

INTERNATIONAL INTERNSHIPS

Administrative Requirements

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October 13, 2026



What Is Your Status and What Needs to Be Arranged?

Student status, NO employment contract

Insurance

- Arrange travel and liability insurance
- Holders of a **blue EHIC** (European Health Insurance Card) are entitled to necessary medical care in all EU States
- It does not apply for third-country nationals with commercial health insurance
- For travel **outside the EU/EEA + CH**, **additional health insurance** is required



Visa

- No visa is required for EU citizens travelling within the EU
- Check with the embassy of your destination country whether you need an entry visa for travel outside the EU

Third-country nationals

- **Additional administrative requirements may apply**
- Check your health insurance coverage and arrange accordingly
- Travel within the EU is limited to **90 days within a 180-day period**
- Travel to Ireland is subject to separate immigration rules.
- Travel to third countries **may require a visa**, depending on the agreements between your country of origin and the destination
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What Is Your Status and What Needs to Be Arranged?

Student status + employment contract with UCT Prague

Insurance

- Arrange travel and liability insurance
- Holders of a **blue EHIC** are entitled to necessary medical care in all EU States
- Holders of a **green health insurance card** (third-country nationals) are entitled to full medical care only in the Czech Republic. Arrange your health insurance accordingly
- **For travel outside the EU**, additional health insurance is required



A1 certificate

- **A1 certificate** is required for **employee travel** within the EU/EEA+Switzerland
- It confirms your coverage under the Czech health insurance and social security system.
- If you remain an employee of UCT during your stay abroad, UCT continues to pay your social security and health insurance contributions in the Czech Republic.

Third-country nationals

- **Additional requirements may apply**
- Check whether you need an entry visa when travelling outside the EU
- Travel within the EU is limited to **90 days within a 180-day period**
- Travel to Ireland is subject to separate immigration rules.
- Travel to third countries **may require a visa**, depending on the agreements between your country of origin and the destination

A1 Certificate for employees travelling to the EU/EEA + CH

Letter of Assignment (Vysílací dopis)

Purpose of the A1certificate

It confirms that UCT Prague sends you to the hosting institution abroad, while your salary and health and social security contributions continue to be paid in the Czech Republic.

How to apply for A1

1

Deliver the completed and signed „Vysílací dopis“ to the **HR Department**, well in advance (35 days)

2

The **PSSZ** (Prague Social Security Administration) issues your A1 Certificate within **30 days** and sends it to UCT



I
Pražská správa sociálního zabezpečení
Trojská 1997/13a
182 00 Praha 8
Identifikátor datové schránky: **hnbacvt**

Č.j.

V Praze dne **vložte**

Věc: Vysílací dopis pro našeho zaměstnance pro účely žádosti o vystavení potvrzení o příslušnosti k právním předpisům sociálního zabezpečení (A1)

Potvrzujeme, že vysíláme našeho zaměstnance **vložte titul a jméno**, datum narození **vložte datum**, na zahraniční stáž za účelem prohlubování a zvyšování **kvalifikace** v oblasti vědeckého výzkumu podpořené grantem z programu ERASMUS.

Doba vyslání: **vložte datum od do**
Hostitelská instituce: **vložte název, adresu, zemi, kontaktní osobu, email**,
Místo ubytování zaměstnance v zahraničí **vložte název, adresu a stát**.

Po dobu vyslání do zahraničí bude naše organizace vyslanému zaměstnanci i nadále vyplácet mzdu a platit povinné odvody na sociální a zdravotní pojištění v ČR.

Vyslaný zaměstnanec nenahrazuje jiného zaměstnance.

Vyslaný zaměstnanec prohlašuje, že nemá souběžný pracovní poměr ani dohodu o práci konané mimo pracovní poměr ani v ČR ani v zahraničí.

vložte titul a jméno odpovědné osoby
vedoucí Ústavu **doplňte**

Jméno a podpis vyslaného zaměstnance

A1



Coordination of Social
Security Systems

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

More info: <https://intranet.vscht.cz/sluzebni-cesty/zahranicni-cesta-zamestnanec>

A taxidermied owl is mounted on a wooden slatted background, with its wings spread wide. The owl has light brown and white feathers, with dark horizontal stripes on its wings. It has large, yellow eyes and a sharp beak. The background is a wooden slatted structure, possibly a skylight or a decorative wall, with a dark frame. The owl is positioned in the center of the frame, facing forward.

**We appreciate
your attention.**

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