	4.4.4 Post code

5. DETAILS OF EMPLOYER/SELF-EMPLOYMENT WHERE AN ACTIVITY IS PURSUED

5.1 Name(s) or business name(s) and code(s) of the firm(s) or ship(s) or the home base(s) where you will be employed

5.2 Address(es) or name(s) of ship(s) or the home base(s) where you will be (self) employed in the 'host' State(s)

☐ 5.3 Or no fixed address in State(s) of (self)employment

1. Ask the HR department to arrange issuance of the A1
2. HR sends the request to ČSSZ, it takes 30 days
3. **A1** has the same structure across EU languages
4. **Required supporting documents**
 1. Assignment contract or invitation letter
 2. Destination, duration of stay, contact, accommodation info
 3. Passport, residence permit (foreign nationals)
 4. Proof of social insurance –delivered by the HR department
5. **Assigned employee remains in CZ insurance system**
6. Payroll continues to send contributions during internship to the Czech social and health insurance system

Destinataion, Visas and Length of Stay

- **EU/EEA/CH:** visa-free, no time limit, must report stay in host country
- Third-country nationals: depends on residence permit type in CZ, usually can stay abroad 90 days in the 180 days period
- **Third countries:** check entry conditions with embassy
- Visa-free travel is valid only for tourism
- Short-term visas for stays up to 90 days
- Simplified visas for students and researchers

Income Tax Considerations

- Scholarship is not subject to taxation in the CZ

Salary and other income

- If staying **abroad <183 days, remain CZ tax resident**
- CZ tax resident must pay tax on CZ and foreign income in the CZ tax system
- If staying **abroad >183 days**, become tax resident of host country
- Must pay tax in a host country on CZ income (worldwide income)
- Double taxation is prevented in accordance with national legislation and bilateral agreements between the Czech Republic and the relevant country.



To avoid complications, prefer internships <183 days



Processing Times for Required Documents

Type of document

- Invitation letter, assignment agreement
- Visa, residence permit
- A1 certificate or certificate for contractual third countries
- Health insurance or S1 (for >6 months)
- Travel insurance¹
- Tax residency certificate
- Document translations and verification

Processing time

- 1 week - 2 months
- 14 days - 2 months
- 30 days from the date of application in CZ
- 1 day – 1 month (S1 after A1)
- 1 day – 1 week
- 30 days in CZ from the date of application
- 1 week

■ **Plan your trip in advance to complete everything on time!**



Where to Find More Information

- Mobility of PhD candidates
<https://international.vscht.cz/studentske-vyjezdy/vyjezdy-phd>
- PhD Office <https://phd.vscht.cz/phd-students>
- Foreign travel of UCT Prague staff
<https://intranet.vscht.cz/sluzebni-cesty/zahranicni-cesta-zamestnanec>
- PRADIP project <https://eupro.vscht.cz/pradip>
- Brochure - Academic mobility
<https://vydavatelstvi.vscht.cz/detail-knihy/180-vyjezdy-do-zahranici-v-akademicke-sfere>



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