

# International internships Administrative Arrangements

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# **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 accountate 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?

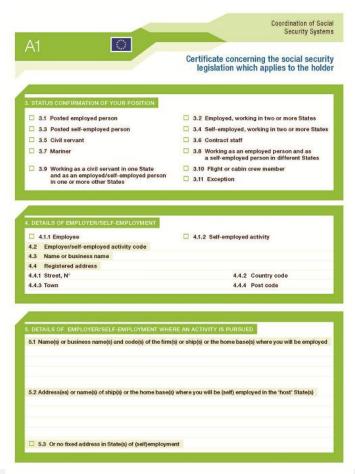
- Citizens may be subject to the system of only one Member State
- A1 certificate confirms in which Member State a citizen is covered by social security and health insurance (SS + HI)
- Rule: Employee insurance is usually where they physically work (Lex loci laboris)
- Excemption !: Assignment abroad by the employer employee remains insured in the sending country, cofirmed by A1 certificate
- Applicable in EU/EEA/CH countries (<u>see ČSSZ</u>)
- Governed by <u>Regulation(EC) 883/2004</u> 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**



- 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
  - 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</p>
- 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 (worlwide 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</p>



## **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 <a href="https://phd.vscht.cz/phd-students">https://phd.vscht.cz/phd-students</a>
- Foreign travel of UCT Prague staff
   <a href="https://intranet.vscht.cz/sluzebni-cesty/zahranicni-cesta-zamestnanec">https://intranet.vscht.cz/sluzebni-cesty/zahranicni-cesta-zamestnanec</a>
- PRADIP project <a href="https://eupro.vscht.cz/pradip">https://eupro.vscht.cz/pradip</a>
- Brochure Academic mobility <u>https://vydavatelstvi.vscht.cz/detail-knihy/180-vyjezdy-do-</u> zahranici-v-akademicke-sfere





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