



**Interreg**



**Danube Transnational Programme  
DRIM**

<http://www.interreg-danube.eu/drim>



## **DANUBE COMPASS INFO TOOL (OUTPUT 3.1)**

**DRIM  
Danube Region  
Information  
Platform for  
Economic  
Integration of  
Migrants**

# TABLE OF CONTENTS

<b>PREFACE</b> .....	<b>3</b>
<b>TEMPLATE FOR DANUBE COMPASS DATA</b>	
<b>COLLECTION</b> .....	<b>5</b>
Danube Compass Austria .....	16
Danube Compass Croatia .....	202
Danube Compass Czech Republic .....	347
Danube Compass Germany .....	513
Danube Compass Hungary .....	655
Danube Compass Serbia .....	850
Danube Compass Slovakia .....	1011
Danube Compass Slovenia .....	1142

# PREFACE

## INTRODUCING 1<sup>ST</sup> OUTPUT OF THE PROJECT DRIM

This output is a compendium of eight country-specific collections of information containing diverse migrant integration-related data under six main subjects: work, arrival and stay, education, learning local language, everyday life and health. The publication is a comprehensive data collection that will be later transformed into a transnational online electronic tool, currently in beta version and accessible here:

<http://danubecompass.org>

After the concluded pilot testing period the beta version of the online platform will be adjusted according to the findings of pilot actions and translated to a number of languages (in each country to an official language and three other languages). This publication is therefore the core of the Danube Compass information platform and forms the basis for all subsequent electronic versions.

## WHAT IS DANUBE COMPASS INFORMATION PLATFORM?

Danube Compass transnational information platform is one of the main outputs of the project DRIM and is at the same time the key *raison d'être* for conceiving this project and the consortium of partners. In a nutshell, this tool is intended to provide various groups of migrants and mobile individuals with information on different aspects of work and life in the eight countries of the Danube region. Its main aim is to enhance capacities of public authorities for creating an enabling environment for migrants' economic integration in the wider Danube region. Through Danube Compass, public authorities will be able to communicate their country specific labour market related information with migrants in a simple yet more efficient way, while migrants themselves will be able to find their way into different countries' labour markets and learn about related country specificities (work insurance, health system, work qualifications,

educational possibilities etc.) as well as ongoing projects and initiatives within the Danube region in their own languages. At the same time, employees of public authorities will get a knowledge-sharing mechanism as they will be able to link directly with up-to-date information on immigration and labour markets' rules and regulations within the Danube region.

### **WHY IS DANUBE COMPASS NEEDED?**

The project DRIM responds to challenges connected to recent and existent migration flows in the Danube region that are common to all partner countries. Since the Danube region is increasingly confronted with the complex effects of population change as well as with tensions with regards to the recent "refugee crisis", the inclusion of migrants into labour markets will become even more crucial for social cohesion. One of the prerequisites for successful inclusion is access to relevant information. According to country reports prepared by the DRIM consortium, this access is hindered due to general lack of information, information being available only in the local language, lack of supporting mechanisms and information providers for migrants (especially among public institutions), dispersed information, unclear and cluttered language of information, etc. For this reason, the DRIM consortium embarked on the mission to create an information tool that would provide information for migrants and mobile individuals in the upper Danube region. This tool will be multilingual and written in concise but simple, easy to read language. It would function as a provider for information not yet available on the Internet as well as a hub for already existing but dispersed information. In this way, the availability and accessibility of information regarding work and everyday life would be greatly enhanced not only for migrants, but also for representatives of public institutions, NGO's workers, employers of migrants, their friends and family members.

In this regard, the aims of the transnational information platform Danube Compass are:

- ▶ to increase access to information for newly arrived as well as resident migrants in the eight countries of the Danube region;
- ▶ to provide a multilingual information hub for not yet available and already existing information regarding work and life in the Danube region;
- ▶ to facilitate information transfer from public institutions (information providers) to migrants (information users);
- ▶ to enhance mutual learning among stakeholders in the integration process;
- ▶ to give decision-makers an overview of main stakeholders, and existing services for migrants in the Danube region as well as examples of best practices that could be adopted in other parts of the Danube region.

Martina Bofulin, Sanja Cukut Krilić, Nataša Rogelja



# TEMPLATE FOR DANUBE COMPASS DATA COLLECTION

# 1 ARRIVAL AND STAY

## 1.1 VISA

- 1.1 a types of visas

## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

- 1.2 a types of protection

## 1.3 TEMPORARY WORK MOBILITY

- 1.3 a posted workers from a third country company
- 1.3 b posted workers from EEA member states company
- 1.3 c transnational hiring out of workersseasonal workers

## 1.4 TEMPORARY IMMIGRATION

- 1.4 a workers
- 1.4 b family reunification
- 1.4 c Blue Card
- 1.4 d students

## 1.5 LONG TERM IMMIGRATION

- 1.5 a long-term residence permit
- 1.5 b permanent residence permit

## 1.6 CITIZENSHIP

- 1.6 a naturalization
- 1.6 b acquiring citizenship by birth

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

- 1.7 a visa/permit overstay
- 1.7 b undocumented migrant worker

## 1.8 PERSONAL DOCUMENTS

- 1.8 a important personal documents

## 1.9 CERTIFICATES

- 1.9 a important certificates

## 1.10 VERIFICATION OF DOCUMENTS

- 1.10 a types of verification

## **1.11 JUDICIAL TRANSLATIONS**

- 1.11 a judicial translations

## **1.12 REGISTRATION OF ADDRESS**

- 1.12 a registration of address PROTOTYPE 1 (questions)

## **1.13 SUPPORT SERVICES FOR MIGRANTS**

- 1.13 a list of support services and projects regarding arrival and stay
- 1.13 b list of online resources

# **2 WORK**

## **2.1 EMPLOYMENT**

### **2.1.1 JOB SEARCH**

- 2.1.1 a searching for a job
- 2.1.1 b apprenticeship

### **2.1.2 TYPES OF EMPLOYMENT**

- 2.1.2 a employment for indefinite period of time
- 2.1.2 b flexible forms of work
- 2.1.2 c self-employment

### **2.1.3 EMPLOYMENT OF EU/EEA CITIZENS**

- 2.1.3 a Employment of EU/EEA citizens

### **2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS**

- 2.1.4 a types of working permits

### **2.1.5 WORK ACCIDENTS AND INJURIES**

- 2.1.5 a work injuries compensation and support
- 2.1.5 b treatment of work injuries

### **2.1.6 RETIREMENT AND PENSIONS**

- 2.1.6 a old-age retirement
- 2.1.6 b widow(er) pension
- 2.1.6 c orphan pension
- 2.1.6 d voluntary retirement insurance
- 2.1.6 e early retirement
- 2.1.6 f retirement pension for refugees
- 2.1.6 g compensations for funeral expenses

### **2.1.7 UNEMPLOYMENT**

- 2.1.7 a unemployment/job seeking of third country citizens
- 2.1.7 b unemployment/job seeking of EU citizens
- 2.1.7 c unemployment support
- 2.1.7 d other unemployment support
- 2.1.7 e state's unemployment schemes

### **2.1.8 CAREER COUNSELING**

- 2.1.8 a National Employment service's programmes and other State body programmes
- 2.1.8 b private initiatives and CSOs/NGOs

### **2.1.9 WORKERS RIGHTS**

- 2.1.9 a overview of most important workers' rights according to national legislation

### **2.1.10 LABOUR EXPLOITATION**

- 2.1.10 a list of the most common labour exploitation examples

### **2.1.11 REGULATED PROFESSIONS**

- 2.1.11 a regulated professions

## **2.2 BUSINESS**

### **2.2.1 PLANNING BUSINESS**

- 2.2.1 a legal forms of business enterprise
- 2.2.1 b plan your business
- 2.2.1 c business incubators

### **2.2.2 SETTING UP BUSINESS**

- 2.2.2 a setting up a private limited company/unlimited company
- 2.2.2 b self-employed business/individual entrepreneurs
- 2.2.2 c setting up a social enterprise
- 2.2.2 d applying for specialised statuses
- 2.2.2 e obtaining digital certificates for citizens
- 2.2.2 f obtaining digital certificates for business
- 2.2.2 g trade licence

### **2.2.3 DOING BUSINESS**

- 2.2.3 a taxes
- 2.2.3 b social security and insurance of employees
- 2.2.3 c health and work safety

- 2.2.3 d change of company's registration data
- 2.2.3 e public procurement
- 2.2.3 f court enforced payment

#### **2.2.4 EMPLOYING STAFF**

- 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties
- 2.2.4 b legal duties and conditions
- 2.2.4 c termination of labour contract

#### **2.2.5 CLOSING DOWN BUSINESS**

- 2.2.5 a closing down a limited company
- 2.2.5 b closing down an unlimited company
- 2.2.5 c closing down a self-employed status
- 2.2.5 d going bankrupt
- 2.2.5 e selling a company

### **2.3 TAXES**

#### **2.3.1 TAX NUMBER**

- 2.3.1 a registering for a tax number

#### **2.3.2 OVERVIEW OF TAXES**

- 2.3.2 a overview of taxes

#### **2.3.3 INTERNATIONAL TAXATION**

- 2.3.3 a procedure to avoid double taxation
- 2.3.3 b country agreements on double taxation

### **2.4 SUPPORT SERVICES FOR MIGRANTS**

- 2.4 a list of support services and projects regarding employment
- 2.4 b online resources regarding employment
- 2.4 c list of support services and projects regarding business
- 2.4 d online resources regarding business
- 2.4 e list of support services and projects regarding taxes
- 2.4 f online resources regarding taxes

## **3 LEARNING LOCAL LANGUAGE**

### **3.1 STATE SUPPORTED PROGRAMMES**

- 3.1 a list of state supported programmes

## **3.2 COMMERCIAL PROGRAMMES**

- 3.2 a commercial programmes

## **3.3 LANGUAGE COURSES FOR CHILDREN**

- 3.3 a list of language courses for children

## **3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP**

- 3.4 a list of local language exams for qualification and citizenship

## **3.5 SUPPORT SERVICES FOR MIGRANTS**

- 3.5 a list of support services and projects regarding local language courses
- 3.5 b list of online resources regarding local language courses

# **4 EDUCATION**

## **4.1 PRESCHOOL EDUCATION**

- 4.1 a description of the system
- 4.1 b admission/registration
- 4.1 c subsidized meals
- 4.1 d state financial support for pre-school education

## **4.2 PRIMARY SCHOOL**

- 4.2 a description of the system
- 4.2 b admission/registration
- 4.2 c transport to school
- 4.2 d before and after school care
- 4.2 e subsidized school meals
- 4.2 f children with special needs
- 4.2 g school holidays
- 4.2 h school attendance and absence

## **4.3 SECONDARY SCHOOL**

- 4.3 a description of the system
- 4.3 b admission/registration
- 4.3 c transport to school
- 4.3 d subsidized school meals

- 4.3 e school holidays
- 4.3 f final exams
- 4.3 g scholarships and grants

#### **4.4 HIGHER EDUCATION**

- 4.4 a description of the system
- 4.4 b admission of student from EU/EEA member states and Switzerland
- 4.4 c admission of third country students
- 4.4 d subsidized school meals
- 4.4 e university holidays
- 4.4 f scholarships and grants
- 4.4 g accommodation subsidies
- 4.4 h other options of higher education

#### **4.5 APPRENTICESHIP**

- 4.5 a apprenticeship possibilities

#### **4.6 ADULT EDUCATION**

- 4.6 a primary and secondary school programs for adults
- 4.6 b vocational training
- 4.6 c courses for retirees

#### **4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS**

- 4.7 a nostrification/recognition of education
- 4.7 b vocational qualifications

#### **4.8 SUPPORT SERVICES FOR MIGRANTS**

- 4.8 a list of support services and projects regarding education
- 4.8 b list of online resources regarding education

## **5 EVERYDAY LIFE**

### **5.1 HOUSING**

#### **5.1.1 RENTING**

- 5.1.1 a procedure check list
- 5.1.1 b real estate search

### **5.1.2 BUYING**

- 5.1.2 a procedure check list
- 5.1.2 b real estate search

### **5.1.3 WASTE MANAGEMENT**

- 5.1.3 a national rules and fines

## **5.2 SOCIAL SUPPORT**

### **5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL ASSISTANCE**

- 5.2.1 a assistance for families and children
- 5.2.1 b death and assistance
- 5.2.1 c financial assistance for housing
- 5.2.1 d low income assistance
- 5.2.1 e unemployment assistance

### **5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID**

- 5.2.2 a aid in food, clothes etc.

### **5.2.3 LEGAL AID**

- 5.2.3 a state pro bono legal aid
- 5.2.3 b other pro bono legal aid
- 5.2.3 c other legal aid

### **5.2.4 PSYCHOSOCIAL SUPPORT**

- 5.2.4 a programmes by state social services
- 5.2.4 b programmes by NGOs
- 5.2.4 c counselling for families and children

### **5.2.5 CHILD AND FAMILY PROTECTION**

- 5.2.5 a safe houses for women and children
- 5.2.5 b counselling for families and children
- 5.2.5 c helplines
- 5.2.5 d legal representations of unaccompanied minors

## **5.3 DRIVING AND TRANSPORT**

### **5.3.1 DRIVING LICENCE**

- 5.3.1 a steps to get licence

### **5.3.2 INTERNATIONAL DRIVING LICENCE**

- 5.3.2 a validity of international driving licence



5.3.2 b validity of foreign driving licence

### **5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION**

5.3.3 a vehicle registration

5.3.3 b registration of a vehicle with foreign country registration plates

5.3.3 c technical examination

5.3.3 d insurance

### **5.3.4 PUBLIC TRANSPORT**

5.3.4 a means of public transport

5.3.4 b other means of transport

## **5.4 PERSONS WITH SPECIAL NEEDS**

### **5.4.1 FINANCIAL AND OTHER ASSISTANCE**

5.4.1 a list of financial assistance

5.4.1 b other means of assistance

5.4.1 c carer's allowance

### **5.4.2 RIGHTS**

5.4.2 a rights and employment

5.4.2 b rights and education

### **5.4.3 CHILDREN WITH SPECIAL NEEDS**

5.4.3 a assistance for children with special needs

### **5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS**

5.4.4 a assistance for persons with special needs

## **5.5 PARTICIPATING IN SOCIETY**

### **5.5.1 MIGRANTS' ADVISORY BODIES**

5.5.1 a list of advisory bodies

### **5.5.2 CIVIC ASSOCIATIONS**

5.5.2 a procedure for establishing civic associations

### **5.5.3 RELIGION**

5.5.3 a registering a religious organization

5.5.3 b list of recognized religious organizations

### **5.5.4 VOTING RIGHTS**

5.5.4 a active voting right

5.5.4 b passive voting right

## **5.6 HOLIDAYS AND FREE TIME**

### **5.6.1 PUBLIC HOLIDAYS**

- 5.6.1 a list of public holidays
- 5.6.1 b school holidays
- 5.6.1 c holidays services

### **5.6.2 USEFUL SOCIAL NETWORKS (FB, LinkedIn, etc.)**

- 5.6.2 a list of social networks groups

## **5.7 SUPPORT SERVICES FOR MIGRANTS**

- 5.7 a list of support services and projects regarding housing
- 5.7 b list of online resources regarding housing
- 5.7 c list of support services and projects regarding social support
- 5.7 d list of online resources regarding social support
- 5.7 e list of support services and projects regarding driving and transport
- 5.7 f list of online resources regarding driving and transport
- 5.7 g list of support services and projects addressing persons with special needs
- 5.7 h list of online resources regarding people with special needs
- 5.7 i list of support services and projects regarding participating in society
- 5.7 j list of online resources regarding participating in society
- 5.7 k list of support services and projects regarding holidays and free time
- 5.7 l list of online resources regarding holidays and free-time

# **6 HEALTH**

## **6.1 PUBLIC HEALTH CARE**

- 6.1 a description of the system
- 6.1 b steps to get medical aid

## **6.2 HEALTH INSURANCE**

- 6.2 a state compulsory system – description
- 6.2 b health insurance cards
- 6.2 c private insurance

### **6.3 PRIVATE HEALTHCARE**

- 6.3 a description of private healthcare

### **6.4 EMERGENCY**

- 6.4 a emergency medical attention
- 6.4 b dental first aid
- 6.4 c on duty pharmacies in large cities

### **6.5 PRO BONO HEALTH SERVICE**

- 6.5 a description and a list of pro bono health services

### **6.6 INTERPRETERS**

- 6.6 a list of different services

### **6.7 PATIENTS' RIGHTS**

- 6.7 a list of the most important rights

### **6.8 SUPPORT SERVICES FOR MIGRANTS**

- 6.8 a list of support services and projects regarding health
- 6.8 b list of online resources regarding health



## **Danube Compass Austria (English version)**

### OTHER LANGUAGES CHOSEN:

- ▶ German
- ▶ Turkish
- ▶ Arabic
- ▶ Serbo-Croatian

RESPONSIBLE PARTNER:  
GS gain&sustain OG and Caritas Academy of Diocese  
Graz-Seckau



# Structure

<b>1</b>	<b>ARRIVAL AND STAY .....</b>	<b>19</b>
1.1	VISA .....	19
1.2	ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION .....	20
1.3	TEMPORARY WORK MOBILITY .....	21
1.4	TEMPORARY IMMIGRATION .....	24
1.5	LONG TERM IMMIGRATION .....	32
1.6	CITIZENSHIP .....	35
1.7	IRREGULAR/UNDOCUMENTED SITUATION .....	36
1.8	PERSONAL DOCUMENTS .....	37
1.9	CERTIFICATES .....	38
1.10	VERIFICATION OF DOCUMENTS .....	40
1.11	JUDICIAL TRANSLATIONS .....	41
1.12	REGISTRATION OF ADDRESS .....	41
1.13	SUPPORT SERVICES FOR MIGRANTS .....	42
<b>2</b>	<b>WORK.....</b>	<b>46</b>
2.1	EMPLOYMENT.....	46
2.2	BUSINESS.....	67
2.3	TAXES.....	89
2.4	SUPPORT SERVICES FOR MIGRANTS.....	93
<b>3</b>	<b>LEARNING LOCAL LANGUAGE .....</b>	<b>97</b>
3.1	STATE SUPPORTED PROGRAMMES .....	97
3.2	COMMERCIAL PROGRAMMES .....	97
3.3	LANGUAGE COURSES FOR CHILDREN .....	98
3.4	LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP .....	102
3.5	SUPPORT SERVICES FOR MIGRANTS .....	102

<b>4</b>	<b>EDUCATION.....</b>	<b>109</b>
4.1	PRESCHOOL EDUCATION.....	109
4.2	PRIMARY SCHOOL (Volksschule).....	110
4.3	SECONDARY SCHOOL.....	114
4.4	HIGHER EDUCATION.....	119
4.5	APPRENTICESHIP.....	125
4.6	ADULT EDUCATION.....	126
4.7	NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS.....	128
4.8	SUPPORT SERVICES FOR MIGRANTS.....	129
<b>5</b>	<b>EVERYDAY LIFE.....</b>	<b>133</b>
5.1	HOUSING.....	133
5.2	SOCIAL SUPPORT.....	136
5.3	DRIVING AND TRANSPORT.....	156
5.4	PERSONS WITH SPECIAL NEEDS.....	163
5.5	PARTICIPATING IN SOCIETY.....	172
5.6	HOLIDAYS AND FREE TIME.....	176
5.7	SUPPORT SERVICES FOR MIGRANTS.....	179
<b>6</b>	<b>HEALTH.....</b>	<b>191</b>
6.1	PUBLIC HEALTH CARE.....	191
6.2	HEALTH INSURANCE.....	192
6.3	PRIVATE HEALTHCARE.....	194
6.4	EMERGENCY.....	195
6.5	PRO BONO HEALTH SERVICE.....	196
6.6	INTERPRETERS.....	196
6.7	PATIENTS' RIGHTS.....	197
6.8	SUPPORT SERVICES FOR MIGRANTS.....	199





## 1 ARRIVAL AND STAY

### 1.1 VISA

#### 1.1 a types of visas

**TITLE:** Airport transit visa (visa A)

**WHAT:** An airport transit visa (visa A) allows you to pass through the international transit areas of airports in EU Member States, but doesn't allow you to enter Austria. Some people don't need Visa A (e.g. holders of a valid uniform visa, national long-stay visa or residence permit issued by a Schengen Member State).

More information on visa A (in German and English):

[www.bmi.gv.at/cms/BMI\\_Fremdenpolizei/visumspflichten/start.aspx](http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/visumspflichten/start.aspx)

**HOW:** To get the visa A, you have to apply to an Austrian Embassy. You can't obtain a Visa A at the border. You can apply between 90 and 15 days before entering Austria.

**WHERE:** Information on Austrian embassies (in English and German):

**TITLE:** Visa C (Schengen Visa)

**WHAT:** Short term visa. It allows you to stay in Austria a maximum of 90 days in a 180 days period. With visa C you can enter all Schengen Member States. When you apply you need to provide mandatory documents depending on your purpose of stay. More information on visa C (in English): [www.help.gv.at/Portal.Node/hlpd/public/content/355/Seite.1209011.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/355/Seite.1209011.html)

**HOW:** To get the visa C, you have to apply to an Austrian Embassy. You can't obtain a Visa C at the border. You can obtain the application form online (in English, French and Spanish): [www.bmeia.gv.at/fileadmin/user\\_upload/bmeia/media/5-Buergerservice\\_Zentrale/ReiseGrenzverkehr/Visa\\_application.pdf](http://www.bmeia.gv.at/fileadmin/user_upload/bmeia/media/5-Buergerservice_Zentrale/ReiseGrenzverkehr/Visa_application.pdf)

You can apply between 90 and 15 days before entering Austria.

**WHERE:** Information on Austrian embassies (in English and German): [www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations](http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations)

**TITLE:** Visa D (Residence Visa)

**WHAT:** Long term visa. It allows you to stay in Austria for a maximum of 180 days. It's valid for all Schengen Member States.

You should also apply for this visa if you're in the process of obtaining a temporary residence permit.

**HOW:** You can get visa D only by Austrian authorities (at the Austrian embassy in your country or in Austria).

You can apply between 90 and 15 days before entering Austria.

**WHERE:** Information on Austrian embassies (in English and German): [www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/](http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/)



## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

### 1.2 a types of protection

**TITLE:** Asylum (*Asyl*)

**WHAT:** Asylum is a protection status given to people who left their homes because their lives were in danger due to race, religion, nationality, political beliefs or affiliation to a special social group.

**HOW:** Inform a police officer that you need the protection of Austria. You can ask any police officer. They will take your data, a photo and fingerprints and have a first interview with you. The Federal Agency for Immigration and Asylum (*BFA*) will examine why you fled your country of origin and decide if you can get the protective status or not. You can ask for asylum protection only in person.

The authorities can hold you in custody up to 48hrs before the first interview.

You have the right to get legal advice and an interpreter.

You can apply for family reunification (*Familiennachzug*) at the moment of application, if the relationship already existed in the country of origin. To be considered a family member you have to be spouse or registered life partners, minor children and parents of a minor (including adopted and stepchildren).

Within EU countries, the country you first apply for asylum is responsible for either accepting or rejecting the application and you can't re-apply in another EU Member State. It can take up to 2 years to make a decision on granting status.

Organizations that offer counselling for asylum seekers and refugees (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120218.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120218.html)

**WHERE:** Federal Agency for Immigration and Asylum (*Bundesamt für Fremdwesen und Asyl - BFA*) (in German): [www.bfa.gv.at/kontakt/start.aspx](http://www.bfa.gv.at/kontakt/start.aspx)

**TITLE:** Subsidiary protection (*Subsidiären Schutz*)

**WHAT:** If you don't meet the conditions for asylum protection, but you may face real risk if you return to your country of origin due to threat of death penalty or execution, torture, inhuman or degrading treatment or punishment, and serious and individual threat to your life due to general violence in situations of international or internal armed conflict.

**HOW:** The procedure is the same as for asylum. You have to ask for protection at the nearest police station when you enter Austria. The authorities will consider your case and may grant you subsidiary protection if they consider you aren't a refugee but your life is in danger in your country of origin.

You have the right to get legal advice and an interpreter.

You can apply for family reunification (*Familiennachzug*) at the moment of application, if the relationship already existed in the country of origin. To be considered a family member you have to be spouse and registered life partners, minor children and parents of a minor (including adopted or stepchildren).

It can take up to 2 years to make a decision on granting status. Subsidiary protection is granted for a limited period.

Organizations that offer counselling for asylum seekers and refugees (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120218.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120218.html)

**WHERE:** Federal Agency for Immigration and Asylum (*Bundesamt für*





*Fremdwesen*

und Asyl - BFA) (in German): [www.bfa.gv.at/kontakt/start.aspx](http://www.bfa.gv.at/kontakt/start.aspx)

**TITLE:** Residence permit on humanitarian grounds (*Aufenthaltsstitel aus humanitären Gründen*)

**WHAT:** This residence permit is given on basis of evidence of strong integration into Austrian society that would make a return to the country of origin inhuman. It's also granted in particular cases to victims of domestic violence or victims of human trafficking.

**HOW:** It's granted on the grounds of integration in Austria (*Bleiberecht*). It's generally granted if you can prove strong family ties in Austria and/or can prove to be integrated to Austrian society. On these grounds you can obtain:

1. The general residence permit (*Aufenthaltsberechtigung*)
2. The residence permit plus (*Aufenthaltsberechtigung plus*) which requires to have obtained an A2 in German language exam or work on a marginal earning threshold.
3. Residences permit for special protection (*Aufenthaltsberechtigung besonderer Schutz*) for victims of human trafficking or people who need protection from domestic violence.

It can take up to 2 years to make a decision on granting a status.

Organizations that offer counselling for asylum seekers and refugees (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120218.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120218.html)

**WHERE:** Federal Agency for Immigration and Asylum (*Bundesamt für Fremdwesen und Asyl - BFA*) (in German): [www.bfa.gv.at/kontakt/start.aspx](http://www.bfa.gv.at/kontakt/start.aspx)

## 1.3 TEMPORARY WORK MOBILITY

### 1.3 a posted workers from a third country company

**TITLE:** Posted workers (*Entsendten Arbeitnehmer*)

**WHAT:** A "posted worker" is an employee that is sent by the company to work in a country other than his/her usual country of employment for a limited period of time.

**WHO:** As a posted worker your employer remains the company that have sent you abroad. In this way you're still part of the legislation of the sending country although your employer needs to also follow employment regulations of the country you have been posted to.

**HOW:**

If you're a third-country citizen, the Austrian company must apply directly to the Public Employment Service (*Arbeitsmarktservice - AMS*) for a posting permit (*Entsendebewilligung*). It will be granted if the work doesn't last longer than 6 months, and an individual worker doesn't stay longer than 4 months. In the case you need to stay longer than 4 months, the Austrian company will need to apply for an employment permit (*Beschäftigungsbewilligung*).

When posted in Austria, you're granted certain rights within the Austrian labour law:

- ▶ Max. 10h of work per day and payment of extra hours.
- ▶ At least, 8h of rest between shifts.



- ▶ Corresponding days of holidays according worked time.
- ▶ Corresponding pro rata share of the difference between the holiday entitlement according to Austrian law and the holiday entitlement according country of origin.
- ▶ Respect of the collective agreements and health and safety regulations.

In construction, employment permit is always required, no matter the duration of the posting. The posting and employment permit don't give the right to residence, you have to apply either for visa D (for less than 6 months) or for residence permit (for more than 6 months).

**WHERE:** If you're third-country citizen, the Austrian company has to contact the Public Employment Services (*Arbeitsmarktservice – AMS*). Offices of the AMS in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**ATTENTION:** If you think your rights have been violated, you can contact the Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

**GOOD TO KNOW:** More information on posting of workers (in English): [www.postingofworkers.at/cms/Z04/Z04\\_10/home](http://www.postingofworkers.at/cms/Z04/Z04_10/home)

### 1.3 b posted workers from EEA member states company

**TITLE:** Posted workers (*Entsendten Arbeitnehmer*)

**WHAT:** A posted worker is an employee who is sent by his employer to carry out a service in another EU Member State on a temporary basis.

**WHO:** As a posted worker you're still employed by the sending company and under the employment regulations of the sending country, but you're also entitled to a set of rights that are part of employment regulations of a country where you have been posted.

**HOW:** When posted in Austria, you're granted certain rights within the Austrian labour law:

- ▶ Minimum salary: your salary may not be less than the local minimum salary in your sector of employment.
- ▶ Max. 10h of work per day and payment of extra hours.
- ▶ At least, 8h of rest between shifts.
- ▶ Corresponding days of holidays according to time spent working.
- ▶ Corresponding share of the difference between the holiday entitlement according to Austrian law and the holiday entitlement according country of origin.
- ▶ Respect of the collective agreements and health and safety regulations.

If you have citizenship from one of the EEA Member States or Switzerland, the Austrian employer has to inform the Central Coordination Office (*Zentrale Koordinationsstelle – ZKO*) that you'll be working in Austria.

If you're a third-country citizen, the ZKO transfers the notice to the Public Employment Service (AMS) if the posted workers are third-country nationals (non-member states of the EEA, apart from Switzerland). The AMS will issue an EU posting confirmation (*EU-Entsendebestätigung*) if the posted worker is properly employed in his or her country of origin and employed in conformity with Austrian wage and working conditions for the duration of the posting.

**WHERE:** Central Coordination Office for the Control of Legal Employment (*Zentrale*



*Koordinationsstelle des Bundesministeriums für Finanzen für die Kontrolle illegaler Beschäftigung).*

Website (in German): [www.bmf.gv.at/betrugsbekaempfung/entsendung-zentrale-koordination/entsendemeldungen-zentrale-koordinationsstelle.html](http://www.bmf.gv.at/betrugsbekaempfung/entsendung-zentrale-koordination/entsendemeldungen-zentrale-koordinationsstelle.html)

Brehmstraße 14, 1110 Vienna

Tel.: +43 50233-554726, -554499, -554771

Email: [post.finpil-zko@bmf.gv.at](mailto:post.finpil-zko@bmf.gv.at)

**ATTENTION:** If your company is based in EEA Member State, request to see the A1 form (social security confirmation) before coming to Austria. This form will ensure that you and your family members are covered by the welfare system of your country of residence during the posting period. The Austrian authorities can ask for this form at any moment. If you think your rights have been violated, you can contact the Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

**GOOD TO KNOW:** More information on posting of workers (in English): [www.postingofworkers.at/cms/Z04/Z04\\_10/home](http://www.postingofworkers.at/cms/Z04/Z04_10/home)

### 1.3 c transnational hiring out of workers

**TITLE:** Transnational hiring out of workers

**WHAT:** If you have been hired by a temporary work agency with a seat outside Austria to perform certain activity in an Austrian company and you're subject to its supervision and instructions, this is considered to be the transnational hiring out of workers. In this case, Austrian client (company) is considered as employer.

**WHO:** A person who is hired by a temporary work agency outside Austria to work for a client company in Austria.

**HOW:** Temporary work agencies companies from EEA and Switzerland must inform they have hired you out to Central Coordination Office (*Zentrale Koordinationsstelle* - ZKO). The ZKO will transfer the notification to the Public Employment Service (*Arbeitsmarktservice* - AMS) if you aren't EEA Member State citizen. AMS will issue confirmation for European posting and you'll be employed properly within Austrian regulations.

Temporary work agencies from third-countries must inform they have hired you out to ZKO. If you're a third-country citizen, ZKO will contact AMS, which will issue a special temporary employment permit (*Überlassungsbewilligung*) besides the regular employment permit (*Beschäftigungsbewilligung*). You'll obtain the permit only if:

- ▶ You're specially qualified and indispensable for the enterprise.
- ▶ You're exclusively available from temporary work agencies abroad
- ▶ Your employment doesn't jeopardise the pay and working conditions of domestic work.

**WHERE:** Central Coordination Office for the Control of Legal Employment (*Zentrale Koordinationsstelle des Bundesministeriums für Finanzen für die Kontrolle illegaler Beschäftigung*).

Website (in German): [www.bmf.gv.at/betrugsbekaempfung/entsendung-zentrale-koordination/entsendemeldungen-zentrale-koordinationsstelle.html](http://www.bmf.gv.at/betrugsbekaempfung/entsendung-zentrale-koordination/entsendemeldungen-zentrale-koordinationsstelle.html)

Brehmstraße 14, 1110 Vienna

Tel.: +43 50233-554726, -554499, -554771

Email: [post.finpil-zko@bmf.gv.at](mailto:post.finpil-zko@bmf.gv.at)



### 1.3 d seasonal workers

**TITLE:** Seasonal workers

**WHAT:** Workers who come to Austria to perform fixed term jobs in selected sectors (agriculture, tourism), usually at certain periods of the year.

**WHO:** If you're coming to do seasonal work in Austria you need to apply for employment permit.

**HOW:**

- ▶ Seasonal quotas: the Ministry of Labour can set quotas for foreign seasonal workers in case of shortage of domestic seasonal workers. The company has to apply for an employment permit (*Beschäftigungsbewilligung*) at Public Employment Service (*Arbeitsmarktservice* - AMS). You'll get the permit if there are no workers available for the job and there are still spots available in the quota (the quota is variable and it's different in each federal state).
- ▶ Regular seasonal workers: if you have worked as a seasonal worker for at least 4 months per year between 2006 and 2010, you can register in AMS as regular seasonal worker. You can get the employment permit outside of the quota set by the Ministry of Labour and get an employment permit for maximum six months. You can get more than 1 permit per year but you can't work more than 10 months per year.

You must fulfil the general conditions to obtain a visa and get a conditional confirmation (*Sicherungsbescheinigung*) from AMS. When you get the conditional confirmation, AMS will issue an employment permit that also allows you to live in Austria.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice* – AMS) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**ATTENTION:** Permits for harvest workers are issued for a maximum of six weeks. Seasonal workers can't apply for residence permit with intention of settlement or for family reunification.

**GOOD TO KNOW:** If you can enter Austria without a Visa, you only have to show a police clearance certificate to the District Administration Office (*Bezirkshauptmannschaft*) or Federal Police Directorate (*Bundespolizeidirektion*).

## 1.4 TEMPORARY IMMIGRATION

### 1.4 a types of temporary residence permits for workers

**TITLE:** Types of temporary residence permits

**WHAT:** In Austria, there are 4 different types of residence permit that also allow you to work:

- ▶ Temporary residence permit for a long stay without intention of settlement (*Aufenthaltsbewilligung*)
- ▶ Red-White-Red Card (*Rot-Weiss-Rot Karte*)
- ▶ Red-White-Red card plus – long term permit (*Rot-Weiss-Rot Karte plus*)
- ▶ Temporary residence permit with intention of settlement – long term permit (*Niederlassungsbewilligung*)

**HOW:** In order to obtain a residence permit, you have to fulfil the general requirements:



- ▶ Regular income that provides enough to live on (minimum income that is determined by the Austrian authorities and it changes every year)
- ▶ Health insurance
- ▶ Proof of accommodation
- ▶ No threat to public order or safety

You can find more information on the general requirements (in English and German):

[www.migration.gv.at/en/types-of-immigration/permanent-immigration](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration)

However, each residence permit has different specific requirements that need to be fulfilled to obtain the residence permit. The required documents to apply for are also different.

You can find more information on the specific requirements (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120110.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120110.html)

The permits are generally granted for one year, in certain circumstances also up to 3 years.

**WHERE:** You can apply to the nearest Austrian Embassy in your country.

More information on Austrian embassies (in English and German): [www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations](http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations)

If you can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**WHEN:** It's recommended to start the process between 8 to 12 weeks before arriving to Austria.

**GOOD TO KNOW:** More information on particular type of residence permit is available under category "Long term immigration".

#### 1.4 b Red-White-Red Card

**TITLE:** Red-White-Red Card (*Rot-Weiss-Rot Karte*)

**WHAT:** A criteria-based system that allows qualified third-country citizens to work and live temporarily in Austria without quota. There must be evidence of German language at the beginner level (A1).

**HOW:** You have to fulfil the general requirements:

- ▶ Regular income that provides enough to live on (minimum income that is determined by the Austrian authorities and it changes every year)
- ▶ Health insurance
- ▶ Proof of accommodation
- ▶ No threat to public order or safety

You can find more information on the general requirements (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120217.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120217.html).

There are different specific requirements depending on the type of Red-White-Red Card:

- ▶ Highly qualified workers: granted to a skilled worker with high level of qualifications:
  - Reach at least 70 points in the list of criteria. More information (in English and German): [www.migration.gv.at/en/types-of-immigration/permanent-immigration-red-white-red-card/very-highly-qualified-workers.html](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration-red-white-red-card/very-highly-qualified-workers.html)



- Confirmation from the Public Employment Service (*Arbeitsmarktservice - AMS*) stating you meet the criteria of the points system
- You have to be able to earn more than 2.400 EUR gross a month.
- ▶ Qualified workers in work branches with shortage of working force
  - Completed vocational training in a profession with shortage of working force. The training has to correspond to the training given the College for Higher Vocational education in Austria.
  - Reach at least 50 points in the list of criteria. More information (in English): [www.migration.gv.at/en/types-of-immigration/permanent-immigration-red-white-red-card/skilled-workers-in-shortage-occupations.html](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration-red-white-red-card/skilled-workers-in-shortage-occupations.html)
  - They have a binding job offer and the employer will remunerate them with the minimum pay stipulated by law or collective agreement.
- ▶ Key workers:
  - Reach at least 50 points in the list of criteria. More information (in English): [www.migration.gv.at/en/types-of-immigration/permanent-immigration-red-white-red-card/skilled-workers-in-shortage-occupations.html](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration-red-white-red-card/skilled-workers-in-shortage-occupations.html)
  - They have a binding job offer, with a gross monthly salary of at least 50% (for under 30 years old) or 60% (for over 30 years old) of the maximum income (*ASVG-Höchstbeitragsgrundlage*).
  - No equally qualified person registered as a jobseeker at the Public Employment Service (*Arbeitsmarktservice - AMS*) is available to do the job.
- ▶ Graduates:
  - Graduates of bachelor or master by an Austrian university, university of applied sciences or Austrian private university
  - They have a binding job offer with a gross monthly salary of at least 45% over the maximum income (*ASVG-Höchstbeitragsgrundlage*).
- ▶ Self-employed key force (investors):
  - Business plan, evidence of investment and evidence of qualifications
  - Intended employment is expected to give economic benefits
  - Positive evaluation from the Public Employment Service (*Arbeitsmarktservice - AMS*)
  - Sustainable investment to Austria
  - Creation of new working places
  - Transfer of know-how or introduction of new technologies
  - Company has special importance in the region.

You can find more information on the specific requirements (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120219.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120219.html)

Application form for "Red-White-Red Card" (in German), see number 17: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHERE:** You can apply to the nearest Austrian Embassy in your country.

If you can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**WHEN:** Application needs to be done at least 8 weeks before the employment starts.

**GOOD TO KNOW:** Graduates can also apply for other forms of "Red-White-Red





Card” if they fulfil the requirements.

### **1.4 c Temporary long term residence permit without intention of settlement**

**TITLE:** Temporary residence permit for a long stay without intention of settlement (*Aufenthaltsbewilligung*)

**WHAT:** There are different sorts of residence permit with different requirements, depending on your purposes.

**HOW:** You have to fulfil the general requirements:

- ▶ Regular income that provides enough to live on (minimum income that is determined by the Austrian authorities and it changes every year)
- ▶ Health insurance
- ▶ Proof of accommodation
- ▶ No threat to public order or safety

You can find more information on the general requirements (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120217.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120217.html)

There are different specific requirements depending on the type of temporary residence permit for a long stay without intention of settlement:

- ▶ Rotary workforce: confirmation of a job at an international company and obligation by contract to change the workplace. Usually this applies for executives and qualified workers assigned to management or representatives of foreign interest. Required documents:
  - Conditional confirmation (*Sicherungsbescheinigung*) from Public Employment Service (*Arbeitsmarktservice – AMS*)
  - Employment permit (*Beschäftigungsbewilligung*)
- ▶ Posting of foreign workers: confirmation of job for more than 6 months (for less than 6 months, you only need to apply for visa D). There must be a confirmation of employment from a third country and obligations by contract for an Austrian customer. Required documents:
  - Posting (*Entsendebewilligung*) and employment permit (*Beschäftigungsbewilligung*)
- ▶ Self-employed persons: Self-employed person will get the residence permit if they have a contractual obligation to carry out certain activities for more than six months, without the intention to set up a business in Austria.
- ▶ Artists: there must be a confirmation of artistic design as main activity and a confirmation that he/she can support himself/herself with the income of this activity. Also proof of artistic training or description of the previous artistic activities.
- ▶ Special case of employment: proof of employment in Austria. Granted in case of employment in specific cases but not for diplomatic or consular workers, employment in religious communities, media staff, scientific staff, among others.
- ▶ Pupils: required letter of acceptance for:
  - Public or private school
  - Certified educational institutions
  - College for a higher vocational education
- ▶ Students: required letter of acceptance for:



- University
- University of applied sciences
- University of Teachers Education
- Recognized private courses
- ▶ Social Service Providers:
  - Confirmation of work for a non-profit organization
  - Confirmation of non-profit purposes
  - Declaration of liability from the non-profit organization
  - The activity can't meet the scope of the Foreigners' Employment Act.
- ▶ Researchers: confirmation of work for a certified research facility. This activity can't meet the scope of the Foreigners' Employment Act
- ▶ Family: a residence permit with the purpose of "family reunification" can only be issued to spouses, registered partners or minor children (including adoptive and stepchildren) of people with the following residence permits:
  - Rotational workforce
  - Artist
  - Special cases of self-employment
  - Student
  - Researcher

To apply for this residence permit, you need to fill in the application form and bring along with the required documents. More information on this residence permit (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120111.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120111.html)

Application form for "temporary long term residence permit" (in German), see from number 3 to 11: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHERE:** You can apply to the nearest Austrian Embassy in your country. More information on Austrian embassies (in English and German): [www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/](http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/). If you can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

#### 1.4 d Blue Card

**TITLE:** Blue Card (*Blaue Karte*)

**WHAT:** The Blue Card is a residence permit issued in EU Member States to highly qualified third-country citizens for a limited period of time. The Blue Card is issued for an employment with a specific employer and for a fixed period (24 months).

**WHO:** You can apply for the Blue Card if you have high qualifications and/or a high specialized job.

**HOW:** You have to fulfil the general requirements:

- ▶ Health insurance
- ▶ Proof of accommodation
- ▶ No threat to public order or safety

You can find more information on the general requirements (in English and German): [www.migration.gv.at/en/types-of-immigration/permanent-immigration](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration)





You have to fulfil also the specific requirements:

- ▶ Studies of at least three years at the university or higher education institution.
- ▶ You have a job offer in Austria.
- ▶ Your gross annual income is at least one and a half times the average gross annual salary of a full time worker in Austria.
- ▶ Confirmation from the Public Employment Service (*Arbeitsmarktservice – AMS*) that you meet the requirements.
- ▶ No equally qualified jobseeker registered as unemployed by the AMS.

There are two options to get the Blue Card:

- ▶ You can apply in person with the competent Austrian authority abroad (embassy) in your country of residence.
- ▶ Your future employer can apply to the competent residence authority in Austria, the Office of the Federal State Government (*Amt der Landesregierung*) or apply to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*).

List of required documents to apply for a Blue Card (in English and German): [www.migration.gv.at/en/types-of-immigration/permanent-immigration/eubluecard/](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration/eubluecard/)

Application form for “Blue Card” (in German), see number 21: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHERE:** You can apply to the nearest Austrian Embassy in your country. If you can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**WHEN:** Application needs to be done at least 8 weeks before the start of the employment.

**ATTENTION:** A declaration from the employer (*Arbeitsgebererklärung*) must be handed along. You can obtain the employer’s declaration here (in German): [www.migration.gv.at/fileadmin/downloads/formulare/Arbeitgebererklaerung.pdf](http://www.migration.gv.at/fileadmin/downloads/formulare/Arbeitgebererklaerung.pdf)

**GOOD TO KNOW:** Holders of a Blue Card can apply for a Red-White-Red plus to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*), after they worked at least 21 months during the last 24 months.

## 1.4 e students

**TITLE:** Students

**WHAT:** As a foreign student enrolled as a regular student at Austrian university you’re entitled to temporary residence permit. To enrol to Austrian university you have to have a high school diploma (equivalent to Austrian examination “*Matura*” or 12 years of schooling) or at least three years of a certified post-secondary education. You may have to prove sufficient knowledge of German language.

**WHO:** If you’re a regular student from the EU, you have equal rights to access education as Austrian students (paying the same tuition fees or the right to subsidise tuition fees and meals).

If you’re a student from a third country, you enrol in higher education as part of a quota for international students and pay tuition fees set for international students (usually considerably higher).

If you have been granted asylum or are a person under subsidiary protection, you



have equal rights to access to education as Austrian students.

You can also study in Austria as a foreign student under the framework of bilateral international programmes, as well as spend a period studying in Austria through the ERASMUS+ programme.

**HOW:** You have to also fulfil the general requirements:

- ▶ Regular income that provides enough to live on (e.g. parents' bank statement)
- ▶ Health insurance
- ▶ Proof of accommodation
- ▶ No threat to public order or safety

You can find more information on the general requirements (in English and German): [www.migration.gv.at/en/types-of-immigration/permanent-immigration](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration)

You have to apply firstly to the university. To apply for a student residence permit, you need the letter of acceptance from the university. Once you have it, you can apply for the residence permit.

List of required documents and link to application form (in German):  
[www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120121.html#ErforderlicheUnterlagen](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120121.html#ErforderlicheUnterlagen)

Application form for “temporary residence permit for students” people (in German), see number 11: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHEN:** By 5<sup>th</sup> September for winter semester or 5<sup>th</sup> February for summer semester. It can take up to 12 weeks to get the final response.

**ATTENTION:** You need to submit the original documents and a sworn translation by an authenticated Austrian translator. You need to have an apostille for all the academic documents you want to present.

More detailed information on studying in Austria (in English and German): [www.migration.gv.at/en/living-and-working-in-austria/children-and-education/studying-in-austria](http://www.migration.gv.at/en/living-and-working-in-austria/children-and-education/studying-in-austria)

GOOD TO KNOW: EEA and Swiss citizens have the same application periods as Austrian residents. Some courses of studies that require an entrance exam. Contact the university for more information.

If you're a student, you can be employed under the conditions stipulated for obtaining a work permit, but during the time when you have lecture activities you aren't allowed to work more than 20 hours a week.

## 1.4 f family reunification

**TITLE:** Family reunification – Residence permit for family member  
(*Familienangehöriger*)

**WHAT:** The residence permit for family member allows third-country citizens' close family members in Austria to live temporary with unlimited access to the labour market.

**WHO:** Your family members can apply for this permit when you're an Austrian citizen, a third-country citizen with a permanent residence in Austria, refugee or holder of “EU Blue Card” or “Red-White-Red card”. Family members are a spouse, registered partner and unmarried children (including adoptive and stepchildren), and in particular cases also other relatives.

The “Red-White-Red Card” enables international workers and their families to build a life together in Austria.



**HOW:** The family members of a third country citizen with a residence permit in Austria must first apply at Austrian Embassy in their country.

You need to meet the general requirements:

- ▶ No threat to public order or safety

You can find more information on the general requirements (in English and German):

[www.migration.gv.at/en/types-of-immigration/permanent-immigration](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration)

You also have to fulfil the specific requirements:

- ▶ You must earn at least average income in Austria
- ▶ Provide health insurance coverage for family members
- ▶ Evidence of ownership or lease of accommodation (size should be appropriate according to local standards).
- ▶ The family members applying for reunification must provide evidence of German language at the beginner level.

Information on required documents (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120401.html#ErforderlicheUnterlagen](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120401.html#ErforderlicheUnterlagen)

Application form for “family members” (in German), see number 16: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHERE:** You can apply to the nearest Austrian Embassy in your country. More information on Austrian embassies (in English and German): [www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations](http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations)

If a family member can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**GOOD TO KNOW:** Family members of holders of a “Red-White-Red Card” or „EU Blue Card” can apply for a so-called “Red-White-Red Card plus”. There’s no quota for migration of family members.

## 1.4 g au-pair

**TITLE:** Residence permit for au-pairs

**WHAT:** Au-pair is a young person who spends a limited period of time in a foreign country to live with a family in exchange for help the family with the children and house chores, receiving in exchange accommodation, food and a payment (425.70 Euros per month in 2017) for a maximum of 18 hours per week of work. The main aim is cultural exchange and the possibility for the au-pair to improve the language of the host country.

**WHO:** A young person between 18 and 28 years old, who hasn’t been employed as au-pair in Austria before and can prove a minimum level of German language.

**HOW:** Citizens of EEA Member States and Switzerland don’t need a residence permit but they need to register their address at the municipality (*Gemeinde*) or at the city office (*Magistrat*).

Third-country citizens need a temporary residence permit for a longer stay without intention of settlement for special cases of employment (*Aufenthaltsbewilligung für Sonderfälle unselbständiger Erwerbstätigkeit*) to work as au-pair. You have to fulfil the general requirements:

- ▶ Health insurance
- ▶ Proof of accommodation



- ▶ No threat to public order or safety

You can find more information on the general requirements (in English and German): [www.migration.gv.at/en/types-of-immigration/permanent-immigration](http://www.migration.gv.at/en/types-of-immigration/permanent-immigration)

You also have to fulfil the specific requirements:

- ▶ Confirmation from the Public Employment Service (*Arbeitsmarktservice – AMS*) that you work as an au-pair.

More information on the residence permit for Au-pairs (in English and German): [www.help.gv.at/Portal.Node/hlpd/public/content/145/Seite.1450000.html#aupair](http://www.help.gv.at/Portal.Node/hlpd/public/content/145/Seite.1450000.html#aupair)

Application form for “temporary residence permit for special cases of employment” (in German), see number 9: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHERE:** You can apply to the nearest Austrian Embassy in your country. More information on Austrian embassies (in English and German): [www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations](http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations).

If you can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft or Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

Offices of the AMS in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**WHEN:** Third-country citizens need to apply in advance in case they need visa to enter Austria.

**ATTENTION:** The confirmation from the AMS can only be obtained personally in Austria.

**GOOD TO KNOW:** The confirmation of the Public Employment Service is issued for 6 months with possibility to extend. It can take up to three months to get the residence permit; you can apply for short term (visa C) or long term visa (visa D) meanwhile.

## 1.5 LONG TERM IMMIGRATION

### 1.5 a residence permit with intention of settlement

**TITLE:** Temporary residence permit with intention of settlement (*Niederlassungbewilligung*)

**WHAT:** Residence permit granted for maximum three years when there’s evidence of knowledge of German language at the beginner level. It allows the holder the right of settlement and the performance of a self-employed activity.

**WHO:** You can apply for this residence permit in the following cases:

- ▶ Extension of the “Red-White-Red Card”: if you had it for the last year and you want to stay in Austria.
- ▶ Family reunion for third-country citizens: family members from holders of the “residence permit with intention of settlement” are eligible if there’s place available in the quota (the quota is variable and it’s different in each federal state).
- ▶ Family members of a holder of the “permanent residence permit – EU” from another Member State. At the moment of application, there should be a marriage license or partnership agreement.



**HOW:** You have to fulfil the general requirements:

- ▶ Regular income that provides enough to live on (minimum income that is determined by the Austrian authorities and it changes every year)
- ▶ Health insurance
- ▶ Proof of accommodation
- ▶ No threat to public order or safety

You can find more information on the general requirements (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120217.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120217.html)

More information on required documents (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120310.html#ErforderlicheUnterlagen](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120310.html#ErforderlicheUnterlagen)

Application form for “residence permit with intention of settlement” (in German), see from number 12 to 15: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHERE:** You can apply to the nearest Austrian Embassy in your country. More information on Austrian embassies (in English and German): [www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations](http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations)

If you can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**ATTENTION:** In the case you apply from your country of origin, you have to apply 3 months before arriving to Austria.

**GOOD TO KNOW:** There’s a temporary residence permit for third-country citizens who would like to move to Austria without intention to look for a job. In this case, you could apply to “temporary residence permit with intention of settlement without access to labour market (*Niederlassungsbewilligung – ausgenommen Erwerbstätigkeit*)”. It’s granted if there’s evidence of knowledge of German language at beginners level and in the following cases:

- ▶ Third-country citizens (and their family members) with retired privileges or immunities (no quota limitation).
- ▶ Third-country citizens (and their family members) who have a “permanent residence permit – EU” of another Member State, if there are free spots in the quota (the quota is variable and it’s different in each federal state).

More information (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120302.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120302.html)

## 1.5 b Red-White-Red card plus

**TITLE:** Red-White-Red card plus (*Rot-Weiss-Rot Karte plus*)

**WHAT:** Residence permit for third-country nationals to live in Austria temporarily and with access to employment market.

**WHO:** You can apply for the “Red-White-Red card plus” if you were holder of “Red-White-Red Card” or “Blue Card – EU” or you’re a family member of a holder of a “Blue Card – EU”, “Red-White-Red Card” or a “Long-term residence permit – EU”.

**HOW:** You have to fulfil the general requirements:

- ▶ Regular income that provides enough to live on (minimum income that is determined by the Austrian authorities and it changes every year)
- ▶ Health insurance



- ▶ Proof of accommodation
- ▶ No threat to public order or safety

You can find more information on the general requirements (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120217.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120217.html)

You also have to fulfil the specific requirements:

- ▶ You want an extension of the Red-White-Red Card: you need to prove that you had the Red-White-Red Card for 12 months and get a confirmation from Public Employment Service (AMS) that you have been employed at least the last 10 months.
- ▶ You want extension of the Blue Card – EU
- ▶ Family members of holders of a Blue Card – EU
- ▶ Family members of holders of the Red-White-Red Card or holder of a Long Term Residence Permit – EU (*Daueraufenthalt – EU*).

More information on the specific requirements (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120307.html#AllgemeineInformationen](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120307.html#AllgemeineInformationen)

Application form for “Red-White-Red Card” (in German), see number 19: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHERE:** You can apply to the nearest Austrian Embassy in your country. If you can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**WHEN:** Application needs to be submitted at least 3 months before the holder’s current residence permit expires.

**GOOD TO KNOW:** In case of family reunion, the “Red-White-Red Card plus” expires at the same time as the card of the person who is reuniting the family.

You need to prove an A2 level of German (elementary level). There are exceptions with the family members of holders of the “Red-White-Red Card for highly qualified workers”; the “Blue Card – EU” or the “Permanent residence permit”.

### 1.5 c long term residence permit

**TITLE:** Long term residence permit (*Daueraufenthalt – EU*)

**WHAT:** It’s a residence permit issued for third-country citizens, who have lived in Austria continuously for the last five years. This permit grants unlimited access to the labour market. This residence permit is valid for 5 years. When it expires you have to re-apply.

**WHO:** A third-country citizen who can prove an intermediate level of German (B1) and has held:

- ▶ Red White Red Card
- ▶ Red-White-Red - Card plus
- ▶ Residence permit with intention of settlement
- ▶ Residence permit with intention of settlement without access to labour market
- ▶ Residence permit with intention of settlement without access to labour market for family members
- ▶ Blue Card – EU
- ▶ Family member card





**HOW:** You have to fulfil the general requirements:

- ▶ Regular income that provides enough to live on (minimum income that is determined by the Austrian authorities and it changes every year)
- ▶ Health insurance
- ▶ Proof of accommodation
- ▶ No threat to public order or safety

You also have to fulfil the specific requirements:

- ▶ Evidence of German language at the intermediate level (B1)
- ▶ Proof of settlement in Austria for the last 5 years

More information on this card (in Bosnian, Croatian, English, German, Serbian and Turkish): [www.Vienna.gv.at/english/e-government/documents/residence/indefinite-leave/long-term-resident-ec.html](http://www.Vienna.gv.at/english/e-government/documents/residence/indefinite-leave/long-term-resident-ec.html)

Application form for “long term residence permit” (in German), see number 22: [www.bmi.gv.at/cms/bmi\\_niederlassung/formulare/antragsformulare.aspx](http://www.bmi.gv.at/cms/bmi_niederlassung/formulare/antragsformulare.aspx)

**WHERE:** You can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**WHEN:** Application needs to be submitted at least 3 months before your current residence permit expires.

**GOOD TO KNOW:** It's considered that the 5 years have been interrupted if you have lived outside Austria for more than 10 months altogether or 6 months in a row during this period.

## 1.6 CITIZENSHIP

### 1.6 a naturalization (based on application)

**TITLE:** Acquisition by naturalization (*Erwerb durch Verleihung - Einbürgerung*)

**WHAT:** Naturalization is a process by which a non-citizen can acquire a citizenship of a country of residence.

**WHO:** You can apply for Austrian citizenship by naturalization if:

- ▶ You have 10 years of legal and uninterrupted residence in Austria, of which at least 5 years with residence permit with intention of settlement (*Niederlassungsbewilligung*).
- ▶ Integrity (no convictions, no pending criminal proceedings abroad or in Austria and no administrative violations)
- ▶ Proof of regular income an average of 36 months during the last 6 years
- ▶ Proof of knowledge of the basic principles of the democratic system and the history of Austria and its federal states (written exam)
- ▶ Proof of knowledge of German (B1 level)
- ▶ Positive attitude towards the Republic of Austria and guarantee that there's no danger to public order and security
- ▶ No residence ban or pending termination of the residence permits procedure
- ▶ Decision of no returning by Austrian or other EEA Member States
- ▶ No expulsion within the last 18 months
- ▶ No close relationship to an extremist or terrorist group



- ▶ International relations and the interest of the Republic of Austria can't be affected or damaged

**HOW:** You have to submit the required documents to the competent authority. Be aware that you need to pass in advance the exams of German and the exam about basic principles of the Austrian democratic system.

More information on the required documents (in English): [www.Vienna.gv.at/english/administration/civilstatus/citizenship/document.html](http://www.Vienna.gv.at/english/administration/civilstatus/citizenship/document.html)

**WHERE:** Office of the Federal State Government (*Amt der Landesregierung*)

**ATTENTION:** In certain cases, you have to renounce your previous citizenship.

**GOOD TO KNOW:** Application has to be done in person. There are exceptions in the written examination: German as a mother tongue, school course with positive assessment in "German". Documents in foreign language have to be presented with a certified translation in German done by a legally certified translator in Austria.

The costs of the citizenship by naturalization can be different depending on the Federal State.

## 1.6 b acquiring citizenship by birth

**TITLE:** Acquisition of citizenship by birth (*Erwerb durch Abstammung*)

**WHAT:** Children can become Austrian citizens at the time of their birth if the parent(s) are Austrian.

**HOW:** A child gets Austrian citizenship at the moment of birth, when one of the parents is Austrian citizen. If the father has Austrian citizenship but parents aren't married, the father has to recognize the paternity for the child to get Austrian citizenship.

You have to hand in to the responsible authority:

- ▶ The birth certificate
- ▶ Registration of address (*Meldezettel*) of the baby
- ▶ Marriage certificate of the parents and proof of Austrian citizenship of one of the parents
- ▶ If parents aren't married, it's also required:
  - Recognition of paternity

More information on the acquisition of citizenship by birth (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/8/Seite.080405.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/8/Seite.080405.html).

**WHERE:** Municipality (*Gemeinde* or *Magistrat*). Office of the Federal State Government (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden).

**WHEN:** The birth has to be registered within a week.

**GOOD TO KNOW:** Paternity can also be recognized before the birth of the child. If the child is born in a foreign country and one of the parents is Austrian, the child can get the double citizenship. Austrian law doesn't require the child to choose between both nationalities, but this can be demanded by the other state.

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

### 1.7 a visa/permit overstay

**TITLE:** Visa overstay





**WHAT:** Before your visa expires you can apply for an extension. If you failed to do so and your visa expires while you're still in the country you have overstayed your visa. This is considered to be illegal. Staying longer than permitted can mean the following consequences:

- ▶ Fine: up to 500 Euros.
- ▶ Record in your personal file making more complicated to get Schengen visa in the future.
- ▶ Ban on entry: usually issued for 1 to 3 years for the whole Schengen area.
- ▶ Expulsion (*Ausweisung*): the authorities inform you that you have to leave the country voluntarily. If you don't, you'll get deported.
- ▶ Deportation (*Deportation*): the authorities force you to leave Austria.

**WHERE:** Competent authority is the Border Control Police (*Grenzpolizei*).

### 1.7 b undocumented migrant worker

**TITLE:** Undocumented migrant worker

**WHAT:** An undocumented migrant worker can be a person working without a legal contract but with a valid residence permit, or a person working without a legal contract and without a valid residence permit.

**HOW:** If you're working without a legal contract but with a residence permit, first you need to check if your residence permit allows you to work (see "Long term immigration"). If it does, you need to file a complaint against your company to the Chamber of Labour (*Arbeiterkammer*). If you aren't allowed to work according to your residence permit, you should ask for legal advice. There are different organisations that offer legal support and counselling for migrants. You can find more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/169/Seite.1694400.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/169/Seite.1694400.html)

If you're working without a residence permit, they can deport you. You can ask for legal advice to one of the organisations that offer legal support and counselling. More information (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/169/Seite.1694400.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/169/Seite.1694400.html)

**ATTENTION:** If you're found living and working in Austria without the needed permits, the authorities can deport you and will ban you from entering again.

If you're waiting for the response to your asylum application and you're found working without permission, it could be used as a reason to deny your asylum application.

**GOOD TO KNOW:** It's possible to obtain residence permit on humanitarian grounds if you're found working under conditions of exploitation.

## 1.8 PERSONAL DOCUMENTS

### 1.8 a important personal documents

**TITLE:** ID Card (*Personalausweis*)

**WHAT:** If you're citizen from EU Member State, it can be used as identification card in Austria and it allows you to travel within the EU and Schengen Member States. If you're from a third-country, you'll need to show also your passport, visa or residence permit.



**TITLE:** Passport (*Reisepass*)

**WHAT:** Passports are normally issued by the authorities from your origin country. Be aware of the expiring date of the passport. If you're visiting Austria with a visa, make sure you always have it with you.

**WHERE:** The passport will be issued by the competent authorities in your country.

**TITLE:** Residence card

**WHAT:** You always need to have it with you. Be aware of the expiring date of the card and make sure to apply for the next residence permit on time.

**WHERE:** You can apply to the nearest Austrian Embassy in your country. More information on Austrian embassies (in English and German):

If you can enter Austria without a visa, you can apply to the Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Health insurance card

**WHAT:** You always need to have it with you. You can get one, once you have found a job in Austria and the company has insured you in the state medical insurance (*Gebietskrankenkasse - GKK*). After working one year in Austria, you can get the European Health Card that will ensure your health insurance coverage throughout EU. If you have a private health insurance, make sure to have policy number and contact information always with you.

**WHERE:** List of the state medical insurance: [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**TITLE:** Driving license (*Führerschein*)

**WHAT:** If you're from an EU/EEA Member State or Switzerland, you don't need anything else to drive in Austria.

If you're a third-country citizen, you need to get an international driving license that will be valid for a year if your driving license isn't translated to German. After one year, you need to either apply again for the international driving license or to have your driving license recognized by the Austrian authorities. More information on category "Everyday life - Driving license".

**TITLE:** Student card

**WHAT:** If you're student, with this card you'll have access to some discounts in cultural events, public transport or student facilities. It's important to have it with you.

## 1.9 CERTIFICATES

### 1.9 a important certificates

**TITLE:** Birth certificate (*Geburtsurkunde*)

**WHAT:** It's an official document issued to record a person's birth. It includes name, place, date of birth, and name of the parents. You need to register the new born in



the first 7 days.

If the baby is born in a marriage, the husband will be cited immediately as a father. If the parents aren't married, the father has to recognize the baby.

**WHERE:** You can get an international birth certificate translated to different languages at the Registry office of your municipality (*Gemeinde*) or at the city office (*Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Marriage certificate (*Heiratsurkunde*)

**WHAT:** It's an official document issued to record a legal marriage. It includes names, day and place of birth and day and place of marriage.

**WHERE:** You can get an international marriage certificate translated to different languages at the Registry office of your municipality (*Gemeinde*) or at the city office (*Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Death certificate (*Sterbeurkunde*)

**WHAT:** It's an official document issued to certify the decease of a person. It includes name and surname of the deceased, last residence, time and place of death and the last partner information. A doctor has to examine the body of the deceased.

**WHERE:** A close family member has to bring the certification from the doctor to Registry office of your municipality (*Gemeinde*) or at the city office (*Magistrat*) within the next 24 hours after the decease (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden). They will issue the certificate.

**TITLE:** Proof of citizenship (*Staatsbürgerschaftsnachweis*)

**WHAT:** It's an official confirmation that a person has a certain citizenship. It includes name and surname, date and place of birth, issuing authority and place and date of issuance.

The issuance authority can ask for several documents like birth certificate, the registration of address, official identification, marriage certificate and proof of citizenship of the parents.

**WHERE:** Registry office of your municipality (*Gemeinde*) or at the city office (*Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Certificate of criminal record (*Strafregisterbescheinigung*)

**WHAT:** The criminal record certificate is a document containing all of a person's registered convictions (if there are any). Only the person who filed the application gets this document from the authority. It includes name and surname, place and date of birth, address, court, file number and date of the issuance.

It's required for certain jobs and it can't be older than 3 months. You might need it for the residence permit application.

**WHERE:** In Austria you go to police stations (*Polizeikommissariat*) or in cases without police stations, to the city council. If you need the certificate from your country you have to contact the Ministry of Justice of your country.

**TITLE:** Power of attorney (*Vollmacht*)

**WHAT:** It's a legal binding document that authorizes to act for another person in specified or all legal or financial matters. It includes the name and signature



of the attorney, name of the authorized person, date, duration of the contract and description of the power of the authorized person. In some cases, it needs a notarial authentication.

The extent of the power of representation is determined by the description in the document.

**WHERE:** Any lawyers' office.

## 1.10 VERIFICATION OF DOCUMENTS

### 1.10 a types of verification

**TITLE:** Legalisation (*Beglaubigung*)

**WHAT:** The legalization is used to confirm that a document is authentic. The legalisation is only necessary for the countries that didn't sign the Convention of The Hague: [www.internationalapostille.com/hague-apostille-member-countries/](http://www.internationalapostille.com/hague-apostille-member-countries/). If your country signed it, please read directly about the apostille. To get the legalisation you need to pay a fee.

**WHERE:** In the case that the documents are from your country of origin but you need those in Austria, first you need to legalize them at the Ministry of Foreign Affairs of your country.

Once you have this legalization, go to the Austrian embassy to finish the process and get the legalisation there too. Once that done, these documents can be used in Austria.

**TITLE:** Apostille

**WHAT:** It's a legalization of a document, to verify its authenticity. It's a sheet stamped by the competent authority that it's added to the original documents.

The apostille is used by the countries that signed the Convention of The Hague: [www.internationalapostille.com/hague-apostille-member-countries/](http://www.internationalapostille.com/hague-apostille-member-countries/). If your country didn't signed it, please read about legalization. To get the apostille you need to pay a fee.

**WHERE:** The competent authority for apostille is different in each country. You can ask your embassy about the department of the government in charge of it.

**TITLE:** Superverification (*Überbeglaubigung*)

**WHAT:** If you have an Austrian certificate and need to use it abroad, you need super-verification. This is a confirmation of authenticity of a document from the Ministry for Europe, Integration and Foreign Affairs.

**WHERE:** Ministry for Europe, Integration and Foreign Affairs of Austria.

*Bundesministerium für Europa, Integration und Äußeres*

Büro für Konsularbeglaubigungen

Minoritenplatz 8

1010 Vienna

Email: [beglaubigungen@bmeia.gv.at](mailto:beglaubigungen@bmeia.gv.at)

Tel. (+43) 050 1150-4425 or 4429

**TITLE:** Certified copy



**WHAT:** A certified copy is a reproduction of a document, authenticated by a competent authority. This is only for documents issued and used in Austria.

**WHERE:** A notary or a district court (*Bezirkgericht*).

## 1.11 JUDICIAL TRANSLATIONS

### 1.11 a sworn, certified or official translations

**TITLE:** Sworn, certified or official translations

**WHAT:** A sworn, certified or official translation is a translation of document that has been done by a professional translator registered at the competent authority. A sworn, certified or official translation has a different meaning in each country because it isn't a standardized process. In Austria, official translators need to be registered by the government.

**WHO:** You'll need the translation of a document if you're student applying at a Austrian university, if you want your diploma recognized or if you want your profession to be recognized.

**WHERE:** There are different associations of translators that provide sworn, certified or official translations.

Some examples:

- ▶ [www.universitas.org/de/service/uebersetzerinnen-und-dolmetscherinnen/einfache-suche/](http://www.universitas.org/de/service/uebersetzerinnen-und-dolmetscherinnen/einfache-suche/)
- ▶ [www.gerichtsdolmetscher.at/index.php?option=com\\_content&view=article&id=52&Itemid=59&lang=de](http://www.gerichtsdolmetscher.at/index.php?option=com_content&view=article&id=52&Itemid=59&lang=de)

**GOOD TO KNOW:** If your translation was done abroad or by a translator not registered by the government, you'll have to present an apostille or legalization of the original and of the translation. If you have any questions about the translation procedures and the legalization or apostille, you can contact the competent office in charge of the Ministry of Europe, Integration and Foreign Affairs (*Bundesministerium für Europa, Integration und Äusseres*): [beglaubigungen@bmeia.gv.at](mailto:beglaubigungen@bmeia.gv.at) or tel. 050 1150-4425.

## 1.12 REGISTRATION OF ADDRESS

### 1.12 a registration of address

**TITLE:** Registration of address

**WHAT:** If you move to Austria you need to register your address (*Meldezettel*) after your arrival.

**WHO:** If you live in Austria you need to register your temporary or permanent address. When you change your actual address you should also make a new registration. There are more specifications for people without Austrian citizenship: If you have citizenship from an EEA Member State or Switzerland: besides registering your address, you also have to apply for the registration certificate (*Anmeldebescheinigung*) if you plan to stay 3 months or longer.

If you're a third-country citizen: you need to hold a valid visa or a valid residence permit and you don't need to do the registration certificate, only registration of address is enough.

**HOW:** To register your address (*Meldezettel*), you bring a valid passport and birth



certificate to the competent authorities along with the completed application form. You can download the application form (in German): [www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf](http://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf)

Citizens from EEA Member State or Switzerland need to obtain the registration certificate (*Anmeldebescheinigung*). You have to bring a valid passport, a proof of income, proof of health insurance and the application form correctly filled.

In case of pupils or students, you have to show a letter of acceptance of the university or the school where you're doing the courses and proof of sufficient means to live.

You can download the application form (in German): [www.bmi.gv.at/cms/BMI\\_Niederlassung/Formulare\\_2014/Anmeldebescheinigung\\_Aufenthaltskarte\\_Formular.pdf](http://www.bmi.gv.at/cms/BMI_Niederlassung/Formulare_2014/Anmeldebescheinigung_Aufenthaltskarte_Formular.pdf)

More information on the certificate of registration (in German): [www.bmi.gv.at/cms/BMI\\_Niederlassung/Formulare\\_2014/Anmeldebescheinigung\\_Aufenthaltskarte\\_Formular.pdf](http://www.bmi.gv.at/cms/BMI_Niederlassung/Formulare_2014/Anmeldebescheinigung_Aufenthaltskarte_Formular.pdf)

**WHERE:** You can register your address at registry office of your municipality (*Gemeinde*) or at the city office (*Magistrat*).

You can obtain the registration certificate Office of the Federal State Government (*Amt der Landesregierung*) or to the District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*).

**WHEN:** You need to register your address within three days of your arrival.

If you're an EEA citizen, you need to obtain the registration certificate if you plan to stay more than 3 months in Austria.

**ATTENTION:** The residence registration is connected with postal services and with several rights such as voting rights and parking stickers (*Parkpickerl*).

**GOOD TO KNOW:** Registration of your residence is for free. There is a 15 EUR fee for the registration certificate. In both cases, you can get a fine between 50 to 300 EUR if you don't register.

## 1.13 SUPPORT SERVICES FOR MIGRANTS

### 1.13 a list of support services and projects regarding arrival and stay

**TITLE:** Program of mentoring for migrants of the Public Employment Service (*Arbeitsmarktservice – AMS*) and the Austrian Chamber of labour (*Österreiches Wirtschaftskammer*)

**WHAT:** Cooperative programme from the Public Employment Service and the Austrian Chamber of labour to help migrants in the integration process in Austria.

**WHERE:** (in German) [www.wko.at/site/Mentoring/mentoring.html](http://www.wko.at/site/Mentoring/mentoring.html)

**TITLE:** Caritas Austria

**WHAT:** The organisation offers counselling and legal representation to migrants.

**WHERE:** You can find the closest office (in German): [www.caritas.at/hilfe-beratung/migrantinnen-fluechtlinge/beratung-vertretung/fuer-migrantinnen/](http://www.caritas.at/hilfe-beratung/migrantinnen-fluechtlinge/beratung-vertretung/fuer-migrantinnen/)

**TITLE:** Institut für Arbeitsmigration

**WHAT:** Counselling for migrants on topics related with residence permit and



settlement permit.

**WHERE:** (in German) [www.iam.co.at/DE/angebot\\_6\\_DE.html](http://www.iam.co.at/DE/angebot_6_DE.html)

Cabelsbergerstraße 11-13,

9020 Klagenfurt

Email: [info@iam.co.at](mailto:info@iam.co.at)

**TITLE:** Migrare

**WHAT:** Counselling for migrants on residence permit and integration process in different languages.

**WHERE:** (in German)

[www.migrare.at/cms1/index.php/beratungsangebote/allgemeine-rechts-und-sozialberatung](http://www.migrare.at/cms1/index.php/beratungsangebote/allgemeine-rechts-und-sozialberatung)

Humboldtstraße 49,

4020 Linz

Email: [office@migration.at](mailto:office@migration.at)

**TITLE:** Red Cross Austria

**WHAT:** The organisation offers different kinds of support for migrants in their integration process.

**WHERE:** (in German) [www.roteskreuz.at/migration-suchdienst/integration/](http://www.roteskreuz.at/migration-suchdienst/integration/)

**TITLE:** VEBBAS

**WHAT:** Counselling for migrants on topics related with residence permit and settlement permit.

**WHERE:** (in German) [www.vebbas.at/service](http://www.vebbas.at/service)

Auerspergstraße 17,

5020 Salzburg

Email: [office@VeBBAS.at](mailto:office@VeBBAS.at)

**TITLE:** Integration and Asylum - Volkshilfe Austria

**WHAT:** Organisation that helps people in need, independently of their origin, religion or sex. They work specifically on integration projects for migrants, refugees and asylum seekers.

**WHERE:** (in German) [www.volkshilfe.at/integration](http://www.volkshilfe.at/integration)

**TITLE:** Legal advice concerning migration - ZEBRA

**WHAT:** Counselling for migrants and asylum seekers in different topics related to migration, settling and residence permit.

**WHERE:** (in English, German, Rumanian, Turkish, Bosnian, Arabic, Farsi and Russian) [www.zebra.or.at/cms/cms.php?pageName=6&detailId=13](http://www.zebra.or.at/cms/cms.php?pageName=6&detailId=13)

Schönaugürtel 29

8010 Graz

Email: [zebra@zebra.or.at](mailto:zebra@zebra.or.at)

**TITLE:** ZEMIT





**WHAT:** Counselling for migrants and asylum seekers in different topics related to migration, settling, residence permit.

**WHERE:** (in English, German, Bosnian and Turkish) [www.zemit.at/de/beratung/beratungsangebote.html](http://www.zemit.at/de/beratung/beratungsangebote.html)

Andreas-Hofer-Straße 46/1

6020 Innsbruck

Email: [beratung@zemit.at](mailto:beratung@zemit.at)

**TITLE:** Counselling centre for asylum seekers and refugees receiving basic subsidies benefits

**WHAT:** Project of the city of Vienna to help asylum seekers and refugee. They offer counselling in different topics

**WHERE:** (in German) [www.integrationshaus.at/](http://www.integrationshaus.at/)

Schweidlgasse 38/Top1

1020 Vienna

Email: [info@integrationshaus.at](mailto:info@integrationshaus.at)

**TITLE:** Diakonie – service for refugees

**WHAT:** Organisation offers counselling for refugees and asylum seekers.

**WHERE:** [fluechtlingsdienst.diakonie.at/einrichtungen](http://fluechtlingsdienst.diakonie.at/einrichtungen)

**TITLE:** Mobile legal guardians for unaccompanied refugee minors

**WHAT:** They offer accommodation, education and psychological support to unaccompanied minors.

**WHERE:** Wichtelgasse 57-59

1170 Vienna

Email: [umf.vertretung@diakonie.at](mailto:umf.vertretung@diakonie.at)

Email: [fluechtlingsdienst.diakonie.at/](http://fluechtlingsdienst.diakonie.at/)

**TITLE:** Chamber of labour (*Arbeiterkammer*)

**WHAT:** Governmental chamber that represents the rights of the workers and consumers.

**WHERE:** [www.arbeiterkammer.at/index.html](http://www.arbeiterkammer.at/index.html)

### **1.13 b list of online resources regarding arrival and stay**

**TITLE:** Database of Austrian Embassies

**WHAT:** Information on Austrian embassies. If there isn't any Austrian Embassy in your country, contact the Ministry of Foreign Affairs and ask which Schengen State represents Austria where you live (in German and English).

[www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/](http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/)

**TITLE:** [www.help.gv.at](http://www.help.gv.at)

**WHAT:** Web page of the Austrian government with information for migrants (in German and partly in English). Here you have a database where you can get the contact information of the closest Austrian authorities to you (in German): [www.help.gv.at](http://www.help.gv.at)





[help.gv.at/Portal.Node/hlpd/public/behoerden](http://help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Angekommen – Red Cross Austria

**WHAT:** Brochure with important information about Austria (in Arabic, Farsi, English and German): [www.angekommen.online/english.html](http://www.angekommen.online/english.html)

**TITLE:** Living and working 2017

**WHAT:** Brochure published by the Public Employment Service with useful information on different topics (in English):

[www.ams.at/\\_docs/001\\_leben\\_arbeiten\\_en\\_2017.pdf](http://www.ams.at/_docs/001_leben_arbeiten_en_2017.pdf)

**TITLE:** Refugee-guide.at

**WHAT:** Refugee guide in different languages from the Federal Ministry of Interior Affairs (in Arabic, English, Farsi, German, and Russian): [www.refugee-guide.at/asylrecht.html](http://www.refugee-guide.at/asylrecht.html)

**TITLE:** Assistance and aid for refugees

**WHAT:** Contact of different organisation that offer support to migrants and refugees:

[www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120218.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/12/Seite.120218.html)

**TITLE:** Aylum – Frequent asked questions

**WHAT:** In this webpage you can find answer to your question about the asylum process in (in Arabic, Farsi, English, German, Peshto and Somali) [www.asyl-faq.at/content/?lang=en](http://www.asyl-faq.at/content/?lang=en)



## 2 WORK

### 2.1 EMPLOYMENT

#### 2.1.1 JOB SEARCH

##### 2.1.1 a searching for a job

**TITLE:** Public Employment Service (*Arbeitsmarktservice – AMS*)

**WHAT:** AMS is a government institution dedicated to help job-seekers finding jobs.

If you're unemployed, you should first register with AMS. They offer wide variety of job positions all over Austria. You should personally visit the closest office to you with a valid identification document and valid residence permit. After, you'll be invited for a meeting with a counsellor that will support you in finding a job.

**WHERE:** Find general information here (in German and partly in English): [www.ams.at/english.html](http://www.ams.at/english.html).

List of offices of the AMS in Austria (in German):

[www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Adecco

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** (in German) [www.adecco.at](http://www.adecco.at)

**TITLE:** Manpower

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** (in German) [www.manpower.at](http://www.manpower.at)

**TITLE:** Headway

**WHAT:** Enterprise that puts in contact workers (especially from technical branches) with companies looking for employees.

**WHERE:** (in German) [www.headway-austria.at/](http://www.headway-austria.at/)

**TITLE:** AMS Vocational information centre (*Berufsinformationszentrum – BIZ*)

**WHAT:** AMS Vocational information centre offers information on employment opportunities and gives information about educational courses. The advisors will support you with personal and professional counselling.

**WHERE:** (in German) [www.ams.at/berufsinfo-weiterbildung/biz-berufsinfozentren](http://www.ams.at/berufsinfo-weiterbildung/biz-berufsinfozentren)

**TITLE:** Career moves

**WHAT:** Online job market focused on people with special needs.

**WHERE:** (in German) [jobs.careermoves.at](http://jobs.careermoves.at)

**TITLE:** Job erfahren



**WHAT:** Online job market focused on people over 50 years old.

**WHERE:** (in German) [www.joberfahren.at](http://www.joberfahren.at)

**TITLE:** Other online job markets

**WHAT:** Online job markets where you can find regularly updated job offers.

**WHERE:** (in German)

[www.willhaben.at/jobs/](http://www.willhaben.at/jobs/)

[www.kleinezeitung.at/](http://www.kleinezeitung.at/)

[www.jobboerse.gv.at/](http://www.jobboerse.gv.at/)

[www.karriere.at/](http://www.karriere.at/)

[www.kurier.at](http://www.kurier.at)

[www.jobs.at/](http://www.jobs.at/)

[www.metajob.at](http://www.metajob.at)

**TITLE:** Ausländer magazine

**WHAT:** Magazine that focuses on topics related to migration. It has its own job market with jobs in different branches.

**WHERE:** (in German) [www.auslaender.at/jobboerse](http://www.auslaender.at/jobboerse)

### 2.1.1 b apprenticeship

**TITLE:** Apprenticeship (*Lehrstelle*)

**WHAT:** Apprenticeship is a system of training that combines on-the-job training (80% of the total time) with theoretical classes (20% of the total time). It can last from two to four years. At the end of the apprenticeship, you can work as a qualified worker in the profession.

**WHO:** Any person that has concluded the lower level of secondary education according to the Austrian education system. In Austria, students finish lower level of secondary education at the age of 15.

**HOW:** You can look for the apprenticeship yourself and make an agreement with the company. You can also find an apprenticeship through the Public Employment Service (*Arbeitsmarkt – AMS*) or through the Apprenticeship Job Market.

**WHERE:** Apprenticeship job market from the Public Employment Service (*Arbeitsmarktservice – AMS*). More information at the web pages of the AMS and the webpage of the AMS Vocational information centre (in German): [www.ams.at/lehrstellen/](http://www.ams.at/lehrstellen/) and [www.berufslexikon.at/index.php?from=/le\\_start.php](http://www.berufslexikon.at/index.php?from=/le_start.php)

**GOOD TO KNOW:** After getting the certificate, you're qualified to work in that profession, or you can continue to study at university or university of applied sciences. As apprentice you get a low apprenticeship salary, which increases every year. There are special apprenticeship programmes supported by the Austrian government for young asylum seekers, especially in the branches of hospitality and gastronomy.

## 2.1.2 TYPES OF EMPLOYMENT

### 2.1.2 a employment for indefinite period of time

**TITLE:** Employment for indefinite period of time

**WHAT:** In Austria, it's necessary that workers sign written employment contract



with their employer. The contract should clearly state the conditions, rights, responsibilities and duties of the worker and the employer. When the contract is indefinite, the ending date of employment isn't specified.

Job contract for indefinite period of time can be a full time or part time. Full time job is developed between 38 and 40 hours per week according to Austrian law or the collective agreements. When you work less than 38 hours per week, it's considered a part time job. You and your employer can terminate a contract (always according to the termination clause in the contract).

**WHO:** EEA and Switzerland and third-country citizens' holders of a residence permit which allows access to labour market. In order to obtain a residence permit with access to labour market you must have employment first. To look for a job, you can apply for a job-seeker visa. The job-seeker visa (visa D) entitles you to stay in Austria for 6 months to look for a job. When you apply for visa D with intention of looking for a job, you need to submit proof of higher education and/or previous professional experience.

**HOW:** You can ask the employer to give you the contract in advance to make sure you read it thoroughly. Once agreed, both the employer and worker should sign it.

**ATTENTION:** The employer must register you at the state insurance company at least 24 hours before starting the job.

**GOOD TO KNOW:**

The contract normally includes the following information:

Personal data (worker and company)

Description of the work

Working hours per week and shifts

Days off

Gross salary

Days of holidays

Notice period for terminating the contract

### 2.1.2 b flexible forms of work

**TITLE:** Fixed-term contracts

**WHAT:** Job contracts with a defined date of the beginning and ending of employment.

The fixed-term contracts can be part time or full time. Full time job is developed between 38 and 40 hours per week according to the Austrian Labour law and the collective agreements. When you work less than 38 hours per week, it's considered a part time job. You have the same rights as workers on the indefinite employment contract. You or your employer can terminate the contract before expiry (always according to the termination clause in the contract).

The company must register you at the state insurance company at least 24 hours before starting the job.

**TITLE:** Mini job (*Geringfügig*)

**WHAT:** Job in which you can't earn more than a stipulated amount that the government establishes every year. The company doesn't have to pay insurance (except accident insurance during the working hours). , you have to pay the insurance yourself. For more information see (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/99/Seite.990119.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/99/Seite.990119.html)



You have the same rights as the other workers (holidays, breaks, maximum hours worked per day) but you can't claim unemployment support or pension.

**TITLE:** Contract for work and service (*Werkvertrag*)

**WHAT:** Contract in which you're hired per hours to do a specific job. The amount of hours per week and shifts are negotiated with the hiring company. The company doesn't have to pay insurance (except accident insurance) because you're considered self-employed.

The contract can be terminated before expiry (always according to the termination clause in the contract). You can't claim unemployment support or pension.

**TITLE:** Student work

**WHAT:** The students from EEA Members States or Switzerland can access student work without limitation.

If you're citizen of a third-country, a student of an Austrian university and a holder of a residence permit for students (*Aufenthaltitel – Studierende*) you can obtain a work permit (*Arbeitserlaubnis*) that allows you to work in the following cases:

Students of bachelor or diploma can work up to 10 hours per week.

After the completion of bachelor or diploma you can work up to 20 hours per week, while you're still holders of students residence permit.

To obtain the work permit, you have to submit the application form to the Public Employment Service (*Arbeitsmarktservice – AMS*). They will give you an invoice with the fee you need to pay. Once you have paid, AMS will proceed the issuing of the permit. You can obtain the application form here (in German): [www.ams.at/docs/001\\_BB\\_Kuenstler\\_u\\_Studenten.pdf](http://www.ams.at/docs/001_BB_Kuenstler_u_Studenten.pdf). Your company will need a copy to hire you.

The AMS doesn't do a labour market test for students with working permit; there isn't any limitation to job access.

After completion of studies, the students can obtain a residence permit for 6 months to look for a job that matches their qualifications.

You have the same rights as the other workers (holidays, breaks, maximum hours worked per day), but you aren't entitled to claim pension insurance or unemployment. However, your employer must have an accident insurance for the working hours.

**TITLE:** Seasonal work.

**WHAT:** You can obtain more information on seasonal workers in "Arrival and Stay" – "Temporary work mobility".

### 2.1.2 c self-employment

**TITLE:** Self-employment

**WHAT:** A self-employed person is an owner of a business and earns a salary by operating a company.

**WHO:** To become a self-employed person you have to:

Be a citizenship of an EU/EEA Member State or Switzerland or have a residence permit which allows you to settle as self-employed

Have your residence in Austria



Be at least 18 years old

Have a business license (*Gewerbeberechtigung*) that allows you to develop a commercial activity

Asylum seekers can practice some self-employment activities in professions without basic certification 3 months after the process to obtain refugee status was initiated.

**HOW:** It's advisable that you contact the Austrian Economic Chamber (*Wirtschaftskammer Österreichs- WKO*), which offers workshops and counselling.

You have to send an application form to the District Administration Office including the description of the business, location of the business (your address) and personal data, along with the following documentation:

Identification document (and residence permit, if needed)

Business or trade license

Certificate of criminal record

Proof of financial reliability

Proof of training, professional experience or qualifications in the profession

**WHERE:** District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**GOOD TO KNOW:** There are some specialized activities that will need extra certificates or licenses (e.g.: health related enterprises).

If the self-employed activities can affect negatively the neighbours or the environment (e.g. night pubs or certain workshops), you need a permission (*Betriebsanlagengenehmigung*) from the housing and construction authorities of the municipality (*Bau- und Anlagebehörde*). You can find more information at the webpage of the Austrian Chamber of Labour (in German): [www.wko.at/service/umwelt-energie/Betriebsanlagengenehmigung\\_leicht\\_gemacht.pdf](http://www.wko.at/service/umwelt-energie/Betriebsanlagengenehmigung_leicht_gemacht.pdf)

#### 2.1.2 d minimum self-employment

**TITLE:** Minimum self-employment

**WHAT:** In Austria is possible to combine a self-employment activity and a non-self-employment activity. That means that you can have a part-time job (to be employed by a company which pays the social security taxes) and dedicate few hours per week to the development of your own economic activity. To develop a self-employment activity you also need to register as self-employed.

**WHO:** To become a self-employed person you have to:

Be a citizenship of an EU/EEA Member State or Switzerland; or have a residence permit which allows you to settle as self-employed.

Have your residence in Austria.

Be at least 18 years old.

Have a business license (*Gewerbeberechtigung*) that allows you to develop a commercial activity.

Asylum seekers can practice some self-employment activities in professions without basic certification 3 months after the process to obtain refugee status was initiated.

**HOW:** When you start the procedure to become minimum self-employed, it's important to remark that you want to develop your economic activity for a certain amount of hours per week, but not full time. The taxes that you need to pay as a self-employed will vary according the amount of hours of self-employment.



**WHERE:** District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*)  
(in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**GOOD TO KNOW:** If you earn less than 11.000 EUR per year as a result of your self-employed activity, you don't pay taxes. You're still obliged to have an accident insurance for yourself while doing the self-employed activity.

There are some specialized activities that will need extra certificates or licenses (e.g.: health related enterprises).

If the self-employed activities can affect negatively the neighbours or the environment (e.g. night pubs or certain workshops), you need a permission (*Betriebsanlagengenehmigung*) from the housing and construction authorities of the municipality (*Bau- und Anlagebehörde*). You can find more information at the webpage of the Austrian Chamber of Labour (in German): [www.wko.at/service/umwelt-energie/Betriebsanlagengenehmigung\\_leicht\\_gemacht.pdf](http://www.wko.at/service/umwelt-energie/Betriebsanlagengenehmigung_leicht_gemacht.pdf)

## 2.1.3 EMPLOYMENT OF EU/EEA CITIZENS

### 2.1.3 a Employment of EU/EEA citizens

**TITLE:** Employment of EU/EEA citizens

**WHAT:** EU/EEA citizens are entitled to look for a job, work and live in Austria without a work permit. They are also equal to Austrian citizens in access to employment, working conditions and all other social and tax advantages. EU/EEA citizens can also have certain types of health and social security coverage transferred to the country of settlement.

**WHO:** EU or EEA Member State citizens.

**HOW:** You can find a job using EU job portals like EURES. In EURES you can find job offers from all over Europe classified according to different categories (field of work, country, indefinite or fixed-term contract). It's also possible to register and upload your CV to be available for employers across Europe.

**ATTENTION:** There are some restrictions for Croatian citizens until June 2020.

**GOOD TO KNOW:** General care nurses, pharmacists, physiotherapists, real estate agents and mountain guides can pursue their professions more freely in other EU countries due to the European Professional Card (EPC). The EPC is an electronic certificate that aims to make easier the free movement of these mobile professions by simplifying the procedure for getting their professional qualifications recognised in Austria. You can obtain more information here (in English): [europa.eu/youreurope/citizens/work/professional-qualifications/european-professional-card/index\\_en.htm](http://europa.eu/youreurope/citizens/work/professional-qualifications/european-professional-card/index_en.htm)

## 2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS

### 2.1.4 a types of resident/working permits

**TITLE:** Types of residence/working permits

**WHAT:** The work permit in Austria are directly linked to the residence permit. To be able to work, you need the residence permit that also allows you to work. Those are:

Temporary residence permit for a long stay without intention of settlement (*Aufenthaltsbewilligung*)

Red-White-Red Card (*Rot-Weiss-Rot Karte*)

Blue Card

Red-White-Red card plus - long term permit (*Rot-Weiss-Rot Karte plus*)





Temporary residence permit with intention of settlement – long term permit (*Niederlassungsbewilligung*)

Long-term residence permit (*Daueraufenthalt – EU*)

In certain cases you also need additional work permits (e.g. posted workers, seasonal workers, rotary work force). The company that hires you has to obtain a work permit (*Beschäftigungsbewilligung*) before you start working. There's also a special working permit (*Arbeitserlaubnis*) for people who would like to take a job in which you can't earn more than a stipulated amount that the government establishes every year (mini-job).

You can find more information about residence permits in the section "Arrival and Stay".

In case of posting or hiring out of workers, there are also specific permits that the company needs to obtain before the job starts. Those are the posting permit (*Entsendebewilligung*) and a special temporary employment permit (*Überlassungsbewilligung*). You can find information about work permits relating to temporary forms of mobility, such as posting of workers, hiring out of workers and seasonal work, in the section "Arrival and Stay".

## 2.1.5 WORK ACCIDENTS AND INJURIES

### 2.1.5 a work injuries compensation and support

**TITLE:** Treatment of work injuries (*Unfallheilbehandlung*)

**WHAT:** Treatment of health problems related with work accidents. There are several accident hospitals (*Unfallkrankenhaus*) in Vienna, Graz, Klagenfurt, Linz and Salzburg that provide medical assistance. You can also be treated at one of the primary attention centres for minor injuries. You'll be asked to show a medical insurance card (E-card) to be attended by a doctor.

**TITLE:** Medical and professional rehabilitation measures (*Medizinische und Berufliche Rehabilitationsmaßnahmen*)

**WHAT:** The aim is to eliminate accident-related injuries or to prevent their aggravation. It intends to help the patient to go back to work. The insurance company will evaluate the gravity of the injury based on the treating doctor's evaluation and provide rehabilitation according to the needs of the injured person.

Medical assistance, medicines, medical aids (such as wheelchairs, prostheses), and hospitalization may be provided free of charge.

The rehabilitation can be done at the accident hospital that initially admitted you or you might be transferred to other professional centres depending on the seriousness of the injuries.

**TITLE:** Social rehabilitation (*Soziale Rehabilitationsmaßnahmen*)

**WHAT:** It's a social and economic help given in certain situations where the work injury imposes some changes in the daily live (e.g. adaptation of the house or buying a motored vehicle).

**TITLE:** Financial support (*Finanzielle Leistungen*)

**WHAT:**

- ▶ Pension is granted if the injured person loses at least 20% of the ability to





work after the accident.

- ▶ Integrity compensation is a one-time benefit if the accident is caused by disregarding workers' safety regulations because of which a worker was seriously impaired.
- ▶ Survivors' pension is granted to the widow(er) or orphan of the injured worker.
- ▶ The financial support is intended to ensure the standard of living and will be calculated according to the seriousness of the injuries.

### 2.1.5 b treatment of work injuries

**TITLE:** Treatment of work injuries

**WHAT:** What to do in case of work injury.

**STEP 1:** Inform the manager or person responsible immediately.

**STEP 2:** Go to the nearest accident hospital (*Unfallkrankenhaus*). If you can't go on your own, call the emergency number (112) or call directly an ambulance (*Rettungswagen* - 144).

**STEP 3:** In the hospital, they will ask for your personal data, so have your health insurance card (*E-Card*) and an identification document with you. If you don't have the health card with you but have memorized the social security number, they can access to your insurance coverage. If you don't know it, they will give you an invoice that you need to pay until you bring the health insurance card.

**STEP 4:** You have to inform the health insurance company during the first 5 days, if the work accident has incapacitated you to work for more than 3 days.

**WHERE:** Accident hospital (*Unfallkrankenhaus*). You can go to primary attention centre for the treatment of minor injuries. In case of doubt, the accident hospital is the best option.

**ATTENTION:** In case of life threatening injuries, the hospital will always take you in.

**GOOD TO KNOW:** You have to notify the employer immediately if there's:

- ▶ A work accident
- ▶ Any event that almost leads to an work accident
- ▶ Threat to your safety and health
- ▶ Defect in the protective system

The employer has to notify a labour inspector if there is a death or serious injury at a work.

## 2.1.6 RETIREMENT AND PENSIONS

### 2.1.6 a old-age retirement

**TITLE:** Old-age retirement (*Alterpension*)

**WHAT:** When you're employed by a company, the employer is obliged to pay social security tax (health, accident, unemployment and pension insurances). After certain years of work, you can benefit from old-age retirement. The age of retirement depends on when you were born and the amount of years you have worked.

**HOW:** The general conditions are:

- ▶ For men (if you were born after 1954): 65 year old
- ▶ For women (if you were born after 19599: the pension age is gradually increased from 57 to 62 years old. More information (in German): [www.pensionsversicherung.at/portal27/pvportal/content?contentid=10007.707791](http://www.pensionsversicherung.at/portal27/pvportal/content?contentid=10007.707791)



[&viewmode=content](#)

- ▶ At least 15 years of pension insurance (if you didn't work because of care of a disabled child, care of a close relative or maternity leave, those years can be counted as employment).

The amount of pension depends on how many years you have worked and how old are you. The more years you have worked, the higher will be your pension.

**WHERE:** Pension fund (*Pensionsversicherungsanstalt – PVA*), except for professions like notaries, workers in construction, mining or workers for the railway company that have a specific pension fund. You can find more information on the different pensions funds here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

**GOOD TO KNOW:** For more information, contact your state medical insurance (*Gebietskrankenkasse – GKK*) or the pension fund (*PVA*). Contact office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

When you start to receive your pension, you don't have to give up your job. You can continue to work without restrictions and it will be rewarded with a special contribution to your pension insurance.

#### 2.1.6 b widow(er) pension

**TITLE:** Widow(er) pension (*Witwenpension*)

**WHAT:** It's a benefit which guarantees a social security for the surviving spouse, if there has been a certified marriage or registered partners before.

**WHO:** A widow(er) can be beneficiary of a pension if:

- ▶ The spouse had pension insurance.
- ▶ The spouse was insured a minimum period, depending on his age.
  - At least 15 years of a statutory insurance or voluntary insurance
  - At least 25 years of pension insurance
- ▶ If the spouse was already getting a pension, the previous requirements are considered fulfilled.
- ▶ If the spouse died before the 50<sup>th</sup> birthday, the widow(er) can get a pension if the deceased spouse had insurance during 60 months in the 10 years before his death.
- ▶ If the spouse died after his/her 50<sup>th</sup> birthday, an extra month of insurance is needed up to a minimum of 180 month in the last 30 years.

**HOW:** To apply for widow(er) pension, you have to hand in an application form along with proof of income of the deceased and proof of income of the widow(er). Application form (in German): [www.pensionsversicherung.at/cdscontent/load?contentid=10008.577934&version=1407222115](http://www.pensionsversicherung.at/cdscontent/load?contentid=10008.577934&version=1407222115)

**WHERE:** You have to apply to the insurance company where the deceased spouse was insured the last 15 years. Information on the different social security insurance (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

**WHEN:** You have to apply for the pension during the next 6 months following the death of your spouse.

**GOOD TO KNOW:** The pension is generally calculated on the basis of the average gross income of the last two years.

#### 2.1.6 c orphan pension



**TITLE:** Orphan pension (*Waisenpension*)

**WHAT:** Orphan pension is a form of social insurance for the children in case of death of the insured parent.

**WHO:** A child can be beneficiary of an orphan pension if the adult paid insurance for a minimum period time, depending on the age of the deceased.

**HOW:** To apply for orphan pension, you have to hand in an application form along with proof of income of the deceased and proof of income of the widow(er). Application form (in German): [www.pensionsversicherung.at/cdscontent/load?contentid=10008.577934&version=1407222115](http://www.pensionsversicherung.at/cdscontent/load?contentid=10008.577934&version=1407222115)

**WHERE:** You have to apply to the insurance company where the deceased parent(s) was insured the last 15 years. Information on the different social security insurance (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

**WHEN:** You have to apply for the pension in the 6 months following the death of the parent.

**GOOD TO KNOW:** You can claim the orphanage pension till the 18<sup>th</sup> birthday of the child. After turning 18 years old, the orphan can receive an orphanage pension if:

- ▶ The orphan is a student in a branch needed by the workforce until he/she turns 27 years old (the occupation with shortage of workforce are determined by the Ministry of Labour every year).
- ▶ The child has special needs, the orphan's pension can be extended indefinitely.

#### 2.1.6 d voluntary retirement insurance

**TITLE:** Voluntary retirement insurance (supplementary pension) - (*Freiwillige Pensionsversicherung*)

**WHAT:** The insurance is equivalent to voluntary supplementary insurance. It's a possibility for people who would like to increase their future pension by paying a supplementary amount to the private pension fund every month.

**WHO:** Any working person who wants to have extra pension allowance.

**HOW:** The amount of the contribution can be chosen. However, the contributions can't exceed the maximum annual applicable (9,960 EUR for the year 2017).

**WHERE:** Pension fund (*Pensionsversicherungsanstalt – PVA*) Information on the different social security insurance (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

**WHEN:** You can decide if and when you would like to start paying voluntary retirement insurance.

**GOOD TO KNOW:** You can start contributing or stop contributing to the voluntary insurance at any point of the working life. After the death of the insured person, 60% of the amount is paid to the widow(er) and between the 24 and 36% to orphans.

**ATTENTION:** In general, in case you wish to take out lump sum of your voluntary retirement insurance before the agreed period you need to pay compensation fee.

#### 2.1.6 e early retirement

**TITLE:** Early retirement

**WHAT:** Early retirement means leaving employment before the statutory age. Early retirement is being slowly eliminated but it's still possible depending on the



year you were born.

For men born before 1955, there are these retirement options:

Duration of insurance: if you were insured for at least 40 years, including parental leave and periods of civil/military service (a maximum of 30 months).

Long term insurance: men born before 1<sup>st</sup> of January of 1954, who had been insured for at least 540 months (45 years) and women born before 1<sup>st</sup> of January of 1959, who had been insured at least 480 months (40 years).

For women born after 1955, an early pension with a long term insurance isn't possible.

It's possible to take an early retirement pension only till 2017. If you were born after 1.10.1952, there aren't any possibilities to apply for this retirement.

**WHERE:** You have to apply to the insurance company where you were insured the last 15 years.

#### **2.1.6 f retirement pension for refugees**

There is no retirement pension for refugees in Austria. Refugees can get pension once they have worked the minimum years established by the law.

#### **2.1.6 g compensations for funeral expenses**

**TITLE:** Support for the funeral expenses (*Sozialbestattung*)

**WHAT:** This subsidy is offered when the deceased died without known relatives, who can take care of the expenses of the funeral or the relatives can't afford it.

**WHO:** The costs are paid by the municipality. Only the person who has to pay for the funeral (the next of kin) can ask for this support. If the deceased hasn't done a last will (there are no heirs), the cost of the funeral will go to the next of kin.

**HOW:** Once the doctor has examined the body and given confirmation of the death, the next of kin has to call a funeral home, where the deceased will be taken care of. The most recurrent procedure in these cases is the cremation, unless there's a written funeral will.

**WHERE:** The funeral home will give the necessary information to get this subsidy. More information: [www.bestatter.at/pub/main\\_layouts/bestatter.aspx](http://www.bestatter.at/pub/main_layouts/bestatter.aspx)

**GOOD TO KNOW:** If the deceased left written record of his/her funeral will, it will be followed as long it doesn't exceed the financial limit. The urn or the coffin, the floral decoration and the ceremony will be done in the most cost-effective way. The procedure can be different depending on the federal state of Austria.

### **2.1.7 UNEMPLOYMENT**

#### **2.1.7 a unemployment/job seeking of third country citizens**

**TITLE:** Unemployment/job seeking of third-country nationals

**WHAT:** If you're a third-country citizen with temporary residence permit in Austrian and your employment has been terminated you can register at the Public Employment Service (*Arbeitsmarktservice – AMS*) to apply for financial assistance during unemployment and receive counselling in job seeking. As part of the counselling, you'll get information on different job positions as well as courses to help you get new job. Among courses offered you can apply for courses to prepare you for job seeking (how to write a CV or to prepare for a job interview) or educational courses based on the needs of labour market (e.g. florist, gardener). Access to the courses depends on your skills and education profile, job market needs, your wishes regarding future job, etc.



**WHO:** A job-seeker is a person over 15 years old who doesn't work but is looking for a job.

**HOW:** You have to register at Public Employment Service (*Arbeitsmarktservice – AMS*). To register at the AMS for first time, you have to visit personally the office with a valid identification document and residence permit. Once you have registered, they will assign you an advisor that will assist you in job seeking. They will also create an online account, through which you'll be able to apply for jobs and contact your advisor.

**WHERE:** Office of the Public Employment Service (*Arbeitsmarktservice – AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**WHEN:** As soon as you become unemployed or decide to start looking for a job.

**ATTENTION:** Once your temporary stay has expired, you won't be able to be registered with AMS.

**GOOD TO KNOW:** Specific categories of third country citizens (e.g. students, au-pairs), can also apply for job seeking counselling if they haven't worked in Austria before. You have to consider if your residence permit allows you to work. You can obtain more information about the difference residence permit in the category "Arrival and stay".

### 2.1.7 b unemployment/job seeking of EU citizens

**TITLE:** Unemployment/ job seeking of EU citizens

**WHAT:** If you're an EU/EEA citizen and your employment has been terminated, you can register at the Public Employment Service (*Arbeitsmarktservice – AMS*) to apply for financial assistance during unemployment and receive counselling in job seeking. As part of the counselling, you'll receive information on different job offers and available courses to help you get a new job.

**WHO:** A job-seeker is a person over 15 years old who doesn't work but is looking for a job.

**HOW:** You have to register at Public Employment Service (*Arbeitsmarktservice – AMS*). To register at the AMS for first time, you have to visit personally the office with a valid identification document. Once you have registered, they will assign you an advisor that will assist you in job seeking. They will also create an online account, through which you'll be able to apply for jobs and contact your advisor.

**WHERE:** Office of the Public Employment Service (*Arbeitsmarktservice – AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**WHEN:** As soon as you become unemployed or decide to start looking for a job.

**GOOD TO KNOW:** If you haven't worked in Austria before but you're looking for a job, you can also register in order to receive the counselling in the job seeking.

### 2.1.7 c unemployment support

**TITLE:** Unemployment support (allowance)

**WHAT:** Unemployment support consists of social welfare payments made by the state to unemployed people. You can apply for the unemployment financial assistance if your employment has been terminated.

There is a basic amount (55% of daily net income, which depends on the unemployment insurance), a family extra (if you have relatives to maintain) and supplement (if the unemployment basic amount is below the guideline, the basic amount can be increased to 60 or 80%).



**WHO:** You can get unemployment allowance if you can and want to work and you have been already employed with an unemployment insurance (*Arbeitslosenversicherung*, included in the monthly taxes the company paid to the state medical insurance, *Gebietskrankenkasse - GKK*). You have access to unemployment support for 6 months.

You can access this support for the first time, if you have worked at least 52 weeks in the last two years. You can apply again for unemployment support, if you have worked at least 28 weeks in the last year.

If you're 25 years old or younger, you can apply for unemployment support, if you worked for at least 182 days in the last year.

**HOW:** You have to register at Public Employment Service (*Arbeitsmarktservice - AMS*). To register at the AMS, you have to visit personally the office with a valid identification document (and residence permit, if you're third-country citizen) and fill in the form they will hand you. Once you have registered, they will assign you a counsellor that will assist you in job seeking. They will also create an online account, through which you'll be able to apply for jobs and contact your advisor.

**WHERE:** Public Employment Service (*Arbeitsmarktservice - AMS*) Offices of the AMS in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**WHEN:** The day after losing your job. If you have been informed earlier, you can also register in AMS in advance.

**ATTENTION:** If you have decided to terminate your job before your contract has expired or you're fired due to your own responsibility you aren't entitled to receive financial assistance during the first 28 days of unemployment.

**GOOD TO KNOW:** AMS offers training courses in different fields: long-term course in working branches in need of workforce; German courses, how to write a CV, how to write a presentation/motivation letter. All trainings depend on the labour market policy.

#### 2.1.7 d other unemployment support

**TITLE:** Emergency support (*Notstandshilfe*)

**WHAT:** When your unemployment allowance is over but you still don't have a job, you can apply for this emergency support. AMS will take into account the economic situation of the family and may decide to cover your social insurance.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice - AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Childcare support (*Kinderbetreuungsbeihilfe*)

**WHAT:** You can obtain a childcare support to bring the child (under 15 years old) to kindergarten, nursery, "daily parents" (*Tageseltern*) or children's groups. You're eligible for this support, if the monthly gross salary of the household is not more than 2,300 EUR.

The childcare support depends on the labour market policy and is granted only in exceptional cases.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice - AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)





**TITLE:** Combined wage (*Kombilohn*)

**WHAT:** If you're working at least 20 hours per week and you fulfil the requirements, the Public Employment Service can give you an extra financial assistance that makes your salary equal as working full time. More information (in German): [www.ams.at/service-arbeitsuchende/finanzielles/foerderungen/kombilohn](http://www.ams.at/service-arbeitsuchende/finanzielles/foerderungen/kombilohn)

You can apply for this if you're over 45 years old, you have been unemployed for a long time or you have medical conditions that restrict your activities and you have been employed at least 182 days and you have completed rehabilitation or medical treatment (if needed).

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice* - AMS) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Support for the job interviews (*Vorstellungsbeihilfe*)

**WHAT:** AMS pays for the costs of going to a job interview with a public transport, if the interview is in place of difficult access or far away. The amount of the support depends on region you have to go, how much unemployment support you get and if there is an opportunity to go by public transport.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice* - AMS) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Support for distance (*Entfernungsbeihilfe*)

**WHAT:** This allowance is for job-seekers who are willing to accept a more remote place of work if no job is available nearby. You're eligible for this support, if the monthly gross salary of the household is not more than 2.300 EUR.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice* - AMS) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Education and training (*Aus- und Weiterbildungsbeihilfen*)

**WHAT:** If you're unemployed and want to attend a course AMS helps you with financial assistance in fees, materials, medical reports, examination fees, training clothes, travel expenses, accommodation and food. The amount depends on the unemployment allowance or emergency support. You'll be insured in health, accident and pension insurance.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice* - AMS) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Minimum insurance (*Mindestsicherung*)

**WHAT:** The minimum insurance is a social benefit in Austria used to combat poverty. The minimum insurance is intended for people who don't have enough financial resources to cover their life expenses and the expenses of their dependents. If you're EU/EEA citizens or third-country citizen and you worked in Austria for more than 5 years, you can apply for this support as long as you're registered in the Public Employment Service as job-seeker and willing and able to work.



**WHERE:** District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*)  
(in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

### 2.1.7 e state's unemployment schemes

**TITLE:** Hiring obligation (*Ausgleichzulage*)

**WHAT:** To decrease the number of unemployed people a country gives benefits to employers to increase the number of employed people. In Austria, all companies in the private and public sector have to hire one person with disability per every 25 workers. If they don't, they need to pay a monthly compensation to a special compensatory fund (*Ausgleichstaxfonds*), which is managed by the Ministry of Social Affairs and used for benefits awarded directly to people with disabilities and companies that hire them.

**HOW:** You need to be living legally in Austria and you have to be able to prove certain degree of disability. The degree of disability is certified by a doctor, who will run tests to support his/her opinion. With this document you'll be able to obtain a "disability card" of the Ministry of Social Affairs. Once you have it, your employer can contact the Ministry of Social Affairs to inform them about the decision of hiring and ask for the possible advantage he/she has access to.

The Labour Inspectorate makes regular controls on the companies to ensure they are keeping the ratio of one person with disability of per 25 workers.

**WHERE:** List of offices of Labour Inspectorate (in German): [www.arbeitsinspektion.gv.at/inspektorat/Kontakt\\_Service/Standorte\\_Zustaendigkeit/Standorte\\_und\\_Zustaendigkeiten](http://www.arbeitsinspektion.gv.at/inspektorat/Kontakt_Service/Standorte_Zustaendigkeit/Standorte_und_Zustaendigkeiten)

Ministry of Social Affairs (in German): [www.sozialministerium.at/](http://www.sozialministerium.at/)

Tel.: +43 1 71100 - 86 22 86

Stubenring 1, 1010 Vienna

**TITLE:** Aktion 20.000

**WHAT:** "Aktion 20.000" is a programme promoted by the Ministry of Social Affairs to give support to job seekers over 50 years old, who are in risk of exclusion from the labour market.

**HOW:** The companies who hire a person with 50 years old or more will get up to 100% discount in the payment of the monthly insurance of the worker for a maximum of 2 years.

To access to this kind of program, you need to be registered as a job-seeker in the Public Employment Service (*Arbeitsmarktservice – AMS*).

**WHO:** Workers who are at least 50 years old and have been long term unemployed.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice – AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**WHEN:** Implementation from 2018

**TITLE:** Reduction of working time for workers close to retirement

**WHAT:** It allows workers close to retirement to reduce their working hours. They can reduce hours from 40 to 60% of the time and get the 70 to 80% of the previous income.

**HOW:** You have to fulfil the requirements:





- ▶ Agreement between the employee and the employer to reduce the working time.
- ▶ Agreement that the social insurance taxes are paid on the basis of working hours.
- ▶ Employee has been employed at least 15 years with unemployment insurance over the last 25 years.
- ▶ The employee must have had the job position for at least 3 months.
- ▶ An employment relationship must have lasted at least 3 months, then, if the other conditions are met, it's possible to transfer to the retirement period and apply to the Public Employment Service (*Arbeitsmarktservice – AMS*).

**WHO:** Men at least 58 years old. Women at least 53.5 years old (the age to access programme will be gradually increased until 58 years old).

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice – AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**GOOD TO KNOW:** Insurance still needs to be paid by the company.

## 2.1.8 CAREER COUNSELING

### 2.1.8 a National Employment service's programmes and other State body programmes

**TITLE:** Public Employment Service (*Arbeitsmarktservice – AMS*)

**WHAT:** AMS is the official employment office of the government of Austria. AMS is in charge of granting unemployment supports and also develops programmes and projects on unemployment and gives career counselling to job seekers. They also issue working permits and do market test to set up certain labour quotas.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice – AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Public Employment Service Austria (*Arbeitsmarktservice - AMS*) – Job market for seasonal vacancies

**WHAT:** The Public Employment Service publishes updated vacancies for seasonal jobs.

**WHERE:** (in German) [jobroom.ams.or.at/](http://jobroom.ams.or.at/)

**TITLE:** Special apprenticeship programmes for refugees

**WHAT:** The Austrian Chamber of Labour is developing a project to help refugees to do an apprenticeship, through which they will obtain a professional certificate and improve the possibilities of accessing the labour market.

**WHERE:** (in German) [www.wko.at/site/fachkraeftepotenzial/start.html](http://www.wko.at/site/fachkraeftepotenzial/start.html)

**TITLE:** AMS Vocational information centre (*Berufsinformationszentrum – BIZ*)

**WHAT:** AMS Vocational information centre offers information on employment opportunities and give information about educational courses. The advisors will give you support with personal and professional counselling

**WHERE:** (in German) [www.ams.at/berufsinfo-weiterbildung/biz-berufsinfozentren](http://www.ams.at/berufsinfo-weiterbildung/biz-berufsinfozentren)



### 2.1.8 b private initiatives and CSOs/NGOs

**TITLE:** VEBBAS

**WHAT:** Organisation that offers counselling to migrants in topics related to job seeking and unemployment supports in Salzburg.

**WHERE:** (in German) [www.vebbas.at](http://www.vebbas.at)

Auerspergstraße 17

5020 Salzburg

Email: [office@VeBBAS.at](mailto:office@VeBBAS.at)

**TITLE:** Caritas

**WHAT:** Caritas offers counselling to people looking for a job in Austria.

**WHERE:** You can find the closest office (in German): [www.caritas.at/hilfe-beratung/migrantinnen-fluechtlinge/beratung-vertretung/fuer-migrantinnen/](http://www.caritas.at/hilfe-beratung/migrantinnen-fluechtlinge/beratung-vertretung/fuer-migrantinnen/)

**TITLE:** FEMAIL – Women’s information centre Vorarlberg

**WHAT:** Organisation that offers job counselling to women in Vorarlberg.

**WHERE:** (in German) [www.femail.at](http://www.femail.at)

Marktgasse 6

6800 Feldkirch

Email: [info@femail.at](mailto:info@femail.at)

**TITLE:** IAM – Institute of Labour Migration

**WHAT:** Counselling for foreigners in job searching in Klagenfurt, Carinthia.

**WHERE:** (in German) [www.iam.co.at](http://www.iam.co.at)

Institut für Arbeitsmigration

Gabelsbergerstraße 11-13

9020 Klagenfurt

Email: [info@iam.co.at](mailto:info@iam.co.at)

**TITLE:** Inspire thinking

**WHAT:** Organisation that offers training and education course, as well as counselling to migrants and companies.

**WHERE:** (in German and English) [www.inspire-thinking.at](http://www.inspire-thinking.at)

inspire - Verein für Bildung und Management

Marienplatz 1

8020 Graz

Email: [office@inspire-thinking.at](mailto:office@inspire-thinking.at)

**TITLE:** ZEMIT

**WHAT:** Organisation that offers job counselling to migrants in Innsbruck, Tirol.

**WHERE:** (in German, English, Turkish and Bosnian) [www.zemit.at](http://www.zemit.at)

Andreas-Hofer-Straße 46/1

6020 Innsbruck

Email: [beratung@zemit.at](mailto:beratung@zemit.at)



**TITLE:** migrare Counselling centre – Linz

**WHAT:** Organisation that offers support in topics related to employment and job-seeking in different languages in Linz, Upper Austria

**WHERE:** (in German) [www.migrare.at](http://www.migrare.at)

Humboldtstraße 49

4020 Linz

Email: [office@migration.at](mailto:office@migration.at)

**TITLE:** Volkshilfe

**WHAT:** Volkshilfe offers counselling to people looking for a job.

**WHERE:** (in German) [www.volkshilfe.at](http://www.volkshilfe.at)

**TITLE:** Waff

**WHAT:** Organisation in Vienna that offers help to people seeking job.

**WHERE:** (in English and German) [www.waff.at/en/home/](http://www.waff.at/en/home/)

Nordbahnstraße 36

1020 Vienna

Email: [waff@waff.at](mailto:waff@waff.at)

**TITLE:** CINT – Club International

**WHAT:** CINT offers counselling to international key employees and their families in Graz and Styria.

**WHERE:** (in German and English) [www.cint.at](http://www.cint.at)

Körblergasse 117

A 8010 Graz

Tel.: +43 (0) 316 601 759

## 2.1.9 WORKERS RIGHTS

### 2.1.9 a overview of most important workers' rights according to national legislation

**TITLE:** Overview of most important workers' rights

**WHAT:** In Austria, the companies must respect the workers' right protected by national legislation. The collective agreements need to be considered when talking about workers's rights given the importance in the country's legislation.

- ▶ The full time work is between 38.5 and 40 hours a week, depending on the collective agreement
- ▶ The legal limit of working hours is 10 hours per day and limited to 50 hours per week.
- ▶ You have to right to be compensated for the extra hours (*Überstunden*), either with a financial compensation or with extra time off (*Zeitausgleich*).
- ▶ You have the right to have 25 working days of holidays per year.
- ▶ You have the right to receive a 13<sup>th</sup> and 14<sup>th</sup> salary.
- ▶ You're entitled to a 30 minutes of unpaid break if you work more than 6 hours per day.



- ▶ The minimum wage in Austria depends mostly on the collective agreements. The minimum average gross salary for a full time job is around 1.400 EUR per month.
- ▶ According to the law, a pregnant worker can't work 8 weeks before the labour date and 8 weeks after it (*Mutterschutz*). For those weeks, you'll receive a maternity allowance (*Wochengeld*), which will be calculated with the net income from the last 3 months.
- ▶ Both parents can take parental leave 8 weeks after the baby is born. The leave can last till the child is 2 years old. The parents can't take the leave at the same time and they need to take it at least for 2 months. It's possible to rotate between father and mother.
- ▶ Parents can reduce their weekly working hours at least 12 hours per week till the child turns 7 years old. Both parents can't do it at the same time.
- ▶ You have the right not to work when you're sick. You have to go to the doctor and inform the company immediately. The doctor will decide how long you're unable to work and provide you with a confirmation you can give to your employer.
- ▶ You can take compassionate leave in order to take care for severely ill children or to be with dying relatives. You can also reduce or rearrange your working hours. You need to arrange it with your employer.

**WHERE:** More information at Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

## 2.1.10 LABOUR EXPLOITATION

### 2.1.10 a list of the most common labour exploitation examples

**TITLE:** List of the most common labour exploitation examples

**WHAT:**

- ▶ The employer doesn't pay the social security taxes for you to cover health, accident, unemployment and pension insurance.
- ▶ You aren't compensated for the extra hours.
- ▶ You get a mini-job contract but you work part or full time and you get part of the salary paid-in-cash.
- ▶ They make you sign a contract without the chance of reading it or translating it.
- ▶ Employer doesn't tell you the truth about your rights and your salary according to the law/collective agreement.
- ▶ Employer says that you have to give part of your salary for accommodation and food.
- ▶ Employer keeps your personal documents so you can't leave.

**WHERE:** More information at Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html).

You can find the closer office of the Austrian Trade Union Federation (Österreichischer Gewerkschaftsbund - ÖGB) (in German): [www.oegb.at/cms/S06/S06\\_3/bundeslaender](http://www.oegb.at/cms/S06/S06_3/bundeslaender)

List of offices of Labour Inspectorate (in German):

[www.arbeitsinspektion.gv.at/inspektorat/Kontakt\\_Service/Standorte\\_Zustaendigkeit/Standorte\\_und\\_Zustaendigkeiten](http://www.arbeitsinspektion.gv.at/inspektorat/Kontakt_Service/Standorte_Zustaendigkeit/Standorte_und_Zustaendigkeiten).



## 2.1.11 REGULATED PROFESSIONS

### 2.1.11 a regulated professions

**TITLE:** Regulated professions

**WHAT:** A profession is regulated if you have to hold a specific degree, do special exams, or register with a professional body before you can practise it. If you don't find certain profession in this list, the Ministry of Science, Research and Economy can give you more specific information. More information on the regulated professions in Austria (in English, German and French): [ec.europa.eu/growth/tools-databases/regprof/index.cfm](http://ec.europa.eu/growth/tools-databases/regprof/index.cfm)

**WHERE:**

► **Federal Ministry of Science, Research and Economy, Stubenring 1 - 1010 Vienna.**

Tel.: +43-1 71100-0

Email: [service@bmwfw.gv.at](mailto:service@bmwfw.gv.at)

URL: [www.bmwfw.gv.at](http://www.bmwfw.gv.at)

List of regulated professions (in German):

[www.bmwfw.gv.at/Unternehmen/Gewerbe/Documents/Liste%20reglementierte%20Gewerbe.pdf](http://www.bmwfw.gv.at/Unternehmen/Gewerbe/Documents/Liste%20reglementierte%20Gewerbe.pdf)

► **Federal Ministry of Health and Woman's Affairs**

Radetzkystraße 2

1030 Vienna

Tel.: +43-1 71100

Email: [buergerservice@bmgf.gv.at](mailto:buergerservice@bmgf.gv.at)

URL: [www.bmgf.gv.at](http://www.bmgf.gv.at)

List of regulated professions (in German):

[www.bmgf.gv.at/home/Gesundheit/Berufe/Berufe\\_A\\_Z/](http://www.bmgf.gv.at/home/Gesundheit/Berufe/Berufe_A_Z/)

► **Chamber of the chartered accountants**

Schönbrunner Straß 222-228/1/6

1120 Vienna

Tel.: +43-1 81173-0

Email: [office@kwt.i-or.at](mailto:office@kwt.i-or.at)

URL: [www.kwt.or.at](http://www.kwt.or.at)

Regulated professions: accountants, auditors, senior accountants and certified accountant

► **Federal Ministry for Agriculture and Forestry, Prevention of Water Pollution and Environmental Affairs**

Stubenring 1

1010 Vienna

Tel.: +43-1 71100

Email: [service@lebensministerium.at](mailto:service@lebensministerium.at)

URL: [www.lebensministerium.at](http://www.lebensministerium.at)



Regulated professions: forest ranger and forest engineer

► **Chamber for Architects and Engineering Consultants**

Karlsgasse 9/1

1040 Vienna

Tel.: +43-1 5055807

Email: [office@arching.at](mailto:office@arching.at)

URL: [www.arching.at](http://www.arching.at)

Regulated professions: chartered engineering consultant, engineering consultant, blasting contractor and tax advisor

► **Ministry of education**

Minoritenplatz 5

1010 Vienna

Tel.: +43-1 53120

Email: [ministerium@bmb.gv.at](mailto:ministerium@bmb.gv.at)

URL: [www.bmb.gv.at](http://www.bmb.gv.at)

Regulated professions: teacher for secondary education and teacher for vocational school

► **Chamber of Patent Attorney**

Museumstraße 3

1070 Vienna

Tel.: +43-1 5234382

Email: [info@oepak.at](mailto:info@oepak.at)

URL: [www.patentanwalt.at](http://www.patentanwalt.at)

Regulated professions: patent attorney

► **Authorities in Balance accounting**

Wiedner Hauptstr. 63, B5 12

1045 Vienna

Tel.: +43 (0) 5 90 900

Email: [info@bilanzbuchhaltung.or.at](mailto:info@bilanzbuchhaltung.or.at)

URL: [www.bilanzbuchhaltung.or.at](http://www.bilanzbuchhaltung.or.at)

Regulated professions: payroll accountant

► **Federal Ministry of Justice**

Museumstraße 7

1070 Vienna

Tel.: +43-1 52152-0

Email: [post@bmj.gv.at](mailto:post@bmj.gv.at)

URL: [www.justiz.gv.at/](http://www.justiz.gv.at/)

Regulated professions: lawyer



► **Chamber of Dentist**

Weihburggasse 9  
1010 Vienna  
Phone: +43 050511 0  
Email: [office@zahnaerztekammer.at](mailto:office@zahnaerztekammer.at)  
Regulated professions: dentist

**HOW:** If you want to settle in Austria and your profession is regulated, you'll need full recognition of your qualifications before you start working. Once your qualifications have been recognised, you'll be able to practise your profession.

1. Prepare your application: contact the competent authority for your profession in Austria and they will give you the necessary information.
2. If your profession isn't regulated in your country of origin, you'll have to prove by other means that you have practised your profession for at least 2 of the last 10 years.
3. After the application, the authorities have 1 month to accept your application and request any other documents.
4. Once the application is complete they will take a decision within 3-4 months.

**GOOD TO KNOW:** If they reject your application, they have to explain why.

The authorities can ask for certified copies and/or sworn translations of documents for your application. You can find more information about this in the section "Arrival and Stay - Judicial translations".

## 2.2 BUSINESS

### 2.2.1 PLANNING BUSINESS

#### 2.2.1 a legal forms of business enterprise

**TITLE:** Individual entrepreneurs (*Einzelpersonenunternehmen – EPU*)

**WHAT:** An individual entrepreneur is the owner of the company who operates on his/her behalf and own account. To become an individual entrepreneur you have to be at least 18 years old and hold a business license. If you're an individual entrepreneur you're liable for the company responsibilities. If you want to set up a company as an individual entrepreneur, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- District Administration Office or municipality (*Bezirkshauptmannschaft or Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content)
- Ministry of Finance (*Finanzamt*). You can find the office responsible for



your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**TITLE:** Limited Liability Company (*Gesellschaft mit beschränkter Haftung - GmbH*)

**WHAT:** Legal form of a company in which the capital invested is limited and the shareholders aren't personally liable. The company is responsible for liabilities. The shareholders need to provide the capital. There must be an insured commercial director with a certificate of competence. Commercial registration is necessary and the company agreement requires a notarial act. The minimum capital is 35.000 EUR. To set up a limited liability company, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft or Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**TITLE:** Joint Stock Company (*Aktiengesellschaft – AG*)

**WHAT:** Legal form in which the members (shareholders) participate in the capital divided into shares by contributions without being personally responsible for the liabilities of the company. There must be an insured commercial director with a certificate of competence. Commercial registration is necessary. Boards: Management Board, Supervisory Board and Annual General Meeting. The minimum capital is 70.000 EUR invested by shareholders. To set up a joint stock company, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft or Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)





**TITLE:** Open Society (*Offene Gesellschaft - OG*)

**WHAT:** It's a company managed under an own name and the partners are jointly liable towards the creditors of the company without restriction (with their entire assets). It can have a purpose like freelancing, agricultural or forestry activities. There must be an insured commercial director with a certificate of competence. Commercial registration is necessary. Each shareholder has to pay tax for the income and profits. To set up an open society, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**TITLE:** Limited partnership (*Kommanditgesellschaft - KG*)

**WHAT:** It's a company managed under an own name where the liability towards the creditors of the company is limited to a certain amount for a certain parts of the partners (*Kommanditist*), but where the liability is unlimited for the other part (*Komplementär*). The limited partners are liable only for the invested capital. There must be an insured full-time shareholder with certificate of competence. Each shareholder has to pay tax for the income and profits. Commercial registration is necessary. There are limited partners (not members of the management board) and general partners. It can have a purpose like freelancing, agricultural or forestry activities. To set up a limited partnership, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**TITLE:** Society of Civil Law (*Gesellschaft bürgerlichen Rechts - GesBR*)



**WHAT:** The purposes of GesbR aren't entrepreneurial and/or it's not created to exist permanently. It can't enter to the commercial registration. It isn't a legal entity, so it can't transact business under company name or purchase real property. Shareholders are fully and personally liable with their private assets. Each shareholder must have certificate of competence and a trade license. Each shareholder has to pay tax for the income and profits. To set up a Society of civil law, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**TITLE:** Silent Society - (*Stille Gesellschaft - stG*)

**WHAT:** Silent partners is whoever participates with a capital contribution in a company operated by another person. It doesn't have legal personality and doesn't appear as a company towards third parties. The silent partner has a share in the profit and loss of the company. Owners of the company are liable. The income is derived from capital assets. They are subject to taxation. The silent company doesn't need a commercial registration. Shareholders aren't members of the management board. To set up silent society, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**TITLE:** Economic Cooperative (*Erwerbs- und Wirtschaftsgenossenschaft - Gen*)

**WHAT:** Cooperative associations promote and foster the economic activities of their members. Liability is unlimited. Commercial director is responsible for business and has to be authorized to represent the cooperative. Cooperatives



can have a commercial registration. They have different purposes (e.g. credit, purchasing, sales, construction). Boards: Management Board, Supervisory Board and Annual General Meeting. To set up an economic cooperative, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**TITLE:** European Society (*Societas Europaea – SE*)

**WHAT:** The SE is a company with legal personality the capital of which is divided into shares. It constitutes a supranational legal form of a company. The regulation aimed at facilitating cross-border mergers within the European Community. Therefore, an SE can only be established by “transformation” of an existing company but not by individuals. There must be an insured commercial director with a certificate of competence. Commercial registration is necessary. Public company registered in accordance with the corporate law of the European Union (EU). The minimum capital is 120.000 EUR. To set up a European society, you need to contact the District Administration Office. In case you need social insurance, you must contact the state medical insurance. The local office of the Ministry of Finance is responsible to obtain a tax number.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viemode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

### 2.2.1 b plan your business

**TITLE:** Plan your business

**WHAT:** How to plan a business

**STEP 1:** First thoughts

- ▶ What are my personal goals?



- ▶ What are my technical capabilities?
- ▶ Do I have a business licence (*Gewerbeberechtigung*)?
- ▶ Is there a market for my idea?
- ▶ Which business structure is appropriate?
- ▶ Do I need employees? Where will this business be located?
- ▶ What investments will be needed?
- ▶ Do I need facility permits from the authorities?

**STEP 2:** A Business plan is a written company concept. It contains all the steps you plan to implement. The business plan includes:

- ▶ Executive Summary
- ▶ Company description
- ▶ Product/services description
- ▶ Marketing and communication
- ▶ Strategy and implementation
- ▶ Organization and management team
- ▶ Financial plan and projections

**STEP 3:** Marketing and market

- ▶ Analyse the situation: concentrate in internal and external conditions. Do SWOT analysis.
- ▶ Objectives and strategies: based on the analysis of the situation, you can define the marketing objectives. Set clear goals. Don't aim for only one goal.
- ▶ Plan and implement measures: once marketing strategy is defined, you have to consider the ways how to achieve your goals.

**STEP 4:** Funding

- ▶ Own capital:
  - Own money: resources, bank deposit, credits,
  - Own resources (what you can do yourself)
  - Informal donors (relatives, friends...)
  - Business angels
  - Crowdfunding
  - Venture Capital
  - Initial public offering
- ▶ Outside capital:
  - Bank
  - Investment loan
  - Bank guarantee

**GOOD TO KNOW:** The Austrian Economic Chamber has a service for entrepreneurs (in German): [www.gruenderservice.at](http://www.gruenderservice.at)

Additional information on starting a business (in English):

[www.help.gv.at/Portal.Node/hlpd/public/content/149/Seite.1490000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/149/Seite.1490000.html)

### 2.2.1 c business incubators

**TITLE:** Business incubators in Austria

**WHAT:** A business incubator is an organization designed to accelerate the growth



and success of entrepreneurial companies, giving them different kind of support. In a business incubator, you'll find all kind of expertise in different topics that will guide you during the process of creating your own business. The support of a business incubator not only can help to establish the business but can actually increase the probabilities of success.

**WHO:** Any person with entrepreneurial idea can visit a business incubator.

**HOW:** They give support, resources and services, such as physical space, capital, coaching, common services, networking connections, counselling. You might need to pay for a membership or fee for using their services

**WHERE:** Business incubators in Austria:

- ▶ Vienna:
  - Inits – Innovation into Business (in English and German): [www.inits.at/en/](http://www.inits.at/en/)
  - I5 Invest (in English and German): [i5invest.com/](http://i5invest.com/)
  - Impacthub (in English): [www.vienna.impacthub.net](http://www.vienna.impacthub.net)
- ▶ Graz:
  - Science Park (in English and German): [sciencepark.at/en/](http://sciencepark.at/en/)
  - Up to eleven (in English and German): [ut11.net/](http://ut11.net/)
- ▶ Linz:
  - Akademische Startup Netzwerk (in German): [www.akostart.at/](http://www.akostart.at/)
- ▶ Klagenfurt/Villach:
  - Gründerzentrum Kärnten (in German): [build.or.at/](http://build.or.at/)
- ▶ Innsbruck:
  - Inncubator (in English and German): [inncubator.at/](http://inncubator.at/)

## 2.2.2 SETTING UP BUSINESS

### 2.2.2 a setting up a private limited company/unlimited company

**TITLE:** Setting up a limited liability company (*GmbH*)

**WHAT:** A limited liability company is a type of legal entity with a competent director in which the owners aren't personal liable for the company debt's.

**STEP 1:** You can consult with specialised departments and experts at the Austrian Economic Chamber (*Wirtschaftskammer – WKO*).

**STEP 2:** Give a declaration of the start-up and your business purpose.

**STEP 3:** You and your partners have to arrange a partnership agreement through a notarial action.

**STEP 4:** Meeting of the director manager and representatives. There needs to be a notarial confirmation.

**STEP 5:** Bank confirmation of at least is 35.000 Euros of stock capital and at least the half of it in cash.

**STEP 6:** Commercial Registration (*Firmenbuch*). You'll need the following documents:

- ▶ Company agreement certified by a notary public
- ▶ Certified shareholders' resolution on the meeting of the director manager
- ▶ Bank confirmation
- ▶ Signatures of the director manager
- ▶ Certificate of non-objection on the part of the fiscal authorities for fees and



transaction tax

**STEP 7:** (Electronic) Business registration: You'll need the following documents:

- ▶ Passport of all persons with decisive influence
- ▶ Confirmation of the commercial registration
- ▶ Criminal record certificate of the country of origin for the people with decisive influence on management; if they don't live in Austria or have lived there for less than five years.
- ▶ Statement that there are no grounds for ineligibility (no criminal offence committed or court sentence received) for persons with influence in the company:

**STEP 8:** State medical insurance (*Gebietskrankenkasse – GKK*). If you employ a director manager under trade law, you have to register him/her at the GKK before registering your business.

**STEP 9:** You have to register the director manager with the Commercial Social Insurance if they haven't been insured with the State medical insurance (GKK).

**STEP 10:** You report your commercial activity with the fiscal authorities during the first month and apply for a tax number for the partner(s) and the company at the regional department of the Ministry of Finance (*Finanzamt*).

**STEP 11:** Some economic activities (e.g. restaurant, health related businesses, etc.) require permission of the authorities. Contact the municipality.

**WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)
- ▶ Austrian Economic Chamber (*Wirtschaftskammer*). You can find the office responsible for your place of residence here (in German): [www.wko.at](http://www.wko.at)

**GOOD TO KNOW:** It's highly recommended to contact the WKO. They will give you counselling as well as all the information. If you're going to hire employees, you have to notify the municipality/city in order to pay municipal tax.

**2.2.2 b self-employed business/setting up as individual entrepreneur (einzelpersonenunternehmen – EPU)**

**WHAT:** Setting up as individual entrepreneur (*Einzelpersonenunternehmen – EPU*)

**STEP 1:** You can consult with specialised departments and experts at the Austrian Economic Chamber (*Wirtschaftskammer – WKO*).

**STEP 2:** Give a declaration of the start-up and your business purpose.

**STEP 3:** (Electronic) Business registration: you'll need the following documents

- A) If you can give proof of competence:
  - ▶ Passport





- ▶ Criminal record certificate of your country of origin if you don't live in Austria or you live there for less than five years.
  - ▶ Proof of competence
  - ▶ Residence permit for the purpose of self-employment (for third country citizens)
- B)** If you can't give proof of competence yourself, but the director manager who can. You'll need:
- ▶ Passport
  - ▶ Criminal record certificate of your country of origin if you don't live in Austria or you live there for less than five years.
  - ▶ Permanent residence permit – EU (for third country citizens)
  - ▶ For the director manager:
    - ▶ Passport
    - ▶ Criminal record certificate of the country of origin of the director manager if he/she doesn't live in Austria or live there for less than five years.
    - ▶ State medical insurance (*Gebietskrankenkasse – GKK*) of the registration as a worker working at least 20 hours per week.
    - ▶ Proof of competence
    - ▶ Declaration of the director manager under trade law on his/her activity in the company.

**STEP 4:** If you employ a director manager under trade law, you have to register him/her at GKK before registering your business.

**STEP 5:** You have to register the director manager with the Commercial Social Insurance if they haven't been insured with the State medical insurance (GKK).

**STEP 6:** You have to report your commercial activity with the fiscal authorities during the first month and apply for a tax number for the partner(s) and the company at the regional department of the Ministry of Finance (*Finanzamt*).

**STEP 7:** Certain activities require permission of the authorities. Contact the municipality.

#### **WHERE:**

State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)

Austrian Economic Chamber (*Wirtschaftskammer*). You can find the office responsible for your place of residence here (in German): [www.wko.at](http://www.wko.at)

**GOOD TO KNOW:** It's highly recommended to contact WKO. They will give you counselling as well as all the information. If you're going to hire employees, you have to notify the municipality/city in order to pay municipal tax.

### **2.2.2 c setting up a social enterprise**

**TITLE:** Setting up a social enterprise

**WHAT:** A social business is a per profit business company created to address a social problem and whose profits are reinvested in the business itself to keep creating a social impact. Although the social entrepreneurship in Austria is constantly growing, there is no special legal framework presently to categorize





and regulate social businesses. Thus, the most common legal forms of social enterprise are:

- ▶ Association (*Verein*)
- ▶ GmbH
- ▶ Individual entrepreneur
- ▶ Limited partnership (OG or KG)

Each legal form has different requirements and procedures. The Austrian Economic Chamber offers counselling to entrepreneurs that would like to start their business.

**WHERE:**

- ▶ Austrian Economic Chamber (*Wirtschaftskammer*). You can find the office responsible for your place of residence here (in German): [www.wko.at](http://www.wko.at).
- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**USEFUL LINKS:** Here you can find some interesting examples of Austrian social businesses (in English): [socialimpactaward.net/book-of-inspiration/](http://socialimpactaward.net/book-of-inspiration/)

Support in setting up your social enterprise is available through coaching and funding at the Austrian Economic Service (*Austrian Wirtschaft Service GmbH - AWS*).

#### 2.2.2 d applying for specialised statuses (e.g. farmer, artist...)

Not applicable in Austria.

#### 2.2.2 e obtaining digital certificates for citizens

**TITLE:** Obtaining digital certificates

**WHAT:** A digital certificate is an electronic identification that allows a person to exchange information securely over Internet using the public key infrastructure. A lot of procedures can be done electronically. The Austrian government has prepared a special web page that takes care of all that has to do with digital certificates or eGovernment (in English and German): [www.digitales.oesterreich.gv.at](http://www.digitales.oesterreich.gv.at). In Austria there are 2 types of digital certificate:

- ▶ Citizen card (*E-card*)
- ▶ Mobile phone signature (*Handysignatur*)

**WHO:** Any person living and insured in Austria, who owns a citizen card (*E-card*).

**STEP 1:** You have to activate the citizen card (*E-card*). You get the citizen card (*E-card*) when you're insured by the state medical insurance. You can activate your card:

1. From home if you have a card reading device
2. From the portal of Finanzonline
3. You can go to one of the offices of the regional governments (in German):



[www.buergerkarte.at/en/registration-authorities.html](http://www.buergerkarte.at/en/registration-authorities.html)

#### 4. Via online banking

**STEP 2:** You need have a card reading device. Once it's installed, you introduce the card into the device and visit the webpage where you do the electronic procedure. If you have Firefox as a browser, you can directly use the Java Applet based Citizen Card software. Otherwise, you need local Citizen Card software installed and running on your device. After starting the software, you can start the log-on process by clicking the link "*Lokale Bürgerkartenumgebung*".

**STEP 3:** You can verify your Signature Data during the log-on procedure. The Signature Data contains information about the application and the signing person so you can easily verify what you're about to sign.

**STEP 4:** Enter your Signature PIN into the provided text field and confirm your data entries by clicking the Sign button (*Signieren*). You're now logged in.

**GOOD TO KNOW:** Once you have your citizen card activated, you can also start using the Mobile Phone Signature, a system that will also allow you to easily provide evidence of your identity on the web. You can find more information about the digital certificates (in English and German): [www.buergerkarte.at/en/index.html](http://www.buergerkarte.at/en/index.html)

**GOOD TO KNOW:** There is a user's guide published by the government (in English): [archiv.digitales.oesterreich.gv.at/DocView.axd?CobId=56936](http://archiv.digitales.oesterreich.gv.at/DocView.axd?CobId=56936)

#### 2.2.2 f obtaining digital certificates for business

**TITLE:** Obtaining digital certificates for business

**WHAT:** A digital certificate is an electronic identification that allows an organization to exchange information securely over Internet using the public key infrastructure. A lot of procedures can be done electronically. The Austrian government has prepared a special web page that takes care of all that has to do with digital certificates or eGovernment (in English and German): [www.digitales.oesterreich.gv.at](http://www.digitales.oesterreich.gv.at). In Austria there are 2 types of digital certificate:

- ▶ Citizen card (*E-card*)
- ▶ Mobile phone signature (*Handysignatur*)

The citizen card function is identifying users and makes communication between public authorities and businesses secure.

**WHO:** Any company or organization in Austria.

**STEP 1:** To start using the digital certificates you need to have an activated citizen card, you need to go to the website of the "Unternehmensservice Portal" and register (in German) [ratgeber.bmf.gv.at/enb.cgi?WIZARD=REGISTRIERUNG&T\\_RAEGER=DEFAULT&BEREICH=USPRG&SHOWMODE=1&FORTSCHRITT=5](http://ratgeber.bmf.gv.at/enb.cgi?WIZARD=REGISTRIERUNG&T_RAEGER=DEFAULT&BEREICH=USPRG&SHOWMODE=1&FORTSCHRITT=5)

**STEP 2:** The electronic file will be processed by the public authority using their internal workflow system.

**STEP 3:** Approved applications are delivered afterwards in electronic form by an officially approved electronic delivery service (in English and German): [www.bka.gv.at/zustelldienste](http://www.bka.gv.at/zustelldienste)

**STEP 4:** Through the same webpage you can have access to the different electronic services of the eGovernment.

**GOOD TO KNOW:** Once you have your citizen card is functioning, you can also start using the Mobile Phone Signature, a system that will also allow you to easily provide evidence of your identity on the web. You can find more information



about the digital certificates (in English and German): [www.buergerkarte.at/en/index.html](http://www.buergerkarte.at/en/index.html)

There is a user's guide published by the government (in English): [archiv.digitales.oesterreich.gv.at/DocView.axd?CobId=56936](http://archiv.digitales.oesterreich.gv.at/DocView.axd?CobId=56936)

### 2.2.2 g self-employed business and/or trade licence

**TITLE:** Trade or business licence

**WHAT:** A trade or business license (*Gewerbeberechtigung*) is a permit that the government requires you to have if you want to develop an economic activity or operate a company. You can obtain it if you're a qualified person over 18 years old with registered residence in Austria.

**STEP 1:** You have to send an application to the District Administration Office including the description of the business, location of the business (your address) and personal data with the following documentation:

- ▶ Identification document (and residence permit, if needed)
- ▶ Proof of legal capacity
- ▶ Certificate of criminal record
- ▶ Proof of financial reliability
- ▶ Proof of training, professional experience or qualifications in the profession

**STEP 2:** Pay the fees

**STEP 3:** After a month they will contact you to tell you if there is any missing documentation.

**WHERE:** District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1).

**GOOD TO KNOW:** It can take up to 3 months.

To obtain the proof of qualification:

1. Automatic recognition: there's a harmonised training for doctors, nurses, dentists, veterinarians, midwives, pharmacists and architects, which allow the automatic recognition of qualifications.
2. Recognition of professional experience: contact the competent authorities to see which professions can obtain proof of qualification through experience. The required experience might be different depending on the profession.
3. General requirements for recognition of professional experience: individual examination of your knowledge compared with the Austrian standards. If they consider it necessary, you might need to do some extra course to fulfil their requirements.

### 2.2.2 h setting up a partnership (OG) or a limited partnership (KG)

**TITLE:** Setting up a partnership (OG) or a limited partnership (KG)

**WHAT:** These forms can have a purpose like freelancing, agricultural or forestry activities. A partnership (OG) is a company managed under its own name and the partners are liable towards the creditors of the company without restriction (with their entire assets). However, a limited partnership (KG) is a company managed under its own name where the liability towards the creditors of the company is limited to a certain amount for a certain part of the partners (*Kommanditist*), but where the liability is unlimited for the other part (*Komplementär*).



**STEP 1:** You can consult with specialised departments and experts at the Austrian Economic Chamber (*Wirtschaftskammer – WKO*).

**STEP 2:** Give a declaration of the start-up and your business purpose.

**STEP 3:** You and your partner (at least 2) have to arrange a partnership agreement.

**STEP 4:** Application for the commercial registration (*Firmenbuch*). You'll need the application certified by a public notary.

**STEP 5:** (Electronic) Business registration: you'll need the following documents:

- ▶ Passports of all persons of decisive influence
- ▶ Commercial registration
- ▶ Criminal record certificate of the country of origin for the director manager and all liable partners, if they don't live in Austria or live there for less than five years.
- ▶ Confirmation that there is no reason to disqualify the partnership in pursuing business.
- ▶ The following are additionally required for the director manager under trade law:
  - ▶ Passport
  - ▶ State medical insurance (*Gebietskrankenkasse – GKK*) of registration as a worker working at least 20 hours per week.
  - ▶ Proof of competence
  - ▶ Statement of the director manager under trade law about his/her activity in the enterprise.

**STEP 6:** State medical insurance (*Gebietskrankenkasse – GKK*). If you employ a director manager under trade law, you have to register him/her at the GKK before registering your business.

**STEP 7:** You have to register the director manager with the Commercial Social Insurance if they have not been insured with the State medical insurance.

**STEP 8:** You report your commercial activity with the fiscal authorities during the first month and apply for a tax number for the partner(s) and the company at the regional department of the Ministry of Finance.

**STEP 9:** Certain activities require permission of the authorities. Contact the municipality.

#### **WHERE:**

- ▶ District Administration Office or municipality (*Bezirkshauptmannschaft* or *Magistrat*). You can find the competent authority in your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e5s1)
- ▶ State medical insurance (*Gebietskrankenkasse – GKK*). You can find the office responsible for your place of residence (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content).
- ▶ Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behorden](http://service.bmf.gv.at/service/anwend/behorden)

**GOOD TO KNOW:** It's highly recommended to contact the Austrian Economic Chamber (*Wirtschaftskammer – WKO*). If you're going to hire employees, you have to notify the municipality/city to pay municipal tax.



## 2.2.3 DOING BUSINESS

### 2.2.3 a taxes

**TITLE:** Value added tax (*Umsatzsteuer*)

**WHAT:** Consumption tax that is added to the final value of the product. It's between 0 and 20% depending on the service or goods.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**TITLE:** Income tax (*Einkommenssteuer*)

**WHAT:** Income tax is a tax you pay on your income. You only pay this tax if you earn more than 11,000 EUR per year. Tax rates vary between 25-55% of the income. It's paid once every term: 15/02, 15/05, 15/08, 15/11.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**TITLE:** Corporation tax (*Körperschaftsteuer*)

**WHAT:** Tax rate for corporation tax is 25% of the profit. It's paid once every term: 15/02, 15/05, 15/08, 15/11

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**TITLE:** Tax on wages (*Lohnsteuer*)

**WHAT:** Tax that an employer withholds and pays on behalf of his employees, and it's based on the salary of the employee. Tax rate vary between 0-55% of the wage minus tax exemption amounts and social insurance. It's paid on the 15<sup>th</sup> of the next month.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**TITLE:** Contribution by the employer

**WHAT:** It's a contribution by the employer to the funds for family allowance. Tax rate is around 4.5% of the gross salary plus additional contribution according to a federal state (from 0.36% to 0.44%). It's paid on the 15<sup>th</sup> of the next month.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**TITLE:** Local tax (*Kommunalsteuer*)

**WHAT:** Tax imposed by municipality. Tax rate is 3% of gross salary. It's paid on the 15<sup>th</sup> of the next month.

**WHERE:** Treasure/tax office from the municipality.

### 2.2.3 b social security and insurance of employees



**TITLE:** Social security and insurance of employees

**WHAT:** The social security and insurance taxes that the employer pays monthly, allow the employee to have access to social security benefits such as doctor/hospital visits, pension insurance or insurance in the case of unemployment.

Companies have to register a worker to state medical insurance company (*Gebietskrankenkasse - GKK*) at least 24 hours before the worker starts the first day of employment. The registration can be done online.

**STEP 1:** The company has to submit (electronically or personally) the form “Minimum registration”, in case the company doesn’t have all the information of the new worker.

**STEP 2:** After the first step, the complete registration has to be completed within seven days using the registration form.

**WHERE:** Each Austrian Federal State has a state medical insurance (*Gebietskrankenkasse - GKK*), where you can register your new employees.

**GOOD TO KNOW:** If it’s the first job of the worker in Austria, he/she will receive the health insurance card (*E-Card*) by post, after being registered. With this card, the worker can go to the doctor or the hospital. If it isn’t the first job of the worker, the company will need the social security number (the number in the *E-Card*) in order to register him/her in the system. If you’re a posted worker, you’re covered by the social security system of your country of origin.

### 2.2.3 c health and work safety

**TITLE:** Health and work safety

**WHAT:** Companies have to implement the following measures to prevent accidents when designing workplaces:

- ▶ Avoidance and assessment of risks
- ▶ Eliminating, reducing or combating (potential) danger
- ▶ Taking the “human factor” and technological advances at work into account
- ▶ Planning the prevention of risks
- ▶ Priority for general hazard protection before hazard protection for individuals
- ▶ The issue of suitable instructions to employees

**WHO:** The Health and Safety at Work Act applies to workers.

**HOW:** When assigning tasks to workers, employers have to consider:

- ▶ Qualifications, constitution, age, gender and disabilities
- ▶ Physical weaknesses or disabilities (e.g. impaired hearing or vision, cramps, or disorders involving seizures or attacks)
- ▶ Avoiding conditions which, due to their nature, can be dangerous to women.
- ▶ Special consideration should be given to disabled workers

Workers have to be informed about dangers to their health and safety and about measures to prevent them. In addition, they also have to receive training and safety material according to their level of experience. There has to be confirmation that the training has been done. Special trainings are obliged for some areas.

**WHERE:** List of offices of Labour Inspectorate (in German): [www.arbeitsinspektion.gv.at/inspektorat/Kontakt\\_Service/Standorte\\_Zustaendigkeit/Standorte\\_und\\_Zustaendigkeiten](http://www.arbeitsinspektion.gv.at/inspektorat/Kontakt_Service/Standorte_Zustaendigkeit/Standorte_und_Zustaendigkeiten)

**GOOD TO KNOW:** When you’re insured at the state medical insurance (*Gebietskrankenkasse - GKK*), you have the right to have a complete health examination (*Gesundenuntersuchung*) once per year.





There are few cases, which workers have to pass a suitability test (before starting to work) and follow-up test (on regular basis):

- ▶ If the work implies treating dangerous substances (lead, benzene...).
- ▶ If a breathing apparatus (filter or container devices) is used frequently.
- ▶ If workers are exposed to a high level of noise.

### 2.2.3 d change of company's registration data

**TITLE:** Change of company's registration data

**WHAT:** In certain legal forms, it's necessary to have a commercial registration (*Firmenbuch*). This registration includes important information of the company:

- ▶ Name of the company
- ▶ Name of the person(s) who own the company
- ▶ Name of the person(s) who operate the company and any authorized representatives
- ▶ The type of legal form
- ▶ The main address and the address of the branches (if applicable)
- ▶ Description of the business
- ▶ Date of creation of the partnership agreement (if applicable)

When your company undergoes changes (e.g. change of address, change of board members, change of authorized representatives), you need to keep record of those changes. You have to notify the competent authority and give notice of them. The responsible authority will inform about the documents you need to present in each case.

**WHERE:** The competent authority is different in every federal state. You can find the list here: [www.wko.at/service/wirtschaftsrecht-gewerberecht/Das\\_Firmenbuch.html](http://www.wko.at/service/wirtschaftsrecht-gewerberecht/Das_Firmenbuch.html)

### 2.2.3 e public procurement

**TITLE:** Public procurement (*öffentliche Auftragsvergabe*)

**WHAT:** If you have a company that might offer services to the government, you can participate in the public procurement procedure in which the government hire services or goods to private companies.

**WHO:** Your company can participate as long as it fulfils the requirements specified by the government.

**HOW:** Each case has its own specificities depending on the goods and services that you're offering and the dimension of the project:

- ▶ Open procedures: any economic operator can submit an offer.
- ▶ Restricted procedures: there is a publication of a contract or a call for competition. Any economic operator can participate but only the ones invited by the contracting authority are permitted to submit an offer.
- ▶ Restricted procedures without publication of a contract notice or a call for competition: suitable economic operators are invited to submit an offer.
- ▶ Negotiated procedures with publication of a contract notice or a call for competition: procedures in which any economic operator can ask to participate but only those economic operators invited by the contracting authority are permitted to submit an offer. The contracting authority negotiates the terms of contract with the economic operators who make the offer.





**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**GOOD TO KNOW:** You can find more information about the procedures of public procurement (in German): [www.usp.gv.at/Portal.Node/usp/public/content/foerderungen\\_und\\_ausschreibungen/vergabeverfahren/Seite.2850000.html](http://www.usp.gv.at/Portal.Node/usp/public/content/foerderungen_und_ausschreibungen/vergabeverfahren/Seite.2850000.html)

### 2.2.3 f court enforced payment

**TITLE:** Court enforced payment (*Vollstreckung von Gerichtsentscheidungen*)

**WHAT:** Court enforced payment is a situation when the power of the State is used to execute claims and demands. It can be to recover monetary claims or to make sure that certain activities are carried out or refrained.

**HOW:** To get a court enforced payment, you have to give in an application form at the district court. In the application there will be a statement of the situation, your personal data, data of the person against you file the report and any documents that can support to prove your situation. After giving in the form, the court will evaluate and take a decision and execute an order of enforced payment. If you don't agree with the decision of the court, you can also bring it to a superior court.

**WHERE:** You can find the responsible state court (*Landesgericht*) (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

**GOOD TO KNOW:** In the case you think you might need to proceed with a court enforced payment, it might be useful to contact a specialized lawyer that can give you advice before initiating any legal procedures.

Bring along all the documents that can help you give proof of the situation.

## 2.2.4 EMPLOYING STAFF

### 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties

**TITLE:** Job contract (*Arbeitsvertrag*)

**WHAT:** The employment contract is a document signed by the employer and the worker that states the conditions, rights, duties and responsibilities of a job position. In employment contract it should be included the personal information of the worker and the information of the company, the starting and ending date (if applicable), the gross salary, days of holidays and period of notification for termination of the contract. Also should be specified if the contract has been written following the regulation of a certain collective agreement.

**WHERE:** Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

**TITLE:** Employment permit (*Beschäftigungsbewilligung* or *Arbeitserlaubnis*)

**WHAT:** An employment permit is an official document that confirms that the holder is allowed to work in a foreign country. In Austria, the employment permit is directly linked with the residence permit. You can apply to different option depending on your professional experience. More information about residence and working permit in "Arrival and Stay".

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice – AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)



**TITLE:** Health insurance card (*E-Card*)

**WHAT:** *E-Card* contains the name and a personal number the owner. Through this number, it's possible to check their working and insurance status. To register a worker in the state medical insurance (*Gebietskrankenkasse – GKK*), the company needs the complete name of the worker and the number of the *E-Card*. If it's the first job of the worker in Austria, he/she will receive the health insurance card by post after the company has completed the registration. With this card, the worker can go to the doctor or the hospital.

**WHERE:** Contact office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

#### 2.2.4 b legal duties and conditions

Any working relationship in Austria comes with certain responsibilities and conditions from the employer.

**TITLE:** Registration to the state medical insurance (*Gebietskrankenkasse - GKK*)

**WHAT:** When you start working in a company, your employer needs to register you to the state medical insurance in order to pay the social security taxes. The social security taxes are composed by 4 insurances: accident during work, health, unemployment and pension. The registration needs to be done at least 24h before starting the first shift. People working in mini-jobs and with contracts of work and service are only insured for accident during work.

**WHERE:** Contact office from the regional medical insurances (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**TITLE:** Provision fund (*Vorsorgekasse*)

**WHAT:** From the 2<sup>nd</sup> month of employment the employer has to pay 1.53% of the gross salary of the worker to provision fund as long as the working relationship exists. There are different private provisions funds in Austria and it can happen that employers use a different one and the worker has more than one provision fund. In that case, it's possible to move the funds from one to another.

**WHERE:** Provisions funds in Austria: [www.wko.at/site/betrieblichevorsorgekassen/liste-der-betrieblichen-vorsorgekassen.html](http://www.wko.at/site/betrieblichevorsorgekassen/liste-der-betrieblichen-vorsorgekassen.html)

**TITLE:** Minimum wage

**WHAT:** In Austria, there is not a minimum wage like other European countries. However, there are very strict laws about payment per hour, payment of extra hours, night shifts... There are also collective agreements that regulate the rights and duties of the workers in certain sectors. If you think your rights are being violated you can contact the Austrian Chamber of Labour (*Arbeiterkammer*).

**WHERE:** Austrian Chamber of Labour (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

#### 2.2.4 c termination of labour contract

**TITLE:** Termination of the labour contract

**WHAT:** There are different possibilities:

- A) Termination of the employment due to a limited contract (e.g. labour



contract for 6 months)

**B)** Termination of the employment due to the worker resignation

**C)** Termination of the employment due to the company decision

**HOW:** Once the worker leaves the company and has the right to be paid:

- ▶ The unused days of holidays
- ▶ The extra hours that he/she has worked and not got paid yet (or get paid time-off in compensation).
- ▶ The proportional part of the 13<sup>th</sup> and 14<sup>th</sup> payment.

In case B), worker needs to give in an official letter of resignation.

In case C), company needs to give in an official letter of termination.

If you think your rights are being violated or you have been dismissed under unusual circumstances, you can contact the Austrian Chamber of Labour (*Arbeiterkammer*).

**WHEN:** In cases B and C: labour contract should contain an information on a period of time in which the termination or resignation needs to be notified (e.g. 4 weeks in advanced) for both parties (worker and company).

**WHERE:** Austrian Chamber of Labour (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

**GOOD TO KNOW:** In case B), the worker doesn't have to right to get unemployment money the first 28 days after the first day of unemployment.

## 2.2.5 CLOSING DOWN BUSINESS

### 2.2.5 a closing down a business

**TITLE:** Closing down a business

**WHAT:** Closing down a business means ending all the economical or logistical activities that keep a business running. The closing down needs to follow a procedure.

**STEP 1:** Inform the regional department of the Ministry of Finance (*Finanzamt*) about the closing. You'll need a formal letter.

**STEP 2:** Give back the trade license or inform the authorities in order to pause it.

In the case of legal persons (corporations, associations, etc.) and registered partnerships, the trade license ends at the moment of entrepreneur's death, the destruction of the legal person or by the fact that the transfer has not been notified within six months after closing down.

You have to give notice with the following information:

- ▶ Name of the business owner
- ▶ Commercial code
- ▶ Business location
- ▶ Commercial registration number

**STEP 3:** You have to close your commercial registration at the state court. First, you need a resolution decided by the shareholders. Liquidators are appointed either by resolution of the shareholders or the company agreement.

If the liquidators aren't appointed by a shareholders' resolution or by the company agreement, the liquidation is carried out by the following persons:

- ▶ For partnerships: by all partners



- ▶ At the GmbH: by the director manager
- ▶ At the AG: by the members of the Management Board
- ▶ The objective of the liquidation is to arrange for handling of the dissolved company's transactions. The resolution of the termination has to be registered in the commercial registration.

**STEP 4:** The final termination of the company has to be registered in the commercial registration.

**STEP 5:** Inform the social and medical insurance of the change of status. You have to provide a formal letter informing of the situation.

**STEP 6:** Unregister your employees from the state medical insurance (*Gebietskrankenkasse – GKK*).

**WHERE:**

- ▶ You can find the office responsible of the Ministry of Finance for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)
- ▶ You can find the responsible state court (*Landesgericht*) (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)
- ▶ District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**WHEN:** You should do all these steps during the 30 days following conclusion of your business activities.

**GOOD TO KNOW:** These proceedings are general for all types of companies. It might happen that the form of company you own has different specifications. It's highly recommended to consult the competent authorities and expertise in advance (e.g Austrian Economic Chamber).

### 2.2.5 b closing down an individual enterprise

**TITLE:** Closing down an individual enterprise

**WHAT:** Closing down an individual enterprise means ending all economical or logistical activities that keep a business running and it's tied to certain obligations.

**STEP 1:** Inform the regional department of the Ministry of Finance (*Finanzamt*) office about the closing. You'll need a formal letter.

**STEP 2:** Give back the trade license or inform the authorities in order to pause it. In the case of individual entrepreneurs, the trade license doesn't expire, but it can be put to standby, which means that you're no longer allowed to do business unless you inform the authorities in advance and they give you a confirmation.

You have to give notice with the following information:

- ▶ Name of the business owner
- ▶ Commercial code
- ▶ Business location
- ▶ Commercial register number

If you want to "pause" or close your trade license, you have to report to State Chamber of Trade and Industry (*Landeskammer der Gewerblichen Wirtschaft*).

**STEP 3:** You have to close your commercial registration at the state court. You have to bring a formal notification with certified signature, and explain the reason for closing the commercial registration.

**STEP 4:** Inform the social and medical insurance of the change of status. You



have to provide a formal letter informing of the situation.

**STEP 5:** Unregister your employees from the state medical insurance (*Gebietskrankenkasse – GKK*).

**WHERE:**

- ▶ You can find the office responsible of the Ministry of Finance for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)
- ▶ You can find the responsible state court (*Landesgericht*) (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)
- ▶ District Administration Office (*Bezirkshauptmannschaft* or *Magistrat*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**WHEN:** You should do all these steps during the next 30 days following conclusion of your business activities.

**GOOD TO KNOW:** It's highly recommended to contact the competent authorities and expertise (e.g. Austrian Economic Chamber) before starting any procedure.

In case of closing down because of bankruptcy or insolvency problem you can find more information on the section dedicated to it.

Take into consideration that you have to pay taxes till the moment you stop officially your business. That means you might have to still pay taxes the year after closing down your business.

### 2.2.5 c closing down a self-employed status

**WHAT:** If you want to end or “pause” your self- employed status you have to announce this to the Austrian Economic Chamber (*Wirtschaftskammer - WKÖ*), the Social Insurance Company (*Sozialversicherungsanstalt der gewerblichen Wirtschaft - SVA*) and the Office of the Federal State Government (*Amt der Landesregierung*) as well as to inform the regional department of Ministry of Finance (*Finanzamt*).

**HOW:** Once the business license (*Gewerbeberechtigung*) has been terminated, the holding is to be discontinued if a successor to the business hasn't obtain the corresponding license. Any economic activity after closing down your business is considered an unauthorized commercial practice with penalties up to 3,600 EUR. The Commercial Code contains a comprehensive catalogue of reasons for termination. The trade license ends:

- ▶ With the death of the business owner, except in cases where there is a right of resale
- ▶ With a final annulment or the annulment of the insolvency proceedings for lack of cover; with the loss of the legal person (GmbH, Genossenschaft, AG)
- ▶ With the dissolution of the registered partnership (OG, KG) if no liquidation takes place, otherwise with the termination of the liquidation
- ▶ Six months after the departure of the last co-owner of a partnership, if the remaining shareholder hasn't notified the commercial authority or if no director manager has been appointed.
- ▶ Six months after the registration of the amendment, splitting, etc., into the commercial register, if no express notification is given to the commercial authority or no director manager is appointed within this period.
- ▶ With the passing of the trade license or the right to resume business
- ▶ By judgment of a court



- ▶ With the prohibition of exercise in the form of an industrial operation
- ▶ With removal of the trade license

**WHERE:**

- ▶ Office of the Federal State Government (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)
- ▶ Contact office from your regional medical insurance (in German): [www.sva.or.at/portal27/svportal/content?contentid=10007.775662&portal:componentId=gtn58b047f4-1bcb-48bf-aa6e-04a47a24c0f4&viewmode=content](http://www.sva.or.at/portal27/svportal/content?contentid=10007.775662&portal:componentId=gtn58b047f4-1bcb-48bf-aa6e-04a47a24c0f4&viewmode=content)
- ▶ You can find the local office of the Ministry of Finances at your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)
- ▶ Austrian Economic Chamber (in German): [www.wko.at](http://www.wko.at)

### 2.2.5 d going bankrupt

**TITLE:** Going bankrupt

**WHAT:** Bankruptcy is a legal status of a person or entity that can't pay the debts.

**STEP 1:** To go bankruptcy, there has to be existence of insolvency or over-debtedness. There has to be also an asset that can cover the start-up costs of the bankruptcy proceedings.

**STEP 2:** Submit the application for starting the bankruptcy proceedings.

**STEP 3:** The bankruptcy proceedings are initiated by the court and with the opening of the insolvency file on the Internet publicly.

**STEP 4:** Court assigns a liquidator who will take control over all assets.

**STEP 5:** Submitting a restructuration plan controlled by the administrator/ liquidator.

**WHERE:** You can find the responsible state court (*Landesgericht*) (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

The Chamber of Labour (*Arbeiterkammer*) has a special office (*Insolvenzschutzverband für ArbeitnehmerInnen – ISA*) that offers counselling and legal representation for workers in case the employer is declared insolvent or bankrupt. You can obtain more information here: [www.arbeiterkammer.at/beratung/arbeitsrecht/Insolvenz/1\\_Hilfe\\_bei\\_Insolvenz.html](http://www.arbeiterkammer.at/beratung/arbeitsrecht/Insolvenz/1_Hilfe_bei_Insolvenz.html)

**GOOD TO KNOW:** The failure to open insolvency proceedings due to the lack of cost-covering assets leads to the withdrawal of the trade license.

### 2.2.5 e selling an individual enterprise

**TITLE:** Selling an individual enterprise

**WHAT:** There are some advantages in taking over a company: limited legal and bureaucratic expenses and already existing infrastructure.

**HOW:** The application for registration of the new owner in the commercial registration has to be submitted to the competent court. The application has to be certified with the signature of both former and new owner.

**WHERE:** You can find the responsible state court (*Landesgericht*) (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

**ATTENTION:** Be aware of the legal and financial situation of the individual enterprise you're going to buy. You should always consider doing an evaluation of the company before.





**GOOD TO KNOW:** It's highly recommended to contact experts (e.g. Austrian Economic Chamber) on the topic before doing anything, to make sure you have considered all possibilities (e.g. the company has debts).

#### 2.2.5 f selling a partnership (OG or KG)

**TITLE:** Selling a partnership (OG or KG)

**WHAT:** A change of shareholders in a company has to be registered by all former and new partners. All this changes have to be registered in the commercial registration of the company.

**HOW:** You need to show the signature in a certified agreement of all liable partners.

**WHERE:** You can find the responsible state court (*Landesgericht*) (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

**GOOD TO KNOW:** It's highly recommended to contact experts (e.g. Austrian Economic Chamber) on the topic before doing anything, to make sure you have considered all possibilities (e.g. the company has debts).

#### 2.2.5 g selling a limited company

**TITLE:** Selling a limited company

**WHAT:** Selling a company is the process of putting your business up for sale.

**HOW:** Once you have someone willing to buy the company, you need to make all the necessary changes (e.g. new name of the company, new responsible/decisive members) at the commercial registration (*Firmenbuch*).

The application for transference in the commercial registration has to be done by the director manager with the authorization of the legal representatives. The commercial registration has to be also certified by the new director manager. There are also needed:

- ▶ Certified letter of designation of the new director manager
- ▶ Shareholders' acceptance of the new director manager
- ▶ Name of the company, legal form, business sector
- ▶ Date of the revision of the company agreement
- ▶ Information of the new shareholders and amount of deposits done.

**WHERE:** You can find the responsible state court (*Landesgericht*) (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

**GOOD TO KNOW:** It's highly recommended to contact experts (e.g. Austrian Economic Chamber) on the topic before doing anything, to make sure you have considered all possibilities (e.g. the company has debts).

## 2.3 TAXES

### 2.3.1 TAX NUMBER

#### 2.3.1 a registering for a tax number

**TITLE:** Tax number (*Steuernummer*)

**WHAT:** Tax number is issued by the regional department of the Ministry of Finance (*Finanzamt*) and it's assigned to a taxpayer. It consists of 3 letters and 8





numbers.

**WHO:** There is a distinction between legal person (company, cooperative or association) and natural person (individual person, whether self-employed or working for an employer). Normally each person (legal and natural) receives a single tax number. In order to receive a tax number you need to personally apply for it.

**HOW:** The registration for a tax number has to be done by Ministry of Finance. You need to go to the office responsible for the place of your residence with a valid identification document; the rest will be done by the taxation office and the tax number will be sent by post to the address you provide.

**WHEN:** If you haven't submitted a tax return yet (for example, you have worked for the first time), a tax number will be issued by the regional department of the Ministry of Finance.

If you have already submitted a tax return, it means you already have a tax number. You can check it at the local office of the Ministry of Finance.

**WHERE:** More information at the Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**GOOD TO KNOW:** If you register as legal person, a worker of the Ministry of Finance might visit you in order to confirm the data. The Ministry of Finance will open a file with your tax number, which will contain all the transactions you do and they will inform you regularly of any changes. You can also check it online (in German): [finanzonline.bmf.gv.at/fon/](http://finanzonline.bmf.gv.at/fon/).

## 2.3.2 OVERVIEW OF TAXES

### 2.3.2 a overview of taxes

**TITLE:** Capitals gain tax (*Kapitalertragssteuer*)

**WHAT:** It's taxation on capital gains in private assets. These include capital gains from shareholding, the sale of shares, investment funds, forward transactions and interest. This taxation is for private companies and enterprises. You can register your taxes until the 30<sup>th</sup> of June of the next year.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**TITLE:** Corporation tax (*Körperschaftsteuer*)

**WHAT:** Taxation on corporate bodies like AG and GmbH, European society and also associations. The company is liable for this taxation. You have to pay it 4 times per year: 15/02, 15/05, 15/08, 15/11.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**TITLE:** Income tax (*Einkommenssteuer*)

**WHAT:** A tax that every working person in Austria has to pay if:

- ▶ You earn more than 11.000 EUR per year from a self-employment activity
- ▶ You earn more than 12.000 EUR per year (combined income from a self-employed activity and from a non-self-employed activity)



You must pay until the 30<sup>th</sup> of June of the next year.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behorden](http://service.bmf.gv.at/service/anwend/behorden).

**TITLE:** Real estate income tax (*Immobilienwertsteuer*)

**WHAT:** You need to pay this tax over all the profits from the sale of real estate (lands or buildings). You have to pay it at the moment of the transaction.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behorden](http://service.bmf.gv.at/service/anwend/behorden).

**TITLE:** Standard consumption tax (*Normverbrauchsabgabe*)

**WHAT:** Taxation on a motor vehicle admitted for the first time to traffic in Austria. There is a different taxation for natural person or legal person. You pay when you buy the vehicle.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behorden](http://service.bmf.gv.at/service/anwend/behorden).

**TITLE:** Tax on motor vehicles (*Kraftfahrzeugsteuer*)

**WHAT:** If you own a motor vehicle, you need to pay this tax, independently of the usage of the vehicle. The amount to pay will depend on the horsepower of the vehicle. You have to pay it 4 times per year: 15/02, 15/05, 15/08, 15/11.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behorden](http://service.bmf.gv.at/service/anwend/behorden).

**TITLE:** Tax on real estate (*Grundsteuer*)

**WHAT:** If you own a building or a land, you have to pay this tax. There is a difference between lands, agricultural fields and forest and buildings. The owner of the land and/or building has to pay the tax regardless of his/her financial or personal situation. This is paid once per year.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behorden](http://service.bmf.gv.at/service/anwend/behorden).

**TITLE:** Tax on real estate acquisition (*Gründerwerbsteuer*)

**WHAT:** Taxation on the purchase from real estate. In this case, both seller and purchaser need to pay the tax. It needs to be paid in the moment of the purchase.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behorden](http://service.bmf.gv.at/service/anwend/behorden).

**TITLE:** Tax on wages (*Lohnsteuer*)

**WHAT:** Taxation on the wages of the workers. This tax is deducted from the gross salary and the amount depends on the gross salary. Your employer must pay this



tax. It's paid on the 15<sup>th</sup> of the next month.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

**TITLE:** Value added tax (*Umsatzsteuer*)

**WHAT:** Taxation added to every service and good at any point of the production. Everybody needs to pay this tax and is normally included in the final price of the goods or services.

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden).

### 2.3.3 INTERNATIONAL TAXATION

#### 2.3.3 a procedure to avoid double taxation

**TITLE:** procedure to avoid double taxation

**WHAT:** Double taxation occurs when two different countries take tax from the same entity, for the same period and for the same type of tax. Avoiding double taxation is done on the basis of agreements between Austria and other countries.

**WHO:** If you live in one country and work or develop economical activities in another country, you might find that you have to pay certain taxes in both countries if, for example:

- ▶ You live in one EU country but work in another (cross-border commuter)
- ▶ You're posted abroad for a short assignment
- ▶ You're living and looking for work abroad and have transferred unemployment benefits from your home country
- ▶ You have retired to one country and receive a pension from another
- ▶ You live in one country but you develop an economical activity in another (e.g. entrepreneurs, self-employed)

**HOW:** The procedure to avoid double taxation in Austria depends mostly on the agreement between the Austrian Ministry of Finances and the foreign Ministry of Finances/Taxation Office. The Austrian Ministry of Finances has published all the specifying in which cases Austria will be the country in charge of taxation and in which cases the other country will be in charge of taxation. More information (in English and German): [english.bmf.gv.at/taxation/The-Austrian-Tax-Treaty-Network.html](http://english.bmf.gv.at/taxation/The-Austrian-Tax-Treaty-Network.html). The methods to calculate the tax exemption can be different from one country to another.

The decision of tax exemption will be based on your place of residence, main seat of the company where you work and the origin of your income (e.g. self-employed, pension, unemployment assistance).

You can avoid double taxation when the income comes from a foreign country in the following cases:

- ▶ Income from foreign trade profits (e.g. rent and lease income)
- ▶ Income from commercial business, from self-employed work or for non-self-employed work
- ▶ Income derived from constructions
- ▶ Income from a teaching activity abroad



- Income from a participation in an entertainment performance

In order to benefit from this, you need to register at the local office of the Ministry of Finances and obtain a tax number. Once you have the tax number you have to hand in an application form with the required documents specified in the application form.

**WHERE:** More information at the Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)

**ATTENTION:** If your country doesn't have a double taxation agreement with Austria, there are still possibilities to avoid double taxation. The local office of the Ministry of Finance will give you more information about it.

### 2.3.3 b agreements on double taxation

**TITLE:** Agreements on double taxation

**WHAT:** Austria has 'double taxation agreements' with many countries to try to make sure that people don't pay tax twice on the same income.

A double taxation agreement specifies which country has the right to tax an individual. In case both countries have such rights, then the agreement regulates which country has the priority. The agreements may set down different rules for different types of income.

**WHO:** If you live in one country, but work, get income or develop economical activities in another country.

**HOW:** The procedures, requirements and amount to pay can be different depending on the case and on the agreement. You can find more information on the countries that have a double taxation agreement with Austria here (in English): [english.bmf.gv.at/taxation/The-Austrian-Tax-Treaty-Network.html](http://english.bmf.gv.at/taxation/The-Austrian-Tax-Treaty-Network.html).

**WHERE:** Ministry of Finance (*Finanzamt*). You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/).

**GOOD TO KNOW:** The agreement might give the other state a right to tax. In that case, the company has to contact the foreign tax authorities to clarify what needs to be paid. The Ministry of Finance can't help in such cases.

## 2.4 SUPPORT SERVICES FOR MIGRANTS

### 2.4 a list of support services and projects regarding employment

**TITLE:** Austrian Trade Union Federation (*Österreichischer Gewerkschaftsbund - ÖGB*)

**WHAT:** Organisation that represents the workers and it's subdivided in representation of different trades.

**WHERE:** (in German) [www.oegb.at](http://www.oegb.at)

Johann-Böhm-Platz 1

1020 Vienna

Tel.: +43 / 1 / 534 44-39

Email: [oegb@oegb.at](mailto:oegb@oegb.at)

**TITLE:** Pension fund in each federal state (*Pensionsversicherungsanstalt - PVA*)



**WHAT:** Organisation that calculates and examines the entitlement to pension and also represents the interest of pensioners

**WHERE:** [www.pensionsversicherung.at/portal27/pvportal/content?contentid=10007.707628&viewmode=content](http://www.pensionsversicherung.at/portal27/pvportal/content?contentid=10007.707628&viewmode=content)

**TITLE:** Public Employment Service (*Arbeitsmarktservice – AMS*)

**WHAT:** Official employment office of the government of Austria.

**WHERE:** (in English and German) [www.ams.at](http://www.ams.at)

**TITLE:** State medical insurance per federal state (*Gebietskrankenkasse – GKK*)

**WHAT:** Institution that takes care of the part of health and accident insurance for workers.

**WHERE:** (in German) [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**TITLE:** The Chamber of Labour (*Arbeiterkammer*)

**WHAT:** Governmental institution that defences the rights of the workers and consumers.

**WHERE:** (in German) [www.arbeiterkammer.at/beratung/arbeitundrecht/pension/index.html](http://www.arbeiterkammer.at/beratung/arbeitundrecht/pension/index.html)

**TITLE:** Carriere Kompass

**WHAT:** Portal with information about job markets and educational and vocational courses

**WHERE:** (in German) [www.beruflexikon.at/index.php?from=/le\\_start.php](http://www.beruflexikon.at/index.php?from=/le_start.php)

**TITLE:** Apprenticeship Job Market from AMS

**WHAT:** Job market for people who are looking for a company to do an apprenticeship with.

**WHERE:** (in German) [www.ams.at/lehrstellen/](http://www.ams.at/lehrstellen/)

**TITLE:** Public Employment Service Austria (*Arbeitsmarktservice - AMS*) – Job market for seasonal vacancies

**WHAT:** The Public Employment Service publishes updated vacancies for seasonal jobs.

**WHERE:** (in German) [jobroom.ams.or.at/](http://jobroom.ams.or.at/)

**TITLE:** Special apprenticeship programmes for refugees

**WHAT:** The Austrian Chamber of Labour is developing a project to help refugees to do an apprenticeship, through which they will obtain a professional certificate and improve the possibilities of accessing the labour market.

**WHERE:** (in German) [www.wko.at/site/fachkraeftepotenzial/start.html](http://www.wko.at/site/fachkraeftepotenzial/start.html)

## **2.4 b list of support services and projects regarding business**

**TITLE:** Mingo Migrant Enterprises



**WHAT:** Service to entrepreneurs offered by the Vienna Business Agency of the City of Vienna, focus on the entrepreneurs with migrant background.

**WHERE:** Mariahilfer Straße 20, 1070 Vienna

Tel. +43 1 4000 86 70

(in English and German) [wirtschaftsagentur.at/](http://wirtschaftsagentur.at/)

**TITLE:** Immipreneurs

**WHAT:** Private company that gives counselling and support to migrants that would like to start a business in Austria.

**WHERE:** (in English) [www.immipreneurs.eu/](http://www.immipreneurs.eu/)

**TITLE:** Centre for entrepreneurs of the Austrian Economic Chamber  
(*Wirtschaftskammer – WKO*)

**WHAT:** The WKO has a service centre where they give counselling and support to entrepreneurs.

**WHERE:** (in German) [www.gruenderservice.at/](http://www.gruenderservice.at/)

**TITLE:** Migrant Entrepreneurs team-up with mentors (Ment)

**WHAT:** Incubation and mentoring programme which gives migrants and refugees the chance to be supported in the first steps of launching entrepreneurial projects.

**WHERE:** (in English) [www.mentproject.eu/](http://www.mentproject.eu/)

**TITLE:** Austrian Economic Chamber (*Wirtschaftskammer – WKO*)

**WHAT:** It offers information for entrepreneurs, employers and employees in different fields. It also offers legal counselling. In the webpage you can find the location of the offices in Austria.

**WHERE:** (in German) [www.wko.at](http://www.wko.at)

## **2.4 c list of online resources regarding business**

**TITLE:** Portal Service for Companies (*Unternehmen Service Portal - UPS*)

**WHAT:** Portal service that offers information on topics related with business.

**WHERE:** (in English and in German) [www.usp.gv.at/](http://www.usp.gv.at/)

**TITLE:** Service of the Ministry of Science, Research and Economy for entrepreneurs

**WHAT:** It offers information for entrepreneurs

**WHERE:** (in English and German) [www.en.bmwf.gv.at/EconomicPolicy/BusinessStart-ups/Seiten/default.aspx](http://www.en.bmwf.gv.at/EconomicPolicy/BusinessStart-ups/Seiten/default.aspx)

## **2.4 d list of support services and projects regarding taxes**

**TITLE:** Austrian Economic Chamber (*Wirtschaftskammer – WKO*)

**WHAT:** Institution that represents the interest of business and develops projects to boost the local/regional economy. It coordinates the regional economic chambers.

**WHERE:** (in German) [www.wko.at](http://www.wko.at)

Wiedner Hauptstraße 63

1045 Vienna



Tel.: +43 5 90 900

Email: [office@wko.at](mailto:office@wko.at)

**TITLE:** Offices of the Ministry of Finance

**WHAT:** Federal Ministry of the Austrian government in charge of the budget and tax policies.

**WHERE:** You can find the office responsible for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)





## 3 LEARNING LOCAL LANGUAGE

### 3.1 STATE SUPPORTED PROGRAMMES

#### 3.1 a list of state supported programmes

**TITLE:** Austrian Integration Fund (*Österreichischer Integrations Fonds – ÖIF*)

**WHAT:** The ÖIF offers information on services connected to learning German language as part of the integration process in Austria (language courses, language exams, learning materials). Their Internet information platform *Mein Sprachportal* gives an overview of state and commercial programmes to learn German. The registration to the courses and the fees depend on the organizing institution.

**WHERE:** You can find the partners' institutions that offer German courses (in Arabic, Bosnian, English, Farsi, French, German, Hungarian, Rumanian and Turkish): [sprachportal.integrationsfonds.at/](http://sprachportal.integrationsfonds.at/)

You can find more information of the contact office (Arabic, Farsi, English and German): [www.integrationsfonds.at/en/locations/](http://www.integrationsfonds.at/en/locations/)

**TITLE:** Startpoint German (*Startpunkt Deutsch*)

**WHAT:** Central contact point for learning German in Styria. They suggest which centres teach German in Styria, they also do assessment test to know which level is adequate for you. They can also suggest German courses that are free of charge. You need to bring with you the registration of address (*Meldezettel*) and the identification document with the valid residence permit (if applicable).

**WHERE:** List of partner institutions that offer German courses (in Arabic, Bosnian, English, Farsi, French, German, Hungarian, Rumanian and Turkish): [www.startpunktdeutsch.at/](http://www.startpunktdeutsch.at/)

Reitschulgasse 19, 8010 Graz

Tel.: +43 (0)316 84 17 20

Email: [steiermark@startpunktdeutsch.at](mailto:steiermark@startpunktdeutsch.at)

### 3.2 COMMERCIAL PROGRAMMES

#### 3.2 a commercial programmes

**TITLE:** Commercial German courses

**WHAT:** There are many organisations and institutions that offer commercial German courses all over the country. You can obtain more detailed information about the courses from the organizing institution.

**WHO:** German courses are organized for different groups of non-native speakers (EU and third-country citizens, refugees, beneficiaries of subsidiary protection and asylum seekers).

**HOW:** Each centre has a different registration procedure. Bring a valid identification document along. If the institution offer discounts (e.g. for students, au-pairs, refugees) you'll need to prove the status (e.g. au-pair job contract, University's letter of acceptance).

**WHERE:** Information on a German courses' contact points in different federal states



(in English, German, Farsi and Arabic): [www.integrationsfonds.at/en/locations/](http://www.integrationsfonds.at/en/locations/)  
The list of institutions that offer German courses: (in English, German, French, Turkish, Bosnian, Polish, Rumanian, Arabic, Farsi and Hungarian): [sprachportal.integrationsfonds.at/kurse/oesterreichische-kursinstitute.html](http://sprachportal.integrationsfonds.at/kurse/oesterreichische-kursinstitute.html)

**GOOD TO KNOW:** The courses' fees depend on the organizing institution.

### 3.3 LANGUAGE COURSES FOR CHILDREN

#### 3.3 a list of language courses for children

**TITLE:** Caritas Lerncafés Austria

**WHAT:** Support for children and youngsters with school work while improving German skills. It's free of charge.

**WHERE:** Information about the Lerncafés (in German): [www.caritas.at/hilfe-beratung/migrantinnen-fluechtlinge/integration-bildung/lerncafes/](http://www.caritas.at/hilfe-beratung/migrantinnen-fluechtlinge/integration-bildung/lerncafes/)

**TITLE:** Language assistance for toddlers. City of Innsbruck - Support from the municipality

**WHAT:** The city of Innsbruck offers language assistance for children between 4 and 6 years of age at the public kindergartens. It's free of charge.

**WHERE:** More information at (in German): [www.innsbruck.gv.at/page.cfm?vpath=bildung--kultur/kindergaerten/sprachfoerderung](http://www.innsbruck.gv.at/page.cfm?vpath=bildung--kultur/kindergaerten/sprachfoerderung)

Pedagogic Counseling and development

Maria-Theresien-Straße 18

Innsbruck

Tel.: +43 512 5360 - 4218

Email: [post.kinder.jugendbetreuung@innsbruck.gv.at](mailto:post.kinder.jugendbetreuung@innsbruck.gv.at)

**TITLE:** Language support

**WHAT:** The Federal State of Vorarlberg offers language support for children and youngsters. It's free of charge.

**WHERE:** Department of social affairs and integration

Landhaus

6901 Bregenz

Tel. +43 5574 511 24105

Email: [gesellschaft-soziales@vorarlberg.at](mailto:gesellschaft-soziales@vorarlberg.at)

**TITLE:** Sprich mit mir

**WHAT:** The Ministry of Education offers language support in kindergarten with different initiatives aimed at children and parents. They also offer a number of online resources for adapting to Austrian school environment and early language learning, mostly in German language. It's free of charge.

**WHERE:** More information at (in German, English, Croatian and Turkish): [www.sprich-mit-mir.at](http://www.sprich-mit-mir.at)

BURGENLAND:



Office of the State Government - Department 2  
Europaplatz 1  
7000 Eisenstadt  
Tel.: +43 57 600 2425

CARINTHIA:  
Office of the State Government - Department 6 - Education and Culture  
MießtalerStrasse 1  
9021 Klagenfurt am Wörthersee  
Tel.: + 43 50536 16133

LOWER AUSTRIA:  
Office of the State Government - Department of Preschool and School  
Landhausplatz 1, Haus 13 - 3109 St. Pölten  
Tel: +43 2742 9005-13237  
Email: [post.k5@noel.gv.at](mailto:post.k5@noel.gv.at)

STYRIA:  
Office of the State Government - Department 6 - Education and society  
Karmeliterplatz 2, 8010 Graz  
Tel.: +43 316 877 2696  
Email: [kin@stmk.gv.at](mailto:kin@stmk.gv.at)

SALZBURG:  
Office of the State Government - Department 2 - Culture, education and society  
Mozartplatz 8  
5010 Salzburg  
Tel.: +43 662 8042 2575  
Email: [kultur-bildung@salzburg.gv.at](mailto:kultur-bildung@salzburg.gv.at)

TIROL:  
Office of the State Government - Department of Education  
Project Coordinator: Birgit Eder  
Tel.: +43 512 508 2798  
Email: [sprachfoerderung@tirol.gv.at](mailto:sprachfoerderung@tirol.gv.at)

UPPER AUSTRIA:  
Office of the State Government - Administration of Education and society  
Bahnhofplatz 1  
4021 Linz  
Tel: +43 732 77 20-15526  
Email: [bgd.post@ooe.gv.at](mailto:bgd.post@ooe.gv.at)



**VIENNA:**

City of Vienna – Magistrat 10  
Thomas-Klestil-Platz 11  
1030 Vienna  
Tel.: +43 1 4000 90309  
Email: [post@ma10.Vienna.gv.at](mailto:post@ma10.Vienna.gv.at)

**VORARLBERG:**

Office of the State Government – Department IIa/School  
Landhaus  
6901 Bregenz  
Tel: +43 5574 / 511-22125  
Email: [schule@vorarlberg.at](mailto:schule@vorarlberg.at)

**TITLE:** German in the kindergartens of Graz

**WHAT:** The city of Graz offers assistance for acquisition of first and second language in the kindergartens of the city. The integration assistance helps children to develop their skills in German through work with language teachers and other specialists, so they are better prepared to attend primary school. It's free of charge.

**WHERE:** You can ask for more information at the kindergarten or at the Integrations Department of the city of Graz (in German): [www.graz.at/integration](http://www.graz.at/integration).  
City of Graz Integration Department (*Integrationsreferat der Stadt Graz*)

Keesgasse 4, ground floor, 8010 Graz  
Tel.: +43 316 872-7480  
Email: [integrationsreferat@stadt.graz.at](mailto:integrationsreferat@stadt.graz.at)

**TITLE:** Girls only programme in Salzburg

**WHAT:** Open table for girls between 11 and 14 years of age to improve German language skills and get information on everyday life in Salzburg. Without previous registration and free of charge. An adult can be present in case child doesn't feel secure enough in expressing in German language.

**WHERE:** More information (in German): [www.stadt-salzburg.at/internet/leben\\_in\\_salzburg/frauen/projekte\\_veranstaltungen/veranstaltungen\\_2017\\_451056/deutsch\\_ueben\\_fuer\\_maedchen\\_451460.htm](http://www.stadt-salzburg.at/internet/leben_in_salzburg/frauen/projekte_veranstaltungen/veranstaltungen_2017_451056/deutsch_ueben_fuer_maedchen_451460.htm).

Frauenbüro der Stadt Salzburg,  
Schloss Mirabell, 5024 Salzburg  
Tel.: 8072-2044  
Email: [frauenbuero@stadt-salzburg.at](mailto:frauenbuero@stadt-salzburg.at)

**TITLE:** Language support in Linz

**WHAT:** Measures to raise competences in German in the kindergartens, day care centres and schools in the city of Linz. It's free of charge if there are enough participants registered.

**WHERE:** You can ask for more information at the municipality of Linz  
Hauptstraße 1-5, 4041 Linz



Tel.: +43 732 7070 0

Email: [info@mag.linz.at](mailto:info@mag.linz.at)

**TITLE:** Lernhilfe in Vienna

**WHAT:** Improve German through consolidation of other school subjects. Support with school work. It's possible to do specific language courses in summer. It costs 48 EUR per child on semester.

**WHERE:** (in German) [www.interface-wien.at/3-eltern-und-kinder/65-lernhilfe](http://www.interface-wien.at/3-eltern-und-kinder/65-lernhilfe)

Interface Vienna

Paulanergasse 3/1 Standort Interface

1040 Vienna

Tel.: +43 1 5245015

Email: [a.dimova@interface-wien.at](mailto:a.dimova@interface-wien.at)

**TITLE:** German for children – Association ISOP

**WHAT:** Support for acquisition or improvement of German skills for children and youngsters in the “new secondary school” in Graz. It's free of charge.

**WHERE:** You can find more information (in German): [www.isop.at/tatigkeitsfelder/ausgelaufene-projekte/deutsch-fur-familien-nicht-deutscher-muttersprache/](http://www.isop.at/tatigkeitsfelder/ausgelaufene-projekte/deutsch-fur-familien-nicht-deutscher-muttersprache/)

Dreihackengasse 2

8020 Graz

Tel.: +42 31676 46 46-32

Email: [deutschkurse@isop.at](mailto:deutschkurse@isop.at)

**TITLE:** Project Wort.SPIEL.Raum – deutsch&mehr

**WHAT:** Language support for children in primary school age who aren't native speakers of German language in Graz. It's free of charge.

**WHERE:** You can find more information (in German) [deutschundmehr.at/projekte/wort-spiel-raum/](http://deutschundmehr.at/projekte/wort-spiel-raum/)

DEUTSCH&MEHR Sprachinstitut e.U.

Griesgasse 27/DG, 8020 Graz

(bzw. Nikolaiplatz 4a/DG, 8020 Graz)

Tel: +43 316 329 929 40

Email: [office@deutschundmehr.at](mailto:office@deutschundmehr.at)

**TITLE:** Sowieso Mehr! - Interface Vienna

**WHAT:** German course for children between 7 to 14 years of age during the course or summer holidays. It's free of charge.

**WHERE:** (in German) [www.interface-wien.at/3-eltern-und-kinder/65-lernhilfe](http://www.interface-wien.at/3-eltern-und-kinder/65-lernhilfe)

Interface Vienna

Paulanergasse 3/1 Standort Interface

1040 Vienna

Tel.: +43 1 5245015-

Email: [a.dimova@interface-wien.at](mailto:a.dimova@interface-wien.at)



## 3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP

### 3.4 a list of local language exams for qualification and citizenship

**TITLE:** Austrian Integration Fund (*Österreichischer Integrationsfonds - ÖIF*):

**WHAT:** German exams from level A1 to B2 in the Common European Framework of Reference. Exams can be taken at the ÖIF or at the certified language centre (except level A1).

**WHERE:** Centre and dates (in Arabic, Bosnian, English, Farsi, French, German, Hungarian, Rumanian, Polish and Turkish):

[sprachportal.integrationsfonds.at/pruefungen/pruefungstermine.html](http://sprachportal.integrationsfonds.at/pruefungen/pruefungstermine.html)

**TITLE:** Austrian language certificate (*Österreichisches Sprachdiplom Deutsch - ÖSD*):

**WHAT:** German exams from level A1 to C2. Exams can only be taken by certified institutions.

**WHERE:** Centres and dates (in English and German): [www.osd.at/default.aspx?Slid=16&LAid=1](http://www.osd.at/default.aspx?Slid=16&LAid=1)

**TITLE:** Goethe-Institute

**WHAT:** German exams from level A1 to C2. Exams can be taken at the Goethe-Institute or at certified institutions.

**WHERE:** Centres and dates (in different languages): [origin-www.goethe.de/lrn/prj/pba/ort/deindex.htm](http://origin-www.goethe.de/lrn/prj/pba/ort/deindex.htm)

**TITLE:** telc GmbH:

**WHAT:** German exams from level A1 to C2. Exams can only be taken by certified institutions.

**WHERE:** Centres and dates (in English, German, Spanish and Turkish): [www.telc.net/pruefungsteilnehmende/pruefungszentrum-finden.html](http://www.telc.net/pruefungsteilnehmende/pruefungszentrum-finden.html)

## 3.5 SUPPORT SERVICES FOR MIGRANTS

### 3.5 a list of support services and projects regarding local language courses

**TITLE:** Caritas Akademie of the Diocese of Graz-Seckau

**WHAT:** Educational institution for adults in Styria that offers German courses.

**WHERE:** (in German) [www.caritasakademie.at/home/](http://www.caritasakademie.at/home/)

**TITLE:** Caritas Lerncafés Austria

**WHAT:** Support for children and youngster with school work while improving German skills. It's free of charge.

**WHERE:** Information about the Lerncafés (in German): [www.caritas.at/hilfe-](http://www.caritas.at/hilfe-)



[beratung/migrantinnen-fluechtlinge/integration-bildung/lerncafes/](#)

**TITLE:** Language assistance for toddlers. City of Innsbruck - Support from the municipality

**WHAT:** The city of Innsbruck offers language assistance for children between 4 and 6 years of age at the public kindergartens. It's free of charge.

**WHERE:** More information (in German): [www.innsbruck.gv.at/page.cfm?vpath=bildung--kultur/kindergaerten/sprachfoerderung](http://www.innsbruck.gv.at/page.cfm?vpath=bildung--kultur/kindergaerten/sprachfoerderung)

Pedagogic Counseling and development

Maria-Theresien-Straße 18 - Innsbruck

4. Stock

Tel.: +43 512 5360 4218

Email: [post.kinder.jugendbetreuung@innsbruck.gv.at](mailto:post.kinder.jugendbetreuung@innsbruck.gv.at)

**TITLE:** Language support

**WHAT:** The Federal State of Vorarlberg offers language supports for children and youngsters. It's free of charge.

**WHERE:** Department of social affairs and integration

Landhaus

6901 Bregenz

Tel. +43 5574 511 24105

Email: [gesellschaft-soziales@vorarlberg.at](mailto:gesellschaft-soziales@vorarlberg.at)

**TITLE:** Language support in kindergarten

**WHAT:** The Ministry of Education offers language support in kindergarten. It's free of charge.

**WHERE:** More information (in Croatian, English, German and Turkish): [www.sprich-mit-mir.at](http://www.sprich-mit-mir.at)

BURGENLAND:

Office of the State Government - Department 2

Europaplatz 1

7000 Eisenstadt

Tel.: +43 57 600 2425

CARINTHIA:

Office of the State Government - Department 6 - Education and Culture

Mießtaler Strasse 1

9021 Klagenfurt am Wörthersee

Tel.: + 43 50536 16133

LOWER AUSTRIA:

Office of the State Government - Department of Preschool and School

Landhausplatz 1, Haus 13 - 3109 St. Pölten





Tel: +43 2742 9005-13237

Email: [post.k5@noel.gv.at](mailto:post.k5@noel.gv.at)

**STYRIA:**

Office of the State Government - Department 6 - Education and society

Karmeliterplatz 2, 8010 Graz

Tel.: +43 316 877 2696

Email: [kin@stmk.gv.at](mailto:kin@stmk.gv.at)

**SALZBURG:**

Office of the State Government - Department 2 - Culture, education and society

Mozartplatz 8

5010 Salzburg

Tel.: +43 662 8042 2575

Email: [kultur-bildung@salzburg.gv.at](mailto:kultur-bildung@salzburg.gv.at)

**TIROL:**

Office of the State Government - Department of Education

Project Coordinator: Birgit Eder

Tel.: +43 512 508- 2798

Email: [sprachfoerderung@tirol.gv.at](mailto:sprachfoerderung@tirol.gv.at)

**UPPER AUSTRIA:**

Office of the State Government - Administration of Education and society

Bahnhofplatz 1, 4021 Linz

Tel: +43 732 77 20-15526

Email: [bgd.post@ooe.gv.at](mailto:bgd.post@ooe.gv.at)

**VIENNA:**

City of Vienna - Magistrat 10

Thomas-Klestil-Platz 11

1030 Vienna

[post@ma10.Vienna.gv.at](mailto:post@ma10.Vienna.gv.at)

Tel.: +43 1 4000 90309

**VORARLBERG:**

Office of the State Government - Department IIa/School

Landhaus

6901 Bregenz

Tel: +43 5574 / 511-22125

Email: [schule@vorarlberg.at](mailto:schule@vorarlberg.at)

**TITLE:** German in the kindergartens of Graz



**WHAT:** The city of Graz offers assistance for acquisition of first and second language. It's free of charge.

**WHERE:** You can ask for more information at the kindergarten or at the Integrations Department of the city of Graz (in German): [www.graz.at/integration](http://www.graz.at/integration)

City of Graz Integration Department

Keesgasse 4, ground floor, 8010 Graz

Tel.: +43 316 872-7480

Email: [integrationsreferat@stadt.graz.at](mailto:integrationsreferat@stadt.graz.at)

**TITLE:** Girls only

**WHAT:** Open table for girls between 11 and 14 years of age to improve German skills. It's free of charge.

**WHERE:** More information (in German): [www.stadt-salzburg.at/internet/leben\\_in\\_salzburg/frauen/projekte\\_veranstaltungen/veranstaltungen\\_2017\\_451056/deutsch\\_ueben\\_fuer\\_maedchen\\_451460.htm](http://www.stadt-salzburg.at/internet/leben_in_salzburg/frauen/projekte_veranstaltungen/veranstaltungen_2017_451056/deutsch_ueben_fuer_maedchen_451460.htm)

Frauenbüro der Stadt Salzburg,

Schloss Mirabell, 5024 Salzburg

Tel. 8072-2044

Email: [frauenbuero@stadt-salzburg.at](mailto:frauenbuero@stadt-salzburg.at)

**TITLE:** Language support in Linz

**WHAT:** Language support in kindergartens. It's free of charge.

**WHERE:** Municipality of Linz

Hauptstraße 1-5, 4041 Linz

Tel.: +43 732 7070 0

Email: [info@mag.linz.at](mailto:info@mag.linz.at)

**TITLE:** Lernhilfe in Vienna

**WHAT:** Improve German through consolidation of the other school subjects. It costs 48 EUR per child per semester.

**WHERE:** (in German) [www.interface-wien.at/3-eltern-und-kinder/65-lernhilfe](http://www.interface-wien.at/3-eltern-und-kinder/65-lernhilfe)

Interface Vienna

Paulanergasse 3/1 Standort Interface

1040 Vienna

Tel.: +43 1 5245015-22

Email: [a.dimova@interface-wien.at](mailto:a.dimova@interface-wien.at)

**TITLE:** German for children – Association ISOP

**WHAT:** Support for acquisition or improvement in German skills for children and youngsters in the new secondary school in Graz. It's free of charge.

**WHERE:** You can find more information (in German): [www.isop.at/tatigkeitsfelder/ausgelaufene-projekte/deutsch-fur-familien-nicht-deutscher-muttersprache/](http://www.isop.at/tatigkeitsfelder/ausgelaufene-projekte/deutsch-fur-familien-nicht-deutscher-muttersprache/)

Dreihackengasse 2, 8020 Graz

Tel.: 0316/76 46 46-32

Email: [deutschkurse@isop.at](mailto:deutschkurse@isop.at)



**TITLE:** Project Wort.SPIEL.Raum – deutsch&mehr

**WHAT:** Language support for children in primary school who aren't native speakers of German. It's free of charge.

**WHERE:** You can find more information (in German): [deutschundmehr.at/projekte/wort-spiel-raum/](http://deutschundmehr.at/projekte/wort-spiel-raum/)

DEUTSCH&MEHR Sprachinstitut e.U.

Griesgasse 27/DG, 8020 Graz

(bzw. Nikolaiplatz 4a/DG, 8020 Graz)

Tel: +43 316 329 929 40

Email: [office@deutschundmehr.at](mailto:office@deutschundmehr.at)

**TITLE:** Sowieso Mehr! - Interface Vienna

**WHAT:** German course for children from 7 to 14 years of age during the course or summer holidays. There's personal contribution.

**WHERE:** (in German) [www.interface-wien.at/3-eltern-und-kinder/65-lernhilfe](http://www.interface-wien.at/3-eltern-und-kinder/65-lernhilfe)

Paulanergasse 3/1 Standort Interface

1040 Vienna

Tel.: +43 1 5245015-

Email: [a.dimova@interface-wien.at](mailto:a.dimova@interface-wien.at)

**TITLE:** Startpunkt Deutsch

**WHAT:** Central contact point for learning German in Styria. Counselling is free of charge.

**WHERE:** You can find the partners institutions that offer German courses (in Arabic, Bosnian, English, Farsi, French, German, Hungarian, Rumanian, Polish and Turkish):

[www.startpunktdeutsch.at/](http://www.startpunktdeutsch.at/)

Reitschulgasse 19

8010 Graz

Tel.: +43 (0)316 84 17 20

Email: [steiermark@startpunktdeutsch.at](mailto:steiermark@startpunktdeutsch.at)

**TITLE:** German courses for youngsters

**WHAT:** German courses for youngsters between 15 and 21 years old. There might be a personal contribution.

**WHERE:** Interface Vienna (in German): [www.interface-wien.at/2-jugendbildung/21-angebote-fur-jugendliche](http://www.interface-wien.at/2-jugendbildung/21-angebote-fur-jugendliche)

Paulanergasse 3/1 Standort Interface

1040 Vienna

Tel.: +43 1 5245015

Email: [a.dimova@interface-wien.at](mailto:a.dimova@interface-wien.at)

**TITLE:** Integration and German courses

**WHAT:** The organisation offers integration and German courses for refugees all over Austria.



**WHERE:** More information about the courses (in German) [fluechtlingsdienst.diakonie.at/einrichtungen?taetigkeit=95&angebot=All&bundesland=All](http://fluechtlingsdienst.diakonie.at/einrichtungen?taetigkeit=95&angebot=All&bundesland=All)

**TITLE:** Mama learns German – Vienna

**WHAT:** Basic level German courses for women with children in preschool age. It's free of charge.

**WHERE:** You can find courses at: [www.Vienna.gv.at/menschen/integration/deutsch-lernen/mama-lernt-deutsch/kurstraeger.html](http://www.Vienna.gv.at/menschen/integration/deutsch-lernen/mama-lernt-deutsch/kurstraeger.html)

Brochure with more information Albanian, Arabic, Bosnian/Croatian/Serbian, Chinese, German, English, Farsi, Hindi, Russian and Turkish: [www.Vienna.gv.at/menschen/integration/pdf/mama-lernt-deutsch-folder.pdf](http://www.Vienna.gv.at/menschen/integration/pdf/mama-lernt-deutsch-folder.pdf)

**TITLE:** Mama learns German – Lower Austria

**WHAT:** Basic level German courses for women with children in preschool age. Personal contribution of 10 EUR.

**WHERE:** You can find more information at (in German): [www.vhs-interkulturell.at/de/mama-lernt-deutsch/](http://www.vhs-interkulturell.at/de/mama-lernt-deutsch/)

Bulgariplatz 12 / 4. Stock

4020 Linz

Tel.: +43 732 66 11 71 - 42

Email: [institut@vhsooe.at](mailto:institut@vhsooe.at)

**TITLE:** Austrian Integration Fund (*Österreichischer Integrations Fonds – ÖIF*)

**WHAT:** ÖIF offers integration services at a national level including German courses.

**WHERE:** You can find the partners institutions that offer German courses (in Arabic, Bosnian, English, Farsi, French, German, Hungarian, Rumanian, Polish and Turkish): [sprachportal.integrationsfonds.at/](http://sprachportal.integrationsfonds.at/)

You can find more information of the contact office (English, German, Farsi and Arabic): [www.integrationsfonds.at/en/locations/](http://www.integrationsfonds.at/en/locations/)

**TITLE:** German in the adult education centre (*Volkshochschule*)

**WHAT:** The adult education centres in Austria offer languages courses at different levels.

**WHERE:**

- ▶ Volkshochschulen Burgenland (in German): [www.vhs-burgenland.at/home/Deutsch\\_als\\_Fremdsprache.html](http://www.vhs-burgenland.at/home/Deutsch_als_Fremdsprache.html)
- ▶ Volkshochschulen Kärnten (in German): [www.vhsktn.at/themen/detail/C20/deutsch-als-fremdsprache](http://www.vhsktn.at/themen/detail/C20/deutsch-als-fremdsprache)
- ▶ Verband Niederösterreichischer Volkshochschulen (in German): [www.vhs-noe.at/Kurssuche/](http://www.vhs-noe.at/Kurssuche/)
- ▶ Verband Oberösterreichischer Volkshochschulen (in German): [www.vhsooe.at/kursbuch/kurse-suchen/](http://www.vhsooe.at/kursbuch/kurse-suchen/)
- ▶ Volkshochschulen Steiermark (in German): [www.vhsstmk.at/](http://www.vhsstmk.at/)
- ▶ Volkshochschulen Salzburg (in German): [www.volkshochschule.at/sprachen/deutsch-als-zweitsprache/daf-kurse/](http://www.volkshochschule.at/sprachen/deutsch-als-zweitsprache/daf-kurse/)



**TITLE:** Wifi Languages courses

**WHAT:** Wifi offers German courses on different levels.

**WHERE:** (in German) [www.wifi.at/Kursbuch/Sprachen/Sprachen](http://www.wifi.at/Kursbuch/Sprachen/Sprachen)

### **3.5 b list of online resources**

**TITLE:** Examples of ÖIF exams

**WHAT:** Examples of exams with solutions to download with different levels.

**WHERE:** (in Arabic, Bosnian, English, Farsi, French, German, Hungarian, Rumanian, Polish and Turkish): [sprachportal.integrationsfonds.at/pruefungen/beispieltests-als-download.html](http://sprachportal.integrationsfonds.at/pruefungen/beispieltests-als-download.html)

**TITLE:** Learn German

**WHAT:** Brochure of the federal state of Salzburg that offers information on German courses.

**WHERE:** (in German) [www.uni-salzburg.at/fileadmin/multimedia/Internationale%20Beziehungen/documents/deutschlernen-5-1.pdf](http://www.uni-salzburg.at/fileadmin/multimedia/Internationale%20Beziehungen/documents/deutschlernen-5-1.pdf)

**TITLE:** Online practice test

**WHAT:** Online practice exercises at different levels (A1 – B2).

**WHERE:** (in Arabic, Bosnian, English, Farsi, French, German, Hungarian, Rumanian, Polish and Turkish): [sprachportal.integrationsfonds.at/pruefungen/online-uebungstest.html](http://sprachportal.integrationsfonds.at/pruefungen/online-uebungstest.html)

**TITLE:** Examples of Austrian Language Certificate

**WHAT:** Examples of exams with correct answers to download (different levels)

**WHERE:** (in English and German) [www.osd.at/default.aspx?Slid=32](http://www.osd.at/default.aspx?Slid=32)

**TITLE:** Training material

**WHAT:** Material to prepare for exams by the Goethe Institute.

**WHERE:** (in English and German) [www.goethe.de/en/spr/kup/prf/bar.html](http://www.goethe.de/en/spr/kup/prf/bar.html)

**TITLE:** Education in Lower Austria (*Weiterbildung in Niederösterreich*)

**WHAT:** Online portal of educational courses in Upper Austria

**WHERE:** (in German) [www.bildungsangebote.at/](http://www.bildungsangebote.at/)



## 4 EDUCATION

### 4.1 PRESCHOOL EDUCATION

#### 4.1 a description of the system

**TITLE:** Preschool education and childcare

**WHAT:** Education is compulsory in Austria from 5 years of age on. The federal states have the competence in preschool education. Therefore, the number of available spots, prices and opening hours are different. There are several forms of preschool childcare:

- ▶ Nursery (*Kinderkrippe*): Care and education of the children in small groups. The groups are divided according to age and maturity. The fees depend on the nursery and number of hours the child spends at the nursery.
- ▶ Kindergarten (*Kindergärten*): It's possible to bring the child for a half-day kindergarten care (between 16 to 20 hours per week without lunch) until the child is 5 years old. The state governments contact the families with a toddler who is turning 5 years old and isn't enrolled to kindergarten to evaluate the situation.
- ▶ Daily care parents (*Tageseltern*): Daily care parents take care of one or more children. They do activities with the children. They must have pedagogical training recognized and registered by the District Administration Office (*Bezirksverwaltungsbehörde*).
- ▶ Childcare at universities: Most universities offer childcare facilities for students, professors and staff. Each university has different options. Ask for the person in charge.
- ▶ Babysitters: They need to have a contract and an accident insurance for the working hours. You can also consider hiring an "Au-pair" (see the section on Au-pair).
- ▶ Preschool year: Children must attend one year of preschool before starting primary school.

**WHO:** Families with children between 2 and 5 years of age. It's compulsory to enrol a child into pre-school when a child turns 5.

**HOW:** Registration is done directly at the education institution. You have to register at the childcare institution.

**GOOD TO KNOW:** In Austria, it's possible to establish a childcare in your company. If you would like to establish one or know if there's one available in your company, contact the staff representative. Besides co-workers' children, the nearby companies employees' children can also join.

#### 4.1 b admission/registration

**TITLE:** Registration at the preschool education centre

**HOW:** In case of public preschool education the admission takes place at the municipal office (*Gemeinde* or *Magistrat*). In case of private education institutions the admission takes place at the institution itself. The admission process differs according to the federal state. You'll need to bring the application form and a valid identification document. Here you can find the closest preschool centre (in German) in Austria:



[www.kinderbetreuung.at/search/](http://www.kinderbetreuung.at/search/)

**WHERE:** You can find the responsible office for your place of residence (in German): [www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e3s](http://www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e3s)

**GOOD TO KNOW:** Sometimes it can be difficult to find an available place for a child. It's better to ask in advance especially in cities (as soon as possible).

#### 4.1 c subsidized meals

**TITLE:** Subsidized meals

**WHAT:** There are no general rules on subsidized meals. It depends on the federal state, the municipality or the local management of the institution. For more information ask at the child's education institution.

#### 4.1 d tax deduction for families with children

**TITLE:** Tax deduction for families with children

**WHAT:** Cost for childcare can be deducted from the income tax return.

**WHO:** Requirements:

- ▶ Child's age below 10 years old.
- ▶ Child below 16 years old with special needs.
- ▶ The childcare has to be provided by a qualified person (public or private nursery, kindergarten or daily care parents).
- ▶ The costs of childcare has already been covered

**HOW:** You can deduct the costs of childcare while doing the income tax return. The income tax return is done online (in German): [finanzonline.bmf.gv.at/fon/](http://finanzonline.bmf.gv.at/fon/). If you don't have a tax number, you need to visit the local office of the Ministry of Finances personally.

You have to submit invoices of the expenses related to childcare.

**WHERE:** You can find the office responsible of the Ministry of Finances for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)

**GOOD TO KNOW:** Keep all invoices and bills from the costs of the preschool education care.

Extra costs of the care during holidays and vacations are also deductible (travel costs, food or money for material).

The costs for care incurred during afternoons or holiday periods are also deductible, as long as the care is performed by a qualified person.

## 4.2 PRIMARY SCHOOL (Volksschule)

### 4.2 a description of the system

**TITLE:** Description of the primary school system

**WHAT:** Education is compulsory between 5 and 10 years old. Between 6 and 10 years old (from the 1<sup>st</sup> to the 4<sup>th</sup> grade), the children go to primary school (*Volksschule*). In the primary school, children are generally grouped by age and they follow approximately the same curriculum.

**WHO:** Children between 6 and 10 years of age.

**WHEN:** 1st of September after child's 6<sup>th</sup> birthday. It lasts 4 years.





**GOOD TO KNOW:** In case of small schools, children born in different years can be grouped in one class.

#### **4.2 b admission/registration**

**TITLE:** Registration (*Einschreibung*)

**WHO:** Children turning 6 years old before 31<sup>st</sup> of August must attend school from the 1<sup>st</sup> of September.

**STEP 1:** At the end of October, you have to set an appointment with the school you would like your child to attend. You can do it online or directly at the school. You can choose up to 3 schools if you live in a larger city. You normally choose the schools geographically closer to your home.

**STEP 2:** During the second/third week of December, you'll be notified which school the child will attend by email. In the email, there will be an appointment with the centre and the list of the documents needed.

**STEP 3:** Bring the necessary documents to the appointment. The child should also come, so the person responsible for the registration can get a first impression of him/her and assess if he/she is mature enough to follow the classes.

**WHEN:** Periods of registration are different every year but they publish the dates during the end of October or beginning of November in the webpage of the school and the webpage of the municipality.

**WHERE:** You can find more in the webpage of the State Education Board (*Landesschulrat*) (in German): [www.landesschulrat.at/](http://www.landesschulrat.at/)

**GOOD TO KNOW:** The registration is carried out by the municipality and the school. For more information contact the schools. Most of the primary schools do open-doors day to show the facilities to future pupils and parents.

#### **4.2 c transport to school**

**TITLE:** Transport to school – Reduced fare for pupils and students

**WHAT:** Each federal state has different subsidies for pupils and students' fares.

**WHO:** Pupils and students who haven't turned 24 years old and his/her family gets family allowance (for more information, see "State And Non-State Financial Social Assistance"). In Austria, children can use public transport by themselves from 7 years of age on.

**HOW:** The school (or the transport company) provides the form to fill in. You have to hand it in to the transport company. Each federal state has different reduced fares for pupils. There's a minimum fee of 19.60 EUR per year for a child as a personal contribution in all federal states.

You can also apply for "transport support", if there's no suitable transport to go to school and the distance between the school and home is too far from the house (by foot) or the path is too dangerous.

**WHERE:** Transport companies in the place of residence.

**WHEN:** You can apply at the beginning of the school year.

**GOOD TO KNOW:** Besides the subsidized fares, each federal state has different reduced fares for pupils and students. You can check them here (in German): [www.arbeiterkammer.at/beratung/bildung/lehre/Freifahrt\\_\\_\\_Fahrtenbeihilfe.html](http://www.arbeiterkammer.at/beratung/bildung/lehre/Freifahrt___Fahrtenbeihilfe.html)  
It also applies to apprentices.



#### 4.2 d before and after school care

**TITLE:** Afternoon school care (*Nachmittagsbetreuung*)

**WHAT:** Afternoon school care offers leisure activities supervised by a qualified person. Generally it lasts until 4 p.m.

**WHO:** Afternoon school care is intended for children attending the school.

**HOW:** According to the law, there must be a minimum of 15 children enrolled in the afternoon care (in some special cases it can be a minimum of 12). You need to contact the school to know if there's afternoon care and how to enrol the pupil. It's possible that the school asks for a personal contribution in order to cover the costs of the afternoon care.

**WHERE:** Generally the activities take place at the child's school.

**WHEN:** The afternoon school care is offered through the entire academic year.

**GOOD TO KNOW:** The afternoon care can be cancelled in the periods when a majority of students are absent (e.g. ski trip).

#### 4.2 e subsidized school meals

**TITLE:** Subsidized meals

**WHAT:** There are no general rules on subsidized meals. It depends on the federal state, the municipality or the local management of the institution. For more information ask at the child's education institution.

#### 4.2 f children with special needs

**TITLE:** Children with special needs

**WHAT:** Pupils with special educational needs can either attend a specialized school or be integrated in any other educational institution. Parents have the right to choose the option they consider more appropriate. The pupils will follow either a curriculum from the school for children with special needs or an specially designed curriculum in the school.

Other specific support measures can be:

- ▶ Application of a different curriculum
- ▶ Different teaching methods
- ▶ Additional teachers
- ▶ Adjusted accessories or furniture

If there aren't any appropriate centres to provide the needed support, school and parents can apply for extra support measures to the local and state education boards (*Bezirksschulrat* or *Landesschulrat*).

**WHERE:** You can find more in the webpage of the State Education Board (*Landesschulrat*) (in German): [www.landesschulrat.at/](http://www.landesschulrat.at/)

**GOOD TO KNOW:** School for children with special educational needs has a lower number of pupils per class, especially trained and qualified teachers and can offer individual lectures. See "Children with special needs" for more information.

#### 4.2 g school holidays

**TITLE:** School holidays

**WHAT:** School holidays depend on the federal state.



- ▶ Winter holidays: one week in February. Exact days depend on Federal State.
- ▶ 19<sup>th</sup> March: Patron Saint in Carinthia, Styria, Tirol and Vorarlberg
- ▶ Easter holidays: different each year according to lunar calendar
- ▶ 1<sup>st</sup> May: National holiday
- ▶ 4<sup>th</sup> of May: Patron Saint in Upper Austria.
- ▶ Ascension of Christ: different each year according to lunar calendar
- ▶ Pentecost holidays: different each year according to lunar calendar
- ▶ Corpus Christi: different each year according to lunar calendar
- ▶ Summer holidays: they generally start the first week of July till the first week of September. Exact days depend on Federal State.
- ▶ 11<sup>th</sup> September: National referendum in Carinthia.
- ▶ 24<sup>th</sup> September: Patron Saint Salzburg
- ▶ 26<sup>th</sup> October: National holidays
- ▶ 1<sup>st</sup> and 2<sup>nd</sup> November: All Hollows Days Holidays
- ▶ 11<sup>th</sup> November: Patron Saint in Burgenland
- ▶ 15<sup>th</sup> November: Patron Saint in Lower Austria and Vienna.
- ▶ 8<sup>th</sup> December: Immaculate Conception
- ▶ Christmas holidays. Between 24<sup>th</sup> of December and 6<sup>th</sup> of January

More information (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html)

## 4.2 h school attendance and absence

**TITLE:** Measures against school absence

**WHAT:** At the beginning of the school year, teachers (or board members) and pupils establish an agreement of communication and behaviour.

**WHO:** All pupils in obligatory school age (until 15 years old).

**HOW:** Initiation of a 5 steps procedure, if there's a case of 5 unexcused days of absence per semester, 30 unexcused hours of absence in one semester or 3 unexcused successive days of absence. The teacher is responsible to initiate the following steps, with the support of the board members.

**STEP 1:** Meeting with the student and the teacher

**STEP 2:** After 1 month, second meeting is organized to evaluate the situation. If the teacher considers it necessary, counsellor or psychologist can be involved.

**STEP 3:** After additional month (if no positive answer), teacher and school board meet the pupil and family to agree about the next steps.

**STEP 4:** About 2 weeks later, meeting with the pupil.

**STEP 5:** After 1 month, the headmaster of the school has to meet the pupil to evaluate the success of the measures taken. In case the measures haven't been effective, the headmaster has to file a complaint to the District Administrative Authority (*Bezirksverwaltungsbehörde*).

**GOOD TO KNOW:** It's considered unexcused absence if the pupil doesn't present a confirmation from the parents that they knew he/she was absent.

## 4.2 i support for participation in school activities

**TITLE:** Financial support for participation in school activities



**WHAT:** It's a one-time support to help socially vulnerable pupils to participate in activities that take place out of the school and last more than 4 days (e.g. language exchange).

**WHO:**

- ▶ Children from EEA/EU Member States
- ▶ Children with a recognized refugee status
- ▶ Children from third countries or stateless whose parents have registered residence and work in Austria for at least 5 years.
- ▶ They're in social need (social need is determined by the family income, family status and number of family members).

**WHEN:** Applications must be submitted before the school activity happens.

**WHERE:** You can find more in the webpage of the State Education Board (*Landesschulrat*) (in German): [www.landesschulrat.at/](http://www.landesschulrat.at/)

**GOOD TO KNOW:** The amount of the support depends on the situation of the child and the cost of the activity.

## 4.2 j support in local language as a second language

**TITLE:** support in local language as a second language

**WHAT:** Pupils who aren't native speakers of German are generally integrated in the class. If their level of German isn't sufficient, they receive support:

- ▶ Language course for German as a second language for a maximum of 11 hours per week up to 2 years (minimum 8 pupils enrolled. It's possible to combine pupils from different ages or even different schools).
- ▶ Parallel German lectures in addition to the regular language lectures to strengthen the knowledge of the language (minimum 8 students enrolled. It's possible to combine pupils from different ages or even different schools).
- ▶ Pupils that need special support after completion of the second year of study in Austria can receive a special support course in German.

**HOW:** Ask the school if they offer additional German courses. If there aren't any available, it's possible to ask other educational institutions nearby.

## 4.2 k migrant children's mother tongue tuition

**TITLE:** Language support in mother tongue

**WHAT:** There's the possibility to organize extracurricular lectures for the pupils whose mother tongue is not German. These language courses are intended to master their mother tongue at different levels (grammar, writing).

**HOW:** Lectures are generally organized at the school with the help of the school board. The school board will work with the State Educational Board to form a larger group of students in the area who are interested in attending the same language course. The language courses take place during the free time of the pupils (including Saturdays).

**WHERE:** The child's can give you more information. You can also contact the State Education Board (*Landesschulrat*) (in German): [www.landesschulrat.at/](http://www.landesschulrat.at/)

## 4.3 SECONDARY SCHOOL

### 4.3 a description of the system



**TITLE:** Secondary Education system in Austria

**WHAT:** The Austrian Secondary Education system is divided into two levels: lower level (obligatory) and upper level (post-obligatory education).

Lower level:

From 2018, there will be 2 different types of secondary school for children who have successfully finished primary school.

- ▶ New secondary schools (*Neue Mittelschule - NMS*): new compulsory secondary school for pupils between 10 and 14 years old (5<sup>th</sup> to 9<sup>th</sup> grade). The average number of pupils per classroom is 25. There are 4 focuses: linguistic and humanistic; scientific-mathematical; economic; and musical. The pupils receive general education in all the fields before choosing their main focus in 7<sup>th</sup> grade.
- ▶ Academic secondary school (*Allgemeinbildende Höhere Schule – AHS*): extended general education. It provides pupils with standard entry qualifications for university and solid basis for more specialized training and education. It lasts 8 years divided into two periods: lower level (from 5<sup>th</sup> to 8<sup>th</sup> grades, obligatory education) and upper level (from 9<sup>th</sup> to 12<sup>th</sup> grades, post-obligatory education). The pupils who want to attend this school must have a “very good” or “good” mark in German language, reading and mathematics achieved in the primary school.
- ▶ Upper level:
  - a) Pre-Vocational Year + Integrative Vocational Training (*Berufsvorbereitungsjahr + Integrative Berufsausbildung*)
    - **WHAT:** It offers two types of vocational training:
      - Integrated vocational training as extended apprenticeship (extension for 1 year or, in exceptional cases, 2 years)
      - Integrated vocational training that provides qualifications to enter the labour market. It lasts from 1 to 3 years.
    - **WHO:** Courses designed to help young people in risk of exclusion to enter the labour market (e.g. youngsters with special educational needs or youngsters who haven't finished the lower level of secondary education)
  - b) Pre-Vocational School – PVS (*Polytechnische Schule*)
    - **WHAT:** Combination of general education and courses in specialised areas. The objective is to give the basic professional knowledge and skills to the students so they can do an apprenticeship or transfer to a secondary education school.
    - **WHO:** Students who have finished the 8<sup>th</sup> grade of the lower level of secondary education.
  - c) Part-time vocational school and apprenticeship – dual training (*Berufsschule und Lehre – duale Ausbildung*)
    - **WHAT:** Vocational training that lasts from 2 to 4 years. Apprentices spend around 20% of their apprenticeship in the school, where they learn theoretical knowledge required in their profession and 80% in a company doing practical training. There are around 200 recognised trades which can be learned via apprenticeship in different categories.
    - **WHO:** For young people who have successfully finished 9<sup>th</sup> grade. It's possible to do an apprenticeship after finishing lower or upper level of secondary education.
  - d) School for intermediate vocational education (*Berufsbildende mittlere*



*Schule – BMS)*

- **WHAT:** It offers qualifications in different fields.
  - Courses from 1 or 2 years: partial vocational training.
  - Courses from 3 or 4 years: completed programme of vocational training.
- **WHO:** Applicants have successfully completed the lower level of secondary education at the New Secondary School or at the Academic Secondary School.

e) School for higher vocational education (*Berufsbildende höhere schule - BHS*)

- **WHAT:** 5-years-long course that provides higher level of vocational training in different field such as technical professions, commercial and crafts, business, fashion, tourism, social services, agriculture and health.
- **WHO:** Students who have successfully completed the lower level of secondary education at the New Secondary School or at the Academic Secondary School. Students who have finished 9<sup>th</sup> grade of education at the Pre-vocational School (*Polytechnische Schule*).

f) Academic secondary school upper level (*Allgemein bildende höhere Schule – AHS*)

- **WHAT:** The upper level of AHS comprises a 4-year education and it ends with the upper secondary diploma. It has 3 different focuses: general, mathematics and science and economics.
- **WHO:** It's a transition from the New Secondary School (*Neue Mittelschule*) after the 8<sup>th</sup> grade, to the 9<sup>th</sup> year of the Academic Secondary School. The prerequisite for entry is the completion of the 8<sup>th</sup> grade with the marks “very good” or “good” in German language and mathematics).

g) School of nursing (*Gesundheits- und Krankenpflegeschule*)

- **WHAT:** 3 year course. It has been recently under reform and from 2024 it will only offer training in assistant nursing. Until then they offer nursing care. From 2024, nursing care will be only offered at University of Applied Sciences.
- **WHO:** Applicants need to have completed 10 years of general education and pass an admission interview or admission test.

h) Vocational education and training for healthcare profession (*Ausbildungen für Gesundheitsberufe*)

- **WHAT:** Education and training for Health Professionals include a large number of different professions related with health and medicine. Some of the schools and education and training programmes in this area have been set up within or in association with hospitals. It includes training programmes provided by schools, in addition to courses for medical assistant.
- **WHO:** Applicants have successfully finished 9<sup>th</sup> grade of lower level of secondary education. They have to provide certificate of mental and physical health and pass an interview by the educational institution. In some cases, an entrance test is also required. Applicants must be at least 17 years old.

**GOOD TO KNOW:** More information about secondary education system at (English and German): [www.bildungssystem.at](http://www.bildungssystem.at)

From August 2017, the programme “Education until 18” is implemented in Austria. Its target group are young people under 18 who have finished the obligatory secondary education but they decided not to continue studying. The programme intends to help youngsters who don't want to study to pursue a professional career,





through cooperation among state federal governments, municipalities and families.

### 4.3 b admission/registration

**TITLE:** Admission/registration to compulsory secondary education

**WHAT:** The educational institution is responsible for the registration process. Interviews with the parents and the pupil are done to evaluate the situation. The pupil has to provide proof of successful completion of the primary school.

**WHO:** Children between 10 and 15 years of age.

**HOW:** You have to visit the closest educational institution to your registered residence and ask for the registration (*Zulassung*) process there. They'll let you know what you have to do and which documents to hand in. If you aren't sure to which institutions you need to go, you can also go to the Education Board (*Landesschulrat*) of your Federal State; they will provide you requested information.

**WHERE:** You can find more in the webpage of the State Education Board (*Landesschulrat*) (in German): [www.landesschulrat.at/](http://www.landesschulrat.at/)

### 4.3 c transport to school

See "Education" – "Primary education" - "Transport to school"

### 4.3 d subsidized school meals

**TITLE:** Subsidized meals

**WHAT:** There are no general rules on subsidized meals. It depends on the federal state, the municipality or the local management of the institution. For more information ask at the child's education institution.

### 4.3 e school holidays

**TITLE:** School holidays

**WHAT:** School holidays depend on the federal state.

- ▶ Winter holidays: one week in February. Exact days depend on Federal State.
- ▶ 19<sup>th</sup> March: Patron Saint in Carinthia, Styria, Tirol and Vorarlberg
- ▶ Easter holidays: different each year according to lunar calendar
- ▶ 1<sup>st</sup> May: National holiday
- ▶ 4<sup>th</sup> of May: Patron Saint in Upper Austria.
- ▶ Ascension of Christ: different each year according to lunar calendar
- ▶ Pentecost holidays: different each year according to lunar calendar
- ▶ Corpus Christi: different each year according to lunar calendar
- ▶ Summer holidays: they generally start the first week of July till the first week of September. Exact days depend on Federal State.
- ▶ 11<sup>th</sup> September: National referendum in Carinthia.
- ▶ 24<sup>th</sup> September: Patron Saint Salzburg
- ▶ 26<sup>th</sup> October: National holidays
- ▶ 1<sup>st</sup> and 2<sup>nd</sup> November: All Hollows Days Holidays
- ▶ 11<sup>th</sup> November: Patron Saint in Burgenland





- ▶ 15<sup>th</sup> November: Patron Saint in Lower Austria and Vienna.
- ▶ 8<sup>th</sup> December: Immaculate Conception
- ▶ Christmas holidays. Between 24<sup>th</sup> of December and 6<sup>th</sup> of January

More information (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html)

### 4.3 f final exams

**TITLE:** Final exams

**WHAT:** Most of the education centres have a final exam (theoretical and/or practical) that proves the student has acquired the needed knowledge during the course of secondary education. To study at the higher education institutions (tertiary education) you have to pass one of the 2 exams:

- ▶ General Higher Education Entrance Examination (*Berufsreifepprüfung*): It's taken by students who have successfully finished apprenticeship training and VET schools. It provides access to any type of higher education. This exam consists of four parts: German, Mathematics, a Modern Foreign Language and a specialisation area related to the initial vocational education. Before passing the exam, you have to apply to the higher education institution. The preparation for the examination isn't part of the regular school programme but you can enrol to preparatory courses.
- ▶ Higher Education Entrance Examination (*Studienberechtigungsprüfung*): It consists of 5 exams that grant access to University, to University of Applied Sciences, to specific Post-secondary VET Course or a University for Teacher Education. At least one of these exams needs to be taken at the intended higher education institution. You can do this exam if you have 12 years of schooling, you're student from a vocational school (at least 20 years old) and you're citizen from an EEA Member State or a third-country citizen with a long-term residence permit. The preparation for the exam isn't part of the regular school programme but you can enrol to preparatory courses (*Vorbereitungslehrgänge*).

**GOOD TO KNOW:** Passing successfully the exams doesn't give any kind of professional qualifications. It only proves that the knowledge to study at higher level has been acquired. It's possible that there are additional admission exams at the higher education institutions.

### 4.3 g scholarships and grants

**TITLE:** Students allowance (*Schülerbeihilfe*)

**WHAT:** Economic support given to students and pupils. The amount will be calculated according to the income of the parents and the student (if applicable). The applications must be submitted by the 31<sup>st</sup> of December of the current school year. You can apply for this allowance if you're:

- ▶ Student from at least 10<sup>th</sup> grade on
- ▶ Student from EEA Member States
- ▶ Student with a refugee status recognized
- ▶ Student from third countries or stateless, but parents have the residence address and work in Austria for at least 5 years
- ▶ Family considered in social need (social need is determined by the family income, family status and number of family members).



**WHERE:** The competent authority is the State Education Board (*Landesschulrat*) (in German): [www.landesschulrat.at/](http://www.landesschulrat.at/)

**TITLE:** Special students allowance (*Besondere Schulbeihilfe*)

**WHAT:** Economic allowance for students who are about to graduate from a high school for professional activities. The amount will be calculated according to the income of the parents and the student (if applicable). The applications must be submitted by the 31<sup>st</sup> of December of the current school year. You can apply for this allowance if you're:

- ▶ Adult and employed student enrolled in specialized schools (*Schule für Berufstätige*)
- ▶ Expected conclusion of the final exams within 6 months.
- ▶ Have worked for at least 1 year before starting the school
- ▶ Proof of unpaid leave or termination of the work in order to prepare for the final exam

**WHERE:** The competent authority is the State Education Board (*Landesschulrat*) (in German): [www.landesschulrat.at/](http://www.landesschulrat.at/)

## 4.4 HIGHER EDUCATION

### 4.4 a description of the system

**TITLE:** Post-secondary and university education

**WHAT:** In Austria, the tertiary education is divided into 4 main institutions that offer different kind of professional qualifications:

- ▶ Post-secondary Vocational Education and Training Courses (*Kolleg*): it provides a high-level vocational training programme lasting 4 semesters that corresponds to the Upper Level Technical and Vocational Schools. Training programmes are available in: construction, chemistry, engineering, design, electronics, electronic data processing and organisation, information technology, interior design and wood technology, kindergarten education, communications and media design, culture and conference management, art and design, media technology and management, fashion, optometry, social education, tourism and leisure economy, business information technology - digital business. It's possible to keep studying after finishing the Post-secondary VET courses at University, University of Applied Sciences or University of Teacher Education. It's also possible to access the apprenticeship examination. If you have already done a professional training (e.g. apprenticeship), you can ask for recognition of those hours of training to reduce the amount of practical hours that you need to do in these study courses.
- ▶ University (*Universität*): It offers courses in humanities and culture, engineering, arts, training programmes for teachers in higher secondary schools (two teaching subjects), medicine, natural sciences, law, social and economic sciences and theological studies.
  - Diploma studies: Training in science or arts. It lasts between 8 and 12 semesters (one semester comprises 30 ECTS), consisting of 2 or 3 study periods, each ending with an examination. After finishing the studies, the student can apply for a postgraduate degree. This type of studies will be gradually replaced by Bachelor programme.



- Bachelor's and Master's programmes: universities have converted most of the programmes to Bachelor's courses (3 to 4 years, with 180 to 240 ECTS) and extended Master's courses (1 to 2 years, with 60 to 120 ECTS). Depending on the department, Master's programmes are concluded with a Master's degree or the title of "Graduate Degree in Engineering" (*Diplom-Ingenieur/in*).
- Doctoral and PhD studies are based on Diploma or Master's degree courses at Universities or Universities of Applied Sciences and are intended to develop the ability to work independently and scientifically.

There are certain courses of studies that require an admission exam. That can change depending on the demand of each year. Arts courses always have an admission exam.

- ▶ University of Applied Sciences (*Fachhochschule*): It provides scientifically-based vocational education and training with strong occupational orientation (the study programme includes at least a practical training). The areas of study are design/art, engineering, social sciences, economics, military/security studies, natural sciences and health sciences. They offer Bachelor's and Master's programmes: universities have converted most of the programmes to Bachelor's courses (from 3 to 4 years, with 180 to 240 ECTS) and extended Master's courses (1 to 2 years, with 60 to 120 ECTS). Depending on the department, Master's programmes are concluded with a Master's degree or the title of "Graduate Degree in Engineering" (*Diplom-Ingenieur/in*). In certain subjects, predominantly in the field of social work and healthcare, those who successfully complete the programme are also authorised to practice in the corresponding profession (e.g. social worker, physiotherapist). Depending on the specialist area involved, Master's degree programmes conclude with a Master's degree ("Master in ..." or "*Diplom-Ingenieur/in*") degree. People with professional qualifications/experience on the programmes can study at the University of Applied Sciences, even if they haven't completed the General Higher Education Entrances Examination (*Reifeprüfung*; see "final exams"). In this case, they might need to pass additional exams.
- ▶ University of Teacher Education (*Pädagogische Hochschule*): The students will become teachers of primary or secondary education after completed studies. Upon successful completion they obtain a teaching certificate. The length of the study is 4 years for the Bachelor's degree and 1 or 1.5 years for the Master's degree. The basic structure of the Bachelor's and Master's degrees is standardized. The students are divided into groups according the age of the children they will teach (primary or secondary education) and specialization chosen.

The new curriculum includes lectures on the fundamentals of general educational studies, on elementary and primary education and methods, or in fields of study, which correspond to teaching subjects or departments. Moreover, it's possible to focus on different areas such as inclusive education, special and curative education, social education, career guidance, multilingualism or media education.

**GOOD TO KNOW:** The teachers of primary and secondary school can participate in additional training courses and programmes to keep improving their professional development.

#### **4.4 b admission of students from EU/EEA member states and Switzerland**

**TITLE:** Admission of EU/EEA Member States and Switzerland's students



**WHAT:** University or college admission is the process through which students enter tertiary education at universities and colleges.

**WHO:** You have finished 12 years of schooling (primary + secondary education) and have successfully passed the Higher Education Entrance Examination (or equivalent from your country of origin).

**STEP 1:** You need to submit:

- ▶ Passport and photocopy of the passport
- ▶ If applicable: proof of university entrance examination (not all the countries have this kind of exams)
- ▶ Application form from the university
- ▶ High school diploma/certificates
- ▶ In case you want to study for a Master degree: evidence of finished Bachelor/ Diploma degree (original diploma and original transcript of records with ECTS and grades)
- ▶ Proof of German knowledge (if needed)

You need to submit the original documents. In case the original documents are issued in a language that isn't German (some universities accept documents in English), you need to legalise or have an apostille for them (see "Arrival and stay" – "Verification of documents"). They also need to be translated to German by an official translator in Austria (see "Arrival and stay" – "Judicial translation").

**STEP 2:** After few weeks you'll receive a letter of acceptance, rejection or conditional acceptance (in this case, it's possible that you didn't hand in one of the documents or that you need to prove knowledge of language).

**STEP 3:** Submit the missing documents (if needed). Once you have submitted all the documents, you can go to the university to register. You'll need to pay registration fees. Once they verified you have paid the fees, the admission process will be completed and you can start registering the courses.

**WHEN:** The period of enrolment for the winter semester finishes on the 5<sup>th</sup> of September. The period of enrolment for summer semester finishes on the 5<sup>th</sup> of February. It can take up to 3 months for the university to go through all the documents and decide on enrolment.

**WHERE:** You have to contact directly the university where you want to study. They'll give you all necessary information. They will also inform you about German courses or about the admission exams that might have to be taken.

**GOOD TO KNOW:** Admission is under university competences, thus the procedures can differ.

If you want to apply at University College for Teacher Education you need to pass an aptitude test. There are some courses of studies that have restriction of admission. Each university decides how to restrict the access but generally there's an entrance exam that needs to be passed after the enrolment process. The artistic studies always have an aptitude exam. The studies related with sports sciences will need a proof of health and good physical shape.

The cost per semester is generally 19.20 Euros. It can be higher in Universities of Applied Sciences and private Universities.

#### **4.4 c admission of third country students**

**TITLE:** Admission of students from a third-country

**WHAT:** University or college admission is the process through which students enter



tertiary education at universities and colleges.

**WHO:** You have to fulfil the following requirements to study in Austria as a regular student:

- ▶ There must be available place at the selected studies.
- ▶ Proof of general qualification for university enrolment with school reports from high school or certificate of completing post-secondary education of at least 3 years of duration.
- ▶ If applicable: evidence of university entrance examination (not all the countries have this kind of exams)
- ▶ Fulfil specific requirements: proof of admission/aptitude exams.
- ▶ In case, you want to study for a Master's degree: evidence of finished Bachelor/Diploma degree (original diploma and original transcript of records with ECTS and grades)
- ▶ Proof of German language knowledge (if needed)

**STEP 1:** You need to submit the original documents. In case the original documents are issued in a language that isn't German, you need to legalize or have an apostille for them (see "Arrival and stay" – "Verification of documents"). They also need to be translated to German by an official translator in Austria (see "Arrival and stay" – "Judicial translation").

**STEP 2:** After few weeks you'll receive a letter of acceptance, rejection or conditional acceptance (in this case, it's possible that you didn't hand in one of the documents or that you need to prove knowledge of language).

**STEP 3:** Once you have submitted all the documents, you can go to the university to register. You'll need to pay registration fees. Once they verified you have paid the fees, the admission process will be completed and you can start registering the courses.

**WHEN:** The period of enrolment for the winter semester finishes on the 1<sup>st</sup> of September. The period of enrolment for summer semester finishes on the 1<sup>st</sup> of February. It can take up to 3 months for the university to go through all the documents and decide on enrolment.

**WHERE:** You have to contact directly the university where you want to study. They'll give you all necessary information. They will also inform you about German courses or about the admission exams that might have to be taken.

**GOOD TO KNOW:** Admission is under university competences, thus the procedures can differ.

If you want to apply at University College for Teacher Education you need to pass an aptitude test. There are some courses of studies that have restriction of admission. Each university decides how to restrict the access but generally there's an entrance exam that needs to be passed after the enrolment process. The artistic studies always have an aptitude exam. The studies related with sports sciences will need a proof of health and good physical shape.

The cost per semester is 726.72 EUR. Some countries have bilateral agreements with Austria and the costs can be partially or totally reimbursed under certain circumstances. Ask the chosen university about it.

#### **4.4 d subsidized school meals**

**TITLE:** Subsidized meals

**WHAT:** There are no general rules on subsidized meals. It depends on the federal



state, the municipality or the local management of the institution. For more information ask at the child's education institution.

#### **4.4 e university holidays**

**TITLE:** University holidays

**WHAT:** Universities are autonomous institutions and they determine days off and holidays independently.

- ▶ February: Semester break only for Universities
- ▶ Easter holidays: different each year according to lunar calendar
- ▶ 1<sup>st</sup> May: National holiday
- ▶ Ascension of Christ: different each year according to lunar calendar
- ▶ Pentecost holidays: different each year according to lunar calendar
- ▶ Corpus Christi: different each year according to lunar calendar
- ▶ July and August: summer holidays for Universities of Applied Sciences
- ▶ July, August and September for Universities and Universities for Teacher Education
- ▶ 1<sup>st</sup> and 2<sup>nd</sup> November: All Hollows Days Holidays
- ▶ 8<sup>th</sup> December: Immaculate Conception
- ▶ Christmas holidays. Between 24<sup>th</sup> of December and 6<sup>th</sup> of January

#### **4.4 f scholarships and grants**

**TITLE:** Students allowance (*Schülerbeihilfe*)

**WHAT:** Economic support given to students and pupils. The amount will be calculated according to the income of the parents and the student (if applicable). The applications must be submitted by the 31<sup>st</sup> of December of the current school year. You can apply for this allowance if you're:

- ▶ Student from at least 10<sup>th</sup> grade on
- ▶ Student from EEA Member States
- ▶ Student with a refugee status recognized
- ▶ Student from third countries or stateless, but parents have the residence address and work in Austria for at least 5 years
- ▶ Family considered in social need (social need is determined by the family income, family status and numbers of family members).

**WHERE:** For students of university or university of applied sciences, you have to contact the local offices of the Ministry of Education (in German): [www.stipendium.at/stipendienstellen](http://www.stipendium.at/stipendienstellen)

For students in agricultural and forestry technical colleges: the State's Governor Office (*Büro des Landeshauptmann*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behordenbundeslaender](http://www.help.gv.at/Portal.Node/hlpd/public/behordenbundeslaender)

**TITLE:** Special students allowance (*Besondere Schulbeihilfe*)

**WHAT:** Economic allowance for students who are about to graduate from a high school for professional activities. The amount will be calculated according the income of the parents and the student (if applicable). The applications must be submitted by the 31<sup>st</sup> of December of the current school year. You can apply for this allowance if you're:





- ▶ Adult and employed student enrolled in specialized schools (*Schule für Berufstätige*)
- ▶ Expected conclusion of the final exams within 6 months.
- ▶ Have worked for at least a year before starting the school.
- ▶ Proof of unpaid leave or termination of the work in order to prepare for the final exam.

**WHERE:** For students of university or university of applied sciences, you have to contact the local offices of the Ministry of Education: [www.stipendium.at/stipendienstellen](http://www.stipendium.at/stipendienstellen)

For students in agricultural and forestry technical colleges: the State's Governor Office (*Büro des Landeshauptmann*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerdenbundeslaender](http://www.help.gv.at/Portal.Node/hlpd/public/behoerdenbundeslaender)

**GOOD TO KNOW:** You can find more information here (in German): [www.stipendium.at/](http://www.stipendium.at/) or [www.studienbeginn.at](http://www.studienbeginn.at)

**TITLE:** Grants by private foundations and scientific and cultural institutions

**WHAT:** In Austria, there are a number of grants and scholarships available for different groups of students. Some grants cover the school tuition and some living expenses. There are different eligibility conditions for each of the grants.

**WHERE:** You can find more information on grants and institutions in Austria through a comprehensive online search engine at OEAD.at website (in English and German): [www.grants.at/to\\_the\\_database/EN/](http://www.grants.at/to_the_database/EN/)

#### 4.4 g accommodation subsidies

**TITLE:** Housing and travel allowance (*Heim- und Fahrtkostenbeihilfe*)

**WHAT:** Allowance for students that move to another place to study because their field of studies isn't offered nearby and/or their location makes it impossible to return to their main place of residence after lessons. The amount will be calculated according to the income of the parents and the student (if applicable). The travel allowance is 105 euros and it's only for the students who are granted the housing allowance.

**WHO:** Students from:

- ▶ Polytechnic school
- ▶ Forestry or agricultural school
- ▶ Students from at least 9<sup>th</sup> grade.
- ▶ Students from EEA/EU Member States.
- ▶ Students with a refugee status recognized.
- ▶ Students from third countries or stateless, whose parents have registered residence and work in Austria for at least 5 years.

**HOW:** The educational institution provides information and list of needed documents.

**WHERE:** For students of university or university of applied sciences, you have to contact the local offices of the Ministry of Education: [www.stipendium.at/stipendienstellen](http://www.stipendium.at/stipendienstellen)

For students in agricultural and forestry technical colleges: the State's Governor Office (*Büro des Landeshauptmann*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerdenbundeslaender](http://www.help.gv.at/Portal.Node/hlpd/public/behoerdenbundeslaender)





**WHEN:** Applications must be submitted by 31 December of the current school year.

**GOOD TO KNOW:** The students should be in social need (social need is determined by the family income, family status and numbers of family members).

#### **4.4 h other options of higher education**

**TITLE:** Industrial Master College, Building Craftsperson and Master Craftsperson school (*Werkmeister-, Bauhandwerker- und Meisterschule*)

**WHAT:** Courses attended by students who have completed their vocational training in a technical or trade area. The main purpose is expanding their theoretical knowledge. The programme lasts between 2 and 4 semesters and is completed by taking a final oral exam, which will qualify the individual to mentor apprentices. They're schools for a special type of trade, technical or artistic education. To be admitted in this program, you must complete the vocational training.

**GOOD TO KNOW:** To enrol into artistic courses you have to pass an aptitude test. After finishing this programme you can apply to University, University of Applied Sciences or University for Teacher Education.

**TITLE:** Add-on courses (*Aufbaulehrgang*)

**WHAT:** These courses are aimed at people who have completed an apprenticeship, the Secondary Technical and Vocational School, Medium Level (BMS) and/or a preparatory course for the Higher Education Entrance Examination. They can apply for Add-on courses to prepare for higher postgraduate courses. They will keep studying the area of specialization, as well as they will have general courses. After successfully completing the courses, students can enrol University, University for Teacher Education or University of Applied Science. The duration of Add-on Courses is six semesters. In some cases, additional qualifications (such as the School for Master Craftsmen, Foremen and Construction Trades) are required.

### **4.5 APPRENTICESHIP**

#### **4.5 a apprenticeship possibilities**

**TITLE:** Apprenticeship (*Lehrstelle*)

**WHAT:** Apprenticeship is a system of training that combines on-the-job training (80% of the total time) with theoretical classes (20% of the total time). It can last from two to four years. At the end of the apprenticeship, you can work as a qualified worker in the profession.

**WHO:** Any person that has concluded the lower level of secondary education according to the Austrian education system. In Austria, students finish lower level of secondary education at the age of 15.

**HOW:** You can look for the apprenticeship yourself and make an agreement with the company. You can also find an apprenticeship through the Public Employment Service (*Arbeitsmarkt – AMS*) or through the Apprenticeship Job Market. There are different supports available for apprentices:

- ▶ Support for interview (*Vorstellungsbeihilfe*): AMS gives a support for travel, accommodation and food if the location of the interview is far away. Offices of the AMS in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaefststellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaefststellen/adressen)



- ▶ Support for distance (*Entfernungsbeihilfe*): Support for apprentices whose working place is far from their main residence. The monthly gross salary of the household can't be more than 2.300 EUR. Offices of the AMS in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)
- ▶ Family allowance (*Familienbeihilfe*): As a general rule (if all other requirements are fulfilled), family support is given to families with minors. This support can be extended if the apprentice is under 24 years old and doing a vocational training. Offices of the Ministry of Finance in your place of residence (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)
- ▶ Support for travelling (*Freifahrt und Fahrtenbeihilfe*): If the apprentice lives at least 2km away from their training place, he/she can apply for support for traveling if travelling with own vehicle. A requirement is that the apprentice receives family allowance. The Ministry for Family and Youth (*Bundesministerium für Familien und Jugend*) is the responsible authority: Untere Donaustraße 13-15, 1020 Vienna. Tel: +43-1/711100-0. Email: [office@bmfj.gv.at](mailto:office@bmfj.gv.at)
- ▶ Learning support (*LEHRE.FÖRDERN*): Preparatory courses for the final examination are funded with up to 250 EUR. Austrian Economic Chamber (*Wirtschaftskammer*) (in German): [www.wko.at](http://www.wko.at)
- ▶ Support for apprenticeship: Besides the supports mentioned above, every State Government (*Amt der Landesregierung*) offers different kinds of support to apprentices.

**WHERE:** Apprenticeship job market from the Public Employment Service (*Arbeitsmarktservice –AMS*). More information at the web pages of the AMS and the webpage of the AMS Vocational information centre (in German): [www.ams.at/lehrstellen/](http://www.ams.at/lehrstellen/) and [www.beruflexikon.at/index.php?from=/le\\_start.php](http://www.beruflexikon.at/index.php?from=/le_start.php)

**GOOD TO KNOW:** After getting the certificate, you're qualified to work in that profession or you can continue to study at university or university of applied sciences. As apprentice you get a low apprenticeship salary, which increases every year. There are special apprenticeship programmes supported by the Austrian government for young asylum seekers, especially in the branches of hospitality and gastronomy.

## 4.6 ADULT EDUCATION

### 4.6 a primary and secondary school programmes for adults

**TITLE:** Program "Initiative for adult education (*Initiative Erwachsenenbildung*)"

**WHAT:** There are different programmes in Austria covering adult education. There are programmes aimed at people without post-obligatory education (or who didn't finish the obligatory education) and there are programmes for people with post-obligatory education who would like to continue their education.

The programme for people without post-obligatory education covers 2 areas: training of basic skills and lower secondary education. The main contents of the programmes are:

- A) Competency (autonomous learning, learning to learn)
- B) Competency in the German language (speaking, reading, writing)
- C) Basic competency in another language (speaking, reading, writing)
- D) Calculating



#### **E) Information and communication technologies (ICT)**

The curriculum is designed by the institution that gives the course according to the objectives and needs of the group.

The same centre generally offers secondary and higher vocational schools of general education for professionals, advanced training programmes, colleges and academies. There are also preparatory courses for the Higher Education Entrance Examination for people who would like to enrol to university. There are also continuing education courses at universities and colleges.

**HOW:** The institutions offering the courses are also responsible for the registration process.

The requirements to take part in a course and its price are set by the institution offering the course (in German):

**WHERE:** The courses are offered all over Austria. You can find a course for you (in German): [www.initiative-erwachsenenbildung.at/bildungsangebote/bildungsangebote0/](http://www.initiative-erwachsenenbildung.at/bildungsangebote/bildungsangebote0/).

- ▶ Adult educational centres in Burgenland (in German): [www.vhs-burgenland.at](http://www.vhs-burgenland.at)
- ▶ Adult educational centres in Carinthia (in German): [www.vhsktn.at/](http://www.vhsktn.at/)
- ▶ Association of Adult Education Centres of Lower Austria (in German): [www.vhs-noe.at](http://www.vhs-noe.at)
- ▶ Association of Adult Education Centres of Upper Austria (in German): [www.vhs-verband-ooe.at](http://www.vhs-verband-ooe.at)
- ▶ Adult educational centres in Styria (in German): [www.vhsstmk.at/](http://www.vhsstmk.at/)
- ▶ Adult educational centres in Salzburg (in German): [www.volkshochschule.at](http://www.volkshochschule.at)
- ▶ Adult educational centres in Tirol (in German): [www.vhs-tirol.at](http://www.vhs-tirol.at)
- ▶ Adult educational centres in Vienna (in German): [www.vhs.at](http://www.vhs.at)
- ▶ Adult educational centres in Vorarlberg (in German): [www.vhs-vorarlberg.at](http://www.vhs-vorarlberg.at)
- ▶ BFI (Careers Promotion Institute) (in German): [www.bfi.at](http://www.bfi.at)
- ▶ WIFI (Trade & Industry Promotion Institute) (in German): [www.wifi.at](http://www.wifi.at)

#### **4.6 b courses for retirees**

**TITLE:** Courses for retirees

**WHAT:** In Austria there are different organisations that offer courses for retirees. Some of these courses are organised by the state, which means they have reduced price and limited spots. Courses are also offered by private organisations, which might ask for membership fee or course fee.

- ▶ Courses for adults co-financed by the State. You need to pay a personal contribution (in German):
  - Adult educational centres in Burgenland (in German): [www.vhs-burgenland.at](http://www.vhs-burgenland.at).
  - Adult educational centres in Carinthia (in German): [www.vhsktn.at](http://www.vhsktn.at)
  - Association of Adult Education Centres of Lower Austria (in German): [www.vhs-noe.at](http://www.vhs-noe.at)
  - Association of Adult Education Centres of Upper Austria (in German): [www.vhs-verband-ooe.at](http://www.vhs-verband-ooe.at)
  - Adult educational centres in Styria (in German): [www.vhsstmk.at](http://www.vhsstmk.at)
  - Adult educational centres in Salzburg (in German): [www.volkshochschule.at](http://www.volkshochschule.at)



- Adult educational centres in Tirol (in German): [www.vhs-tirol.at](http://www.vhs-tirol.at)
- Adult educational centres in Vienna (in German): [www.vhs.at](http://www.vhs.at)
- Adult educational centres in Vorarlberg (in German): [www.vhs-vorarlberg.at](http://www.vhs-vorarlberg.at)
- ▶ Courses for retirees. You need to be a member to take part in the courses. There are centres in each Federal State (in German): [www.pvoe.at](http://www.pvoe.at)
- ▶ Courses for retirees. You need to be a member to take part in the courses (in German): [www.seniorenbund.at/index.php?id=4](http://www.seniorenbund.at/index.php?id=4)
- ▶ Educational courses for retirees. You need to be a member to take part in the courses (in German): [www.seniorenstudium.at/index.html](http://www.seniorenstudium.at/index.html)
- ▶ Courses on computers in Vienna. You need to pay a fee for the courses (in German): [www.seniorencolleg.at](http://www.seniorencolleg.at)
- ▶ Courses for retirees in Vienna. You need to be a member to take part in the courses (in German): [www.ab5zig.at](http://www.ab5zig.at)
- ▶ Courses for retirees in Vienna. You need to pay a personal contribution (in English and German): [www.wuk.at/language/en-US/WUK/SENIORINNEN/Aktive\\_SeniorInnen](http://www.wuk.at/language/en-US/WUK/SENIORINNEN/Aktive_SeniorInnen)

**WHO:** You can take part in these courses if you're retired and/or in pension.

**HOW:** The registration depends on the organization that offers the course.

## 4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS

### 4.7 a nostrification/recognition of education

**TITLE:** Nostrification (*Nostrifikation*)

**WHAT:** Granting recognition of a foreign diploma to enrol to school or high school.

**WHERE:** Ministry of Education (*Bundesministerium für Bildung*)

(in German) [www.bmbf.gv.at/schulen/unterricht/nostrifikationen.html](http://www.bmbf.gv.at/schulen/unterricht/nostrifikationen.html)

Minoritenplatz 5, 1014 Vienna

Email: [minsterium@bmbf.gv.at](mailto:minsterium@bmbf.gv.at)

**TITLE:** Nostrification (*Nostrifikation*)

**WHAT:** Granting recognition of a foreign diploma to enrol to the University. The University you intend to study will be responsible for the nostrification of your studies in your country of origin.

**WHERE:** List of universities in Austria (in English and in German): [wissenschaft.bmwfw.gv.at/home/studies/enic-naric-austria/contact-points/](http://wissenschaft.bmwfw.gv.at/home/studies/enic-naric-austria/contact-points/)

**TITLE:** Equivalence and assessment (*Gleichwertigkeit & Bewertung*)

**WHAT:** If you already have a University diploma from your country of origin, you need to have it recognized.

**WHERE:** National Information Centre for academic recognition – NARIC (in English and German): [www.aais.at](http://www.aais.at)

Stubenring 1, 1011 Vienna

Email: [naric@bmwfw.gv.at](mailto:naric@bmwfw.gv.at)



**TITLE:** Accreditation (*Gleichhaltung*)

**WHAT:** Recognizing the apprenticeship done in your country of origin.

**WHERE:** The responsible authority for the recognition depends on your profession. See the section on “Work – Employment – Regulated professions” to find the authority in charge of the recognition process. For more information, you can contact the Ministry of Economy, Research and Science (in English and German): [www.en.bmwf.gv.at/Vocationaltraining/Seiten/RecognitionofdiplomasintheEU.aspx](http://www.en.bmwf.gv.at/Vocationaltraining/Seiten/RecognitionofdiplomasintheEU.aspx)

Stubenring 1

1011 Vienna

Email: [anerkennung-lehrabschluss@bmwf.gv.at](mailto:anerkennung-lehrabschluss@bmwf.gv.at)

#### **4.7 b vocational qualifications**

**TITLE:** Vocational qualification

**WHAT:** You can obtain professional recognition by proving that you have previous professional experience in your country of origin. This procedure stills needs to be regulated by Austrian authorities and until now they have used the process of “validation” (*Validierung*). The requirements are different depending on the responsible office, your country of origin and the Federal State where you would like to develop this professional activity. Generally, the office responsible will tell you what documents you need to submit to obtain the qualification. The Ministry of Science, Research and Economy has offices that give counselling free of charge in all Federal States. You can also find more information about the professions regulated in Austria in “Work – Employment – Regulated professions”.

**WHERE:** Counselling office for recognition on professions (in Arabic, Bosnian, Croatian, English, Farsi, German, Serbian and Turkish): [www.berufsanerkennung.at/en/advice/](http://www.berufsanerkennung.at/en/advice/)

### **4.8 SUPPORT SERVICES FOR MIGRANTS**

#### **4.8 a list of support services and projects regarding education**

**TITLE:** Inspire – Association for Education and Management

**WHAT:** Organisation that offers counselling on process of recognition and nostrification of foreign certificates.

**WHERE:** (in English and German) [www.inspire-thinking.at](http://www.inspire-thinking.at)

Marienplatz 1

8020 Graz

Email: [office@inspire-thinking.at](mailto:office@inspire-thinking.at)

**TITLE:** Education counselling in Vienna

**WHAT:** Platform of different institutions that offer free counselling on education.

**WHERE:** There are advice centres for migrants all over Austria (in Bosnian, English, German, Russian and Turkish): [www.bildungsberatung-Vienna.at](http://www.bildungsberatung-Vienna.at)

**TITLE:** Advice centre for migrants

**WHAT:** Counselling free of charge for migrants who would like to recognize their



qualifications in Austria.

**WHERE:** Contact points in different cities of Austria (in Arabic, Bosnian, English, Farsi, German and Turkish) [www.berufsanerkennung.at/en/advice/](http://www.berufsanerkennung.at/en/advice/)

**TITLE:** BFI (Careers Promotion Institute)

**WHAT:** Educational institution for workers in Austria. They offer courses on vocational education and training for workers or unemployed people. There are centres in each Federal State.

**WHERE:** (in English and German) [www.bfi.at](http://www.bfi.at)

**TITLE:** Waff

**WHAT:** Support of the policies of the job market for labour integration of migrants

**WHERE:** (in Bosnian, Croatian, English, German, Serbian and Turkish) [www.waff.at/](http://www.waff.at/)  
Nordbahnstraße 36

1020 Vienna

Email: [waff@waff.at](mailto:waff@waff.at)

#### **4.8 b list of online resources regarding education**

**TITLE:** Education system in Austria

**WHAT:** Description of the Austrian Education System

**WHERE:** (in English and German) [www.bildungssystem.at](http://www.bildungssystem.at)

**TITLE:** Stipendium.at

**WHAT:** Information on grants and subsidies for students

**WHERE:** (in German) [www.stipendium.at/](http://www.stipendium.at/)

**TITLE:** FH Guide – The Austria UAS Portal

**WHAT:** List of Universities of Applied Sciences in Austria

**WHERE:** (in English and German) [www.fachhochschulen.ac.at](http://www.fachhochschulen.ac.at)

**TITLE:** Berufsbildendeschulen

**WHAT:** Information on education system focused on vocational schools

**WHERE:** (in German) [www.abc.berufsbildendeschulen.at/](http://www.abc.berufsbildendeschulen.at/)

**TITLE:** Study in Austria – Find your programme

**WHAT:** Portal with information on the different possibilities of higher education in Austria.

**WHERE:** (in English and German) [www.studienwahl.at/Content.Node/homepage.en.php](http://www.studienwahl.at/Content.Node/homepage.en.php)

**TITLE:** Studiversum

**WHAT:** Portal with information on the different possibilities of higher education in Austria.

**WHERE:** (in German) [www.studiversum.at](http://www.studiversum.at)



(in German) [www.studium.at](http://www.studium.at)

**TITLE:** Adult education

**WHAT:** Portal on adult education from the Ministry of Education

**WHERE:** (in German) [erwachsenenbildung.at/](http://erwachsenenbildung.at/)

**TITLE:** Basic education

**WHAT:** Portal to find a course in literacy for people without German as a mother tongue

**WHERE:** (in German) [www.basisbildung-alphabetisierung.at/fuer-kurssuchende/kursangebote-in-oesterreich/](http://www.basisbildung-alphabetisierung.at/fuer-kurssuchende/kursangebote-in-oesterreich/)

**TITLE:** Initiative adult education

**WHAT:** Webpage for adults who would like to get a school certification.

**WHERE:** (in German) [www.initiative-erwachsenenbildung.at](http://www.initiative-erwachsenenbildung.at)

**TITLE:** Austrian Integration Fund

**WHAT:** The Austrian Integration Fund offers counselling on the recognition of your education and qualifications.

**WHERE:** (in Arabic, English, Farsi, and German) [www.integrationsfonds.at/en/home/](http://www.integrationsfonds.at/en/home/).  
(in Arabic, Bosnian, English, Farsi, German and Turkish) [www.berufsanerkennung.at/en/](http://www.berufsanerkennung.at/en/)

**TITLE:** Transport to school

**WHAT:** Information about support for transport to school in the different Federal States

**WHERE:** (in German) [www.arbeiterkammer.at/beratung/bildung/lehre/Freifahrt\\_Fahrtenbeihilfe.html](http://www.arbeiterkammer.at/beratung/bildung/lehre/Freifahrt_Fahrtenbeihilfe.html)

**TITLE:** Apprenticeship Job Market

**WHAT:** If you want to carry out an apprenticeship, you need to find a position first. The job markets for apprenticeship will help you.

**WHERE:**

(in German) [www.beruflexikon.at/index.php?from=/le\\_start.php](http://www.beruflexikon.at/index.php?from=/le_start.php)

(in German) [www.ams.at/lehrstellen/](http://www.ams.at/lehrstellen/)

**TITLE:** Education career

**WHAT:** The Ministry of Education has published a brochure with information about the Austrian education system from the preschool education until post-obligatory education. You can download it in different languages (Arabic, Bosnian, Croatian, English, Russian, Serbian and Turkish)

**WHERE:** (in German) [www.bmb.gv.at/schulen/bw/ueberblick/bildungswege.html](http://www.bmb.gv.at/schulen/bw/ueberblick/bildungswege.html)

**TITLE:** Schule mehrsprachig

**WHAT:** Webpage of the Ministry of Education that offers information about





children in multilingual environment. You can find materials to help your child improve his/her mother tongue or you can find language support to improve his/her German.

**WHERE:** (in German) [www.schule-mehrsprachig.at](http://www.schule-mehrsprachig.at)



## 5 EVERYDAY LIFE

### 5.1 HOUSING

#### 5.1.1 RENTING

##### 5.1.1 a procedure check list

**TITLE:** Renting a property in Austria

**WHAT:** To rent a property, you can contact the owner of the property directly or find a property through real estate agencies. Before moving-in you'll be required to sign a written contract that typically includes the following information:

- ▶ Your personal information, personal information of other tenants over 18 years of age and personal information of the owner of the property
- ▶ Specification of all costs of renting, including tax and utility costs (electricity, water, gas, etc.)
- ▶ Amount of the deposit
- ▶ The duration of renting
- ▶ Rights and responsibilities of the tenant and the owner

**WHO:** Anyone over 18 years of age. You might be asked to show documentation concerning your immigration and employment status.

**STEP 1:** Contact the owner directly or contact a real estate agency.

**STEP 2:** Set up an appointment with the owner and/or agency to inspect the property and discuss the conditions of renting. The price will typically depend on the size, quality and location of the property.

**STEP 3:** Carefully read the contract before signing. The owner or the real estate agent must submit the copy of the contract to the local office of the Ministry of Finances and this procedure is subject to a fee. The fees are calculated on the basis of the total amount of rent that needs to be paid for the stipulated period of renting. There are no regulations about who is responsible for paying the fee, but usually the costs are covered by a tenant.

**STEP 4:** Register your new address at the municipality office (See "Arrival and Stay" – "Registration of Address"). The owner of the flat is obliged to sign a form that confirms your tenancy at that address.

**WHEN:** It can take a lot of time to find a suitable accommodation. Start looking for accommodation early, especially in large cities.

**GOOD TO KNOW:** Real estate agencies might charge an extra fee (*Maklerprovision*) to cover the costs of the procedures.

##### 5.1.1 b real estate search

**TITLE:** Real estate state agencies

**WHAT:** Agencies that offer information on rental properties and assist with the renting procedure.

**WHERE:**

(in German) [www.wohnet.at/immobilien/](http://www.wohnet.at/immobilien/)

(in German) [www.immmo.at/immo/Wohnung-mieten/Oesterreich](http://www.immmo.at/immo/Wohnung-mieten/Oesterreich)

(in German) [www.immobilienscout24.at/mietwohnungen.html](http://www.immobilienscout24.at/mietwohnungen.html)

(in German) [www.freeimmo.at/601115-wohnungen-mieten-in-oesterreich](http://www.freeimmo.at/601115-wohnungen-mieten-in-oesterreich)



(in German) [www.immosuchmaschine.at/](http://www.immosuchmaschine.at/)

(in German) [www.laendleimmo.at/](http://www.laendleimmo.at/)

**TITLE:** Online markets for renting properties

**WHAT:** Online portals with offers on rental properties.

**WHERE:**

(in German) [www.willhaben.at/iad/immobilien/mietwohnungen/](http://www.willhaben.at/iad/immobilien/mietwohnungen/)

(in German) [www.flohmarkt.at/mietwohnung/](http://www.flohmarkt.at/mietwohnung/)

(in German) [derstandard.at/immobiliensuche](http://derstandard.at/immobiliensuche)

## 5.1.2 BUYING

### 5.1.2 a procedure check list

**TITLE:** Buying a property

**WHAT:** In Austria, the regulations on buying a property differ according to the Federal State, the municipality and your country of origin.

**WHO:** If you're an EU/EEA citizen you can buy a property under the same terms as Austrian citizens. If you're a third-country citizen, you generally need an authorization of the Federal State Government.

**HOW:** Once you know which property you'd like to buy, make a formal offer in writing to the real estate agent or the owner. There are several taxes related to the transaction cost (*Kostenaufstellung*) that need to be included in the formal offer (e.g. property transfer tax, registration duty, notary fee). You can obtain more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/21/Seite.210150.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/21/Seite.210150.html)

A sale contract is drawn by a notary. When the contract is signed, you're generally expected to pay the owner a deposit amounting to 10% of the purchase price. Visit the local registry office to notify the transfer of property and pay the transaction fees.

If you're a third-country citizen, you generally need the authorization of the Federal State Government to buy a property. The requirements to obtain this authorization are different depending on the federal state, municipality and your country of origin. Some countries have bilateral agreements with Austria or with certain Federal States, which allow third-country nationals to buy a property without authorization.

To obtain the authorization, you'll be asked to justify why you want to buy a property in Austria. The authorities will do a background check on you to make sure you aren't involved in any unlawful activities in Austria or your country of origin. You'll also need to submit the required documents:

- ▶ Request for approval (depending on the authority: application form or informal request)
- ▶ Contract
- ▶ Declaration on the use of the property
- ▶ Surveyor's plan
- ▶ Current abstract from the land register (available for inspections in courts and notaries)
- ▶ Passport
- ▶ Proof of income (depending on the authority)



If you're purchasing the property in order to perform an economic activity, you'll also need to submit:

- ▶ Current extract from the company commercial registration
- ▶ Company deed
- ▶ Trade licence

**WHERE:** All official procedures relating to buying a property take place at the Office of the State Government (*Amt der Landesregierung*) or the District Government Office (*Bezirksverwaltungsbehörde*). You can find the competent office for your place of residence here (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

You can find the district court (*Bezirkgericht*) responsible for your place of residence here (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

**GOOD TO KNOW:** The applicable fees and taxes might be different according to the federal state and/or municipality where you do the transaction. If you aren't buying with the help of a real estate agency, be especially cautious to collect all relevant data concerning the legal status of the property. In case of any doubts, you're advised to contact a lawyer.

#### 5.1.2 b real estate search

**TITLE:** Real estate agencies

**WHAT:** Agencies that offer information on properties and assist with the buying procedure.

**WHERE:**

(in German) [www.wohnet.at/immobilien/](http://www.wohnet.at/immobilien/)

(in German) [www.immo.at/immo/Wohnung-mieten/Oesterreich](http://www.immo.at/immo/Wohnung-mieten/Oesterreich)

(in German) [www.immobilienscout24.at/mietwohnungen.html](http://www.immobilienscout24.at/mietwohnungen.html)

(in German) [www.freeimmo.at/601115-wohnungen-mieten-in-oesterreich](http://www.freeimmo.at/601115-wohnungen-mieten-in-oesterreich)

(in German) [www.immosuchmaschine.at/](http://www.immosuchmaschine.at/)

(in German) [www.laendleimmo.at/](http://www.laendleimmo.at/)

#### 5.1.3 WASTE MANAGEMENT

##### 5.1.3 a national rules and fines

**TITLE:** Waste management

**WHAT:** You're required to separate your waste and contribute to recycling of certain materials such as paper, plastic, metals, organic waste and glass (there are two different containers for glass: transparent glass or dark glass).

There are also specialized centres that gather old furniture, oil, batteries or medicine in order to recycle or process them correctly.

**WHO:** Every resident in Austria must separate the waste properly and is obliged to produce as little waste as possible.

**HOW:** It can be different in every state, since the responsibility for waste management is on the federal state governments and the municipalities. Generally, it's expected that you separate paper, plastic, metals, organic waste and glass at home and dispose it in the correct container.

If you have expired medicine, the pharmacies take care of waste management of medicines.



If you have empty small battery packs, you can return them to the store where you bought them, because they are obliged to accept the empty batteries and dispose them properly. Take bigger batteries (e.g. car) to the nearer recycling and collecting centre (*Altstoffsammelzentrum, Mistplatz or Recyclinghof*).

Old electrical equipment can be taken back to the seller or disposed at the recycling or collecting centre. You can dispose of old furniture at the recycling or collecting centre.

**WHERE:** The competent authority for waste management is the municipality (*Gemeinde*) and the Office of the State Government (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

You can find the collecting or recycling centre near to you here (in German): [www.elektro-ade.at/elektrogeraete-sammeln/liste-der-sammelstellen-in-oesterreich](http://www.elektro-ade.at/elektrogeraete-sammeln/liste-der-sammelstellen-in-oesterreich)

**GOOD TO KNOW:** Failure to comply with the regulations concerning waste management might result in receiving a fine between 230 EUR and 36.000 EUR. The amount of the fine depends on the Federal State where you leave and the degree of danger of the waste you tried to dispose. Burning waste in the fields is forbidden.

## 5.2 SOCIAL SUPPORT

### 5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL ASSISTANCE

#### 5.2.1 a assistance for families and children

**TITLE:** Family allowance (*Familienbeihilfe*)

**WHAT:** Family allowance is a financial aid that you receive if you're a parent or a legal guardian of a child under 18 years of age. You should have your main residence and employment in Austria, and live with the child in the same household. The allowance is given automatically upon birth to parents/legal guardians of children born in Austria, who are:

- ▶ EU/EEA and Swiss citizens, who meet the residence conditions according to the European law (confirmation of registration of address - "*EU-Anmeldebescheinigung*" and residence permit obtained after 5 years of residing in Austria - "*Daueraufenthalt-EU*")
- ▶ third-country citizens with a long term residence permit
- ▶ refugees or beneficiaries of subsidiary protection (if employed and not receiving financial aid of basic supplies (e.g. primary social security care (*Grundversorgung*)))

If your child wasn't born in Austria, you need to apply for the allowance yourself.

The allowance is between 111.80 EUR and 170.20 EUR per month from birth. The amount increases with the age of the child (3 years, 10 years, and 19 years of age). It's possible to keep receiving the allowance if the child is formally studying, but only until he/she turns 24/25. When the child is between 6 and 15 years, you receive an additional allowance in the amount of 100 EUR in September for school supplies.

**WHERE:** The offices responsible for family allowances at the Ministry of Finances (in German): [service.bmf.gv.at/service/anwend/behoerden](http://service.bmf.gv.at/service/anwend/behoerden)

**TITLE:** Maternity allowance (*Mutterschutz*)



**WHAT:** You aren't allowed to work 8 weeks before the expected date of birth and 8 weeks after the birth of a child. You're entitled to claim a maternity allowance for these 16 weeks. You need to be employed or self-employed.

The amount of the allowance depends on your employment status and income:

- ▶ Employed mother: the allowance is determined by the net income in the 3 months before the start of the maternity leave
- ▶ Self-employed mother: allowance determined by the net income in the 3 months before the start of the maternity leave
- ▶ Self-insured mother working in a mini-job: fix amount determined every year by the State.
- ▶ Unemployed mother: allowance in the amount of 180% of the last unemployment allowance received.

You have to apply for the maternity allowance to the regional medical insurance office. You'll be asked to show a proof of income or confirmation of the unemployment allowance, a medical certificate of the expected due date and a valid personal identification document.

**WHERE:** Regional medical insurance office (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**TITLE:** Childcare allowance (*Kinderbetreuungsgeld*)

**WHAT:** Childcare allowance is a financial aid that allows you or your partner/spouse to take time off from work in order to take care of the new-born child. It can be claimed by both parents, but only one can receive at the time and has to take it for a minimum period of 2 months. The beneficiary of the childcare allowance can be changed maximum 3 times.

You can claim this allowance from the day of the birth if you're:

- ▶ EU/EEA and Swiss citizen, who meet the residence conditions according to the European law (confirmation of registration of address - "*EU-Anmeldebescheinigung*" and residence permit obtained after 5 years of residing in Austria - "*Daueraufenthalt-EU*")
- ▶ third-country citizen with long term residence permit
- ▶ Refugee or beneficiary of subsidiary protection (if you're employed and you don't receive any other financial aid except family allowance)

And you:

- ▶ Hold a mother-child pass (you can obtain more information about the mother-child pass in "Health - Health insurance - Health insurance card")
- ▶ Are beneficiary of the family allowance

When you apply for childcare allowance, you have to choose from two possible forms. Please find more information here (in English and German): [www.help.gv.at/Portal.Node/hlpd/public/content/143/Seite.1430600.html#General\\_information\\_about\\_childcare\\_allowance](http://www.help.gv.at/Portal.Node/hlpd/public/content/143/Seite.1430600.html#General_information_about_childcare_allowance)

You can claim this allowance online, from the webpage of your regional medical insurance if you have the citizen card activated or a mobile phone signature. If you don't have it, you need to go personally to the office of your medical insurance with a valid identification document, the birth certificate and the completed application form. Application form (in German): [www.sozialversicherung.at/cdscontent/load?contentid=10008.555933&version=1464181821](http://www.sozialversicherung.at/cdscontent/load?contentid=10008.555933&version=1464181821)



The different Federal States and municipalities can grant additional financial aids for childcare. The requirements and the amount received can be different depending on the institution that grants them. You can obtain more information at the municipalities (*Gemeinde*) and the Office of the Federal State (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behorden](http://www.help.gv.at/Portal.Node/hlpd/public/behorden)

**WHERE:** Contact office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**GOOD TO KNOW:** While receiving the childcare allowance it's possible to work for a few hours per week, as long as you don't earn more than limit established by the law. You can receive more information from your regional medical insurance.

**TITLE:** Additional childcare allowance (*Beihilfe zum Kinderbetreuungsgeld*)

**WHAT:** You can receive an additional financial aid for childcare, if the State considers that your family has low income.

You can claim this allowance from the day of the birth if you're:

- ▶ EU/EEA and Swiss citizens, who meet the residence conditions according to the European law (confirmation of registration of address – *EU-Anmeldebescheinigung* – and residence permit obtained after 5 years of residing in Austria – *Daueraufenthalt EU* – )
- ▶ third-country citizens with long term residence permit.
- ▶ refugee or beneficiary of subsidiary protection (if you're employed and you don't receive any other financial aid except family allowance).

And you:

- ▶ Hold a mother-child pass (you can obtain more information about the mother-child pass in "Health – Health insurance – Health insurance card")
- ▶ Are beneficiary of the family allowance

You also need to be a beneficiary of the childcare allowance and:

- ▶ A single parent or a widow(er) who doesn't earn more than 6.800 EUR net per year. In case of divorced parents, the case will have to be examined by the regional medical insurance.
- ▶ A parent who doesn't earn more than 6.800 EUR net per year and your partner doesn't earn more than 16.200 EUR net per year.

The support is 6.06 EUR per day and can be claimed for a maximum of 12 months. To apply for the allowance you need to bring the child's birth certificate, your valid identification document and filled-in application form to the regional medical insurance office. Application form can be found here (in German): [www.sozialversicherung.at/cdscontent/load?contentid=10008.555941](http://www.sozialversicherung.at/cdscontent/load?contentid=10008.555941)

**WHERE:** Regional medical insurance office (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**TITLE:** Alimony (*Unterhalt*)

**WHAT:** Alimony is a financial aid given by the State intended to ensure the living standards of a child when, in case of divorce, one of the parents doesn't fulfil the financial obligations.

You can apply for this aid at the district court if you're a legal guardian of the child. The requirements to apply for this aid are:





- ▶ The main residence of the child is in Austria
- ▶ The child is an EU/EEA citizen or stateless
- ▶ The child doesn't live with the parent who doesn't fulfil the financial obligations

You can apply for this aid for a maximum of 5 years. To apply, you need to submit the birth certificate of the child, proof of child's nationality, address registration from both parents, proof of income and proof that the other parent isn't fulfilling his/her obligations (e.g. court execution title, divorce agreement).

**WHERE:** District court (*Bezirkgericht*) responsible for your place of residence (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

**TITLE:** Childcare support (*Kinderbetreuungsbeihilfe*)

**WHAT:** Childcare support is a financial aid for working parents who require childcare. You can obtain this support if you're:

- ▶ EU/EEA and Swiss citizens, who meet the residence conditions according to the European law (confirmation of registration of address – *EU-Anmeldebescheinigung* – and residence permit obtained after 5 years of residing in Austria – *Daueraufenthalt EU* –).
- ▶ third-country citizens with long term residence permit.
- ▶ refugee or beneficiary of subsidiary protection (if you're employed and you don't receive any other financial aid except family allowance).

You need to choose one of the following childcare providers: nurseries, kindergartens, day-parents group, children's groups or private care (private care doesn't apply when the carer is a family member or au-pair).

The child must live in the household and be under 15 years old. To apply for this support, you can't earn more than 2.300 EUR gross per month and you can receive a maximum of 300 EUR per month.

To obtain this support you need to set up an appointment with a counsellor from the Public Employment Service. They will evaluate your situation and decide if you qualify to apply for this support.

**WHERE:** Offices of the Public Employment Service (*Arbeitsmarktservice – AMS*) in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Tax deduction of childcare costs

**WHAT:** The cost for childcare can be deducted from your income tax return. The requirements are:

- ▶ Child is less than 10 years old
- ▶ Special-needs child is less than 16 years old
- ▶ Child is enrolled in public or private nursery, kindergarten or day-parent group).
- ▶ The costs of childcare have been covered prior to the application

The income tax return application is done online (in German): [finanzonline.bmf.gv.at/fon/](http://finanzonline.bmf.gv.at/fon/). If you don't have a tax number, you need to contact the local office of the Ministry of Finances personally. You're required to submit invoices of the expenses related to childcare.

**WHERE:** The offices the Ministry of Finances for your place of residence can be



found here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)

### 5.2.1 b death and assistance

**TITLE:** Widow(er) pension (*Witwenpension*)

**WHAT:** A financial benefit which guarantees social security for the surviving spouse, if he/she was in a certified marriage or a registered partnership with the deceased. A widow(er) can be a beneficiary of a pension if:

- ▶ The spouse had pension insurance for a minimum period given his age:
  - At least 15 years of a statutory insurance or voluntary insurance
  - At least 25 years of pension insurance
- ▶ If the spouse was already getting a pension, the previous requirements are considered fulfilled.
- ▶ If the spouse died before the 50<sup>th</sup> birthday, the widow(er) can get a pension if the deceased spouse had insurance for 60 months in the 10 years before his death.
- ▶ If the spouse died after his/her 50<sup>th</sup> birthday, an extra month of insurance is needed up to a minimum of 180 months in the last 30 years.

To apply for a widow(er) pension, you have to submit an application form along with proof of income of the deceased and your proof of income. Application form (in German): [www.pensionsversicherung.at/cdscontent/load?contentid=10008.577934&version=1407222115](http://www.pensionsversicherung.at/cdscontent/load?contentid=10008.577934&version=1407222115)

**WHERE:** Apply to the insurance company where the deceased spouse was insured in the last 15 years. Information on the different social security insurance schemes can be found here: (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

**TITLE:** Support for the funeral expenses (*Sozialbestattung*)

**WHAT:** This subsidy is offered when the deceased has no known relatives or the relatives can't afford to pay the costs of the funeral. The costs are then paid by the municipality. If the deceased doesn't have a last will (there are no heirs), the cost of the funeral will go to the next of kin. Once the doctor has examined the body and given confirmation of the death, the next of kin has to call a funeral home, where the deceased will be taken care of. Only the person who has to pay for the funeral (the next of kin) can apply for this support.

**WHERE:** The funeral home will provide the necessary information to get this subsidy. More information: [www.bestatter.at/pub/main\\_layouts/bestatter.aspx](http://www.bestatter.at/pub/main_layouts/bestatter.aspx)

**TITLE:** Orphan pension (*Waisenpension*)

**WHAT:** Orphan pension is a form of social insurance for the children in case of death of a parent. A child can be a beneficiary of an orphan pension if the parent had a pension insurance (included in the social security insurance) for a minimum period time, depending on the age of the deceased. To apply for orphan pension, you have to hand in an application form along with proof of income of the deceased and proof of income of the widow(er). Application form (in German): [www.pensionsversicherung.at/cdscontent/load?contentid=10008.577934&version=1407222115](http://www.pensionsversicherung.at/cdscontent/load?contentid=10008.577934&version=1407222115)

**WHERE:** Apply to the insurance company where the deceased parent(s) was insured for the last 15 years. Information on the different social security insurance schemes can be found here (in German): [www.help.gv.at/Portal.Node/hlpd/public/](http://www.help.gv.at/Portal.Node/hlpd/public/)



[content/behoerden/Seite.000700.html](#)

### 5.2.1 c financial assistance for housing

**TITLE:** Housing support (*Wohnbeihilfe*)

**WHAT:** Housing support is a financial aid you can apply for if you don't earn enough to cover the housing expenses. Housing support is under the responsibility of each Federal State and there can be differences in the amount given and requirements to obtain it. You can claim this support if you have rented and are registered at the property address. You need to prove that you paid the taxes of renting the property.

You can apply for this help if you're:

- ▶ EU/EEA and Swiss citizens, who meet the residence conditions according to the European law (confirmation of registration of address – *EU-Anmeldebescheinigung* – and residence permit obtained after 5 years of residing in Austria – *Daueraufenthalt EU* –).
- ▶ third-country citizen with a long term residence permit

To apply for housing support you need a proof of residence permission, a registration of address, rental agreement and proof of income of other people living in the house. You also need to fill in an application form (it is different in each Federal State). The approval depends on the number of family members, total income amount. You can claim the support for a maximum of 12 months.

**WHERE:** Office of the State Government (*Landesregierungen*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Help for renting an accommodation

**WHAT:** Help for renting an accommodation is a financial support you can obtain if you're a refugee and aren't able to pay a rental deposit. People who can't pay for rental deposit can be eligible to The Social Services of the State Government of Lower Austria will lend you the money and you return it without paying interests.

You must apply before you sign any rental agreement and you have to be able to prove that you can afford the costs of the rent. You're required to submit the application form at the District administration office. You can find the application form and an explanation of the process in different languages at: [www.noegv.at/noe/Sozialhilfe/Sozialhilfe\\_Hilfe\\_in\\_besonderen\\_Lebenslagen.html](http://www.noegv.at/noe/Sozialhilfe/Sozialhilfe_Hilfe_in_besonderen_Lebenslagen.html)

**WHERE:** List of responsible offices of the District Administration (*Bezirkshauptmannschaft*) (in German): [www.noegv.at/noe/Alle\\_Bezirke\\_Niederosterreichs.html](http://www.noegv.at/noe/Alle_Bezirke_Niederosterreichs.html)

**TITLE:** Financial aid for heating costs

**WHAT:** Some Social Affairs Departments of the Federal States offer financial assistance if you can't afford to pay the heating costs. As the competences are of each Federal State, there might be differences in the requirements and the process.

**WHERE:** For more information you can contact the Social Affairs Department of the Federal State Government:

- ▶ Burgenland (in German): [www.burgenland.at/land-politik-verwaltung/politik-verwaltung/landesverwaltung/abteilung-6-soziales-und-gesundheit/](http://www.burgenland.at/land-politik-verwaltung/politik-verwaltung/landesverwaltung/abteilung-6-soziales-und-gesundheit/)
- ▶ Carinthia (in German): [www.ktn.gv.at/Verwaltung/Amt-der-Kaerntner-Landesregierung/Abteilung-4](http://www.ktn.gv.at/Verwaltung/Amt-der-Kaerntner-Landesregierung/Abteilung-4)



- ▶ Lower Austria (in German): [sozialinfo.noel.gv.at/content/de/9/InstitutionDetail.do?it\\_1=7342723](https://sozialinfo.noel.gv.at/content/de/9/InstitutionDetail.do?it_1=7342723)
- ▶ Salzburg: [www.salzburg.gv.at/dienststellen/abteilungen/203](https://www.salzburg.gv.at/dienststellen/abteilungen/203)
- ▶ Styria (in German): [www.soziales.steiermark.at/cms/ziel/69312935/DE/](https://www.soziales.steiermark.at/cms/ziel/69312935/DE/)
- ▶ Tirol (in German): [www.tirol.gv.at/gesellschaft-soziales/soziales/fonds/hilfswerk/formulare/](https://www.tirol.gv.at/gesellschaft-soziales/soziales/fonds/hilfswerk/formulare/)
- ▶ Upper Austria (in German): [www.land-oberoesterreich.gv.at/19742.htm](https://www.land-oberoesterreich.gv.at/19742.htm)
- ▶ Vienna (in German): [www.wien.gv.at/sozialinfo/content/de/10/InstitutionDetail.do?it\\_1=2100130](https://www.wien.gv.at/sozialinfo/content/de/10/InstitutionDetail.do?it_1=2100130)
- ▶ Vorarlberg (in German): [www.vorarlberg.at/vorarlberg/gesellschaft\\_soziales/gesellschaft/gesellschaftundsoziales/bereichegesellschaftundso/soziales.htm](https://www.vorarlberg.at/vorarlberg/gesellschaft_soziales/gesellschaft/gesellschaftundsoziales/bereichegesellschaftundso/soziales.htm)

#### 5.2.1 d low income assistance

**TITLE:** The needs-based minimum benefit allowance (*Bedarfsorientierte Mindestsicherung*)

**WHAT:** You can claim the needs-based minimum benefit allowance if you can't support yourself and your family and you don't receive other financial aid or additional income (e.g. unemployment allowance, childcare allowance, profits from a rental property). As the competences are of each Federal State, there are differences in the requirements and the process. You can claim this support if you're:

- ▶ EU/EEA and Swiss citizens, who meet the residence conditions according to the European law (confirmation of registration of address – *EU-Anmeldebescheinigung* – and residence permit obtained after 5 years of residing in Austria – *Daueraufenthalt EU* – ),
- ▶ third-country citizen with a long term residence permit
- ▶ refugee or a beneficiary of subsidiary protection (if you're employed and you don't receive any other financial aid)

You can receive 844.46 EUR net per month (1.266.70 EUR net per month for married couples) and additional 177.34 EUR per month for each minor child. It's possible to combine this allowance with the housing support (*Wohnbeihilfe*). With the needs-based minimum benefit allowance you also receive a health insurance but you can't claim the retirement pension.

To apply for this support, you need to bring a valid identification document, a personal document (e.g. citizenship certificate, residence permit, confirmation of registration of address), income support documents, documents related with housing, proof of benefits applied for and proof of any assets (e.g. car, pension provision) to the responsible authorities.

**WHERE:** Apply at the district administration office (*Bezirkshauptmannschaft – Sozialämter*), the municipality (*Magistrat or Gemeinde*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](https://www.help.gv.at/Portal.Node/hlpd/public/behoerden) or at the Public Employment Service (*Arbeitsmarktservice - AMS*) (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](https://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

#### 5.2.1 e unemployment assistance

**TITLE:** Unemployment assistance (allowance)

**WHAT:** If you lose your job, you can apply for financial support. You're entitled to the support if you can and want to work, were previously employed and your employer paid unemployment insurance (*Arbeitslosenversicherung*),



included in the monthly taxes the company paid to the state medical insurance, *Gebietskrankenkasse - GKK*). You receive unemployment support for 6 months. To apply for the support, you have to register at the Public Employment Service (*Arbeitsmarktservice – AMS*). To register at the AMS, you have to visit personally the office with a valid identification document (and a residence permit, if you're third-country citizen) and fill in the form they will hand you. Once you have registered, they will assign you a counsellor that will assist you in job seeking. For non-financial support during unemployment (e.g. education and training) see sections "[Work - Employment – Unemployment – Other unemployment supports](#)".

**WHERE:** Offices of the AMS in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Emergency support (*Notstandshilfe*)

**WHAT:** You can claim for this emergency support when you can no longer claim the unemployment allowance but you still don't have a job. You need to be registered as unemployed at the Public Employment Service (*Arbeitsmarktservice – AMS*) and you need to be looking for a job. The career counsellor from AMS will apply for this emergency support for you. AMS will take into account the economic situation of your household (including the income of partners or family members) to make the decision. If you're granted this help you'll also have health insurance. Generally, the emergency support amounts between 92% and 95% of the unemployment allowance. You can receive it for a maximum of 52 weeks. After that you need to meet your career counsellor again to apply for an extension.

**WHERE:** Public Employment Service (*Arbeitsmarktservice – AMS*) Offices of the AMS in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

## 5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID

### 5.2.2 a aid in food, clothes etc.

**TITLE:** Federal State of Lower Austria and Federal State of Upper Austria.

**WHAT:** You can obtain financial aid for clothing from the Federal State if you live in Lower Austria or Upper Austria.

**WHERE:**

Lower Austria

(in German) [transparenzportal.gv.at/tdb/tp/situation/buerger/familie-und-mitmenschen/soziale-zuschuesse/1021369.html](http://transparenzportal.gv.at/tdb/tp/situation/buerger/familie-und-mitmenschen/soziale-zuschuesse/1021369.html)

3109 St. Pölten, Landhausplatz 1, Haus 7a

Tel: 02742/9005/12994

Email: [post.ivw2fluechtlingshilfe@noel.gv.at](mailto:post.ivw2fluechtlingshilfe@noel.gv.at)

Upper Austria

(in German) [transparenzportal.gv.at/tdb/tp/situation/buerger/familie-und-mitmenschen/soziale-zuschuesse/1021369.html](http://transparenzportal.gv.at/tdb/tp/situation/buerger/familie-und-mitmenschen/soziale-zuschuesse/1021369.html)

Bahnhofplatz 1, 4021 Linz

Tel. 0732/7720-15221

Email: [so.post@ooe.gv.at](mailto:so.post@ooe.gv.at)



**TITLE:** Caritas

**WHAT:** Caritas mainly provides clothing or furniture. You can also be provided with food and have access to the facilities for personal hygiene in some of the Caritas's centres. In larger cities, Caritas manages second-hand shops that offer different products at a reduced price.

**WHERE:** You can find the closest office of Caritas here (in English and German) [www.caritas.at](http://www.caritas.at)

You can find second-hand shops from Caritas here (in German): [www.carla.at/](http://www.carla.at/)

**TITLE:** Red Cross

**WHAT:** In larger cities, Austria Red Cross can provide food if you're in case of need. If you want to have access to this service you need to arrange an appointment with the person in charge of the programme in your Federal State.

**WHERE:** (in German) [www.rotekreuz.at/pflege-betreuung/pflege-daheim/essenzustellung/](http://www.rotekreuz.at/pflege-betreuung/pflege-daheim/essenzustellung/)

**TITLE:** Vinzenzgemeinschaft

**WHAT:** In the facilities of VinziWerke Austria, they offer accommodation and food for migrants and refugees. They have facilities in Graz, Salzburg and Vienna.

**WHERE:** You can find the facilities here (in German): [www.vinzi.at/de/einrichtungen/](http://www.vinzi.at/de/einrichtungen/)

**TITLE:** Häferl - Diakonie

**WHAT:** This organisation provides warm meals in their facilities in Vienna 4 times per week. You'll be asked for a small financial contribution. They also distribute clothing and offer social counselling free of charge.

**WHERE:** (in German): [haeferl.net/](http://haeferl.net/)

Hornbostelgasse 6

1060 Vienna

Tel.: (+43) 01 597 4080

(+43) 0676 97 23522

**TITLE:** Volkshilfe

**WHAT:** This organisation provides financial help for clothing or food. They also offer social counselling free of charge.

**WHERE:** You can find the closest centre of the organisation (in German): [www.volkshilfe.at/standorte](http://www.volkshilfe.at/standorte)

## 5.2.3 LEGAL AID

### 5.2.3 a state pro bono legal aid

**TITLE:** Judicial office (*Gerichtliche Amtstage*)

**WHAT:** If you need legal aid and can't afford to hire a lawyer you can turn to the judicial office at the district court. You'll be given free-of-charge legal advice and you can do official statements during their official visitations days. It's important to bring with you an identification document and any document related to the





problem you have. They don't give advice in matters of criminal law. The visitation day is once a week (generally on Tuesday) and you can find the opening hours online.

**WHERE:** You can find the district court (*Bezirkgericht*) responsible for your place of residence (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

**TITLE:** Justice Service Point (*Justiz Servicestellen*)

**WHAT:** In larger cities, you can find the Justice Service Point. If you have any legal questions, you can turn to them to obtain legal counselling free of charge. They will also recommend where to go to obtain legal representation.

**WHERE:** You can find the Justice Service Point responsible for your place of residence here (in German): [www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html](http://www.justiz.gv.at/web2013/html/default/8ab4a8a422985de30122a90e378661ef.de.html)

**TITLE:** Justice Ombudsman

**WHAT:** If you have questions about an on-going court procedure or you want to have more information before starting one, you can turn to the Justice Ombudsman. They offer legal counselling free of charge and they can act as mediators to avoid starting court procedures. They are located in the regional court (*Oberlandesgericht*). You can reach them by phone from Monday to Friday from 8:30 to 12:30 or arrange a personal meeting.

**WHERE:** You can find the Justice Ombudsman responsible for your place of residence (in German): [www.justiz.gv.at/web2013/home/buergerservice/justiz-ombudsstellen/erreichbarkeit-2c9484852308c2a6012374f015490423.de.html](http://www.justiz.gv.at/web2013/home/buergerservice/justiz-ombudsstellen/erreichbarkeit-2c9484852308c2a6012374f015490423.de.html)

**TITLE:** Chamber of Labour (*Arbeiterkammer*)

**WHAT:** Chamber of Labour is an organisation that represents the interests of Austrian employees and consumers. You can ask for legal counselling free of charge you think that your rights as a worker/consumer are being violated. If they agree with you, they will initiate an investigation and will provide legal representation free of charge. There's a Chamber of Labour in each Federal State.

**WHERE:** Local offices of the Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

**TITLE:** Austrian Ombudsman Board - AOB (*Volksanwaltschaft*)

**WHAT:** You can turn to the Austrian Ombudsman Board if you think you aren't being treated fairly by an Austrian authority. You can do a confidential complaint and the AOB will do a preliminary investigation and ask for an official statement from the relevant authority. You might be invited for an interview to explain your complaint in more detail. You can't present a complaint on matters undergoing court procedures.

**WHERE:** (in Croatian, English, French, German, Slovenian, Spanish and Turkish) [www.volksanwaltschaft.gv.at](http://www.volksanwaltschaft.gv.at)

Singerstrasse 17, P.O. Box 20

1015 Vienna

Tel.: 0800/223 223 (free of charge)





### 5.2.3 b other pro bono legal aid

**TITLE:** Advice service for debtor (*Schuldnerberatung*)

**WHAT:** If you have financial problems, you can ask for legal counselling in financial matters free of charge. They also offer mediation services between you and the creditor.

**WHERE:** You can find the nearest office here: (in German) [www.schuldenberatung.at/kontakt/beratungsstellen.php](http://www.schuldenberatung.at/kontakt/beratungsstellen.php)

**TITLE:** Caritas

**WHAT:** If you need legal counselling, you can turn to Caritas. They offer legal and social counselling free of charge.

**WHERE:** (in German) [www.caritas.at/hilfe-beratung/migrantinnen-fluechtlinge/beratung-vertretung/fuer-migrantinnen/rechtsberatung/](http://www.caritas.at/hilfe-beratung/migrantinnen-fluechtlinge/beratung-vertretung/fuer-migrantinnen/rechtsberatung/)

**TITLE:** Helping hands

**WHAT:** You can ask for legal counselling in topics related with the law on foreigners. They also offer legal counselling and representation in cases of discrimination and racism. This NGO also represents people facing deportation from Austria. The services of this organisation are free of charge.

**WHERE:** (in German) [www.helpinghands.at/](http://www.helpinghands.at/)

Taubstummengasse 7-9, Erdgeschoss,

1040 - Vienna

Tel: +43 1 310 88 8010

Email: [info@helpinghands.at](mailto:info@helpinghands.at)

**TITLE:** Diakonie

**WHAT:** If you need legal advice, this organization offers legal counselling free of charge for migrants in different Federal States.

**WHERE:** (in German) [diakonie.at/](http://diakonie.at/)

**TITLE:** Menschen rechte

**WHAT:** This organisation offers free-of-charge legal counselling for migrants, asylum seekers and refugees on topics related with the law on foreigners. They have offices in different Federal States.

**WHERE:**

**TITLE:** Project Integrationhaus

**WHAT:** You can turn to this organization if you need legal counselling in topics related with the law on foreigners or asylum. The counselling is free of charge.

**WHERE:** (in [Bosnian](#), [Croatian](#), [English](#), [French](#), [German](#), [Russian](#), [Serbian](#) and [Turkish](#)) [www.integrationshaus.at/](http://www.integrationshaus.at/)

Schweidlgasse 38/Top1

1020 Vienna

Email: [info@integrationshaus.at](mailto:info@integrationshaus.at)

**TITLE:** Purple Sheep



**WHAT:** This organisation from Vienna offers legal counselling free of charge to migrants and refugees. They also give counselling in situation of discrimination and racism.

**WHERE:** (in German) [www.purplesheep.at](http://www.purplesheep.at)

1120 Vienna, Arndtstrasse 88/4

Tel: +43 0650 750 49 40

Email: [office@purplesheep.at](mailto:office@purplesheep.at)

**TITLE:** Zara

**WHAT:** If you think you have been victim of a racism attack, you can turn to this organisation to ask for legal advice and representation. They have a special team for discrimination and racism in the work place. The services are free of charge.

**WHERE:** (in German) [www.zara.or.at/](http://www.zara.or.at/)

Schönbrunner Straße 119/13

Eingang: Am Hundsturm 7

1050 Vienna

Tel.: +43 01 929 13 99

Email: [beratung@zara.or.at](mailto:beratung@zara.or.at)

**TITLE:** Zebra – Legal Counselling

**WHAT:** This organisation offers legal counselling for migrants and refugees in topics related with employment of foreigners, the law on foreigners, reunification of families and cases of discrimination and racism. The services are free of charge.

**WHERE:** (in Arabic, Bosnian, Croatian, English, Farsi, German, Romanian, Russian, Serbian and Turkish) [www.zebra.or.at/cms/cms.php?pageName=6&detailId=13&referrer=%2Fcms%2Fcms.php](http://www.zebra.or.at/cms/cms.php?pageName=6&detailId=13&referrer=%2Fcms%2Fcms.php)

Granatengasse 4/3. Stock

8020 Graz

Tel.: +43 316 83 56 30

Email: [office@zebra.or.at](mailto:office@zebra.or.at)

### 5.2.3 c other legal aid

**TITLE:** Other legal aid

**WHAT:** If you need legal representation of any kind, you can contact any law firm to hire legal representation.

**WHO:** You need to be over 18 years of age.

**HOW:** The Austrian Association of Lawyers has an online database available for people who might need legal representation of any type (in English): [www.rechtsanwaelte.at/en/support-and-services/services/find-a-lawyer/](http://www.rechtsanwaelte.at/en/support-and-services/services/find-a-lawyer/). In the database, you can find the specialisation of the different lawyer's office.

Once you have selected a lawyer's firm, you can arrange an appointment to initiate the legal procedures. The price of the services depends on the lawyer's office and they are obliged to inform you in advance of any cost that might incur during the procedure.



## 5.2.4 PSYCHOSOCIAL SUPPORT

### 5.2.4 a programmes by state social services

**TITLE:** Psychosocial service from the state medical insurance

**WHAT:** If you need help to overcome some traumatic experience in your life, the state medical insurance of each Federal State offers psychosocial therapy free of charge (as long as you have a valid medical insurance). You need to visit your family doctor and he/she will write a note of referral to a specialist. Make sure your doctor refers you to a specialist who has a contract with the regional medical insurance. In this way, the therapy is free of charge or you only need to pay for part of the cost. If you have selected a specialist by yourself, check if he/she has a contract with the regional medical insurance, otherwise you'll be expected to pay for the service yourself.

**WHERE:** You can find the counselling offices in different cities of Austria

**TITLE:** Hilfswerk – Psychosocial treatment

**WHAT:** This organisation offers free of charge psychosocial treatment in the Federal State of Styria. It also offers counselling in different topics such as addiction, social counselling and legal counselling.

**WHERE:** (in German) [www.hilfswerk.at/steiermark/psychosoziale-dienste/psychosoziale-angebote/psychosoziale-beratungsstellen/](http://www.hilfswerk.at/steiermark/psychosoziale-dienste/psychosoziale-angebote/psychosoziale-beratungsstellen/)

### 5.2.4 b programmes by NGOs

**TITLE:** Hemayat

**WHAT:** You can ask for interpreter-mediated psychotherapy and psychological therapy. The organisation offers also medical support for survivors of war and torture. The services are free of charge.

**WHERE:** (in different languages) [www.hemayat.org/](http://www.hemayat.org/)

Sechsschimmelgasse 21

1090 Vienna

Tel/Fax: +43 1 216 43 06

Email: [office@hemayat.org](mailto:office@hemayat.org)

**TITLE:** Ambermed – Crisis intervention

**WHAT:** This organisation offers different kinds of free of charge services. You can ask for help in a moment of crisis or if you're in need of psychological support of any kind. This organisation can put you in contact with other non-profit organisations which offer more specialised help. They offer interpreting in different languages during the counselling sessions.

**WHERE:**

**TITLE:** Zebra – Psychosocial therapy

**WHAT:** You can turn to this organisation if you need psychotherapeutic treatment in your mother tongue. The services are free of charge.

**WHERE:** (in Arabic, Bosnian, Croatian, English, Farsi, German, Romanian, Russian, Serbian and Turkish) [www.zebra.or.at/cms/cms.php?pageName=6&detailId=15&referrer=%2Fcms%2Fcms.php](http://www.zebra.or.at/cms/cms.php?pageName=6&detailId=15&referrer=%2Fcms%2Fcms.php)

Granatengasse 4/3. Stock



8020 Graz  
Tel.: +43 316 83 56 30  
Email: [office@zebra.or.at](mailto:office@zebra.or.at)

**TITLE:** Caritas Vienna and Lower Austria – Project SINTEM

**WHAT:** The organisation offers psychotherapeutic treatment to people suffering from traumatic experiences. They offer interpreting in your mother tongue. The services are free of charge.

**WHERE:** (in German) [www.caritas-wien.at/hilfe-angebote/asyl-integration/beratung-fuer-fluechtlinge/psychosoziale-angebote/](http://www.caritas-wien.at/hilfe-angebote/asyl-integration/beratung-fuer-fluechtlinge/psychosoziale-angebote/)

**TITLE:** Courage

**WHAT:** This organisation offers psychosocial and psychological therapy for lesbian, gay, bisexual, transgender and intersex people, as well as their families. They also work with migrants who fled their countries because of their gender identity. The counselling is anonymous and sessions are free of charge.

**WHERE:** (in Bosnian, Croatian, English, German, Italian, Serbian and Turkish) [www.courage-beratung.at/beratung](http://www.courage-beratung.at/beratung)

- ▶ Vienna Tel.: +43 1 585 69 66, Email: [info@courage-beratung.at](mailto:info@courage-beratung.at)
- ▶ Graz Tel.: +43 699 166 166 62, Email: [graz@courage-beratung.at](mailto:graz@courage-beratung.at)
- ▶ Salzburg Tel.: +43 699 166 166 65, Email: [salzburg@courage-beratung.at](mailto:salzburg@courage-beratung.at)
- ▶ Innsbruck Tel.: +43 699 166 166 63, Email: [innsbruck@courage-beratung.at](mailto:innsbruck@courage-beratung.at)

**TITLE:** OMEGA

**WHAT:** You can turn to this organisation if you need psychosocial counselling. The services are free of charge and therapies are offered in English or German. They also offer therapy in your mother tongue with the help of an interpreter.

**WHERE:** (in German) [www.omega-graz.at/](http://www.omega-graz.at/)

Albert-Schweitzer-Gasse 22

8020 Graz

Tel.: + 43 316 77 35 54-0

Email: [office@omega-graz.at](mailto:office@omega-graz.at)

**TITLE:** Peregrina – Psychosocial therapy for women

**WHAT:** You can turn to this organisation if you're a woman and over 16 years of age. They offer psychosocial therapy in Bosnian, Croatian, English, German and Serbian. They also offer therapy in Arabic with the support of an interpreter. The services are free of charge.

**WHERE:** (in Arabic, Armenian, Bosnian, Croatian, English, French, German, Kinyarwanda, Serbian and Turkish) [www.peregrina.at](http://www.peregrina.at)

Willhelm-Weber-Weg 1/2/1+2

1110 Vienna

Tel. +43 1408 33 52 or +43 1408 61 19

**TITLE:** Migrare

**WHAT:** You can turn to this organisation if you're looking for psychosocial support



in Upper Austria. The sessions are offered in different languages and they are free of charge.

**WHERE:** (in German) [www.migrare.at](http://www.migrare.at)

Humboldtstraße 49

4020 Linz

Email: [office@migration.at](mailto:office@migration.at)

**TITLE:** Verein Multikulturell

**WHAT:** This organisation offers counselling and psychotherapy for people with migrant background. The costs of the therapy can be partly assumed by the state medical insurance, if you present a note of referral from your family doctor.

**WHERE:** (in German) [www.migration.cc/](http://www.migration.cc/)

Andreas-Hofer-Straße 46, 1<sup>st</sup> floor

6020 Innsbruck

**TITLE:** Miteinander lernen

**WHAT:** This organisation offers counselling and psychotherapy for women, children and families with migrant background. The therapies can be performed in German, English or Turkish. The costs of the therapy can be partly covered by the state medical insurance if you present a note of referral from your family doctor.

**WHERE:** (in German and Turkish) [miteinlernen.at](http://miteinlernen.at)

Koppstraße 38/8, A

1160 Vienna

Tel. +43 1 493 16 08

Email: [birlikte@miteinlernen.at](mailto:birlikte@miteinlernen.at)

#### 5.2.4 c counselling for families and children

**TITLE:** OMEGA

**WHAT:** This organisation offers different kind of counselling for multicultural families and families with migrant background. The services are free of charge and therapies are offered in English and German or in your mother tongue with the help of an interpreter.

**WHERE:** (in German) [www.omega-graz.at/](http://www.omega-graz.at/)

Albert-Schweitzer-Gasse 22

8020 Graz

Tel.: + 43 316 77 35 54-0

Email: [office@omega-graz.at](mailto:office@omega-graz.at)

**TITLE:** Marriage without borders

**WHAT:** This organisation is specialised in bi-national marriages (and divorces) and multicultural families. They offer legal counselling free of charge to help you deal with the bureaucracy related to marriage or divorce.

**WHERE:**

Zollergasse 15/2

1070 Vienna



Email: [office@ehe-ohne-grenzen.at](mailto:office@ehe-ohne-grenzen.at)

Email: [beratung@ehe-ohne-grenzen.at](mailto:beratung@ehe-ohne-grenzen.at)

**TITLE:** Peregrina

**WHAT:** This organisation offers counselling on different topics related with family and children. They offer counselling in different languages and the services are free of charge.

**WHERE:** (in Arabic, Armenian, Bosnian, Croatian, English, French, German, Kinyarwanda, Serbian and Turkish) [www.peregrina.at](http://www.peregrina.at)

Willhelm-Weber-Weg 1/2/1+2

1110 Vienna

Tel.: +43 1408 33 52 or +43 1408 61 19

**TITLE:** Migrare

**WHAT:** This organisation offers family and social counselling for people with migrant background. You can ask to have the sessions in your mother tongue (with an interpreter) and the services are free of charge.

**WHERE:** (in German) [www.migrare.at](http://www.migrare.at)

Humboldtstraße 49

4020 Linz

Email: [office@migration.at](mailto:office@migration.at)

**TITLE:** Orient express

**WHAT:** This organisation provides counselling for women with Turkish or Arabic background. They also give legal support in cases of forced marriage. The counselling sessions are free of charge and anonymous and can be in Arabic, English, German and Turkish. This organisation offers an emergency accommodation to victims of forced marriage.

**WHERE:** (in German) [www.orientexpress-wien.at](http://www.orientexpress-wien.at)

Schönngasse 15-17 / Top 2

1020 Vienna

Tel.: +43 1 728 97 25

Email: [office@orientexpress-wien.com](mailto:office@orientexpress-wien.com)

**TITLE:** Verein Multikulturell

**WHAT:** This organisation offers counselling in different languages for people with migrant background. Counselling sessions are free of charge if you're regular visitor of the association.

**WHERE:** (in German) [www.migration.cc](http://www.migration.cc)

Andreas-Hofer-Straße 46, 1. Stock

6020 Innsbruck

**TITLE:** Verein Viele

**WHAT:** This association offers anonymous and free of charge counselling for families with migrant background in different languages.



**WHERE:** (in German) [www.verein-viele.at](http://www.verein-viele.at)

Rainerstraße 27, 1. Stock

5020 Salzburg

Tel.: 0662/87 02 11

Email: [office@verein-viele.at](mailto:office@verein-viele.at)

**TITLE:** Project Integrationhaus

**WHAT:** You can turn to this organization if your children need psychological support in their mother tongue.

**WHERE:** (in Bosnian, Croatian, English, French, German, Russian, Serbian and Turkish) [www.integrationshaus.at/](http://www.integrationshaus.at/)

Schweidlgasse 38/Top1

1020 Vienna

Email: [info@integrationshaus.at](mailto:info@integrationshaus.at)

## 5.2.5 CHILD AND FAMILY PROTECTION

### 5.2.5 a safe houses for women and children

**TITLE:** Woman's centre

**WHAT:** The Austrian Association of Safe Houses for Women and Children offers a safe place to stay to victims of family violence. The safe houses are opened to all victims of violence regardless of nationality, income or religion. The safe houses are located all over Austria.

**WHO:** Women and children experiencing family violence

**HOW:** Call a helpline (see 5.2.5.c Helplines) and counsellors will put you in contact with the police or with the closest safe house. The safe houses are opened 24h a day. The social workers from the safe house will provide psychological and legal support you may need. They also offer support for your children.

**WHERE:** You can contact safe houses in your Federal State

**WHEN:** If you suffer from violence in your household, you need to seek help immediately.

### 5.2.5 b counselling for families and children

**TITLE:** OMEGA

**WHAT:** This organisation offers different kind of counselling for multicultural families and families with migrant background. The services are free of charge and therapies are offered in English and German or in your mother tongue with the help of an interpreter.

**WHERE:** (in German) [www.omega-graz.at/](http://www.omega-graz.at/)

Albert-Schweitzer-Gasse 22

8020 Graz

Tel.: + 43 316 77 35 54-0

Email: [office@omega-graz.at](mailto:office@omega-graz.at)

**TITLE:** Marriage without borders

**WHAT:** This organisation is specialising in bi-national marriages (and divorces) and





multicultural families. They offer legal counselling free of charge to help you deal with the bureaucracy related to marriage or divorce.

**WHERE:**

Zollergasse 15/2

1070 Vienna

Email: [office@ehe-ohne-grenzen.at](mailto:office@ehe-ohne-grenzen.at)

Email: [beratung@ehe-ohne-grenzen.at](mailto:beratung@ehe-ohne-grenzen.at)

**TITLE:** Peregrina

**WHAT:** This organisation offers counselling on different topics related with family and children. They offer counselling in different languages and the services are free of charge.

**WHERE:** (in Arabic, Armenian, Bosnian, Croatian, English, French, German, Kinyarwanda, Serbian and Turkish) [www.peregrina.at](http://www.peregrina.at)

Willhelm-Weber-Weg 1/2/1+2

1110 Vienna

Tel.: +43 1408 33 52 or +43 1408 61 19

**TITLE:** Migrare

**WHAT:** This organisation offers family and social counselling for people with migrant background. You can ask to have the sessions in your mother tongue (with an interpreter) and the services are free of charge.

**WHERE:** (in German) [www.migrare.at](http://www.migrare.at)

Humboldtstraße 49

4020 Linz

Email: [office@migration.at](mailto:office@migration.at)

**TITLE:** Orient express

**WHAT:** This organisation provides counselling for women with Turkish or Arabic background. They also give legal support in cases of forced marriage. The counselling sessions are free of charge and anonymous and can be in Arabic, English, German and Turkish. This organisation offers an emergency accommodation to victims of forced marriage.

**WHERE:** (in German) [www.orientexpress-wien.at](http://www.orientexpress-wien.at)

Schönngasse 15-17 / Top 2

1020 Vienna

Tel.: +43 (1) 728 97 25

Email: [office@orientexpress-wien.com](mailto:office@orientexpress-wien.com)

**TITLE:** Verein Multikulturell

**WHAT:** This organisation offers counselling in different languages for people with migrant background. Counselling sessions are free of charge if you're regular visitor of the association.

**WHERE:** (in German) [www.migration.cc](http://www.migration.cc)

Andreas-Hofer-Straße 46, 1. Stock



6020 Innsbruck

**TITLE:** Verein Viele

**WHAT:** This association offers anonymous and free of charge counselling for families with migrant background in different languages.

**WHERE:** (in German) [www.verein-viele.at](http://www.verein-viele.at)

Rainerstraße 27, 1. Stock

5020 Salzburg

Tel.: 0662/87 02 11

Email: [office@verein-viele.at](mailto:office@verein-viele.at)

**TITLE:** Project Integrationhaus

**WHAT:** You can turn to this organization if your children need psychological support in their mother tongue.

**WHERE:** (in Bosnian, Croatian, English, French, German, Russian, Serbian and Turkish) [www.integrationshaus.at/](http://www.integrationshaus.at/)

Schweidlgasse 38/Top1

1020 Vienna

Email: [info@integrationshaus.at](mailto:info@integrationshaus.at)

### 5.2.5 c helplines

**TITLE:** Police

**WHAT:** Telephone of the police force. You can report crimes or ask for help. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 133

(in German) [www.bundespolizei.gv.at](http://www.bundespolizei.gv.at)

**TITLE:** Ambulance service

**WHAT:** If you need medical help in an emergency situation, you can call the ambulance service. The paramedics will make a first assessment on site and transport you to the medical centre. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 144

(in German): [www.rotekreuz.at/rettungsdienst/im-notfall/](http://www.rotekreuz.at/rettungsdienst/im-notfall/)

**TITLE:** Firefighters

**WHAT:** Emergency number of the firefighters. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 122

**TITLE:** Emergency doctor

**WHAT:** You can ask for an emergency doctor to come to your home in case of a health-related emergency. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 141



**TITLE:** Helpline in moments of crisis

**WHAT:** You can call if you find yourself in an emotional crisis. The counsellors will listen to you and refer you to other specialists if necessary. They speak German. It's anonymous and free of charge. You can also write them an email or ask for online counselling.

**WHERE:** Tel. 142

(in German) [www.telefonseelsorge.at](http://www.telefonseelsorge.at)

Email: [onlineberatung-telefonseelsorge.at/startseite.html](mailto:onlineberatung-telefonseelsorge.at/startseite.html)

**TITLE:** Help line against violence

**WHAT:** You can call this helpline if you're a victim of violence. They will give you counselling on what to do in your case and they can put you in contact with lawyers and social workers. They also offer counselling in Arabic, Bosnian, Croatian, Dari, English, Farsi, Romanian, Russian, Serbian and Turkish. On the webpage you can find information in different languages. The service is anonymous and free of charge.

**WHERE:** Tel. 0800 / 222 555

(in German) [www.frauenhelpline.at](http://www.frauenhelpline.at)

Email: [frauenhelpline@aoef.at](mailto:frauenhelpline@aoef.at)

**TITLE:** Helpline for children and youngsters

**WHAT:** This helpline is for children, youngsters and their parents. They offer advice on topics related to children and adolescence and they can put you in contact with other experts if necessary. The service is anonymous and free of charge.

**WHERE:** Tel. 147

(in German) [www.rataufdraht.at](http://www.rataufdraht.at)

Email: [147@rataufdraht.at](mailto:147@rataufdraht.at)

**TITLE:** Helpline for health related problems

**WHAT:** If you have a health problem and you don't know what to do or where to go, you can call this number to ask for advice. The service is anonymous and free of charge.

**WHERE:** Tel. 1450

(in German): [www.1450.at/1450-die-gesundheitsnummer/](http://www.1450.at/1450-die-gesundheitsnummer/)

Email: [gesundheitsberatung@bmgf.gv.at](mailto:gesundheitsberatung@bmgf.gv.at)

**TITLE:** Poisoning centre

**WHAT:** If you suspect that you have been poisoned or intoxicated (e.g. medicament in bad shape, ingestion of household products, and consumption of unknown substances), you can call this number. They will make a risk assessment and advise you if medical assistance is needed. The service is free of charge.

**WHERE:** Tel. 01/ 406 43 43

(in German): [www.goeg.at/de/VIZ](http://www.goeg.at/de/VIZ)



**TITLE:** Ö3-Helpline

**WHAT:** Experts who offer counselling to the listeners of the radio station Ö3. The service is free of charge.

**WHERE:** Tel. 116 123

**TITLE:** Drug addiction helpline

**WHAT:** You're offered professional advice in topics related to substance addiction, including mental health or family issues. They can also give you contacts of experts in your area. The service is free of charge.

**WHERE:** Tel. 0810 / 20 88 777

(in English and German) [api.or.at/](http://api.or.at/)

**TITLE:** Psychosocial helplines

**WHAT:** You can call this number if you're in a moment of crisis and you need professional counselling, including mental health and family issues. They offer advice on different topics and can put you in contact with other experts in your area. The service is free of charge.

**WHERE:** Tel.: 01 / 202 52 51

Psychosocial counselling in Vienna for cases of emergency: Tel.: 01 / 313 30

Psychosocial counselling in Linz for cases of emergency: Tel.: 0732 / 65 10 15

### 5.2.5 d legal representations of unaccompanied minors

**TITLE:** Legal representation of unaccompanied minors

**WHAT:** All children under 18 years of age who arrive to Austria without an adult person responsible for their legal representation are considered unaccompanied minors. The term refers mostly to underage asylum-seekers and refugees.

**WHO:** You need a legal representative if you're under 18 years of age and you don't have any family member in Austria.

**HOW:** If you have asked for international protection in Austria and you don't have an adult to represent your interests, you'll be appointed a legal representative as soon as you apply for asylum. The legal representative will be with you at the interviews organised by the Federal Agency for Immigration and Asylum and will also act as legal advisor. After you're admitted to the regular procedure, you'll be transferred to one of the federal states. The Child and Youth Service (*Kinder- und Jugendhilfe*) will take over and appoint a new legal representative for you. This legal representative will be in charge of helping you settling down, finding language courses and taking care of your medical issues.

**WHERE:** Federal Agency for Immigration and Asylum (*Bundesamt für Fremdwesen*

*und Asyl - BFA*) (in German): [www.bfa.gv.at/kontakt/start.aspx](http://www.bfa.gv.at/kontakt/start.aspx)

## 5.3 DRIVING AND TRANSPORT

### 5.3.1 DRIVING LICENCE

#### 5.3.1 a steps to get a driving licence



**TITLE:** How to get a driving licence

**WHAT:** You have to register at a driving school and pass a written exam on road regulations in Austria, first aid course and a driving test. You also need a note from a doctor confirming that you passed the medical exam. You need to do the first aid course before passing any exam and before starting with the driving lessons.

**WHO:** Each category of driving licence has a different age limit. For more information see (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/4/Seite.040150.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/4/Seite.040150.html)

**STEP 1:** Register at a driving school (*Fahrschule*). You have to bring a personal identification document and a confirmation that you passed a medical exam.

**STEP 2:** Attend the theoretical lessons on traffic regulations and the first aid course. The driving school will provide you with the necessary study material. There are general lessons for all driving categories and there are certain units specific to the category of driving licence you want to obtain.

**STEP 3:** Once you pass the first aid course, you can start with driving lessons. Each driving category requires different minimum hours of driving practise (e.g. for a driving licence B you need to do at least 18 hours of driving). For a driving licence B you can drive with a certified instructor provided by the driving school or a qualified driver of your choosing (e.g. a family member or a friend). There are certain conditions qualified drivers need to fulfil to be allowed to teach you. You'll get all information about this at the driving school.

**STEP 4:** After passing all exams, pay a fee for the driving test and issuance of the driving licence. After payment is confirmed, you'll receive the official driving licence by post.

**WHERE:** You can do the driving licence at any driving school that is regulated and recognized by the government. More information

**WHEN:** You can register at the driving school 6 months before the minimum age needed to get a certain driving licence

**GOOD TO KNOW:** You have the right to have an interpreter next to you during the driving test.

## 5.3.2 INTERNATIONAL DRIVING LICENCE

### 5.3.2 a validity of international driving licence

**TITLE:** International driving licence

**WHAT:** If you're a third-country citizen and would like to drive a vehicle in Austria you're required to hold a valid driving licence obtained in your country of origin and a valid international driving licence. If you're an EU/EEA citizen, you can drive with a valid driving licence obtained in any EU/EEA Member State.

**HOW:** You need to obtain the international driving licence from the competent authority in the country where your driving licence was issued. In some countries, you can apply for the international driving licence by post.

**WHERE:** The authority in charge to issue the international driving licence is different in each country.

**WHEN:** Apply for the international driving licence before travelling to Austria. Once issued, it's valid for a year.

### 5.3.2 b validity of foreign driving licence

**TITLE:** Foreign driving licence



**WHAT:** If you're an EU/EEA citizen, you can drive with a valid driving licence issued in your country of origin.

If you're a third-country citizen but your main residence is not in Austria, you can drive with a valid driving licence issued in your country of origin and a valid international driving licence for 12 months after entering Austria.

If you're a third-country citizen with main residence in Austria, you can drive with a valid driving licence issued in your country of origin and a valid international driving licence for 6 months after registering your main address in Austria. After this period, you need to apply for an Austrian driving licence.

**WHO:** Holder of a foreign driving licence

**HOW:** If you're a third-country citizen and you want to apply for an Austrian driving licence (*Umschreibung*), your existing driving licence must be valid in the country of issuance. Depending on your country of origin, you might need to pass a driving test. You'll be asked to submit the following documents:

- ▶ Passport
- ▶ Foreign valid driving licence (a translation may be required)
- ▶ Your photograph (35 mm x 45 mm)
- ▶ Confirmation that you passed a medical exam

You'll have to pay a fee.

**WHERE:** You can apply at the Federal Police Station (in German): [www.polizei.gv.at/alle/kontakt.aspx](http://www.polizei.gv.at/alle/kontakt.aspx). If there are no Federal Police Stations where you live, you can apply at the District Administration Office (*Bezirkshauptmannschaft*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

**WHEN:** During the first 6 months of residence in Austria

**GOOD TO KNOW:** The citizens of the following countries don't need to pass a practical driving test for any driving category: Andorra, Guernsey, Isle of Man, Japan, Jersey, Monaco, San Marino, Switzerland and Serbia.

The following countries don't need to pass a practical driving test for category B: Australia, Bosnia and Herzegovina, Hong Kong, Israel, Canada, Macedonia, South Africa, South Korea (if issued after 1/1/1997), USA and United Arab Emirates.

It's possible to apply for an express issuance of an Austrian driving licence (it will take 2 days).

### 5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION

#### 5.3.3 a vehicle registration

**TITLE:** Registration of a vehicle

**WHAT:** All vehicles in Austria must be registered at the District Administration Office (*Bezirkshauptmannschaft*).

**HOW:** You'll be asked to submit the following documents:

- ▶ Personal identification document and a valid driving licence
- ▶ Proof of registration of address
- ▶ Proof of insurance for the vehicle
- ▶ Contract of sales with your name on it
- ▶ Vehicle licence (*Genehmigungsnachweis*). Vehicle licence is issued when the car is registered for the first time. If you buy a second-hand vehicle, you'll receive this document from the previous owner.



- ▶ Technical examination certificate (not needed if the car is less than 3 years old)

If your vehicle is brand new, you need to pay the NoVA tax, a tax based on standardized fuel consumption (*Normverbrauchsabgabe*). Once you have paid this tax, you can apply for vehicle insurance. Without the insurance you can't register the vehicle.

The registration of the vehicle costs around 200 EUR. Once you have paid the taxes, they will give you a plate number and a safety check sticker (*Pickerl*) that you have to stick to the windshield.

**WHERE:** District Administration Office (*Bezirkshauptmannschaft*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html).

The responsible authority can be different depending on the federal state and the municipality.

**WHEN:** After purchasing a car and after the registration expires.

**GOOD TO KNOW:** When buying or selling a second hand vehicle, it's recommended to have it checked first (*Ankaufstest/Kaufüberprüfung*). Checks can be carried out at the Austrian automobile clubs ARBÖ or ÖAMTC.

### 5.3.3 b registration of a vehicle with foreign country's registration plates

**TITLE:** Registration of a vehicle with foreign registration plates (*Kennzeichen*)

**WHAT:** If you registered your main residence in Austria, you can use a vehicle with foreign registration plates for one month after the vehicle entered Austria.

**HOW:** After a month, you have to hand in the registration certificate and the registration plates to the competent federal police station (*Landespolizeidirektion*) or to the District Administration Office (*Bezirkshauptmannschaft*) and you need to start using an Austrian registration plates. To obtain the Austrian plates, you need to register the vehicle at the District Administration Office.

If your vehicle has an EU operating licence, you'll be asked to submit the Certificate of Conformity (COC) of your car, a proof of ownership of the car, proof of insurance and certificate of technical examination. You can do the registration at the Technical Department of the Office of the State Government or at the District Administration Office. If your vehicle has an operating licence from a non-EU country you need to apply for special permission (*Einzelgenehmigung*) from the Technical Department of the Office of the State Government (*Amt der Landesregierung - Technische Prüfstelle*).

**WHERE:** Office of the State Government or the District Administration (*Bezirkshauptmannschaft*): (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

If you need the special permission, you can apply at the Technical Department (in German): [www.trabantfreunde.at/uploads/files/zulassung\\_a/liste\\_pruefstellen\\_14\\_04.pdf](http://www.trabantfreunde.at/uploads/files/zulassung_a/liste_pruefstellen_14_04.pdf)

**WHEN:** After a month of the car entering Austria.

**GOOD TO KNOW:** You can ask for an extension if you can prove that it wasn't possible to do the registration during the first month.

### 5.3.3 c technical examination

**TITLE:** Technical examination of a vehicle

**WHAT:** All motor vehicles reaching more than 25 km/h must be regularly inspected for operational safety.





**HOW:** Take your vehicle to an authorised office for inspection. You'll be asked to pay a fee. Once you pass the technical examination, they'll give you a sticker (*Pickerl*) that you need to attach on the front windshield. The sticker contains information on the validity of the technical exam.

**WHERE:** The technical examinations are done by public or private technical workshops authorized by the Federal State Governments, such as automobile clubs and car workshops. You can obtain more information about the authorized offices here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/6/Seite.060500.html#ZustaendigeStellen](http://www.help.gv.at/Portal.Node/hlpd/public/content/6/Seite.060500.html#ZustaendigeStellen)

**WHEN:** The period to pass a technical examination is determined by the date of the first registration of the vehicle. The period of time between technical examinations will be different according to the type and age of the vehicle. New vehicles do not need to undergo technical examination in the first three years.

**GOOD TO KNOW:** Technical examination can be done one month before and three months after the expiry date displayed on the windshield sticker.

### 5.3.3 d insurance

**TITLE:** Insurance for motor vehicles

**WHAT:** All motor vehicles in operation must be insured. You won't be able to register a vehicle without purchasing insurance first. If you fail to show the proof of insurance to competent authorities you'll be issued a fine. You need to have at least a third party insurance coverage (*Haftpflichtversicherung*).

**HOW:** Contact an insurance company and discuss the terms and conditions. You need to be at least 18 years old to sign an insurance policy. You'll need to submit a personal identification document, the driving licence, the old insurance policy (if applicable) and the vehicle licence (if applicable).

**WHERE:** There are several private insurance companies in Austria that provide vehicle insurance. You can obtain the insurance online or visit the insurance company personally.

**WHEN:** You need to have car insurance before you register the vehicle.

**GOOD TO KNOW:** The price will be different depending on the federal state, the insurance company and the car model.

## 5.3.4 PUBLIC TRANSPORT

### 5.3.4 a means of public transport

**TITLE:** Bus (within the city and suburbs)

**WHAT:** Larger cities have bus connections within the city. They generally work from 5 in the morning until 11 or 12 at night. You can get schedules at the headquarters of the bus company or on the internet. There are different schedules for weekends or public holidays (less frequency). You can buy tickets on the bus, at tobacco shops or online (not in all cities).

Very often tickets are integrated (e.g. you can use the same ticket for bus and/or tramway for a specified period of time). Weekly, monthly or longer- period tickets are available. Students, retirees and people with special needs are entitled to different discounts. . You can find more information about travelling with the bus or other means of transport on the webpages of different transport companies:

- ▶ Burgenland (in German): [www.vor.at/](http://www.vor.at/)
- ▶ Carinthia (in German): [www.kaerntner-linien.at/](http://www.kaerntner-linien.at/)



- ▶ Lower Austria: [www.vor.at/](http://www.vor.at/)
- ▶ Salzburg (in English and German): [salzburg-verkehr.at/](http://salzburg-verkehr.at/)
- ▶ Styria (in German, English and Italian): [www.verbundlinie.at/](http://www.verbundlinie.at/)
- ▶ Tirol (in English and German): [www.wt.at/page.cfm?vpath=index](http://www.wt.at/page.cfm?vpath=index)
- ▶ Upper Austria (in German): [www.ooevw.at/](http://www.ooevw.at/)
- ▶ Vienna (in English and German): [www.Viennaerlinien.at/eportal3/](http://www.Viennaerlinien.at/eportal3/)
- ▶ Vorarlberg (in German): [www.vmobil.at/](http://www.vmobil.at/)

**TITLE:** Coach (intercity connection)

**WHAT:** Buses operate regularly between towns. The price varies according to the distance. You can buy the ticket on the bus. Several international connections with the nearby countries are available. Weekly, monthly or longer-period tickets are available. Students, retirees and people with special needs are entitled to different discounts.

- ▶ There are different companies that offer national and international coach trips:
- ▶ Eurolines: (in English, French, German, Hungarian, Italian and Polish): [www.eurolines.at](http://www.eurolines.at)
- ▶ Flixbus: (available in different languages) [www.flixbus.at](http://www.flixbus.at)
- ▶ Postbus (in English and German): [www.postbus.at](http://www.postbus.at)

**TITLE:** Subway

**WHAT:** You can find a subway only in Vienna. It operates from 5am till 12 pm. On Friday and Saturday it operates all night. You can purchase the tickets from the ticket machine in the subway stations. Very often tickets are integrated (e.g. you can use the same ticket for subway and/or bus for a specified period of time). Weekly, monthly or longer-period tickets are available. Students, retirees and people with special needs are entitled to different discounts.

**TITLE:** Train

**WHAT:** The Austrian Federal Railway Company (*Österreichische Bundesbahn – ÖBB*) provides train connection within Austria and with the neighbouring countries. You can purchase the tickets through their webpage (in English and German) [www.oebb.at](http://www.oebb.at) or at the train stations. ÖBB also offers reduced-price tickets (*Sparschiene*) that you can book in advance. They are limited and sell out very fast. You can buy weekly, monthly or longer-period tickets. Students, retirees and people with special needs are entitled to different discounts. You can purchase the *Vorteilscard*, which entitles you to regular discounts (up to 45%) on all the train connections (national and international) operated by ÖBB. You can obtain more information in the webpage of ÖBB.

**TITLE:** Tramway

**WHAT:** Tramway is a rail vehicle which runs on tracks along public urban streets. Trams operate in some capitals of the federal states, like in Vienna, Graz or Innsbruck. You can buy the tickets from the vending ticket machines installed inside the tramways, at the tobacco shops or online (in some cities).

Very often tickets are integrated (e.g. you can use the same ticket for tramway and/or bus for a specified period of time). Weekly, monthly or longer-period tickets



are available. Students, retirees and people with special needs are entitled to different discounts.

**TITLE:** Trolleybus

**WHAT:** Trolleybus is a bus powered by electricity obtained from overhead wires. It operates in some capitals of the federal states. You can buy tickets at the trolleybus, at the tobacco shops or online (in some cities). Very often tickets are integrated (e.g. you can use the same ticket for trolleybus and/or bus for a specified period of time). Weekly, monthly or longer-period tickets are available. Students, retirees and people with special needs are entitled to different discounts.

#### 5.3.4 b other means of transport

**TITLE:** Bicycle

**WHAT:** Cycling is a very common way of travelling in Austria. In larger cities, you can obtain a map of bicycle lanes and information on the rules of cycling at the tourist information points. It's forbidden to drive under the effects of alcohol and there are also speed limitations (or prohibition of riding) in streets with high flow of pedestrians. It's also forbidden to speak on the phone while driving. Helmet isn't compulsory but is recommended. Children take cycling courses and pass a cycling test during the primary school (4<sup>th</sup> grade). You can find more information about riding a bicycle here (in English): [ec.europa.eu/transport/road\\_safety/specialist/knowledge/pedestrians/special\\_regulations\\_for\\_pedestrians\\_and\\_cyclists/traffic\\_rules\\_and\\_regulations\\_for\\_cyclists\\_and\\_their\\_vehicles\\_en](http://ec.europa.eu/transport/road_safety/specialist/knowledge/pedestrians/special_regulations_for_pedestrians_and_cyclists/traffic_rules_and_regulations_for_cyclists_and_their_vehicles_en) or here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/61/Seite.610300.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/61/Seite.610300.html)

**TITLE:** Car pulling

**WHAT:** You can connect with drivers/passengers travelling the same route and share travel expenses. This is a common and safe way of travelling in Austria. Look for offers to share a ride on these web pages:

(in English and German) [www.karzoo.at/](http://www.karzoo.at/)

(in different languages) [www.blablacar.com](http://www.blablacar.com)

(in German) [www.mitfahrangebot.at/](http://www.mitfahrangebot.at/)

**TITLE:** Taxi

**WHAT:** Larger cities have taxi companies that provide services 24h. The prices are similar. You'll be charged an extra fee between 11pm and 6am. If you order a taxi for a certain time and arrive late, you'll have to pay for the extra minutes. You need to pay extra if you order the taxi to a certain address.

**TITLE:** Uber

**WHAT:** Uber is an international company that offers a private network of transport through a mobile phone application (App). The App connects passengers with registered drivers, who offer private transport services. It's only available in Vienna (in different languages): [www.uber.com](http://www.uber.com)



## 5.4 PERSONS WITH SPECIAL NEEDS

### 5.4.1 FINANCIAL AND OTHER ASSISTANCE

#### 5.4.1 a list of financial assistance

**TITLE:** The needs-based minimum benefit allowance (*Bedarfsorientierte Mindestsicherung*)

**WHAT:** You can obtain this financial aid on a monthly basis if you can't support yourself and your family. It includes also health insurance. You need to have primary residence in Austria. To apply for this support, you need to submit an income support documents, documents related with housing, proof of benefits applied for, pass for people with special needs (see section "other means of assistance") and proof of any assets (e.g. car, pension provision) to the responsible authorities. The competent authorities of your place of the Federal State might ask for additional documents.

**WHERE:** Office of the State Government (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Disability living support

**WHAT:** You can receive lump payment for expenses related with disability (e.g. mobility, adaptation of accommodation). You need to have primary residence in Austria and pass for people with special needs (see section "other means of assistance").

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

**TITLE:** Accessible housing

**WHAT:** You can apply for favourable loans, a lump payment or other forms of financial supports (e.g. housing subsidy for new construction) if you have special needs and you need and adapted accommodation. You must have primary residence in Austria and hold a pass for people with special needs (see section "other means of assistance").

**WHERE:** Office of the State Government (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

Counselling at the Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

**TITLE:** Driving license

**WHAT:** If you hold a pass for people with special needs with difficulties to use public transport (see section "other means of assistance") and your working place is mainly accessible by car, you can receive a financial aid to obtain the driving license (max. 50% of the total costs).

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

**TITLE:** Buying a motor vehicle



**WHAT:** If you have a pass for people with special needs with difficulties to use public transport (see section “other means of assistance”), you can receive a financial aid for buying and/or adapting a motor vehicle. You must hold a driving licence. You can also obtain an exemption of payment of some taxes related to motor vehicle. You can obtain more information from your vehicle insurance company.

**WHERE:** You can apply for the financial aid at the regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

You can apply for the exemption of taxes at the office of the ministry of Finance for your place of residence (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)

**TITLE:** Public transport benefits

**WHAT:** If you have a pass for people with special needs (see section other means of assistance”), you can use discounts for public transport. The requirements are different according to the Federal State and the transport company.

**WHERE:** You can obtain the pass for people with special needs at the regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

**TITLE:** Exemption from TV/radio fees and support for telephone

**WHAT:** You might be exempted from TV/radio fees if you’re over 18 years old, with primary residence in Austria, you live in a low income household and you have a pass for people with special needs (see section “other means of assistance”). You also can obtain help for the telephone bill.

**WHERE:** You can apply for the exemption (in German): [www.gis.at/kontakt/](http://www.gis.at/kontakt/)

**TITLE:** Tax relief or tax exemption

**WHAT:** If you hold a pass for people with special needs (see section “other means of assistance”) and you have your primary residence in Austria, you can be exempted from paying some taxes or the amount to pay can be reduced. The amount of the tax relief relates to the degree of your disability.

**WHERE:** You can find the office responsible of the Ministry of Finances for your place of residence here (in German): [service.bmf.gv.at/service/anwend/behoerden/](http://service.bmf.gv.at/service/anwend/behoerden/)

**TITLE:** Disability pension

**WHAT:** If you aren’t able to work due to an accident, severe illness or mental problems, you can apply for disability pension. Requirements for disability pension are:

- ▶ you haven’t reach the minimum age for old-age pension
- ▶ you have social security insurance
- ▶ measures for rehabilitation aren’t working

If you don’t have Austrian citizenship you need to apply to the Austrian medical insurance, which will contact the medical insurance of your country of origin. Both medical insurances will evaluate your situation and decide accordingly about the amount of disability pension and how it will be covered.



**WHERE:** Pension fund (*Pensionsversicherungsanstalt – PVA*), except for professions like notaries, workers in construction, mining or workers for the railway company that have a specific pension fund. You can find more information on the different pensions funds here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

**TITLE:** Prescription costs for the health insurance card (*E-card*)

**WHAT:** You can be exempted for the costs of the state health insurance card if you hold the pass for people with special needs (see section “other means of assistance”).

**WHERE:** Contact office dealing with regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

#### 5.4.1 b other means of assistance

**TITLE:** Pass for people with special needs

**WHAT:** It's an official identification that contains your personal data, date of issue, degree of disability and other important information. It allows you to have access to different kind of financials and non-financial aids. You need to have certified degree of disability of at least 50% and have your primary residence in Austria. The pass contains pictograms giving information about the circumstances of the owner, including, if the person has difficulties to use public transport (e.g. person with breathing problems, person with claustrophobia).

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

You can find the application form to apply for the pass here (in German): [www.sozialministeriumservice.at/site/Menschen\\_mit\\_Behinderung/Behindertenpass\\_und\\_Parkausweis/Behindertenpass/#intertitle-1](http://www.sozialministeriumservice.at/site/Menschen_mit_Behinderung/Behindertenpass_und_Parkausweis/Behindertenpass/#intertitle-1)

**TITLE:** Social services

**WHAT:** You can be beneficiary of different services if you have special needs. The services available and the requirements will be different according the Municipality or District Administration. You can apply for itinerant services (e.g. itinerant meals), outpatient service, semi-residential service (e.g. day care centres) or inpatient service (e.g. elderly and nursing homes). You need to submit medical confirmation of your health condition.

**WHERE:** Municipality (*Gemeinde* or *Magistrat*) or District administration office (*Bezirkshauptmannschaft*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Exemption from parking fees

**WHAT:** If you hold a pass for people with special needs with difficulties to use public transport, you can obtain a parking permit which will allow you to park free of charge.

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)





**TITLE:** Vignette for the motorway

**WHAT:** If you hold a pass for people with special needs with difficulty to use public transport, you can apply for an annual vignette free of charge.

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt)

**TITLE:** Toll exemption permit

**WHAT:** If you're holder of the pass for people with special needs, you can apply for toll exemption permit at the Toll Service Company. For a minimum contribution, you can receive a toll exemption permit to use the motorways with tolls for a year without paying additional fees.

**WHERE:** Office of ASFINAG Toll Service GmbH (in German): [www.asfinag.at/kontakt/](http://www.asfinag.at/kontakt/)

**TITLE:** Medical rehabilitation

**WHAT:** If you have a health insurance, you're a holder of a pass for people with special needs, and you have a prescription of your doctor, you can obtain medical rehabilitation free of charge. You can obtain outpatient treatment, psychotherapy and occupational therapy.

**WHERE:** Contact office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**TITLE:** Leisure sport activities

**WHAT:** The Austrian Association of Disability Sport offers leisure sport activities or competitive sports for people with special needs interested in sport.

**WHERE:** Austrian Association of Disability sport (*Österreichischer Behindertensportverband*) (in German): [www.obsv.at](http://www.obsv.at).

Linke Wienzeile 130a, 5. Stock

1060 Vienna

Tel.: +43 1 332 61 34

Email [office@obsv.at](mailto:office@obsv.at)

**TITLE:** Euro - Key

**WHAT:** If you have pass for people with special needs with difficulty to use public transport or parking permit for people with special needs you can have access to the Euro-key which gives you access to public toilets and elevators.

**WHERE:** You can obtain more information at Austrian National Council of disabled people (*Österreichischer Behindertenrat – ÖAR*) (in English and German): [www.behindertenrat.at/english/euro-key](http://www.behindertenrat.at/english/euro-key)

Stubenring 2/1/4

1010 Vienna

Tel.: +43 1 5131533-0

**TITLE:** Guide dogs





**WHAT:** There are specially trained guide dogs for blind and visually impaired people to ensure a safe orientation in familiar and foreign environment. To adopt a trained dog, you need to contact directly dogs' training centre. The Ministry of Social Affairs will cover 60% of costs for training of the dog. The remaining 40% needs to be paid privately. It's possible to ask for further financial aids to the Government of the Federal States or to the regional medical insurance to help paying the training. The amount and requirements will depend on the competent authority. You need to hold a pass for people with special needs.

**WHERE:** You can obtain more information at the regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

#### 5.4.1 c carer's allowance

**TITLE:** Carer's allowance (*Pflegegeld*)

**WHAT:** Financial aid offered by the state to help cover the expenses related with assistance and care of a dependant family member from the same household.

**WHO:** You can apply for this financial aid if you have a family dependant that needs assistance and care more than 65 hours per month due to a physical, mental, psychological or sensorial disability.

**HOW:** The requirements to be beneficiary of this allowance are:

- ▶ Care and assistance are required at least 65 hours per month.
- ▶ This condition lasts at least 6 months.
- ▶ Primary residence of the person who needs care is in Austria.
- ▶ You need to have a social insurance (including pension insurance)
- ▶ Medical certificate

The pension fund will do an evaluation of your case and determine which level of care this person needs and establish a monthly payment according to it.

You can use this allowance to hire a qualified person or you can ask for reduction of working hours of a family member to take over the care and assistance.

**WHERE:** Pension insurance fund (*Pensionsversicherungsanstalt – PVA*), except for professions like notaries, workers in construction, mining or workers for the railway company that have a specific pension fund. You can find more information on the different pensions funds here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

### 5.4.2 RIGHTS

#### 5.4.2 a rights and employment

**TITLE:** Rights and employment of people with special needs

**WHAT:** The law of equality for people with special needs provides following rights regarding the employment of people with special needs:

- ▶ Prohibition of discrimination: companies are obliged of taking measures to enable people with special needs to have access to employment, pursuit of the profession, professional advancement and participation of further trainings and education courses. They also need to take into consideration when one employee has a close relative with special needs.
- ▶ Protection against dismissal: protection against unjustified dismissals or one-sided resolutions against people with special needs.
- ▶ Remuneration protection: salary can't be decreased because of disability.



- ▶ Certain collective agreements provide for additional holidays for workers with special needs.
- ▶ Workplace: ensuring accessibility to an ergonomic working place.
- ▶ Exemption of income tax: it can be applied by the Ministry of Finance with a min. degree of disability of 25%.
- ▶ Personal and professional support: work support, orientation mobility training, mobility support, support for economic self-employment, remuneration allowances, job security support.

**WHERE:** If you think your rights are being violated you can ask for legal counselling and representation at the local office of the Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html). You can also contact the Austrian Ombudsman for people with special needs (in German) [www.behindertenanwalt.gv.at/](http://www.behindertenanwalt.gv.at/)

You can find more information about access to employment for people with autism here (in German): [at.specialisterne.com](http://at.specialisterne.com)

#### 5.4.2 b rights and education

**TITLE:** Rights of children with special needs in preschool and school age

**WHAT:** The Austrian school system must respect the following rights of the children with special needs:

- ▶ Preschool children: possibility of visiting kindergarten, kindergarten with integration groups or special kindergarten.
- ▶ School-age children: they can attend school for children with special needs or regular school.
- ▶ Support through special measures: adapted curriculum, learning material, learning methods, additional teachers, adapted furniture and accessibility to the school building.
- ▶ Monthly allowance for education over a period of one year with the possibility of extension to the entire education period.
- ▶ Accessibility to public schools must be assured.

**WHERE:** You obtain more information and apply for the aids at the State Education Board (*Landesschulrat*) (in German): [www.landesschulrat.at/](http://www.landesschulrat.at/)

**TITLE:** Apprenticeship for people with special needs

**WHAT:** If you want to do an apprenticeship, the Public Employment Service (*Arbeitsmarktservice - AMS*) will evaluate if you're eligible for a specific vocational training and if you might need further assistance.

**WHERE:** You can find more information at the local office of the Network of occupational assistance (*Netzwerk Berufliche Assistenz - NEBA*) (in German): [www.neba.at/nach-berzirk](http://www.neba.at/nach-berzirk)

**TITLE:** Students with special needs

**WHAT:** If you're a student you have the right to:

- ▶ adapted exam methodology
- ▶ a personal support services
- ▶ assistance in the studies
- ▶ receive counselling from your university



- ▶ possible exemption of the tuition fees
- ▶ possible support of the Austrian National Union of Students social fund
- ▶ possible increase of the student allowance
- ▶ possible support through the Ministry of Social Affairs for aid or specific measures.
- ▶ tutors, assistance, digital materials, facilities and care of the studying place for people with special needs.

**WHERE:** Association of Austrian higher education centres (in German): [www.oeh.ac.at/kontakt](http://www.oeh.ac.at/kontakt)

Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

You can also obtain information about different financial and non-financial supports for students with special needs in higher education here (in German): [www.studieren.at/studieren-mit-behinderung](http://www.studieren.at/studieren-mit-behinderung) or here (in German): [www.uniability.org/de/](http://www.uniability.org/de/)

### 5.4.3 CHILDREN WITH SPECIAL NEEDS

#### 5.4.3 a assistance for children with special needs

**TITLE:** Carer's allowance (*Pflegegeld*)

**WHAT:** Financial aid offered by the state to help cover the expenses related with assistance and care of a dependent child from a household. The child must have the primary residence in Austria. The amount of the aid will depend on the degree of disability.

**WHERE:** Pension insurance fund (*Pensionsversicherungsanstalt – PVA*), except for professions like notaries, workers in construction, mining or workers for the railway company that have a specific pension fund. You can find more information on the different pensions funds here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/behoerden/Seite.000700.html)

**TITLE:** Medical treatment and rehabilitation

**WHAT:** If your child has a health insurance in Austria and a medical certificate, a child can receive medicine, medical examinations and treatment, free of charge or partly reimbursed. You can also apply for reimbursement of travel costs, when the treatment of child doesn't occur in the place of your residence. You can apply at the Office of the State Government for a financial aid to help cover the expenses of the rehabilitation.

**WHERE:** You can obtain more information from the regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content) or from the office of the State Government (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Special needs equipment

**WHAT:** You can apply for a financial aid to cover special needs equipment or material that your child needs (e.g. wheelchair, visual support). The primary residence of the child must be in Austria, he/she needs to have health insurance in Austria and a medical certificate.



**WHERE:** Contact office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**TITLE:** Support teacher in obligatory and post-obligatory education

**WHAT:** The Federal States offer a support teacher for pupils and students with special needs in primary and secondary school to help them in their studies or vocational training. A basic requirement is primary residence in Austria. Other requirements depend on the Federal State.

**WHERE:** You can obtain more information at the office of the State Government (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behorden](http://www.help.gv.at/Portal.Node/hlpd/public/behorden) or at regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

**TITLE:** Housing adaptation for children with special needs

**WHAT:** You can receive a lump payment for adapting your accommodation to the needs of the child. You can also apply for favourable loans. A basic requirement is primary residence in Austria and pass for children with special needs. Other requirements (e.g. registration of address, proof of income) depend on the Federal State.

**WHERE:** You can obtain more information at the office of the State Government (*Amt der Landesregierung*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behorden](http://www.help.gv.at/Portal.Node/hlpd/public/behorden) or at regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

**TITLE:** Transport

**WHAT:** You can apply for assistance to help cover transport costs between home and the school or training place. A basic requirement is primary residence in Austria. Other requirements (e.g. proof of enrolment in the school/training place, registration of address) can be different depending on the Federal State.

**WHERE:** You can obtain more information at the office of the ministry of Finance for your place of residence (in German): [service.bmf.gv.at/service/anwend/behorden/](http://service.bmf.gv.at/service/anwend/behorden/)

**TITLE:** Early diagnosis and support

**WHAT:** When a child is born, the gynaecologist issues a mother-child pass, a document that includes the most important health information of the mother and the child. The document includes obligatory health examinations and vaccines. If in one of the obligatory examinations appear irregularities, the State offer additional health examinations and treatments for the child.

**WHERE:** You can obtain more information from your doctor or from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)



## 5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS

### 5.4.4 a assistance for persons with special needs

**TITLE:** Support at the studying and working place

**WHAT:** You can apply for personal assistance at the studying and working place. You need to have main residence in Austria. The support offered will depend on the Federal State and the degree of disability. It's possible to obtain day-to-day support at the studying and working place. It's also possible to tailor the courses/ vocational training to your specific needs.

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

Municipality (*Gemeinde* or *Magistrat*) or District administration office (*Bezirkshauptmannschaft*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behorden](http://www.help.gv.at/Portal.Node/hlpd/public/behorden)

There are private initiatives that offer support at the working or studying space. You can find more information here: (in German) [www.gin.at/](http://www.gin.at/) (in German): [www.biv-integrativ.at](http://www.biv-integrativ.at)

**TITLE:** Assistance in job-seeking

**WHAT:** You can apply for a support person to assist you during the search of a new job. This person will also give you support during the first days of work.

**WHERE:** You can obtain more information at the regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/) or at the offices of the Public Employment Service in Austria and contact information (in German): [www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen](http://www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen)

**TITLE:** Support in the vocational rehabilitation

**WHAT:** If you want to start working again or you want to improve your current job, you can receive financial support to do an apprenticeship or other form of educational courses. You can also apply for financial aid for interpreting costs/ accompanying person. You must have your primary residence in Austria and a certificate stating the special needs.

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

**TITLE:** Adjustments and technical assistance at the workplace

**WHAT:** You can obtain financial aid for adjustment in the workplace (e.g. small alterations of the working space, individual equipment). You need to have your primary residence in Austria and you need to have a medical certificate or hold a pass for people with special needs. Your company needs to agree to the adjustments to be done.

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)



**TITLE:** Person of trust and representative

**WHAT:** If there are at least 5 people with special needs in a company employed for long-term, you have the right to choose one of them as representative for the group.

**WHERE:** Local office of the Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

**TITLE:** Integrative activities for people with special needs

**WHAT:** There are companies that offer specific job places for people with different kind of special needs.

**WHERE:** Regional office of the Ministry of Social Affairs (*Landesstelle des Sozialministerium*) (in German): [www.sozialministeriumservice.at/site/Ueber\\_uns/Sozialministeriumservice/Kontakt/](http://www.sozialministeriumservice.at/site/Ueber_uns/Sozialministeriumservice/Kontakt/)

Local office Austrian Chamber of Labour (*Arbeiterkammer*) (in German): [www.arbeiterkammer.at/ueberuns/kontakt/index.html](http://www.arbeiterkammer.at/ueberuns/kontakt/index.html)

## 5.5 PARTICIPATING IN SOCIETY

### 5.5.1 MIGRANTS' ADVISORY BODIES

#### 5.5.1 a list of advisory bodies

**TITLE:** Asylum Coordination Austria (*Asylkoordination Österreich*)

**WHAT:** Platform of NGOs that gives counselling to asylum seekers and beneficiaries of protection on an Austrian level.

**WHERE:** (in German) [www.asyl.at](http://www.asyl.at)

Laudongasse 52/9

1080 Vienna - (Austria)

Tel.: +43/1/5321291

Email: [asylkoordination@asyl.at](mailto:asylkoordination@asyl.at)

**TITLE:** Caritas

**WHAT:** Non-governmental organization that helps people in need, independently of their origin, religion or sex. They offer social and legal counselling.

**WHERE:** (in English and German) [www.caritas.at](http://www.caritas.at)

**TITLE:** Diakonie Austria

**WHAT:** This social organization offers counselling to migrants, asylum seekers and beneficiaries of international protection.

**WHERE:** [www.diakonie.at](http://www.diakonie.at)

**TITLE:** International Organisation for Migration (IOM) Austria

**WHAT:** This organisation offers social counselling to migrants.

**WHERE:** (in English and German) [www.iomvienna.at/en](http://www.iomvienna.at/en)

Nibelungengasse 13/4

1010 Vienna

Tel.: +43 1 585 33 22



Email: [iomvienna@iom.int](mailto:iomvienna@iom.int)

**TITLE:** migrare

**WHAT:** They offer help and counselling for migrants in different languages.

**WHERE:** (in German) [www.migrare.at](http://www.migrare.at)

Humboldtstraße 49

4020 Linz

Email: [office@migration.at](mailto:office@migration.at)

**TITLE:** Volkshilfe Austria

**WHAT:** You can contact this organisation if you need assistance or social counselling.

**WHERE:** (in German) [www.volkshilfe.at](http://www.volkshilfe.at)

## 5.5.2 CIVIC ASSOCIATIONS

### 5.5.2 a procedure for establishing civic associations

**TITLE:** Founding an association

**WHAT:** Civic organization is not organized for profit but operates for educational or charitable purposes or social welfare purposes. Here there is some information regarding the legal basis for founding an association.

**STEP 1:** You need to submit to the responsible authority the following documents: the statutes of the association in German agreed by at least 2 people (at least 14 years of age), an application form, and a signature of notification of foundation (*Errichtungsanzeige*) by the founding members. You can find samples of the statutes, the application form and other important documents (e.g. changing representative of the association) here (in German): [www.bmi.gv.at/cms/BMI\\_Vereinswesen/abfragen/start.aspx](http://www.bmi.gv.at/cms/BMI_Vereinswesen/abfragen/start.aspx)

**STEP 2:** You'll receive a response from the competent authority in 4 to 6 weeks.

**STEP 3:** If approved you can now ascribe in the central registration of associations (*Zentral Vereinsregister – ZVR*). You have to do it online (in German): [citizen.bmi.gv.at/at.gv.bmi.fnsweb-p/zvn/public/Registerauszug](http://citizen.bmi.gv.at/at.gv.bmi.fnsweb-p/zvn/public/Registerauszug). After this registration, the association becomes a legal entity,

**WHERE:** Municipality (*Gemeinde* or *Magistrat*) or District administration office (*Bezirkshauptmannschaft*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behorden](http://www.help.gv.at/Portal.Node/hlpd/public/behorden)

**GOOD TO KNOW:** You need to pay the fees for foundation only in case of positive resolution.

## 5.5.3 RELIGION

### 5.5.3 a registering a religious organization

**TITLE:** Legally recognized churches, religious associations and state-registered religious communities.

**WHAT:** Religious organization is an association of persons organized for the reason of religious purposes. Here you can find some information regarding the foundation of a new religious community.

**STEP 1:** To apply for the foundation of a state-registered religious community





you need to fulfil the requirements:

- ▶ Have 300 active members with main residence in Austria
- ▶ The confession hasn't been registered in Austria yet
- ▶ In order for the state-registered religious community to become a recognized church, you also need to prove that it exists in Austria for at least 20 years (10 years as organized community and at least 5 years of state-registered religious confessional community) and there are at least 2 members per every thousand inhabitants in Austria according to the last census.

**WHERE:** You can obtain more information regarding the registration procedure at the Cultural office of the Federal Chancellery (*Kultusamt des Bundeskanzleramts*).

Concordiaplatz 2

1010 Vienna

Email: [kultusamt@bka.gv.at](mailto:kultusamt@bka.gv.at)

**GOOD TO KNOW:** Legal recognized churches and religious associations (not state-registered religious confessional communities) have the right to practice the religion publicly.

In Austria, there are currently eight legally recognized churches and religious associations and eight state-registered religious confessional communities.

### 5.5.3 b list of recognized religious organizations

**TITLE:** Legally recognized churches and religious associations

**WHAT:** The cultural office of the Federal Chancellery registers and collects the information on legally recognised churches and religious associations in Austria.

**WHERE:** You can find the list of legally recognized churches and religious associations in Austria here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/82/Seite.820028.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/82/Seite.820028.html)

## 5.5.4 VOTING RIGHTS

### 5.5.4 a active voting right

**TITLE:** President of the Federal Government of Austria (*Bundespräsident*)

**WHAT:** The head of the state of Austria is elected every 6 years. To vote, you need to hold Austrian citizenship and to be at least 16 years of age. People with legal conviction are excluded from suffrage. Once you have registered your address in Austria, the competent authorities will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you. You can obtain more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html)

**TITLE:** National council (*Nationalrat*)

**WHAT:** The assembly of representative is elected every 5 years. You can vote if you have Austrian citizenship and at least 16 years of age. People with legal conviction are excluded from suffrage. Once you have registered your address in Austria, the competent authorities will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you. You can obtain more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html)



**TITLE:** Parliament (*Landtag*) of the Federal State

**WHAT:** It's elected every 5 years. You can vote if you have Austrian citizenship and at least 16 years of age. People with legal conviction are excluded from suffrage. Once you have registered your address in Austria, the competent authorities will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you. You can obtain more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html)

**TITLE:** Town/city council and mayor (*Gemeinderat & Bürgermeister*)

**WHAT:** They are elected every 5 years in Lower Austria, Salzburg, Vorarlberg, Styria and Burgenland; and every 6 years in Carinthia, Tirol and Upper Austria. To vote, you need to hold Austrian citizenship and to be at least 16 years of age. People with legal conviction are excluded from suffrage. Once you have registered your address in Austria, the competent authorities will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you. You can obtain more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html)

**TITLE:** Elections in Vienna (*Wiennaer Wahlen*).

**WHAT:** The mayor, the representatives of the city council (equivalent to a parliament in the rest of the Federal States) and representative of the district are elected every 5 years. You can vote if you have Austrian citizenship and at least 16 years of age with main residence in Vienna. People with legal conviction are excluded from suffrage. If you have EU citizenship, you can participate in the elections of the representative of the district but not in the elections of the municipality. Once you have registered your address in Austria, the competent authorities will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you. You can obtain more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html)

**TITLE:** European Elections

**WHAT:** Representatives of the European Parliament are elected every 5 years. If you're EU citizens with main residence in Austria and at least 16 years of age, you can vote for an Austrian representative or for a representative of the country of origin. Once you have registered your address in Austria, the competent authorities will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you. You can obtain more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html)

**TITLE:** National referendum, popular surveys and European citizens' initiative

**WHAT:** In a No/Yes referendum, the outcome is not always legally binding. You can vote if you have Austrian citizenship and at least 16 years of age. People with legal conviction are excluded from suffrage. Once you have registered your address in Austria, the competent authorities will send you a document with information on the elections by post. The document establishes where your voting



poll is and which document you need to bring with you. You can obtain more information here (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/32/Seite.320000.html)

#### **5.5.4 b passive voting right**

**TITLE:** Federal president (*Bundespräsident*)

**WHAT:** The head of the state of Austria is elected every 6 years. Only Austrian citizens over 35 years of age are eligible.

**TITLE:** National council (*Nationalrat*)

**WHAT:** The assembly of representative elected every 5 years. Only Austrian citizens over 18 years of age are eligible..

**TITLE:** Parliament (*Landtag*) of the Federal State

**WHAT:** It's elected every 5 years. Only Austrian citizens over 18 years of age are eligible.

**TITLE:** Representative of the municipality and mayor (*Gemeinderat & Bürgermeister*)

**WHAT:** They're elected every 5 years in Lower Austria, Salzburg, Vorarlberg, Styria and Burgenland; and every 6 years in Carinthia, Tirol and Upper Austria. Austrian citizen or EU citizens with main residence in Austria over 18 years old are eligible.

**TITLE:** Elections in Vienna (*Viennaer Wahlen*).

**WHAT:** The mayor, the representatives of the municipality (equivalent to a parliament in the rest of the Federal States) and representative of the district are elected every 5 years. Only Austrian citizen over 18 years old are eligible for mayor or representative of the city council. EU citizens with main residence in Vienna can be only candidate for representative of the district.

**TITLE:** European Elections

**WHAT:** Representatives of the European Parliament are elected every 5 years. EU citizen over 18 years of age and with main residence in Austria can run for Austrian representative.

## **5.6 HOLIDAYS AND FREE TIME**

### **5.6.1 PUBLIC HOLIDAYS**

#### **5.6.1 a list of public holidays**

**TITLE:** Public holidays

**WHAT:**

- ▶ 1<sup>st</sup> January: New Epiphany Year Day.
- ▶ 6<sup>th</sup> January:
- ▶ Easter holidays: different each year according to lunar calendar
- ▶ 1<sup>st</sup> May: National holiday
- ▶ Ascension of Christ: different each year according to lunar calendar



- ▶ Pentecost holidays: different each year according to lunar calendar
- ▶ Corpus Christi: different each year according to lunar calendar
- ▶ 15<sup>th</sup> August: Ascension of Mary
- ▶ 26<sup>th</sup> October: National holidays
- ▶ 1<sup>st</sup> November: All Hollows Day
- ▶ 8<sup>th</sup> December: Immaculate Conception
- ▶ 24<sup>th</sup> December: Christmas Eve (It isn't a public holiday, but shops and institutions close earlier than normally)
- ▶ 25<sup>th</sup> December Christmas
- ▶ 26<sup>th</sup> December: Saint Stephan.
- ▶ 31<sup>st</sup> December: New Year's Eve (It isn't a public holiday, but shops and institutions close earlier than normally)
- ▶ Christmas holidays. Between 24<sup>th</sup> of December and 6<sup>th</sup> of January

More information (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html)

#### 5.6.1 b school holidays

**TITLE:** School holidays

**WHAT:** School holidays depend on the federal state.

- ▶ Winter holidays: one week in February. Exact days depend on Federal State.
- ▶ 19<sup>th</sup> March: Patron Saint in Carinthia, Styria, Tirol and Vorarlberg
- ▶ Easter holidays: different each year according to lunar calendar
- ▶ 1<sup>st</sup> May: National holiday
- ▶ 4<sup>th</sup> of May: Patron Saint in Upper Austria.
- ▶ Ascension of Christ: different each year according to lunar calendar
- ▶ Pentecost holidays: different each year according to lunar calendar
- ▶ Corpus Christi: different each year according to lunar calendar
- ▶ Summer holidays: they generally start the first week of July till the first week of September. Exact days depend on Federal State.
- ▶ 11<sup>th</sup> September: National referendum in Carinthia.
- ▶ 24<sup>th</sup> September: Patron Saint Salzburg
- ▶ 26<sup>th</sup> October: National holidays
- ▶ 1<sup>st</sup> and 2<sup>nd</sup> November: All Hollows Days Holidays
- ▶ 11<sup>th</sup> November: Patron Saint in Burgenland
- ▶ 15<sup>th</sup> November: Patron Saint in Lower Austria and Vienna.
- ▶ 8<sup>th</sup> December: Immaculate Conception
- ▶ Christmas holidays. Between 24<sup>th</sup> of December and 6<sup>th</sup> of January

More information (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html)

#### 5.6.1 c holidays services

**TITLE:** Holiday services

**WHAT:** The leisure time and holidays services depend on the federal states and municipalities. Therefore, there are differences of offers, prices and duration. For more detailed information, ask the responsible office of the municipality



(Gemeinde or Bezirkshauptmannschaft).

- ▶ Burgenland:
  - (in German) [www.eisenstadt.gv.at/home/veranstaltungen/ferien-in-der-stadt-2507-12082011.html](http://www.eisenstadt.gv.at/home/veranstaltungen/ferien-in-der-stadt-2507-12082011.html)
- ▶ Carinthia:
  - (in German) [www.kinderbetreuung-kaernten.at/](http://www.kinderbetreuung-kaernten.at/)
  - (in German) [www.sokibe.at](http://www.sokibe.at)
- ▶ Lower Austria:
  - (in German) [www.fussballferiencamp.at/](http://www.fussballferiencamp.at/)
- ▶ Salzburg: you can find more information about holiday services organized in Salzburg:
  - (in German) [www.salzburg.gv.at/themen/gesellschaft/familie/ferienprogramme](http://www.salzburg.gv.at/themen/gesellschaft/familie/ferienprogramme)
  - (in German) [www.jugendinfo.akzente.net/freizeit/feriencamps\\_in\\_oesterreich](http://www.jugendinfo.akzente.net/freizeit/feriencamps_in_oesterreich)
  - (in German) [www.service.salzburg.gv.at/ferien/schedule/searchext.html](http://www.service.salzburg.gv.at/ferien/schedule/searchext.html)
- ▶ Styria:
  - (in German) [www.graz.at/cms/beitrag/10282652/7488896](http://www.graz.at/cms/beitrag/10282652/7488896)
  - (in German) [www.zweiundmehr.steiermark.at/](http://www.zweiundmehr.steiermark.at/)
- ▶ Upper Austria:
  - (in German) [www.linz.at/leben/3771.asp](http://www.linz.at/leben/3771.asp)
- ▶ Tirol:
  - (in German) [www.tirol.gv.at/gesellschaft-soziales/familienreferat/ferieninfo/](http://www.tirol.gv.at/gesellschaft-soziales/familienreferat/ferieninfo/)
  - (in German) [www.innsbruck.gv.at/page.cfm?vpath=bildung--kultur/nachmittagsbetreuung/ferienbetreuung-der-schuelerhorte](http://www.innsbruck.gv.at/page.cfm?vpath=bildung--kultur/nachmittagsbetreuung/ferienbetreuung-der-schuelerhorte)
- ▶ Vienna:
  - (in German) [www.Viennaxtra.at/kinderaktiv/](http://www.Viennaxtra.at/kinderaktiv/)
- ▶ Vorarlberg:
  - (in German) [www.vorarlberg.at/vorarlberg/frauen\\_familie/familie/kinderbetreuungvorarlberg/start.htm](http://www.vorarlberg.at/vorarlberg/frauen_familie/familie/kinderbetreuungvorarlberg/start.htm)
  - (in German) [www.bregenz.gv.at/leben/bildung/kinderbetreuung/](http://www.bregenz.gv.at/leben/bildung/kinderbetreuung/)

There are also summer camps and daily activities organised by different private organisations (in German):

- ▶ [www.familieundberuf.at](http://www.familieundberuf.at)
- ▶ [www.camps.at](http://www.camps.at)
- ▶ [www.feriencamps.at](http://www.feriencamps.at)
- ▶ [www.ferien4kids.at](http://www.ferien4kids.at) [www.naturfreundejugend.at](http://www.naturfreundejugend.at)
- ▶ [www.alpenverein.at/jugend/](http://www.alpenverein.at/jugend/)
- ▶ [www.kinderfreunde.at](http://www.kinderfreunde.at)
- ▶ [www.wijug.at/](http://www.wijug.at/)

**WHERE:** You can obtain more information at the Municipality (*Gemeinde* or *Magistrat*) and at the District Administration Office (*Bezirkshauptmannschaft*) (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)



## 5.6.2 USEFUL SOCIAL NETWORKS (FB, LinkedIn, etc.)

### 5.6.2 a list of social networks groups

**TITLE:** Social networks

**WHAT:** Social networks are a useful and fast way to communication in Austria. You can contact many organisations and institutions through social networks.

- ▶ Facebook: it's one of the most used social network tool. You can find groups with different aims like accommodation, job markets or groups of foreigners living in Austria.
- ▶ Sms.at: It's an Austrian online community and mobile entertainment platform. It's the most used platform after Facebook.
- ▶ Twitter: Twitter is a well-known social network and many organizations and institutions have an active account with updated information.
- ▶ Xing: It's a career-oriented social networking site for enabling a small-world network for professionals. The platform offers personal profiles, groups, discussion forums, event coordination, and other common social community features. Basic membership is free.
- ▶ Youtube: It's a video-sharing website. The site allows users to upload, view, rate, share, add to favourites, report and comment on videos. Available content includes music videos, short and documentary films, audio recordings, movie trailers and other content such as video blogging or educational videos.

## 5.7 SUPPORT SERVICES FOR MIGRANTS

### 5.7 a list of support services and projects regarding housing

**TITLE:** Associations of tenants

**WHAT:** These associations offers counselling about the tenancy law and the rights and duties of the tenants. They provide legal advice before signing a rental contract. You need to be their member to use their services.

**WHERE:** You can find the local offices here (in German): [www.mietervereinigung.at](http://www.mietervereinigung.at) (in German) [www.mieterschutzverband.at/](http://www.mieterschutzverband.at/)

**TITLE:** Association of owners

**WHAT:** The association offers legal counselling to people who own a property or to people who are thinking about buying a property. You need to be their member to use their services.

**WHERE:** You can find the closest office to you here (in German): [www.gdw.at/](http://www.gdw.at/)

**TITLE:** Counselling on accommodation and housing

**WHAT:** The Governments of the Federal State offer counselling to migrants on topics of housing and accommodation.

**WHERE:**

- ▶ Burgenland (in German): [www.burgenland.at/wohnen-energie/](http://www.burgenland.at/wohnen-energie/)
- ▶ Carinthia (in German): [www.ktn.gv.at/Service/Servicestellen](http://www.ktn.gv.at/Service/Servicestellen)
- ▶ Lower Austria (in German): [www.no.e.gv.at/Bauen-Wohnen/Wohnen.html](http://www.no.e.gv.at/Bauen-Wohnen/Wohnen.html)



- ▶ Upper Austria (in German): [www.land-oberoesterreich.gv.at/12086.htm](http://www.land-oberoesterreich.gv.at/12086.htm)
- ▶ Salzburg (in German): [www.salzburg.gv.at/themen/bauen-wohnen](http://www.salzburg.gv.at/themen/bauen-wohnen)
- ▶ Styria (in German): [www.verwaltung.steiermark.at/cms/beitrag/12541343/127384147/](http://www.verwaltung.steiermark.at/cms/beitrag/12541343/127384147/)
- ▶ Tirol (in German): [www.tirol.gv.at/bauen-wohnen/](http://www.tirol.gv.at/bauen-wohnen/)
- ▶ Vorarlberg (in German): [www.vorarlberg.at/vorarlberg/land\\_politik/land/landesverwaltung/neuigkeiten\\_ohnebild\\_/adressenundamtsstunden.htm](http://www.vorarlberg.at/vorarlberg/land_politik/land/landesverwaltung/neuigkeiten_ohnebild_/adressenundamtsstunden.htm)
- ▶ Vienna (in German): [www.Viennaerwohnen.at/mieterin/servicemieterin/servicecenter.html](http://www.Viennaerwohnen.at/mieterin/servicemieterin/servicecenter.html)

**TITLE:** Information service for citizens

**WHAT:** Some cities also offer counselling on accommodation and housing:

**WHERE:**

- ▶ Eisenstadt (in German): [www.eisenstadt.gv.at/](http://www.eisenstadt.gv.at/)
- ▶ Klagenfurt (in German): [www.klagenfurt.at/leben-in-klagenfurt/bauen-wohnen.html](http://www.klagenfurt.at/leben-in-klagenfurt/bauen-wohnen.html)
- ▶ St Pölten (in German): [www.st-poelten.gv.at/Content.Node/buergerservice/Bauen-und-Wohnen\\_Start1.php](http://www.st-poelten.gv.at/Content.Node/buergerservice/Bauen-und-Wohnen_Start1.php)
- ▶ Linz (in German): [linz.gv.at/kontakt.asp](http://linz.gv.at/kontakt.asp)
- ▶ Salzburg (in German): [www.salzburg.gv.at/dienststellen/sonstige-einrichtungen/sir](http://www.salzburg.gv.at/dienststellen/sonstige-einrichtungen/sir)  
[www.stadt-salzburg.at/internet/wirtschaft\\_umwelt/bauen.htm](http://www.stadt-salzburg.at/internet/wirtschaft_umwelt/bauen.htm)
- ▶ Graz (in German): [www.graz.at/cms/beitrag/10244382/267066](http://www.graz.at/cms/beitrag/10244382/267066)
- ▶ Innsbruck (in German): [www.innsbruck.gv.at/page.cfm?vpath=wohnen/wohnungsvergabe](http://www.innsbruck.gv.at/page.cfm?vpath=wohnen/wohnungsvergabe)
- ▶ Bregenz (in German): [www.bregenz.gv.at/buergerservice/wohnen/](http://www.bregenz.gv.at/buergerservice/wohnen/)

**TITLE:** Accommodation counselling Burgenland – Eisenstadt

**WHAT:** NGO that offers counselling to migrants and refugees about accommodation. They offer interpreting services in different languages.

**WHERE:** (in German) [www.diakoniebgld.at](http://www.diakoniebgld.at)

Hauptstraße 37/ Top 14

7000 Eisenstadt

Tel.: +43 664 88 302 309

Email: [Wohnberatung.burgenland@diakonie.at](mailto:Wohnberatung.burgenland@diakonie.at)

**TITLE:** Accommodation counselling in Carinthia

**WHAT:** Organization that offers counselling to migrants and refugees to find accommodation in different Austrian Federal States. They also offer interpreting services on different languages.

**WHERE:** You can find the closest offices to you (in German): [fluechtlingsdienst.diakonie.at](http://fluechtlingsdienst.diakonie.at)

**TITLE:** Refugees welcome

**WHAT:** NGO that offers counselling on housing and accommodation for refugees.

**WHERE:** (in German) [www.fluechtlinge-willkommen.at](http://www.fluechtlinge-willkommen.at)

Cafe PROSA





Sparkassenplatz 3  
1150 Vienna

**TITLE:** Assistance for migrants and refugees - Caritas

**WHAT:** Caritas offers counselling to migrants on topics of housing and accommodation. They also provide financial assistance for the deposit (*Kautionsfond*) to refugees and people under subsidiary protection. They offer interpreting services in different languages.

**WHERE:** Find the closer office to you here (in English and German): [www.caritas.at/](http://www.caritas.at/).

**TITLE:** Volkshilfe Wohndrehscheibe – Accommodation hub

**WHAT:** Organization that offers counselling concerning accommodation in Vienna. They offer interpreting services in Bosnian, Bulgarian, Croatian, English, German, Macedonian, Serbian, Turkish and Russian.

**WHERE:** (in German) [www.volkshilfe-Vienna.at](http://www.volkshilfe-Vienna.at)

Landerstraßer Hauptstraße 146-148  
1030 Vienna

Tel.: +43 1 360 64 4343

Email: [wds@volkshilfe-Vienna.at](mailto:wds@volkshilfe-Vienna.at)

**TITLE:** INTO Vienna

**WHAT:** NGO that offers counselling for migrants on accommodation and housing in Vienna. They also offer interpreting services in Arabic, Bosnian, Chinese, Croatian, Dari, English, Farsi, French, German, Hebrew, Kinyarwanda, Kirundi, Kurdish, Russian, Romanian, Serbian, Spanish, Swahili, and Turkish.

**WHERE:** [www.integrationshaus.at/](http://www.integrationshaus.at/)

Integration house  
Engerthstraße 163  
1020 Vienna

Tel.: 01 212 35 20-35

Email: [beratungsstelle-wohnen@integrationshaus.at](mailto:beratungsstelle-wohnen@integrationshaus.at)

**TITLE:** Interface Vienna

**WHAT:** Organization that offers counselling for migrants on accommodation and housing in Vienna. They also offer interpreting services in Arabic, Bosnian, Chechen, Croatian, Dari, Farsi, English, French, German, Georgian, Russian, Serbian and Somali.

**WHERE:** [www.interface-wien.at](http://www.interface-wien.at)

Paulanergasse 3/1  
1040 Vienna

Tel.: 01 524 50 15 0

Email: [info@interface-wien.at](mailto:info@interface-wien.at)

## **5.7 b list of online resources regarding housing**



**TITLE:** Housing FAQs – Virtual Vienna

**WHAT:** In this webpage, you can find information about moving to Vienna, tips, ideas and explanation of the most important points when searching and renting accommodation.

**WHERE:** (in English) [www.virtualvienna.net/moving-to-vienna/housing-faqs/](http://www.virtualvienna.net/moving-to-vienna/housing-faqs/)

**TITLE:** Rights of the renters

**WHAT:** Explanation of which rights you have as a tenant.

**WHERE:** (in German) [www.konsumentenfragen.at/konsumentenfragen/Mein\\_Alltag/Themen/Wohnen/Mietrecht](http://www.konsumentenfragen.at/konsumentenfragen/Mein_Alltag/Themen/Wohnen/Mietrecht)

**TITLE:** Buying real state

**WHAT:** You can find more detailed information about purchasing real state.

**WHERE:** (in English): [www.help.gv.at/Portal.Node/hlpd/public/content/163/Seite.1630000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/163/Seite.1630000.html)

### **5.7 c list of support services and projects regarding social support**

**TITLE:** Caritas

**WHAT:** Caritas offers different kind of supports to migrants. You can obtain legal and social counselling free of charge as well as access to psychological support.

**WHERE:** You can find Caritas in different cities in Austria (in English and German) [www.caritas.at](http://www.caritas.at)

**TITLE:** Diakonie

**WHAT:** If you're a migrant and need counselling, you can turn to Diakonie. They have different social programmes for migrants.

**WHERE:** (in German) [diakonie.at/](http://diakonie.at/)

**TITLE:** Zebra – Legal Counselling

**WHAT:** If you need help to integrate, you have legal questions or you need psychological support, you can turn to Zebra.

**WHERE:** (in Arabic, Bosnian, Croatian, English, Farsi, German, Romanian, Russian, Serbian and Turkish) [www.zebra.or.at/cms/cms.php?pageName=6&detailId=13&referrer=%2Fcms%2Fcms.php](http://www.zebra.or.at/cms/cms.php?pageName=6&detailId=13&referrer=%2Fcms%2Fcms.php)

Granatengasse 4/3. Stock

8020 Graz

Tel.: 0316/83 56 30

Email: [office@zebra.or.at](mailto:office@zebra.or.at)

**TITLE:** Peregrina

**WHAT:** This organisation offers counselling to woman, children and family with migrant background in different languages and free of charge. You can also receive psychosocial therapy in your mother tongue.

**WHERE:** (in Arabic, Armenian, Bosnian, Croatian, English, French, German,



Kinyarwanda, Serbian and Turkish) [www.peregrina.at](http://www.peregrina.at)

Willhelm-Weber-Weg 1/2/1+2

1110 Vienna

Tel. +43 1408 33 52 or +43 1408 61 19

**TITLE:** OMEGA – Family counselling

**WHAT:** This organisation offers you different kind of counselling for multicultural families and families with migrant background in different languages and free of charge. You can also receive psychosocial therapy in your mother tongue.

**WHERE:** (in German) [www.omega-graz.at/](http://www.omega-graz.at/)

Albert-Schweitzer-Gasse 22

8020 Graz

Tel.: + 43 316 77 35 54-0

Email: [office@omega-graz.at](mailto:office@omega-graz.at)

**TITLE:** Migrare

**WHAT:** This organisation offers family and social counselling for people with migrant background. You can also receive psychosocial therapy in your mother tongue with the help of an interpreter.

**WHERE:** (in German) [www.migrare.at](http://www.migrare.at)

Humboldtstraße 49

4020 Linz

Email: [office@migration.at](mailto:office@migration.at)

**TITLE:** Project Integrationshaus

**WHAT:** This organisation has different programmes dedication to integration of migrants. You can ask for legal counselling or counselling for children in a multicultural environment. They offer counselling in different languages.

**WHERE:** (in Bosnian, Croatian, English, French, German, Russian, Serbian and Turkish) [www.integrationshaus.at/](http://www.integrationshaus.at/)

Schweidlgasse 38/Top1

1020 Vienna

Email: [info@integrationshaus.at](mailto:info@integrationshaus.at)

**TITLE:** Miteinander lernen

**WHAT:** This organisation offers counselling and psychotherapy for woman, children and families with migrant background. The therapies can be performed in German, English or Turkish. The costs of the therapy can be partly assumed by the state medical insurance if you present a note of transfer of your family doctor.

**WHERE:** (in German and Turkish) [miteinlernen.at](http://miteinlernen.at)

Koppstraße 38/8, A

1160 Vienna

Tel. +43 1 493 16 08

Email: [birlikte@miteinlernen.at](mailto:birlikte@miteinlernen.at)



**TITLE:** Verein Multikulturell

**WHAT:** This organisation offers counselling for people with migrant background. You can have this counselling free of charge if you're regular visitor of the association. The counselling sessions are offered in different languages. They also offer psychosocial therapy for people with migrant background.

**WHERE:** (in German) [www.migration.cc/](http://www.migration.cc/)

Andreas-Hofer-Straße 46, 1. Stock  
6020 Innsbruck

**TITLE:** Verein Viele

**WHAT:** This association offers counselling for families with migrant background. They offer the counselling session in different languages. They also offer psychosocial therapy for people with migrant background. The services are anonymous and free of charge.

**WHERE:** (in German) [www.verein-viele.at](http://www.verein-viele.at)

Rainerstraße 27, 1. Stock  
5020 Salzburg  
Tel.: +43 662/87 02 11  
Email: [office@verein-viele.at](mailto:office@verein-viele.at)

**TITLE:** Orient express

**WHAT:** This organisation focused on woman, children and family counselling for women with migrant Turkish or Arabic background. They also give legal support in cases of forced marriage. The counselling sessions are free of charge and anonymous and can be in Arabic, English, German and Turkish. This organisation offers an emergency accommodation to victims of forced marriage.

**WHERE:** (in German) [www.orientexpress-Vienna.at](http://www.orientexpress-Vienna.at)

Schöngasse 15-17 / Top 2  
1020 Vienna  
Tel.: +43 1728 97 25  
Email: [office@orientexpress-Vienna.com](mailto:office@orientexpress-Vienna.com)

**TITLE:** Hemayat

**WHAT:** You can ask for support and counselling to this organisation. The services are free of charge.

**WHERE:** (in different languages) [www.hemayat.org](http://www.hemayat.org)

Sechsschimmelgasse 21  
1090 Vienna

**TITLE:** Helping hands

**WHAT:** You can ask legal counselling in topics related with foreigners' law and in cases of discrimination and racism. It also represents people facing deportation in Austria.

**WHERE:** [www.helpinghands.at/](http://www.helpinghands.at/)

Taubstummengasse 7-9, Erdgeschoss,  
1040 - Vienna



Tel: +43 1 310 88 8010

Email: [info@helpinghands.at](mailto:info@helpinghands.at)

**TITLE:** Menschen rechte – Legal counselling for migrants

**WHAT:** This organisation offers legal counselling for migrants, asylum seekers and refugees free of charge in topics related with foreigner's law. They have offices in different Federal States.

**WHERE:**

### **5.7 d list of online resources regarding social support**

**TITLE:** Transparenz Portal

**WHAT:** You can find different subsidies, allowances and financial aids given by the Austrian Government or the Austrian Federal States Government.

**WHERE:** (in German) [transparenzportal.gv.at](http://transparenzportal.gv.at)

**TITLE:** Family counselling

**WHAT:** The Ministry of Youth and Family has set up this webpage with different information about different topics such as divorce, alimony, childcare and children, education, sexuality, mental problems, family violence or addiction. You can find counselling offices all over Austria.

**WHERE:** (in German) [www.familienberatung.gv.at/beratungsstellen/](http://www.familienberatung.gv.at/beratungsstellen/)

**TITLE:** [www.help.gv.at](http://www.help.gv.at)

**WHAT:** Web page of the Austrian government with information for migrants (in German and partly in English). Here you have a database where you can get the contact information of the closest Austrian authorities to you (in German): [www.help.gv.at/Portal.Node/hlpd/public/behoerden](http://www.help.gv.at/Portal.Node/hlpd/public/behoerden)

**TITLE:** Living and working 2017

**WHAT:** Brochure published by the Public Employment Service with useful information on topics related with social support (in English):

[www.ams.at/\\_docs/001\\_leben\\_arbeiten\\_en\\_2017.pdf](http://www.ams.at/_docs/001_leben_arbeiten_en_2017.pdf)

**TITLE:** Refugee guide

**WHAT:** This guide gives you important information in order to facilitate the integration in Austria.

**WHERE:** (in Arab, Farsi, English, German, Russian and Urdu) [www.refugee-guide.at](http://www.refugee-guide.at)

### **5.7 e list of support services and projects regarding driving and transport**

N/A

### **5.7 f list of online resources regarding driving and transport**

N/A



### **5.7 g list of support services and projects addressing persons with special needs**

**TITLE:** Support Committee for Integration of Migrants (*Unterstützungskomitee zur Integration von MigrantInnen – UKI*)

**WHAT:** This organisation develops projects to help migrants with special needs to have fair access to employment.

**WHERE:** (in German) [www.uki.or.at](http://www.uki.or.at)

Johnstraße 4

1150 Vienna

Tel.: +43/1/914 88 70-20

Email: [office@uki.or.at](mailto:office@uki.or.at)

### **5.7 h list of online resources regarding people with special needs**

**TITLE:** [www.help.gv.at](http://www.help.gv.at)

**WHAT:** The webpage from the Government of Austria has information about different topics related with people with special needs, including list of organisations that offer support and counselling.

**WHERE:** (in German) [www.help.gv.at/Portal.Node/hlpd/public/content/k199/Seite.1990000.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/k199/Seite.1990000.html)

List of organisations that offer support to migrants (in German): [www.help.gv.at/Portal.Node/hlpd/public/content/162/Seite.1620005.html](http://www.help.gv.at/Portal.Node/hlpd/public/content/162/Seite.1620005.html)

**TITLE:** fit2Work

**WHAT:** Online portal that offers jobs in different fields for people with special needs

**WHERE:** (in German) [www.fit2work.at](http://www.fit2work.at)

**TITLE:** Department of Social Affairs of the city of Vienna

**WHAT:** The city of Vienna offers information on services for with people with special needs.

**WHERE:** (in German) [www.Vienna.gv.at/sozialinfo/content/de/10/DirectoryDetail.do?liid=7](http://www.Vienna.gv.at/sozialinfo/content/de/10/DirectoryDetail.do?liid=7)

### **5.7 i list of support services and projects regarding participating in society**

**TITLE:** Association Menschenrechte Austria

**WHAT:** You can turn to this organisation if you need social counselling.

**WHERE:** [www.verein-menschenrechte.at/](http://www.verein-menschenrechte.at/)

Alser Straße 20/21+22

1090 Vienna

Tel.: +43 (1) 40 90 480

Email: [Vienna@verein-menschenrechte.at](mailto:Vienna@verein-menschenrechte.at)



**TITLE:** Asylum Coordination Austria (*Asylkoordination Österreich*)

**WHAT:** Platform of NGOs that gives counselling to asylum seekers and beneficiaries of protection on an Austrian level.

**WHERE:** (in German) [www.asyl.at](http://www.asyl.at)

Laudongasse 52/9

1080 Vienna – (Austria)

Tel.: +43/1/5321291

Email: [asylkoordination@asyl.at](mailto:asylkoordination@asyl.at)

**TITLE:** Asylum in need (*Asyl in Not*)

**WHAT:** You can turn to this organisation if you're a refugee or asylum seeker and you need legal or social counselling.

**WHERE:** (in German) [www.asyl-in-not.org/](http://www.asyl-in-not.org/)

Währinger Straße 59/2/1

1090 Vienna

Tel.: +43 1 408 42 10

Email: [office@asyl-in-not.org](mailto:office@asyl-in-not.org)

**TITLE:** Caritas

**WHAT:** Caritas offers different kind of supports to migrants. You can obtain legal and social counselling free of charge.

**WHERE:** You can find Caritas in different cities in Austria (in English and German) [www.caritas.at](http://www.caritas.at)

**TITLE:** Diakonie Austria

**WHAT:** This social organization offers counselling to migrants, asylum seekers and beneficiaries of international protection.

**WHERE:** (in German) [www.diakonie.at](http://www.diakonie.at)

**TITLE:** Helping hands

**WHAT:** You can ask legal counselling in topics related with foreigners' law and in cases of discrimination and racism. It also represents people facing deportation in Austria.

**WHERE:** (in German) [www.helpinghands.at/](http://www.helpinghands.at/)

Taubstummengasse 7-9, Erdgeschoss,

1040 - Vienna

Tel.: +43 1 310 88 8010

Email: [info@helpinghands.at](mailto:info@helpinghands.at)

**TITLE:** Project Integrationhaus

**WHAT:** You can ask for social counselling to this organisation.

**WHERE:** (in Bosnian, Croatian, English, French, German, Russian, Serbian and Turkish) [www.integrationshaus.at/](http://www.integrationshaus.at/)

Schweidlgasse 38/Top1

1020 Vienna





Email: [info@integrationshaus.at](mailto:info@integrationshaus.at)

**TITLE:** International Organisation for Migration (IOM) Austria

**WHAT:** Counselling for migrants

**WHERE:** (in English and German) [www.iomvienna.at/en](http://www.iomvienna.at/en)

Nibelungengasse 13/4

1010 Vienna

Tel.: +43 1 585 33 22

Email: [iomvienna@iom.int](mailto:iomvienna@iom.int)

**TITLE:** Lernhilfe in Vienna

**WHAT:** This organisation offers social support to migrants in Vienna.

**WHERE:** (in German) [www.interface-wien.at](http://www.interface-wien.at)

Interface Vienna

Paulanergasse 3/1 Standort Interface

1040 Vienna

Tel.: +43 1 5245015

Email: [info@interface-wien.at](mailto:info@interface-wien.at)

**TITLE:** Migrare

**WHAT:** You can turn to this organisation if you're looking for support and counselling in Upper Austria.

**WHERE:** (in German) [www.migrare.at](http://www.migrare.at)

Humboldtstraße 49

4020 Linz

Email: [office@migration.at](mailto:office@migration.at)

**TITLE:** International Organisation for Migration (IOM) Austria

**WHAT:** You can turn to this organisation if you need social counselling.

**WHERE:** (in English and German) [www.iomvienna.at/en](http://www.iomvienna.at/en)

Nibelungengasse 13/4

1010 Vienna

Tel.: +43 1 585 33 22

Email: [iomvienna@iom.int](mailto:iomvienna@iom.int)

**TITLE:** OMEGA

**WHAT:** You can receive social counselling for multicultural families and families with migrant background.

**WHERE:** (in German) [www.omega-graz.at/](http://www.omega-graz.at/)

Albert-Schweitzer-Gasse 22

8020 Graz

Tel.: + 43 316 77 35 54-0

Email: [office@omega-graz.at](mailto:office@omega-graz.at)



**TITLE:** Samariterbund

**WHAT:** This organisation offers counselling and support in different fields to migrants and asylum seekers.

**WHERE:** (in German) [www.samariterbund.net](http://www.samariterbund.net)

**TITLE:** SOS Mitmensch

**WHAT:** Human rights organisation and civil rights movement

**WHERE:** (in German) [www.sosmitmensch.at](http://www.sosmitmensch.at)

Zollergasse 15

1071 Vienna

Email: [info@sos-mitmensch.at](mailto:info@sos-mitmensch.at)

**TITLE:** Station Wien

**WHAT:** This organisation offers social counselling to migrants. The counselling is free of charge and they offer it in different languages, with the help of an interpreter.

**WHERE:** (in German) [www.stationwien.org/projekte/sozialberatung.html](http://www.stationwien.org/projekte/sozialberatung.html)

Einsiedlerplatz 5/7

1050 Vienna

Tel.: +43 (0)1 96 680 96

Email: [office@stationwien.com](mailto:office@stationwien.com)

**TITLE:** Volkshilfe Austria

**WHAT:** You can contact this organisation if you need assistance or social counselling.

**WHERE:** (in German) [www.volkshilfe.at](http://www.volkshilfe.at)

**TITLE:** ZEBRA

**WHAT:** You can contact this organisation if you need social counselling.

**WHERE:** (in Arabic, Bosnian, Croatian, English, Farsi, German, Romanian, Russian, Serbian and Turkish) [www.zebra.or.at/cms/cms.php?pageName=6&detailId=13&referrer=%2Fcms%2Fcms.php](http://www.zebra.or.at/cms/cms.php?pageName=6&detailId=13&referrer=%2Fcms%2Fcms.php)

Granatengasse 4/3. Stock

8020 Graz

Tel.: 0316/83 56 30

Email: [office@zebra.or.at](mailto:office@zebra.or.at)

## **5.7 j list of online resources regarding participating in society**

N/A

## **5.7 k list of support services and projects regarding holidays and free time**

**TITLE:** Caritas

**WHAT:** You can contact this organisation if you're a refugee and you're looking for



summer activities (e.g German course, sports) for your children. They have different programmes for different ages all over Austria.

**WHERE:** (in German) [www.caritas.at](http://www.caritas.at)

**TITLE:** Diakonie Austria

**WHAT:** You can contact this organisation if you're a refugee and you're looking for activities in the free time for your children.

**WHERE:** (in German) [www.diakonie.at](http://www.diakonie.at)

**TITLE:** Integrationhaus

**WHAT:** This organisation offers different activities to underage asylum seekers, refugees and migrants during their leisure time.

**WHERE:** (in German) [www.integrationshaus.at/](http://www.integrationshaus.at/)

Schweidlgasse 38/Top1

1020 Vienna

Email: [info@integrationshaus.at](mailto:info@integrationshaus.at)

**TITLE:** Interface Vienna

**WHAT:** You can contact this organisation if you're looking for leisure activities for underage children focus in improve their German skills and integration.

**WHERE:** Interface Vienna (in German) [www.interface-wien.at](http://www.interface-wien.at)

Paulanergasse 3/1 Standort Interface

1040 Vienna

Tel.: +43 1 5245015

Email: [info@interface-wien.at](mailto:info@interface-wien.at)

**TITLE:** Samariterbund

**WHAT:** This organisation offer activities for underage refugees and asylum seekers during school holidays. The programmes and projects are different in each Federal State.

**WHERE:** (in German) [www.samariterbund.net](http://www.samariterbund.net)

**TITLE:** Volkshilfe Austria

**WHAT:** You can contact this organisation if you want more information about activities in the leisure time for underage migrants, asylum seekers and refugees.

**WHERE:** (in German) [www.volkshilfe.at](http://www.volkshilfe.at)

## **5.7 I list of online resources regarding holidays and free-time**

N/A



## 6 HEALTH

### 6.1 PUBLIC HEALTH CARE

#### 6.1 a description of the system

**TITLE:** Public healthcare in Austria

**WHAT:** Public healthcare is a healthcare provided by the state. To have access to public healthcare you need to have compulsory health insurance. Individuals become automatically insured when employed, self-employed, receiving unemployment benefits or are on pensions. Dependant family members are insured via insured parents or partners.

Citizens from EU countries are normally covered free of charge, as long as they're covered by national insurances in their countries of origin and are holders of European health card.

Third-country citizens are not eligible to hold the European health card and need to obtain an additional insurance to be covered in Austria.

The public hospitals accept private insurance policies too.

**WHERE:** Here you can find contact information on:

- ▶ Austrian hospitals and emergency rooms (in German): [www.spitalskompas.at](http://www.spitalskompas.at)
- ▶ General doctors and specialists (in German): [www.aerztekammer.at](http://www.aerztekammer.at)
- ▶ Dentists (in German): [www.zahnaerztekammer.at/patientinnen/zahnarzttsuche/](http://www.zahnaerztekammer.at/patientinnen/zahnarzttsuche/)
- ▶ Rehabilitations centres (in German): [rehakompas.goeg.at/Rehazentren/Listenansicht](http://rehakompas.goeg.at/Rehazentren/Listenansicht)

Here you can information about state medical insurance (*Gebietskrankenkasse*) (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007683713&viewmode=content).

**GOOD TO KNOW:** The employer must be informed of planned co-insurance of family members and you need to inform the state medical insurance.

Austria's healthcare system is decentralized meaning that each of the provinces and the federal government have legal limitation and roles in their healthcare system.

The hospitals must contact an interpreter in case the patient doesn't speak German. The costs of the interpreter will be covered by your insurance if you have one.

More info of Austrian health care system (in English): [www.bmgf.gv.at/cms/home/attachments/3/4/4/CH1066/CMS1291414949078/austrian\\_health\\_care\\_key\\_facts\\_2013.pdf](http://www.bmgf.gv.at/cms/home/attachments/3/4/4/CH1066/CMS1291414949078/austrian_health_care_key_facts_2013.pdf)

The public health internet portal (in German) [www.gesundheit.gv.at](http://www.gesundheit.gv.at) offers reliable and independent health care information.

#### 6.1 b steps to get medical aid

**TITLE:** Get medical aid

**WHAT:** If you're ill please contact a general practitioner (*Familienarzt*) near you. You can find a general practitioner under "Arzt für Allgemeinmedizin" and dentists under "Zahnarzt" at (in German): [www.herold.at](http://www.herold.at) or at [www.docfinder.at](http://www.docfinder.at). General practitioners are your initial point of contact; they carry out general examinations



and offer simple blood tests. They'll refer you to a specialist or outpatient clinic or hospital, if needed.

**STEP 1:** Check your insurance. If you're covered under the state medical insurance (*Gebietskrankenkasse – GKK*), you need to find a doctor that has a contract with it. If you have a different medical insurance company, you can check which doctor nearby accepts your insurance policy.

**STEP 2:** Check their working hours and if they accept new patients and bring always your health insurance card. If you're covered by the state medical insurance, you don't need to do anything else. In case you have a private insurance, make sure you have the insurance policy number. They might issue an invoice with the cost of the medical examination. Once paid, you can ask for reimbursement from the insurance company.

**STEP 3:** If you need to visit a specialist, first you need to go to the general practitioner. If necessary he/she will give a medical note/referral (*Überweisungs-/Zuweisungsschein*) and recommend you a specialist.

**STEP 4:** Set an appointment in advance via phone or email. They will ask for your health insurance card and the note of referral from general practitioners.

**WHERE:** The Austrian Medical Association or your state medical association offer listings of medical doctors by district, field of expertise, sex, opening hours and foreign language skills (in German): [www.aerztekammer.at](http://www.aerztekammer.at).

**GOOD TO KNOW:** You'll get your health insurance card by post within the next 2 weeks of your first registration to the state medical insurance.

If you have to stay during the night in a hospital, you need to pay a daily contribution for each day you stay. The treatment is for free as long as you're insured. If you're pregnant, you'll receive free medical aid even if you do not have medical insurance and you'll not be asked to pay a daily contribution fee.

## 6.2 HEALTH INSURANCE

### 6.2 a state compulsory system

**TITLE:** Compulsory health insurance

**WHAT:** It's obligatory in Austria to be insured

Every person working (as well as unemployed on benefits and pensioners) in Austria is automatically covered by social security health insurance and his/her dependants are covered by co-insurance under the health insurance scheme. Your company is obliged to register you at the state medical insurance (*Gebietskrankenkasse*), if you earn more than the limit established by the law. If you earn less than the established by the law, the company needs to register you during the working hours (insurance in case of accident in the working space). Health insurance offers a full package of services in the event of illness, accidents or maternity. Services are offered by contracting parties (doctors, therapists, hospitals) or specialised institutions (day clinics, health centres, hospitals) operated by the social insurance institutions.

**WHO:** Insurance is mandatory in Austria for everybody. It's possible to have also private insurance.

**WHERE:** Contact office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)



**GOOD TO KNOW:** Further info on health insurance in Austria (in English): [esv-sva.sozvers.at/portal27/svaportal/content?contentid=10007.770947&portal:componentId=gtncac63104-da97-4369-bcc8-7ae0661468b3&viewmode=content](http://esv-sva.sozvers.at/portal27/svaportal/content?contentid=10007.770947&portal:componentId=gtncac63104-da97-4369-bcc8-7ae0661468b3&viewmode=content)

## 6.2 b health insurance cards

**TITLE:** Health care insurance card (*E-card*)

**WHAT:** The “E-card” is a personal chip card used by the Austrian social security insurance that contains main information about you and your insurance status. Any person who is insured under the premises of the Austrian Social Security law receives the health insurance card. The benefits that you’re entitled will depend on different factors:

- ▶ professional situation (employed, retire, unemployed, student)
- ▶ hours of employment (if you have a mini-job, you’re only covered for accidents in the working place)
- ▶ family situation: family members of an employed person are entitled to full insurance coverage
- ▶ social situation: insurance coverage is included in some social supports
- ▶ People eligible for subsidiary protection who are either self-employed or employed
- ▶ Asylum seekers and refugees have health insurance covered by the state medical insurance (*Gebietskrankenkasse*).

You can get an E-card for the members of your family that aren’t working or are under full age (spouses and children under 18 years old).

EU-citizens who have medical insurance in their country of origin are also insured in Austria free of charge. You need to have the European health card.

**WHERE:** Contact office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

**TITLE:** Mother-child pass

**WHAT:** The mother-child pass is a document given to every pregnant woman in Austria, regardless their origin or legal status in the country. It’s issued by your doctor when you do the first health examination of the pregnancy and has a track record of your pregnancy. After birth, this pass will include all the examinations that the child need to have until he/she turns 5 years old. To be entitled to certain social supports (e.g. childcare allowance) you need to show the pass.

**WHERE:** To obtain more information, you can contact the office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

## 6.2 c private insurance

**TITLE:** Private insurance

**WHAT:** It’s an insurance coverage offered by a private institution or company. There are different kinds of private insurances.

**WHO:** Private insurance can be for people who already have public insurance in Austria, but wish to have additional insurance coverage or people who aren’t eligible for public health insurance (e.g. non EU-citizens which are not working in



Austria).

**HOW:** To set up a private insurance you have to contact the private insurance company. Normally they have different kind of coverage, policies and prices. It's important to make sure you're insured when you arrive to Austria.

**WHERE:** There are different insurance companies that offer private insurance. You can find the main companies here:

- ▶ (in German) [www.uniq.at](http://www.uniq.at)
- ▶ (in German) [www.allianz.at](http://www.allianz.at)
- ▶ (in English, French and German) [www.axa.com](http://www.axa.com)
- ▶ (in German) [www.merkur.at/cms/](http://www.merkur.at/cms/)
- ▶ (in English and German) [www.generali.at](http://www.generali.at)
- ▶ (in German) [www.helvetia.com/at/content/de/home.html](http://www.helvetia.com/at/content/de/home.html)

## 6.2 d medical self-insurance

**TITLE:** Self-insurance (*Selbstversicherung*)

**WHAT:** A self-insurance is a medical/health policy you can apply for if you don't have any other medical insurance in Austria (or other EU Member States). You need to pay it on a monthly basis. This insurance covers you in case of illness, accident and maternity but you're not entitled to receive unemployment or pension benefits.

**WHO:** You can apply for a self-insurance if you don't have full coverage insurance in Austria (or in any EU Member State) and you have your primary residence in Austria (e.g. if you're student, if you have a mini-job). You need to be over 15 years of age.

**HOW:** You have to go to the state medical insurance (*Gebietskrankenkasse*) and submit the application form. They'll send you an invoice with the first monthly payment. Once you have paid, you'll receive confirmation that you're insured and you'll receive the E-card by post.

**WHERE:** Contact office from your regional medical insurance (in German): [www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content](http://www.sozialversicherung.at/portal27/esvportal/content?contentid=10007.683713&viewmode=content)

## 6.3 PRIVATE HEALTHCARE

### 6.3 a description of private healthcare

**TITLE:** Private healthcare

**WHAT:** Some hospitals, doctors' offices (general practitioners, specialists and dentists) and rehabilitation centres are run privately. Sometimes they have a contract with the state medical insurance (*Gebietskrankenkasse*). That means that the state medical insurance will reimburse partly for the visitation and the treatment (if it's considered that they were necessary and/or aren't offered by the state medical insurance).

**WHO:** All citizens can access private healthcare (if they pay for it).

**HOW:** If you go to a private doctor, you can ask in advance if they work with your medical insurance. If they do, there are 2 options:

- A) They take your personal information and medical insurance information and they charge the costs of the treatment and visitation to the insurance directly.
- B) They take your personal information and medical insurance information. They





will send you a diagnosis, explanation of the treatment done and an invoice by post. Once you have paid the invoice, you take the diagnosis, explanation of the treatment and the proof of payment to your medical insurance where you'll get the reimbursement (in case you're insured under the state medical insurance, the reimbursement might be partial).

**GOOD TO KNOW:** Not all the healthcare centres are private and not all the private health centres will accept patients that are insured under the state medical insurance. Some of them only accept patients privately.

## 6.4 EMERGENCY

### 6.4 a emergency medical attention

**TITLE:** Emergency medical attention

**WHAT:** You can get emergency medical attention 24 h per day.

**HOW:** If you need emergency medical attention, you can call the emergency number (112). You can also call directly the ambulance (144).

From Monday to Friday from 7pm to 7am and on weekends and public holidays, you can call the number -141- to get in contact with doctors on call.

People with hearing impairment can contact the fire brigade, police or ambulance via a special emergency text service: by sending a fax or SMS to the number 0800 133 133, or an email to [gehoerlosennotruf@polizei.gv.at](mailto:gehoerlosennotruf@polizei.gv.at)

**GOOD TO KNOW:** These phone numbers are for free (you can call even if you don't have credit on your phone) and available in the entire country. They generally speak English and German.

### 6.4 b dental first aid

**TITLE:** Dental first aid

**WHAT:** In every big city, there are dentists on duty during weekends and public holidays.

**HOW:** If you need to visit an emergency dentist, you can find one here (in German): [www.zahnaerztekammer.at/patientinnen/notdienstsuche/](http://www.zahnaerztekammer.at/patientinnen/notdienstsuche/). Pay attention to the working hours and call if you have any questions. Bring always with you the health insurance card.

**GOOD TO KNOW:** In general, doctors and dentists speak English. In case the emergency happens when a dentist isn't available, you should go to the emergency room.

### 6.4 c on duty pharmacies in large cities

**TITLE:** On duty pharmacies

**WHAT:** In the larger cities, there are pharmacies on duty every night of the week (from closing until 8 am of the next day). There's also a free of charge number you can call to ask for the nearest open pharmacy: 1455. This number works for all the country.

**WHERE:** Here you can find which pharmacy is on duty (in German): [www.apotheker.or.at/internet/oeak/Apotheken.nsf/webApothekenSuche!ReadForm](http://www.apotheker.or.at/internet/oeak/Apotheken.nsf/webApothekenSuche!ReadForm)



## 6.5 PRO BONO HEALTH SERVICE

### 6.5 a description and a list of pro bono health services

**TITLE:** Marienambulanz

**WHAT:** Caritas offers primary health services for people without health insurance.

**WHERE:** (in German) [www.caritas-steiermark.at/hilfe-angebote/menschen-in-not/gesundheits/marienambulanz-medizinische-erst-und-grundversorgung/](http://www.caritas-steiermark.at/hilfe-angebote/menschen-in-not/gesundheits/marienambulanz-medizinische-erst-und-grundversorgung/)

Mariengasse 24

Eingang Kleiststraße 73

8020 Graz

Tel.: +43 316 8015-351

Email: [marienambulanz@caritas-steiermark.at](mailto:marienambulanz@caritas-steiermark.at)

**TITLE:** Amber-med

**WHAT:** This organisation offers medical services free of charge for people who don't have a medical insurance. They also offer visitation with interpreting services.

**WHERE:** (in English and German) [www.amber-med.at/](http://www.amber-med.at/)

Oberlaaer Strasse 300 - 306

1230 Vienna

Tel.: +43 01589 00

Email: [amber-med@diakonie.at](mailto:amber-med@diakonie.at)

**TITLE:** Krankenhaus der Barmherzigen Brüder

**WHAT:** This hospital offers medical services free of charge for people who don't have a valid health insurance.

**WHERE:** (in English and German) [www.barmherzige-brueder.at/](http://www.barmherzige-brueder.at/)

Krankenhaus der Barmherzigen Brüder Vienna

Große Mohrengasse 9, 1020 Vienna

## 6.6 INTERPRETERS

### 6.6 a list of different services

**TITLE:** Hearing impaired people

**WHAT:** The state of Austria covers the costs of a sign language interpreter.

**WHERE:** (in German and German sign language) [www.oegl.b.at/gebaerdensprache/](http://www.oegl.b.at/gebaerdensprache/)

Waldgasse 13/2,

1100 Vienna

Tel.: +43 1 60 30 853

Email: [info@oegl.b.at](mailto:info@oegl.b.at)

**TITLE:** Interpreters' and translators' association

**WHAT:** Through this association you can find available interpreters' and translators' to help you during medical procedures. The services are to be paid privately.



**WHERE:** (in English and German) [www.universitas.org/](http://www.universitas.org/)

**TITLE:** Yplus

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are to be paid privately.

**WHERE:** (in German) [www.yplus.at/de/dolmetschen/](http://www.yplus.at/de/dolmetschen/)

Rechbauerstraße 14/I

8010 Graz

Tel.: +43 316 38 12 68

Email: [office@yplus.at](mailto:office@yplus.at)

**TITLE:** Amber-med

**WHAT:** This organisation offers medical services free of charge for people who don't have a medical insurance. They also offer visitation with interpreting services.

**WHERE:** (in English and German) [www.amber-med.at/](http://www.amber-med.at/)

Oberlaaer Strasse 300 - 306

1230 Vienna

Tel.: +43 1 589 00

Email: [amber-med@diakonie.at](mailto:amber-med@diakonie.at)

**TITLE:** OMEGA

**WHAT:** You can turn to this organisation if you need an interpreter to go to the doctor with you.

**WHERE:** (in German) [www.omega-graz.at/](http://www.omega-graz.at/)

Albert-Schweitzer-Gasse 22

8020 Graz

Tel.: + 43 316 77 35 54 - 0

Email: [office@omega-graz.at](mailto:office@omega-graz.at)

## 6.7 PATIENTS' RIGHTS

### 6.7 a list of the most important rights

**TITLE:** Rights of the patients and advocacy

**WHAT:** The patients have certain rights that must be respected by the health institutions. The Austrian State offers legal support in case you consider your rights haven't been respected.

- ▶ Right to treatment and care
  - Treatment and care, regardless of age, sex, origin, property, religion, type or cause of the disease
  - Access to medicines
  - Medical care according to level of development
  - Best possible pain management
  - Quality control and assurance
- ▶ Respect the patient's dignity



- Protection of the personal and intimate life
- Adaptation of procedures in health care institutions to the life rhythm
- Access to religious support
- Protection of the information related to health
- Possibility to receive visits in case of inpatient treatment
- Possibility to identify trusted people in case of aggravation
- Dying with dignity
- ▶ Right to make own decisions. Patients must be explained:
  - Possible diagnosis and treatment and their risks and consequences
  - The health situation and possible treatments
  - Certain treatment can be only be carried out if it has been approved by him/herself or through a representative in the case he/she can't agree by him/herself (except the patient is unresponsive and in danger).
- ▶ Right to information and documentation
  - Clarification about the costs in advance
  - Understanding of the medical documentation including supplements (e.g. radiographs)
  - Transcripts/copies of the medical documentation
  - Keeping the patient's will
- ▶ Special provision for children
  - For children up to 10 years of age, there must be a responsible adult in any kind of visit (including staying in the hospital)
- ▶ Last will: patients have the right to give their will in advance, in case they aren't able to do it later. That includes:
  - Last will in case of patient death
  - Last will in case of irresponsive circumstances
  - Organ donation
  - Power of attorney and testament

**WHERE:** Each Federal State has an organisation that looks after the patients' rights. If you think that your rights as patient are being violated, you can contact them to obtain legal counselling and representation free of charge.

Burgenland: Patients and health advocacy ([Patienten- und Gesundheitsanwaltschaft Burgenland](#))

Europaplatz 1  
7000 Eisenstadt  
Tel.: +43 57-600 2153  
Email: [post.patientenanwalt@bgld.gv.at](mailto:post.patientenanwalt@bgld.gv.at)

Carinthia: Patients advocacy ([Patientenanwaltschaft Kärnten](#))

St.Veiter Straße 47  
9026 Klagenfurt  
Tel.: +43 463 57230  
Email: [patientenanwalt@ktn.gv.at](mailto:patientenanwalt@ktn.gv.at)

- ▶ Lower Austria: Patients and care advocacy (*NÖ Patienten- und Pflegeanwaltschaft*)  
Rennbahnstraße 29, Tor zum Landhaus  
3109 St. Pölten



Tel.: +43 2742 9005-15575

Email: [post.ppa@noel.gv.at](mailto:post.ppa@noel.gv.at)

- ▶ Salzburg: Patient representative (*Salzburger Patientenvertretung*)  
Nonnbergstiege 2  
5020 Salzburg  
Tel.: +43 662 8042-2030  
Email: [patientenvertretung@salzburg.gv.at](mailto:patientenvertretung@salzburg.gv.at)
- ▶ Styria: Patients and care ombudsman (*PatientInnen- und Pflegeombudsschaft*)  
Friedrichgasse 9  
8010 Graz  
Tel.: +4 316 877-3350 3191  
Email: [ppo@stmk.gv.at](mailto:ppo@stmk.gv.at)
- ▶ Upper Austria: Patients representative (*Oö. Patientenvertretung*)  
Bahnhofplatz 1  
4021 Linz  
Tel.: 0732/7720-14215  
Email: [ppv.post@ooe.gv.at](mailto:ppv.post@ooe.gv.at)
- ▶ Tirol: Patient representative (*Patientenvertretung Tirol*)  
Meraner Straße 5 (1. Stock)  
6020 Innsbruck  
Tel.: 0512/508-7702  
Email: [patientenvertretung@tirol.gv.at](mailto:patientenvertretung@tirol.gv.at)
- ▶ Vorarlberg: Patients advocacy (*Patientenadvokatur Vorarlberg*)  
Marktplatz 8  
6800 Feldkirch  
Tel.: 05522/81553  
Email: [anwalt@patientenanwalt-vbg.at](mailto:anwalt@patientenanwalt-vbg.at)
- ▶ Vienna: Care and patients advocacy (*Wiener Pflege-, Patientinnen- und Patientenadvokatur*)  
Schönbrunner Straße 108  
1050 Vienna  
Tel.: 01/5871204  
Email: [post@wpa.vienna.gv.at](mailto:post@wpa.vienna.gv.at)

## 6.8 SUPPORT SERVICES FOR MIGRANTS

### 6.8 a list of support services and projects regarding health

**TITLE:** Interpreters' and translators' association

**WHAT:** Through this association you can find available interpreters' and translators' to help you during medical procedures. The services are to be paid privately.

**WHERE:** (in English and German) [www.universitas.org/](http://www.universitas.org/)

**TITLE:** Yplus

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are to be paid privately.

**WHERE:** (in German) [www.yplus.at/de/dolmetschen/](http://www.yplus.at/de/dolmetschen/)

Rechbauerstraße 14/I



8010 Graz  
Tel.: +43 316 38 12 68  
Email: [office@yplus.at](mailto:office@yplus.at)

**TITLE:** Amber-med

**WHAT:** This organisation offers medical services free of charge for people who don't have a medical insurance. They also offer visitation with interpreting services.

**WHERE:** (in English and German) [www.amber-med.at/](http://www.amber-med.at/)

Oberlaaer Strasse 300 - 306

1230 Vienna,

T: 01/589 00

Email: [amber-med@diakonie.at](mailto:amber-med@diakonie.at)

**TITLE:** Regional hospitals in Salzburg

**WHAT:** The city of Salzburg offer consultation hours in different languages to ensure the communication between patient and doctors.

**WHERE:** (in German) [www.salk.at/6952.html](http://www.salk.at/6952.html)

**TITLE:** OMEGA

**WHAT:** You can turn to this organisation if you need an interpreter to go to the doctor with you.

**WHERE:** (in German) [www.omega-graz.at/](http://www.omega-graz.at/)

Albert-Schweitzer-Gasse 22

8020 Graz

Tel.: + 43 316 77 35 54-0

Email: [office@omega-graz.at](mailto:office@omega-graz.at)

**TITLE:** Caritas

**WHAT:** This organisation offers counselling if you have question about the Austrian health system or you need recommendations what to do when you have a health issue.

**WHERE:** (in German) [www.caritas.at](http://www.caritas.at)

**TITLE:** Hemayat

**WHAT:** You can ask for support and counselling to this organisation. The services are free of charge.

**WHERE:** (in different languages) [www.hemayat.org/](http://www.hemayat.org/)

Sechsschimmelgasse 21

1090 Vienna

**TITLE:** Miteinander lernen

**WHAT:** This organisation offers counselling in topics related to health. They offer the counselling in in German, English or Turkish.

**WHERE:** (in German and Turkish) [miteinlernen.at](http://miteinlernen.at)



Koppstraße 38/8, A  
1160 Vienna  
Tel. +43 1 493 16 08  
Email: [birlikte@miteinlernen.at](mailto:birlikte@miteinlernen.at)

**TITLE:** Vereinigung für Frauenintegration

**WHAT:** You can turn to this association if you're looking for counselling in topics related with health. The counselling session can be done with help of an interpreter in different languages.

**WHERE:** (in German) [www.frauenintegration.at](http://www.frauenintegration.at)

Stiftgasse 8, 1. Stock, Raum 14

1070 Vienna

Tel.: +43 1 / 524 06 15

Email: [info@frauenintegration.at](mailto:info@frauenintegration.at)

**TITLE:** Station Wien

**WHAT:** This organisation offers counselling in different topics, including topics related to health and insurance.

**WHERE:** (in German) [www.stationwien.org/projekte/sozialberatung.html](http://www.stationwien.org/projekte/sozialberatung.html)

Einsiedlerplatz 5/7

1050 Vienna

Tel.: +43 (0)1 96 680 96

Email: [office@stationwien.com](mailto:office@stationwien.com)

## **6.8 b list of online resources regarding health**

**TITLE:** Information events for refugees

**WHAT:** Informative modules in Vienna related to health in different languages.

**WHERE:** (in Arabic, Dari, Farsi, English and German) [www.startVienna.at/de/asyl](http://www.startVienna.at/de/asyl)

**TITLE:** Angekommen – Red Cross Austria

**WHAT:** Brochure with important information about Austria (in English, German, Arabic and Farsi): [www.angekommen.online/health-for-me.html](http://www.angekommen.online/health-for-me.html)

**TITLE:** Brochure service from the Ministry of Health

**WHAT:** You can download brochures which give information about different topics related to health. Some of the brochures are translated to different languages.

**WHERE:** (in German) [www.bmgf.gv.at/home/Service/Broschueren/](http://www.bmgf.gv.at/home/Service/Broschueren/)





## **Danube Compass Croatia (English version)**

### OTHER LANGUAGES CHOSEN:

- ▶ Croatian
- ▶ Arabic
- ▶ Farsi
- ▶ Urdu

RESPONSIBLE PARTNER:  
Centre for Peace Studies



# Structure

<b>1</b>	<b>ARRIVAL AND STAY .....</b>	<b>205</b>
1.1	VISA .....	205
1.2	ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION .....	206
1.3	TEMPORARY WORK MOBILITY .....	207
1.4	TEMPORARY IMMIGRATION .....	210
1.5	PERMANENT IMMIGRATION .....	214
1.6	CITIZENSHIP .....	215
1.7	IRREGULAR/UNDOCUMENTED SITUATION .....	217
1.8	PERSONAL DOCUMENTS .....	218
1.9	CERTIFICATES .....	219
1.10	VERIFICATION OF DOCUMENTS .....	220
1.11	JUDICIAL TRANSLATIONS .....	221
1.12	REGISTRATION OF ADDRESS .....	222
1.13	SUPPORT SERVICES FOR MIGRANTS .....	223
<b>2</b>	<b>WORK .....</b>	<b>228</b>
2.1	EMPLOYMENT .....	228
2.2	BUSINESS .....	245
2.3	TAXES .....	258
2.4	SUPPORT SERVICES FOR MIGRANTS .....	261
<b>3</b>	<b>LEARNING LOCAL LANGUAGE .....</b>	<b>266</b>
3.1	STATE SUPPORTED PROGRAMS .....	266
3.2	COMMERCIAL PROGRAMS .....	266
3.3	LANGUAGE COURSES FOR CHILDREN .....	267
3.4	LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP .....	268
3.5	SUPPORT SERVICES FOR MIGRANTS .....	269

<b>4</b>	<b>EDUCATION .....</b>	<b>272</b>
4.1	PRESCHOOL EDUCATION .....	272
4.2	PRIMARY SCHOOL .....	274
4.3	SECONDARY SCHOOL .....	279
4.4	HIGHER EDUCATION AND UNIVERSITY .....	283
4.5	APPRENTICESHIP .....	287
4.6	ADULT EDUCATION .....	288
4.7	NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS .....	290
4.8	SUPPORT SERVICES FOR MIGRANTS .....	291
<b>5</b>	<b>EVERYDAY LIFE .....</b>	<b>294</b>
5.1	HOUSING .....	294
5.2	SOCIAL SUPPORT .....	298
5.3	DRIVING AND TRANSPORT .....	309
5.4	PERSONS WITH SPECIAL NEEDS .....	314
5.5	PARTICIPATING IN SOCIETY .....	317
5.6	HOLIDAYS AND FREE TIME .....	322
5.7	SUPPORT SERVICES FOR MIGRANTS .....	324
<b>6</b>	<b>HEALTH .....</b>	<b>334</b>
6.1	PUBLIC HEALTH CARE .....	334
6.2	HEALTH INSURANCE .....	335
6.3	PRIVATE HEALTHCARE .....	336
6.4	EMERGENCY .....	337
6.5	PRO BONO HEALTH SERVICE .....	341
6.6	INTERPRETERS .....	341
6.7	PATIENTS' RIGHTS .....	342
6.8	SUPPORT SERVICES FOR MIGRANTS .....	344





# 1 ARRIVAL AND STAY

## 1.1 VISA

### 1.1 a types of visas

**TITLE:** Airport transit visa (visa A)

**WHAT:** Visa for transiting through international transit space in airports in Croatia. The validity of an airport transit visa includes an additional period of 15 days (additional time won't be allowed if this is required for public order reasons). A multiple airport transit visa can be valid for up to 6 months.

**HOW:** You apply for a visa at the appropriate Croatian consulate/embassy. Use the obligatory application form, at least 3 months before your journey starts. You can also fill in your visa application form on the Internet:

(in English): <https://crovisa.mvep.hr/default.aspx?langId=en>

(in Croatian): <https://crovisa.mvep.hr/default.aspx?langId=hr>

Visa requirements overview (in English and Croatian): <https://goo.gl/E6nbkT>

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSqrU>

**TITLE:** Short-stay visa (visa C)

**WHAT:** A visa for transiting through Croatia or intended stay in Croatia for a period of 90 days, between 180-day intervals. A multiple-entry short-stay visa is issued with a validity of 6 months to 5 years, if the migrant can prove the following: the need, or legitimate intention, to travel often and/or regularly, especially for family reasons; his honesty and reliability by legally using previous visas, by the financial situation in his country of origin and by his real intention to leave the territory of Croatia before the visa he is applying for expires. The validity of a short-stay visa also includes an additional 15-day period. Issuing a visa doesn't guarantee that the migrant will be allowed to enter Croatia.

**HOW:** You apply for a visa at the appropriate Croatian consulate/embassy. Use the obligatory application form, at least 3 months before your journey will start. You can also fill in your visa application form on the Internet (in English): <https://goo.gl/MXC3Zs>

Visa requirements overview

(in English): <https://goo.gl/E6nbkT>

(in Croatian): <https://goo.gl/ne6xUD>

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSqrU>

**TITLE:** Other visas

**WHAT:** You don't need an extra visa to enter Croatia if you have any of this:

- ▶ uniform visa that is valid in all Schengen countries,
- ▶ a visa with limited territorial validity,



- ▶ a long-term visa of a Schengen state for a stay longer than 90 days,
- ▶ residency permit issued by a Schengen member-state,
- ▶ valid Schengen document,
- ▶ or visa and permit to stay in Bulgaria, Cyprus and Romania.

## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

### 1.2 a types of protection

**TITLE:** Asylum

**WHAT:** Asylum is a protection status given to people who left their homes because their lives were in danger due to race, religion, nationality, political beliefs or affiliation to a special social group.

**HOW:** You say that you want to seek international protection during border control on border crossings. If you are already in Croatian territory, you declare your intention in the police authority, police station or reception centre for migrants. In special circumstances, you can also do it in a Reception centre for seekers of international protection. They will take your data, a photo and fingerprints. Not long after arrival, you will have the first interview. You have the right to get legal advice and an interpreter.

Report on asylum system in Croatia made by Croatian Law Centre (in English):  
<https://goo.gl/Vdvnzh>

**WHERE:** List of police authorities and contacts (in Croatian): <https://goo.gl/QXI7zf>

Reception centres:

Prihvatište za tražitelje međunarodne zaštite Porin (Reception Centre for Seekers of International Protection Porin)

Sarajevska cesta 41, 10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](https://goo.gl/6rttHd)

Prihvatište za tražitelje međunarodne zaštite u Kutini (Reception Centre for Seekers of International Protection in Kutina)

Sisačka 3, 44320 Kutina

Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](https://goo.gl/qKh0mH)

**TITLE:** Subsidiary protection

**WHAT:** If you don't meet the conditions for asylum protection, but you may face real risk if you return to your country of origin due to threat of death penalty or execution, torture, inhuman or degrading treatment or punishment, and serious and individual threat to your life due to general violence in situations of international or internal armed conflict.

**HOW:** The procedure is the same as for asylum. You have to ask for protection during border control on border crossings or at the nearest police station when you enter Croatia. The authorities will consider your case and may grant you subsidiary protection if they consider you aren't a refugee but your life is in danger in your country of origin.



You have the right to get legal advice and an interpreter.

Subsidiary protection is granted for a limited period.

**WHERE:** List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

Reception centres:

Prihvatište za tražitelje međunarodne zaštite Porin (Reception Centre for Seekers of International Protection Porin)

Sarajevska cesta 41, 10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](https://goo.gl/6rttHd)

Prihvatište za tražitelje međunarodne zaštite u Kutini (Reception Centre for Seekers of International Protection in Kutina)

Sisačka 3, 44320 Kutina

Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](https://goo.gl/qKh0mH)

**TITLE:** Residence permit on humanitarian grounds

**WHAT:** You can ask to stay in Croatia on humanitarian grounds if you are a victim of trafficking, an unaccompanied minor, a victim of organised crime, or if you are asking to stay in Croatia for other humanitarian reasons.

You must not represent a danger to the public order, national security and public health.

**HOW:** You can request a permission for a humanitarian stay at a competent diplomatic mission, consular office of the Republic of Croatia or police authority or station.

Full text of the Aliens Act

(in Croatian): <https://goo.gl/HZ18JQ>

(older English version): <https://goo.gl/GQWWta>

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSqrU>

List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

## 1.3 TEMPORARY WORK MOBILITY

### 1.3 a posted workers from a third country company

**TITLE:** Posted workers

**WHAT:** A “posted worker” is an employee that is sent by the company to work in a country other than his/her usual country of employment for a limited period of time.

**WHO:** As a posted worker your employer remains the company that have sent you abroad. In this way you are still part of the legislation of the sending country although your employer needs to also follow employment regulations of the country you have been posted to.

**HOW:**

If you are a third-country citizen, the Croatian company must apply directly to the



Croatian Employment Service for a posting permit. You will need to have a work and residency permit for your employer's country (Croatia).

**WHERE:**

If you are a third-country citizen, the Croatian company has to contact the Croatian Employment Service (Hrvatski zavod za zapošljavanje).

Offices and contact information of the Croatian Employment Service (Hrvatski zavod za zapošljavanje):

(in Croatian): <https://goo.gl/bzn1Dz>

(in English): <https://goo.gl/sqe4vw>

**GOOD TO KNOW:**

Rights and responsibilities of posted workers (in English): <https://goo.gl/4l84jX>

Useful information for workers posted to work in Croatia (in English): <https://goo.gl/MwAcBo>

Informative flyer containing detailed information on posted work in Croatia (in English): <https://goo.gl/HbdQP5>

### 1.3 b posted workers from EEA member states company

**TITLE:** Posted workers

**WHAT:** A posted worker is an employee who is sent by his employer to carry out a service in another EU Member State on a temporary basis.

**WHO:** As a posted worker you are still employed by the sending company and under the employment regulations of the sending country, but you are also entitled to a set of rights that are part of employment regulations of a country where you have been posted.

**HOW:** You don't need a permit to work in Croatia, but you have to regulate your temporary stay with the intention to work as a posted worker. Your employer must fill out a posting declaration and inform the Croatian authorities on their intention to post a worker.

**WHERE:**

Ministarstvo rada i mirovinskog sustava (Ministry of Labour and Pension System)

Ulica grada Vukovara 78

10 000 Zagreb

Google map: <https://goo.gl/mifAkX>

For information on the social system, contact:

[roberta.kurti@mirovinsko.hr](mailto:roberta.kurti@mirovinsko.hr);

[antonija.krolo-vasilj@mirovinsko.hr](mailto:antonija.krolo-vasilj@mirovinsko.hr)

**ATTENTION:** If your company is based in EEA Member State, request to see the [A1 form](#) (social security confirmation) before coming to Croatia. This form will ensure that you and your family members are covered by the welfare system of your country of residence during the posting period. The Croatian authorities can ask for this form at any moment.

**GOOD TO KNOW:**

Rights and responsibilities of posted workers (in English): <https://goo.gl/4l84jX>

Information for workers posted to work in the Republic of Croatia (in English):

<https://goo.gl/MwAcBo>

Informative flyer for posted workers (in English): <https://goo.gl/HbdQP5>





### 1.3 c transnational hiring out of workers

**TITLE:** Transnational hiring out of workers

**WHAT:** If you have been hired by a temporary work agency with a seat outside Croatia to perform certain activity in a Croatian company and you're subject to its supervision and instructions, this is considered to be the transnational hiring out of workers. In this case, Croatian client (company) is considered as employer.

**WHO:** A person who is hired by a temporary work agency outside Croatia to work for a client company in Croatia. .

**HOW:** Temporary work agencies companies from EEA and Switzerland must inform they have hired you out to the Croatian Employment Service if you aren't EEA Member State citizen. The Croatian Employment Service will issue confirmation for European posting and you'll be employed properly within Croatian regulations.

Temporary work agencies from third-countries must inform they have hired you out to Croatian Employment Service, which will issue a special temporary employment permit besides the regular employment permit. You'll obtain the permit only if:

- ▶ You're specially qualified and indispensable for the enterprise
- ▶ You're exclusively available from temporary work agencies abroad
- ▶ Your employment doesn't jeopardise the pay and working conditions of domestic work.

**WHERE:**

Ministarstvo rada i mirovinskog sustava (Ministry of Labour and Pension System)

Ulica grada Vukovara 78

10 000 Zagreb

Google map: <https://goo.gl/mifAkX>

### 1.3 d seasonal workers

**TITLE:** Seasonal workers

**WHAT:** Workers who come to Croatia to perform fixed term jobs in selected sectors (agriculture, tourism), not longer than 6 months.

**WHO:** If you are a foreign worker coming to do seasonal work in Croatia, you need to apply for work permit.

**HOW:** Seasonal employment concerns agriculture and tourism.

**WHERE:** Obtaining work permit: Ministarstvo rada i mirovinskog sustava (Ministry of Labour and Pension System)

Ulica grada Vukovara 78

10 000 Zagreb

Google map: <https://goo.gl/mifAkX>

Information on seasonal jobs: Hrvatski zavod za zapošljavanje (Croatian Employment Service) (in English): <https://goo.gl/sqe4vw>

List of temporary employment agencies (in Croatian): <https://goo.gl/bXsjXZ>

**ATTENTION:** According to multiple reports, seasonal employment can be very problematic both to Croatian workers and to migrant workers: changing contracts, non-payment of wages, insufficient rest and inadequate accommodation.

**GOOD TO KNOW:** Booklet on life and work in Croatia (in English): <https://goo.gl/E8ijN8>

Information on seasonal employment for third-country nationals (in English): <https://>



[goo.gl/v3pPHr](http://goo.gl/v3pPHr)

For information and legal advice, contact:

Baza za radničku inicijativu i demokratizaciju (Organization for Workers' Initiative and Democratization) (BRID)

web: <http://www.brid.coop/>

Trg Petra Krešimira IV, no. 2, Zagreb

E-mail: [kontakt@brid.coop](mailto:kontakt@brid.coop)

Google map: <https://goo.gl/Jkyk4h>

## 1.4 TEMPORARY IMMIGRATION

### 1.4 a workers

**TITLE:** Workers

**WHAT:** A worker is a person in employment, who performs work for his/her employer.

**WHO:** You can work in Croatia on the basis of your permit to stay and work or a work registration certificate (*potvrda o prijavi rada*).

**HOW:** A stay and work permit allows you temporary stay and work, and is issued either on the basis of an annual quota or outside it.

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSqrU>

List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

**WHEN:** You must register your place of residence to the competent police authority or station within three days from entering the Republic of Croatia.

Before you begin work, either you or your employer must secure a work registration certificate (*potvrda o prijavi rada*) from the competent police authority or station in the area where the work is performed or where the employer is headquartered.

**ATTENTION:** You may work in Croatia without a stay and work permit or a work registration certificate if you were granted:

- ▶ permanent residence
- ▶ asylum, subsidiary or temporary protection
- ▶ temporary stay for the purpose of family reunification with a foreigner with a permanent stay, an asylee or a foreigner who has been granted subsidiary or temporary protection
- ▶ temporary stay on humanitarian grounds
- ▶ autonomous stay
- ▶ the status of a regular pupil or student when they perform work through authorised intermediaries (student services) without entering employment
- ▶ temporary stay for the purpose of scientific research granted on the basis of a hosting agreement.

**GOOD TO KNOW:**

More information on work of foreigners: <https://goo.gl/H8GJgq>

More information on regulating stay and work in Croatia (in English and Croatian): <https://goo.gl/FiqxSJ>



Ministry of Labour and Pension System (Ministarstvo rada i mirovinskog sustava):  
<http://www.mrms.hr>

Living and working in Croatia: <https://goo.gl/E8ijN8>

Registering as unemployed with the Croatian Employment Service (Hrvatski zavod za zapošljavanje): <https://goo.gl/xwrcpr>

Contacts for Regional Offices with Local Offices of the CES (HZZ): <https://goo.gl/M3OoAL>

## 1.4 b family reunification

**TITLE:** Family reunification

**WHAT:** Temporary stay for the purpose of family reunification gives you the right to education, training, work and self-employment.

**WHO:** Temporary stay on the basis of family reunification is approved if you fulfil the conditions for approving temporary stay and are a member of family of a Croatian citizen, a foreign citizen who was granted permanent stay, a foreign citizen who was granted temporary stay or a foreign citizen who was granted international protection. To be considered a family member you have to be spouse and registered life partners, minor children and parents of a minor (including adopted and stepchildren).

**HOW:** A request for granting temporary stay on the basis of family reunification ([Form 1a](#)) is submitted at the police authority or station, according to the foreign citizen's place of residence.

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSqrU>

List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

**WHEN:** You must submit your request for a temporary stay no later than 8 days before 3 months of your stay have expired.

**ATTENTION:** For family reunification you need have had granted a temporary stay in Croatia for a minimum of two years. Persons under international protection have right to family reunification.

**GOOD TO KNOW:** The Foreigners Act (in Croatian): <https://goo.gl/ZCmi6a>

Information on family reunification in Croatia (in English): <https://goo.gl/JiFw3y>

## 1.4 c Blue Card

**TITLE:** EU Blue Card

**WHAT:** The Blue Card allows a third country citizen who is a highly qualified worker to temporarily stay and work in the territory of the Republic of Croatia.

**WHO:** To get a Blue Card, you have to be a third-country citizen, and you must be a highly-qualified worker.

You must have a work contract or adequate contract to perform highly-qualified work for a minimum one-year period and proof of higher education or completed studies. If you don't have a diploma, you need to have proof of five years' experience in a specific occupation.

The minimum salary threshold in Croatia is 145 944 HRK (~19 138 EUR in 2017), so your annual salary must be equal or higher.

**HOW:** You submit your request for a stay and work permit at a RH diplomatic



mission, consular office or police authority/station in your intended place of residence. The fee is 800 kn; ~108 EUR (in 2017).

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSgru>

List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

**WHEN:** Before or immediately after arriving in Croatia.

**ATTENTION:** After two years of legal employment with a Blue Card, you have the right to equal treatment in accessing employment requiring a high level of qualifications as citizens of the EU member-state in question. After 18 months of legal residence with a Blue Card, you can move to another EU member state to a job requiring high qualifications.

Family members of a Blue Card holder, regardless of their citizenship, automatically gain the right to access the labour market. The right is acquired immediately.

**GOOD TO KNOW:** EU Blue Card information for Croatia (in English): <https://goo.gl/SCVAjf>

Additional information on the EU Blue Card (in English): <https://goo.gl/Twfhct>

## 1.4 d students

**TITLE:** Students

**WHAT:** If you are a regular student (must always study under full load - have enrolled 50-70 ECTS credits) from the EU, you have equal rights to access education as students who are citizens of the Republic of Croatia (paying the same tuition fees or the right to subsidise tuition fees and meals).

If you are a student from a third country, you enrol in higher education as part of a quota for international students and pay tuition fees set by the institution of higher education.

If you have been granted asylum or are a person under subsidiary protection, you take the state matriculation exam or enrol in studies as part of the quota for international students and pay the fee set by the higher education institution.

You can also study in the Republic of Croatia as a foreign student under the framework of bilateral international programmes, as well as spend a period studying in Croatia through the ERASMUS+ programme and the regional CEEPUS programme.

**WHO:** Temporary stay for the purpose of studying will be approved if: you are studying at a higher education institution in Croatia, if you are part of a student exchange in the framework of a youth mobility programme, or you are here for professional practice through an organisation or on the basis of international or inter-university agreements. Approval is granted for a period lasting until the end of the academic year.

**HOW:** You can register and fill out a request on the Become a Student webpage: <https://goo.gl/QlchmS>

All about applications: <https://goo.gl/dpo1wH>

**WHERE:** Agencija za znanost i visoko obrazovanje (Agency for Science and Higher Education)

Central application office

Donje Svetice 38, 10000 Zagreb

Google map: <https://goo.gl/3PFQV2>



**WHEN:** Agency for Science and Higher Education calendar (in English and Croatian): <https://goo.gl/sjmZZY>

**ATTENTION:** All attached documents must either be originals or certified copies. If the documents are in a foreign language, they must be translated into Croatian by a certified translator.

**GOOD TO KNOW:** Study in Croatia (in English): <https://goo.gl/DqHVtr>

Ministarstvo znanosti i obrazovanja (Ministry of Science and Education): <https://mzo.hr/en>

Agencija za mobilnost i programe EU (Agency for Mobility and EU Programmes) (in English and Croatian): <https://goo.gl/czw27M>

Assessment of Croatian as a mother tongue for foreigners (in Croatian): <https://goo.gl/sOYmcT>

#### 1.4 e highly skilled

**TITLE:** Highly skilled worker

**WHAT:** A highly skilled worker is a third country citizen employed in Croatia in accordance with regulations that govern employment in Croatia, is paid for the work and can prove his/her skill level with high-level qualifications.

**WHO:** You have a work contract or other suitable contract for carrying out high-skilled work for a minimum one-year period. You are highly educated, have a graduate and postgraduate degree, an integrated graduate and postgraduate university degree or a specialist professional graduate degree. Your work contract must contain information on your yearly gross salary that cannot be lower than 1,5 average gross salary in Croatia, officially announced by Croatian Bureau of Statistics (in August 2017 the average monthly gross salary was 8122 HRK; ~1080 EUR)

**HOW:** You need to submit a request for a stay and work permit at a diplomatic mission/consular office of the Republic of Croatia, or to the police authority/police station in your place of residence.

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSqru>

List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

**WHEN:** Before or immediately after arriving to Croatia.

**GOOD TO KNOW:** Booklet on life and work in Croatia (in English): <https://goo.gl/Bpt9ds>

Ask for information and personal assistance in the offices of the Croatian Employment Service (Hrvatski zavod za zapošljavanje) (in English and Croatian): <https://goo.gl/sqe4vw>

#### 1.4 f investors

**TITLE:** Investors

**WHAT:** A foreign investor may establish or participate in establishing a company and may acquire rights and/or obligations under the same conditions as any domestic investor. Foreign investors headquartered or residing in a non-WTO-member country need to meet the condition of reciprocity.

**WHO:** You can obtain a work and stay permit outside the annual quota if:

- ▶ you perform key role (your position is of great importance for the company), or



hold a minimum 51% stake in the company which is a recipient of incentive measures in line with the regulation on strategic investment projects of the Republic of Croatia

- ▶ perform work or implement projects in the Republic of Croatia on the basis of international contracts on expert and technical assistance that the Republic of Croatia has agreed with the European Union, another state or international organisation

**HOW:** You submit your application at a diplomatic mission/consular office – you will be informed when the application has been processed. You have to come to the competent police authority or station in order to provide biometric data for issuing a stay permit.

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSgru>

List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

**WHEN:** Before or immediately after arriving (deadline not specified).

**ATTENTION:** You must register your place of residence at the competent police authority or station within three days from entering the Republic of Croatia.

**GOOD TO KNOW:** You can get more information on rules and possibilities for foreign investors here:

Agencija za investicije i konkurentnost (Agency for Investments and Competitiveness) (in English): <https://goo.gl/rbxsql>

Centar za praćenje poslovanja energetskeg sektora i investicija (Center for Monitoring Business Activities in the Energy Sector and Investments): <http://cei.hr/en>

## 1.5 PERMANENT IMMIGRATION

### 1.5 a permanent residence permit

**TITLE:** Permanent residence

**WHAT:** Permanent residence is a permanent residence permit granted to an alien who has legally resided in Croatia for an uninterrupted period of five years up to the day of submitting their application: this includes having been granted temporary stay, asylum or subsidiary protection.

**WHO:** Conditions:

4. A valid travel document,
5. Means of support,
6. Health insurance,
7. Knowledge of the Croatian language and Latin alphabet as well as Croatian culture and the organisation of the Croatian society,
8. Do not pose a threat to public order, national security or public health

Foreign returnees and refugees do not have to meet the conditions set out in points 2, 3 and 4).

**HOW:** A request for granting permanent stay ([Form 1a](#)) is submitted at the competent police authority or station relative to the alien's place of residence. The decision on the request is made by the Ministry of the Interior.

**WHERE:** List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>





**WHEN:** You are not considered to have interrupted your stay in the Republic of Croatia if you have been intermittently absent from the RH for up to ten months, or up to six months during a single period of absence.

**ATTENTION:** At the moment of deciding on your request to grant permanent residence, you must have temporary stay in the Republic of Croatia. You will not be granted permanent stay if your asylum or subsidiary protection have been withdrawn. The following doesn't count towards the time necessary to be granted permanent residence: stay on the basis of a stay and work permit issued to seasonal workers, daily migrants and providers of services on behalf of a foreign employer, as well as time spent serving a prison sentence.

**GOOD TO KNOW:**

Information on permanent residence (in Croatian): <https://goo.gl/lr3yph>

## 1.6 CITIZENSHIP

### 1.6 a naturalization (based on application)

**TITLE:** Naturalization

**WHAT:** Acquiring a Croatian citizenship by naturalization refers to admitting foreigners to Croatian citizenship.

**WHO:** You can acquire Croatian citizenship by naturalization if you submit a request to be admitted to Croatian citizenship, if you meet the following conditions:

- ▶ you are 18 years of age or older and have not had your legal capacity removed;
- ▶ have had your foreign citizenship revoked, or have proof that you will get a revocation if you are admitted to Croatian citizenship;
- ▶ have lived in Croatia with a registered residence for an uninterrupted period of 8 years before submitting your request and have been granted permanent stay;
- ▶ know the Croatian language and the Latin alphabet, the Croatian culture, and the organisation of the Croatian society (you will be asked to answer a questionnaire)
- ▶ respect the legal order and customs in the Republic of Croatia.

**HOW:** You submit a request to acquire Croatian citizenship by naturalization in person, at a police authority or station (if you have a disability, you can submit your request through an attorney or an authorised representative), or through a diplomatic mission or consular office of the Republic of Croatia abroad. The procedure of acquiring Croatian citizenship should take 30 days, or at most 60 days after filing a suitable request. In reality, the process can take up to three to four years.

**WHERE:** Diplomatic missions and consular offices of Croatia

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSqrU>

List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

**WHEN:** You must have a minimum 8-year uninterrupted period of legal residence in Croatian territory. You have to take account of this from the moment you arrive to Croatia, so that later on there wouldn't be any problems in the process of submitting a request. Upon your arrival in Croatia, you must submit a request for temporary stay if the conditions for it have been met. Temporary stay must be granted, and then extended for the following 4 years, so that later on you could successfully submit a request for permanent residence.





**ATTENTION:** A foreigner married to a Croatian citizen who has been granted permanent stay and lives in the territory of the Republic of Croatia can acquire Croatian citizenship by naturalization. On entering into marriage with a Croatian citizen, a foreigner without permanent stay regulates his/her temporary stay in the Republic of Croatia through family reunification.

Marriages of convenience and forced marriages are considered a crime.

**GOOD TO KNOW:**

Request form for acquiring Croatian citizenship (in Croatian): <https://goo.gl/KLV0G7>

A graphic of the steps related to filing a request for acquiring Croatian citizenship (in Croatian): <https://goo.gl/1YEKky>

Necessary documents (in Croatian): <https://goo.gl/vDfAue>

Instructions on the procedure of acquiring Croatian citizenship (in Croatian): <https://goo.gl/3jyrok>

Information on citizenship (in Croatian): <https://goo.gl/wGkYEu>

## 1.6 b acquiring citizenship by birth

**TITLE:** Acquiring citizenship by birth

**WHAT:** Citizenship acquired by origin or birth in the territory of Croatia.

**WHO:**

A child acquires Croatian citizenship by origin if:

- ▶ both of its parents were Croatian citizens at the time of its birth;
- ▶ if one of its parents was a Croatian citizen at the time of its birth, and the child was born in the Republic of Croatia;
- ▶ if one of its parents was a Croatian citizen at the time of its birth, and the other stateless or of unknown citizenship, and the child was born abroad.

A child who is a foreign citizen or stateless acquires Croatian citizenship by origin if it was adopted by Croatian citizens in line with the stipulations of a special law. Such a child is considered a Croatian citizen from birth.

A child who was born or found in the Croatian territory acquires citizenship if both its parents are unknown, of unknown citizenship or stateless. The child will lose its Croatian citizenship if it is established before it is 14 years old that both its parents are foreign citizens.

**HOW:** If you acquired Croatian citizenship by origin or birth in the territory of Croatia, you will be registered in the Registry of Citizenship at the same time as being registered in the Registry of Birth.

**WHERE:** You can submit a request to be registered in the Registry of Citizenship through a Croatian diplomatic mission or consular office abroad

(in English): <https://goo.gl/uvsNUa>

(in Croatian): <https://goo.gl/wpSgru>

**WHEN:**

**ATTENTION:** Paternity can also be recognized before the birth of the child. If the child is born in a foreign country and one of the parents is Croatian, the child can get the dual citizenship. Croatian law doesn't require the child to choose between both nationalities, but this can be demanded by the other state.

**GOOD TO KNOW:**

Form for acquiring Croatian citizenship (in Croatian): <https://goo.gl/KLV0G7>

A graphic of the steps related to filing a request for acquiring Croatian citizenship



(in Croatian): <https://goo.gl/1YEKky>

Necessary documents (in Croatian): <https://goo.gl/ryho6N>

Information on citizenship (in Croatian): <https://goo.gl/wGkYEu>

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

### 1.7 a visa/permit overstay

**TITLE:** Visa/permit overstay

**WHAT:** Submit a request for extending temporary stay to the police authority/police station no more than 60 days before your valid temporary stay has expired. If you don't submit a request for an extension of your temporary stay in that period, you will be fined. Should you overstay your visa/permit, contact the Legal Clinic for advice.

**WHO:** A short-term stay is a foreigner's stay of up to 3 months, with or without a visa. If you don't need a visa to enter the Republic of Croatia, you can stay in the Republic of Croatia for no more than 3 months within a period of 6 months from the day of your first entry. If you have used the 3 months' stay before the 6 months' period has expired, you may only re-enter and stay in the Republic of Croatia when the period of 6 months from the day of your first entry has expired.

**HOW:** You submit a request to extend your temporary stay to a police authority/police station no more than 60 days before your valid temporary stay has expired. If you don't submit a request to extend your temporary stay within the prescribed deadline, you will be fined.

**WHERE:** List of police authorities and contacts (in Croatian): <https://goo.gl/QX17zf>

**WHEN:** The period of validity of a visa and/or the duration of the stay approved on the basis of the issued visa can be extended if you submit proof of: *force majeure* or humanitarian reasons that have prevented you from leaving RH territory before the validity or the duration of the stay approved on the basis of your expired visa.

**ATTENTION:** Even in the case your visa is extended, you can't stay in the Republic of Croatia for more than 90 days within a 180 day period.

**GOOD TO KNOW:** Ask for advice:

Pravna klinika (Legal Clinic)

web: <http://klinika.pravo.unizg.hr>

Mon-Fri 10-12h, Wed-Thu 17-19h

Ul. Jurja Žerjavića 6/II floor, Zagreb

tel: +385 1 4811320, +385 1 4811324

Google map: <https://goo.gl/QdPkGU>

Request for free legal aid: <https://goo.gl/KtbEZe>

### 1.7 b undocumented migrant worker

**TITLE:** Undocumented migrant workers

**WHAT:** You are an undocumented migrant worker if you work in Croatia, but your stay and work are not legally regulated. If your status is undocumented, it is important that you try to regulate it, because your social rights depend on it.

**WHO:** You work without a contract, or you don't have a work permit.

**HOW:** You should get a work contract and then request a working permit in order



to regulate your stay. For advice contact below mentioned organisations.

**WHERE:** Ask the following organisations for advice:

Pravna klinika (Legal Clinic)

web: <http://klinika.pravo.unizg.hr>

Ul. Jurja Žerjavića 6/II floor, Zagreb

tel: +385 1 4811320, +385 1 4811324

Google map: <https://goo.gl/QdPkGU>

Request for free legal aid: <https://goo.gl/KtbEZe>

Mon-Fri 10-12h, Wed-Thu 17-19h

Baza za radničku inicijativu i demokratizaciju (Organization for Workers' Initiative and Democratization) (BRID)

web: <http://www.brid.coop/>

Trg Petra Krešimira IV 2, Zagreb

e-mail: [kontakt@brid.coop](mailto:kontakt@brid.coop)

Google map: <https://goo.gl/Jkyk4h>

**WHEN:** Your stay should be regulated from the moment you arrive in Croatia, otherwise your stay is illegal. In case you are undocumented migrant worker, contact above mentioned organisations as soon as possible.

**ATTENTION:** Without a stay and work permit, your stay in Croatia is illegal. You may end up in detention at the Reception Centre for Aliens and be removed from Croatian territory.

**GOOD TO KNOW:** From the moment you enter work, even illegal work, your basic labour rights must be respected, which means that you must be compensated for your work.

The Directive on sanctions against employers (2009/52/EC) prohibits the employment of irregular third-country migrants, by punishing the employers with financial or criminal penalties. This directive protects you by guaranteeing your unpaid wages, taxes and social security and allows you access to support from non-governmental organisations, such as Legal Clinic and Organization for Workers' Initiative and Democratization.

## 1.8 PERSONAL DOCUMENTS

### 1.8 a important personal documents

**TITLE:** ID card (*osobna iskaznica*)

**WHAT:** You must have an ID card for aliens if you have been granted temporary stay. Its duration matches the duration of your temporary stay. If you have been granted permanent residence, you are issued an ID card for aliens with a five-year validity. The procedure of issuing an ID card for foreigners (in Croatian): <https://goo.gl/SUIZUM>

**WHERE:** You submit the request in a competent police authority or station (in Croatian): <https://goo.gl/QXl7zf>

**TITLE:** Special biometric passport for foreigners (*biometrijska putovnica za strance*)



**WHAT:** A special biometric passport for aliens is a new travel document for aliens with temporary or permanent residence or who have been granted subsidiary protection, who through no fault of their own can't obtain a travel document from their own country.

**WHERE:** You submit a request at the competent police authority or station (in Croatian): <https://goo.gl/QXl7zf>

**TITLE:** Biometric residence permit (*biometrijska dozvola boravka*)

**WHAT:** You are issued a residence permit if you have been granted temporary or permanent stay. You must present your valid travel document or other identity document, and the authorised person receiving the application for granting permission to reside has to establish your identity.

**WHERE:** You submit a request at the competent police authority or station (in Croatian): <https://goo.gl/QXl7zf>

**TITLE:** Health insurance card (*iskaznica zdravstvenog osiguranja*)

**WHAT:** You must have compulsory health insurance if you have permanent stay in Croatia, if you are a citizen of another EU member-state with temporary stay in Croatia (if you don't have health insurance in another member-state), and if you are a third-country citizen residing temporarily in Croatia.

**WHERE:** You submit a request at the Croatian Health Insurance Fund (Hrvatski zavod za zdravstveno osiguranje): <https://goo.gl/iBuhBI>

**TITLE:** Driver's licence (*vozačka dozvola*)

**WHAT:** If you reside in Croatia, you can drive with a valid international driving licence, on the condition of reciprocity. If you have been granted temporary or permanent stay, you can drive on the basis of a valid international driver's licence for up to a year after entering Croatia. After this period has expired, you must replace your driver's licence with a Croatian one (unless the licence was issued in an EEA member-state).

**WHERE:** You submit a request in any police authority or station (in Croatian): <https://goo.gl/QXl7zf>

## 1.9 CERTIFICATES

### 1.9 a important certificates

**TITLE:** Birth certificate (*rodni list*)

**WHAT:** A birth certificate is a certificate of registry in the Registry of Birth. An example of a birth certificate : <https://goo.gl/Y8r3tG>

**WHERE:** The registration is carried out in a Registrar's Office (Matični ured) for the location of your residence in Croatia. Registrar's Offices: <https://goo.gl/wqFM8I>

**TITLE:** Marriage certificate (*vjenčani list*)

**WHAT:** A marriage certificate is a document confirming marriage in RH territory from the Marriage Registry. Example of a marriage certificate (in Croatian): <https://goo.gl/9ytLTo>

**WHERE:** Marriage is concluded before a registrar or a religious official. You can



obtain your marriage certificate from the Registrar's Office (Matični ured): <https://goo.gl/wqFM8l>

**TITLE:** Death certificate (*smrtni list*)

**WHAT:** A death certificate is a document from the Register of Deaths. An example of a death certificate (in Croatian): <https://goo.gl/CMDfC1>

**WHERE:** Death is reported to the registrar responsible for the area where the death took place or where the deceased was found, within three days from the day of death, that is, from the day the body of the deceased was found.

**TITLE:** Certificate of no criminal record (*potvrda o nekažnjavanju*)

**WHAT:** A certificate of no criminal record is issued to physical and legal persons when there are or are no criminal proceedings being pursued against them for officially prosecuted crimes.

**WHERE:** A certificate of no criminal record can be obtained in the state whose citizenship you have or where you have permanent stay. Police authorities and stations: <https://goo.gl/QXl7zf>

**TITLE:** Power of attorney (*punomoć*)

**WHAT:** Power of attorney is an authorisation one person gives another to act on his/her behalf. There is a special and a general power of attorney. More information (in Croatian): <https://goo.gl/kyu94Q>

**WHERE:** Porezna uprava (Tax authority): <https://goo.gl/jKRTp2>

## 1.10 VERIFICATION OF DOCUMENTS

### 1.10 a types of verification

**TITLE:** Legalisation

**WHAT:** The legalization is used to confirm that a document is authentic.

The legalisation is only necessary for the countries that didn't sign the Convention of the Hague (in English): [www.internationalapostille.com/hague-apostille-member-countries](http://www.internationalapostille.com/hague-apostille-member-countries).

If your country signed it, please read directly about the apostille.

To get the legalisation you need to pay a fee (80 HRK per legalisation; ~ 10,50 € in 2017).

**WHERE:** In the case that the documents are from your country of origin but you need them in Croatia, first you have to legalize them at the Ministry of Foreign Affairs of your country.

Once you have this legalization, go to the Croatian embassy to finish the process and get the legalisation there too. After it's done, these documents can be used in Croatia.

**TITLE:** Apostille

**WHAT:** It's a legalization of a document, to verify its authenticity. It's a sheet stamped by the competent authority that it's added to the original documents.

The apostille is used by the countries that signed the Convention of Hague (in



English): [www.internationalapostille.com/hague-apostille-member-countries](http://www.internationalapostille.com/hague-apostille-member-countries). If your country didn't sign it, please read about legalization.

To get the apostille you need to pay a fee (80 HRK per legalisation; ~ 10,50 € in 2017).

**WHERE:** The competent authority for apostille is different in each country. You can ask your embassy about the department of the government in charge of it.

**TITLE:** Super-legalisation

**WHAT:** If you have a Croatian certificate and need to use it abroad, you need super-legalisation. This is a confirmation of authenticity of a document from the Ministry for Europe, Integration and Foreign Affairs.

**WHERE:** Ministarstvo vanjskih i europskih poslova (Ministry for Europe, Integration and Foreign Affairs of Croatia).

Trg N.Š. Zrinskog 7-8, 10000 Zagreb

tel.: +385 1 4569 964

E-mail: [ministarstvo@mvep.hr](mailto:ministarstvo@mvep.hr)

Google map: <https://goo.gl/9CZCWj>

## 1.11 JUDICIAL TRANSLATIONS

### 1.11 a judicial translations

**TITLE:** Legalisation

**WHAT:** The legalization is used to confirm that a document is authentic.

The legalisation is only necessary for the countries that didn't sign the Convention of the Hague (in English): [www.internationalapostille.com/hague-apostille-member-countries](http://www.internationalapostille.com/hague-apostille-member-countries).

If your country signed it, please read directly about the apostille.

To get the legalisation you need to pay a fee (80 HRK per legalisation; ~ 10,50 € in 2017).

**WHERE:** In the case that the documents are from your country of origin but you need them in Croatia, first you have to legalize them at the Ministry of Foreign Affairs of your country.

Once you have this legalization, go to the Croatian embassy to finish the process and get the legalisation there too. After it's done, these documents can be used in Croatia.

**TITLE:** Apostille

**WHAT:** It's a legalization of a document, to verify its authenticity. It's a sheet stamped by the competent authority that it's added to the original documents.

The apostille is used by the countries that signed the Convention of Hague (in English): [www.internationalapostille.com/hague-apostille-member-countries](http://www.internationalapostille.com/hague-apostille-member-countries). If your country didn't sign it, please read about legalization.

To get the apostille you need to pay a fee (80 HRK per legalisation; ~ 10,50 € in 2017).

**WHERE:** The competent authority for apostille is different in each country. You can ask your embassy about the department of the government in charge of it.

**TITLE:** Super-legalisation



**WHAT:** If you have a Croatian certificate and need to use it abroad, you need super-legalisation. This is a confirmation of authenticity of a document from the Ministry for Europe, Integration and Foreign Affairs.

**WHERE:** Ministarstvo vanjskih i europskih poslova (Ministry for Europe, Integration and Foreign Affairs of Croatia).

Trg N.Š. Zrinskog 7-8, 10000 Zagreb

tel.: +385 1 4569 964

E-mail: [ministarstvo@mvep.hr](mailto:ministarstvo@mvep.hr)

Google map: <https://goo.gl/9CZCWj>

## 1.12 REGISTRATION OF ADDRESS

### 1.12 a registration of temporary address

**TITLE:** Registration of temporary address

**WHAT:** A temporary address is a place where a foreigner with a short-term or temporary stay resides.

**WHO:** If you have a short-term or temporary stay in Croatia and need to register your temporary address.

**HOW:** To register a temporary address, you need:

- C) to fill out the Reporting and cancelling temporary and permanent addresses – PRIJAVA I ODJAVA BORAVIŠTA I PREBIVALIŠTA – form ([Form 8a](#))
- D) one of the following documents: foreign travel document, an alien's travel document, an ID card for aliens, a certificate of provisional confinement or seizure of travel documents, or a confirmation of reporting the loss of travel documents
- E) proof of identity (if the data you enter into a form are based on a certificate of provisional confinement or seizure of travel documents, or, confirmation of reporting the loss of travel documents)
- F) proof: ownership certificate / tenancy agreement / purchase agreement / deed of donation; certificate of allocation of a street number (you don't need to submit proof if you have secured accommodation with legal or physical persons offering services of accommodation to foreigners).

**WHERE:** You submit a request to register a temporary address for aliens at the police authority or police station competent for the place where you wish to register your temporary address (in Croatian): <https://goo.gl/QXl7zf>.

**WHEN:** If you have permanent residence, you must register your permanent address and its change within 8 days from the day it changed. If you have temporary stay, you must register your temporary address within 3 days from entering Croatia, or from the day your address changed. You must report the cancellation of your temporary address no more than three days after leaving the address.

**ATTENTION:** Only change of street address within the current location of residence is considered a change of address. If you register an address in a location other than your current one, you are changing your temporary address.

When renting an apartment, make sure that the property owner signs a valid contract with you. Without the contract you are not able to register your address.

**GOOD TO KNOW:** Instructions on procedure (in Croatian): <https://goo.gl/ymU2Je>





## 1.12 b registration of permanent address

**TITLE:** Registration of permanent address

**WHAT:** Permanent address is the place where an alien with permanent residence resides, with the intention of living there.

**WHO:** If you are a foreigner with permanent stay in Croatia and need to register your permanent address.

**HOW:** To register a permanent address, you need:

- A) to fill out the PRIJAVA I ODJAVA BORAVIŠTA I PREBIVALIŠTA form ([Form 8a](#))
- B) one of the following documents: foreign travel document, an alien's travel document, an ID card for aliens, a certificate of provisional confinement or seizure of travel documents, or a confirmation of reporting the loss of travel documents
- C) proof of identity (if the data you enter into a form are based on a certificate of provisional confinement or seizure of travel documents, or confirmation of reporting the loss of travel documents)
- D) proof: ownership certificate / tenancy agreement / purchase agreement / deed of donation; certificate of allocation of a street number

**WHERE:** You submit a request to register a permanent address for aliens at the police authority or police station competent for the place where you wish to register your permanent address (in Croatian): <https://goo.gl/QXl7zf>.

**WHEN:** If you have permanent stay, you must register your permanent address and its change within 8 days from changing it. You must report the cancellation of your permanent address no more than three days from leaving it.

**ATTENTION:** Only a change of street address within the current place of residence is considered a change of address. If you register an address in another place, other than the current place of residence, you are changing your permanent address.

**GOOD TO KNOW:** Instructions on procedure (in Croatian): <https://goo.gl/ymU2Je>

## 1.13 SUPPORT SERVICES FOR MIGRANTS

### 1.13 a list of support services and projects regarding arrival and stay

**TITLE:** Citizenship and status issues

**WHAT:** Information, submitting requests and reporting short-term, temporary and permanent stay, submitting requests for issuing a stay and work permit, issuing a residence card, registering and cancelling temporary/permanent address, street address, issuing a work registration certificate.

**WHERE:** Ministarstvo unutarnjih poslova (Ministry of Internal Affairs)

Zagreb police authority (in Croatian): <https://goo.gl/AwICcX>

List of police authorities and contacts (in Croatian): <https://goo.gl/QXl7zf>

**TITLE:** Legal aid

**WHAT:** Legal aid concerns the legal advice and opinion in the field of status: citizenship, temporary stay, permanent stay, asylum and subsidiary protection.

**WHERE:**

The list of all organizations and legal clinics providing first instance legal aid (in



Croatian): <https://goo.gl/3qKr2F>

Organizations and legal clinics providing first instance legal aid regarding asylum, temporary/permanent stay and deportation:

Centar za mirovne studije (Centre for Peace Studies) (CMS/CPS)

web: [www.cms.hr](http://www.cms.hr)

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

Wed and Fri 14-16h

Hrvatski pravni centar (Croatian Law Centre) (HPC)

web: [www.hpc.hr](http://www.hpc.hr)

e-mail: [hpc@hpc.hr](mailto:hpc@hpc.hr)

Andrije Hebranga 21, Zagreb

tel: +385 (1) 4854-934

Google map: <https://goo.gl/qTMT3u>

Pravna klinika (Legal Clinic)

web: <http://klinika.pravo.unizg.hr>

Ul. Jurja Žerjavića 6/II floor, Zagreb

tel: +385 1 4811320, +385 1 4811324

Google map: <https://goo.gl/QdPkGU>

Request for free legal aid: <https://goo.gl/KtbEZe>

Mon-Fri 10-12h, Wed-Thu 17-19h

Informativno pravni centar (Information Legal Center)

web: [ipc.com.hr](http://ipc.com.hr)

e-mail: [info@ipc.com.hr](mailto:info@ipc.com.hr)

Ante Starčevića 63, Slavonski Brod

tel: +385 35 448533

Google map: <https://goo.gl/ep9RIL>

Petrova 2b, Zagreb

tel: +385 1 4678750

Google map: <https://goo.gl/0zT8jD>

**TITLE:** Integration programmes

**WHAT:** Integration support

concerns the informing and advising persons seeking international protection in Croatia, and providing psychosocial support.

**WHERE:** Inicijativa Dobrodošli (Welcome Initiative)

web: <https://goo.gl/wKn8z6>

fb: <https://goo.gl/oYYJTI>



Centar za mirovne studije (Centre for Peace Studies) (CMS/CPS)

web: [www.cms.hr](http://www.cms.hr)

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

Every day by e-mail and telephone, in the CMS office Fridays from 15-17.

Hrvatski crveni križ (Croatian Red Cross) (HCK)

e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)

Ulica Crvenog križa 14, Zagreb

tel: +385 1 4655814; +385 1 4655813

Google map: <https://goo.gl/OOJ2Nw>

Isusovačka služba za izbjeglice (Jesuit Refugee Service) (JRS)

web: [www.jrs.hr](http://www.jrs.hr)

e-mail: [info@jrs.hr](mailto:info@jrs.hr)

Sarajevska 41, 10 000 Zagreb

tel: +385 98 99 35 863

Google map: <https://goo.gl/F7B04w>

International Organization for Migration (IOM)

e-mail: [iomzagreb@iom.int](mailto:iomzagreb@iom.int)

Račkoga 3/3, Zagreb

tel: +385.1 4816774

Google map: <https://goo.gl/nNG5yR>

Društvo Afrikanaca u Hrvatskoj (Association of Africans in Croatia) (DAH)

web: <https://goo.gl/OPx5Y9>

Selska cesta 112a, Zagreb

tel: +385 98 1393024

Google map: <https://goo.gl/y5trNX>

Okus doma – zadruga za interkulturalnu suradnju (Taste of Home – Collective for Intercultural Cooperation)

web: <https://goo.gl/5hT35K>

Selska cesta 112a, Zagreb

tel: +385 98 1768 241, +385 97 6060 297

Google map: <https://goo.gl/y5trNX>

Nogometni klub Zagreb 041 (Football club Zagreb 041)

web: <https://goo.gl/sF8huP>



fb: <https://goo.gl/ajPYgV>  
e-mail: [kontakt@nkzagreb041.hr](mailto:kontakt@nkzagreb041.hr)

Društvo za psihološku pomoć (Society for Psychological Assistance)

web: <http://dpp.hr>  
e-mail: [spa@dpp.hr](mailto:spa@dpp.hr)  
Ulica kneza Mislava 11, Zagreb  
tel: +385 1 4826 111, +385 95 4826 111  
Google map: <https://goo.gl/isu5Wl>

Are you Syrious?

web: <https://goo.gl/T8f64r>  
fb: <https://goo.gl/lji4m9>  
Ulica Brune Bušića 42, Zagreb  
Google map: <https://goo.gl/AecvTd>

Rehabilitacijski centar za stres i traumu (Centre for Rehabilitation, Stress and Trauma)

web: <http://rctzg.hr>  
Kvaternikov trg 12, Zagreb  
tel: +385 1 4641342  
Google map: <https://goo.gl/uGOhPt>

**TITLE:** Certified translators

**WHAT:** Certified translations of documents used for official purposes: birth certificates, marriage certificates, death certificates, judgments of dissolution of marriage, judicial rulings, school leaving certificates, diplomas, transcripts of records, certificates of no criminal records, certificates of residence, powers of attorney, ID cards, passports, drivers licences, excerpts from court registers, certificates, declarations etc.

**WHERE:** Sudačka mreža (Judicial Web) – information and contacts  
(in Croatian): <https://goo.gl/YQoz17>  
(in English): <https://goo.gl/6mnljf>

### 1.13 b list of online resources

**TITLE:** w2eu.info – welcome to europe

**WHAT:** Independent information for refugees and migrants coming to Europe. About Croatia (in English): <https://goo.gl/nAXnti>

**TITLE:** Welcome initiative website

**WHAT:** News, contacts and useful information for refugees in Croatia (in English, Croatian, German and Arabic): <https://goo.gl/WwPpRn>

**TITLE:** Are You Syrious? Daily Digest



**WHAT:** Daily Digest contains news from all over Europe concerning refugees and migrants (in English): <https://medium.com/@AreYouSyrious>

**TITLE:** Guide Through Integration

**WHAT:** This guide, published by the Office for Human Rights and Rights of National Minorities, contains basic information for the integration of foreigners into Croatian Society (in English): <https://goo.gl/Ykop7e>

**TITLE:** Welcome to the Croatian Society

**WHAT:** The Centre for Peace Studies issued a welcoming booklet for foreigners explaining Croatian customs and asylum system (in English): <https://goo.gl/ziSjN6>



## 2 WORK

### 2.1 EMPLOYMENT

#### 2.1.1 JOB SEARCH

##### 2.1.1 a searching for a job

**TITLE:** Croatian Employment Service

**WHAT:** Government offices the unemployed can turn to for advice and information on available jobs.

**WHERE:** Croatian Employment Service and its local offices (in Croatian): <https://goo.gl/2vAEg5>

Youth Centres (in Croatian): <https://goo.gl/XuzxSd> (in Croatian): <https://goo.gl/MUnV8V>

**TITLE:** Adecco

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <https://adecco.hr> (in Croatian)

**TITLE:** Manpower

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <https://www.manpower.hr> (in Croatian)

**TITLE:** Dekra

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <http://www.dekra-zapo.hr> (in Croatian)

**TITLE:** Electus

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <http://www.electus.hr> (in Croatian)

**TITLE:** UPS

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <https://www.upsagencija.hr> (in Croatian)

**TITLE:** Trenkwalder

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <https://hr.trenkwalder.com> (in Croatian)



**TITLE:** Hill International

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <http://www.hill-croatia.hr> (in English and Croatian)

**TITLE:** Antal

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <https://www.antal.com> (in English and Croatian)

**TITLE:** DGS

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** <https://www.dgs.hr> (in English)

**TITLE:** The complete list of agencies for temporary employment

**WHAT:** Temporary employment agencies that put in contact workers and enterprises in different branches.

**WHERE:** <https://goo.gl/10k6ji> (in Croatian)

### 2.1.1 b Apprenticeship

**TITLE:** Apprenticeship

**WHAT:** Apprenticeship is systematic and long-term vocational education which includes theoretical and practical content whereby you acquire knowledge, skills, and practice needed to perform jobs within a given occupation. An apprentice has a contract with the employer and receives financial compensation.

**WHO:** A pupil who has completed primary education and enrolled in artisans' high school education.

**HOW:** You can look for the apprenticeship yourself and make an agreement with the company. You can also contact the Chamber of Trades and Crafts or the Agency for Vocational Education and Training and Adult Education.

**WHERE:** Apprenticeship sites (in Croatian): <https://goo.gl/4vzGzN>  
Hrvatska obrtnička komora (Croatian Chamber of Trades and Crafts)  
e-mail: [hok@hok.hr](mailto:hok@hok.hr)

Ilica 49/II, Zagreb

tel: +385 1 4806 666

Google map: <https://goo.gl/yoc76v>

Agencija za strukovno obrazovanje i obrazovanje odraslih (Agency for Vocational Education and Training and Adult Education)

web: <https://goo.gl/5ZTI4k>

e-mail: [ured@asoo.hr](mailto:ured@asoo.hr)

Radnička cesta 37b, Zagreb

tel: +385 1 62 74 666

Google map: <https://goo.gl/TiQXRM>

**WHEN:** In the course of secondary schooling. Or as an adult if you don't have an adequate secondary education.





**GOOD TO KNOW:** The rules and regulations on minimal conditions for apprenticeship contracts (in Croatian): <https://goo.gl/FGrQvo>

List of occupations (in Croatian): <https://goo.gl/2LIMyF>

## 2.1.2 TYPES OF EMPLOYMENT

### 2.1.2 a employment for indefinite period of time

**TITLE:** Employment for indefinite period of time

**WHAT:** An employment contract should clearly state the conditions, rights, responsibilities and duties of the worker and the employer. When the contract is indefinite, the ending date of employment is not specified. Employment contract for indefinite period of time can be a full time or part time. Full time job is 38 to 40 hours per week. When you work less than 38 hours per week, it's considered a part time job. The most common form of part-time work is 20 hours a week. The worker and the company can terminate a contract (always according to the termination clause in the contract).

**WHO:** In order to work in Croatia, you need to have a work permit. You cannot request a work permit without having a job offer from an employer. An application for a residence and work permit must be accompanied by a contract of employment or a written confirmation that a contract of employment has been signed.

**HOW:** You can ask the employer to give you the contract in advance to make sure you read it thoroughly. Once agreed, both the employer and worker should sign it.

**ATTENTION:** The employer must register you at the state insurance company at least 24 hours before starting the job.

When signing the contract, the employer may ask you to do trial work of up to six months.

**GOOD TO KNOW:** Labour Act (in Croatian): <https://goo.gl/AzbsmC>

### 2.1.2 b Flexible forms of work

**TITLE:** Fixed-term contracts

**WHAT:** The duration of fixed-time work is determined by the time needed to complete a job or a project. The maximum duration is three years, except in a case of replacing another worker, or unless a collective contract determines a longer duration of the job or project. The fixed-term contract can be full time or part time. Full time job is developed between 38 and 40 hours per week. When you work less than 38 hours per week, it's considered a part time job. The most common form of part-time work is 20 hours a week. The worker and the company can terminate the contract before expiry (always according to the termination clause in the contract). The company must register you at the state insurance company at least 24 hours before starting the job.

More on fixed-term contracts: <https://goo.gl/sCUJca> (in Croatian only)

**TITLE:** Temporary employment

**WHAT:** You are employed by an agency, which lets their client (an enterprise) use your work. The agency pays you; you have work-related duties and responsibilities to the employer. You don't have the same rights as workers employed full-time, but you have the same work duties. You don't have credit capacity.



**TITLE:** Reduced work

**WHAT:** By reducing working hours and with the accompanying reduction of salaries, the employer reduces his/her costs and maintains the existing level of employment. Reduced work can be problematic if the employer reduces the salary and official working hours, but requires from the worker to do the same amount of work.

**TITLE:** Part-time work

**WHAT:** You work as much as the employer requires you to complete a job (1 to 38 hours), whereby the employer saves costs.

**TITLE:** Home-based work or remote work

**WHAT:** You sign an employment contract for home-based or remote work in written form. The contract will describe:

1. working hours;
2. equipment needed to perform the work, which the employer shall provide, install and maintain;
3. worker's own equipment and compensation of costs;
4. compensation of other work-related costs to be paid to the worker;
5. forms of vocational training and professional development.

**TITLE:** Student work

**WHAT:** Foreigners with regular student status in Croatia work under student contracts through student employment agencies. You need to open a bank account and register at a student employment agency, where you can get the contract forms to be filled in by the employer.

Student servis Zagreb (in Croatian): <https://goo.gl/ExnXoW>

Student servis Split (in Croatian): <https://goo.gl/dskhBY>

Student servis Rijeka (in Croatian): <https://goo.gl/SQwfrA>

Student servis Osijek (in Croatian): <https://goo.gl/EPxyQi>

**TITLE:** Seasonal work.

**WHAT:** You can obtain more information on seasonal workers in "Arrival and Stay" – "Temporary work mobility".

### 2.1.2 c self-employment

**TITLE:** Self-employment

**WHAT:** Self-employment is starting your own business and earning a salary by operating a company.

**WHO:** Entrepreneurs who want to start their own business.

**HOW:** First of all, you need to prepare a business plan. Your business plan has to include: your personal data and work experience, ownership and financing structure, business activities and goals, assessment of market and competition. Then you need to register a small enterprise. You can obtain more information on registering and enterprise in "Business" – "Legal forms of business enterprise". To register your self-employment, you need to go to the Croatian Employment Service and submit your business plan and a copy of the request you submitted



to register a small enterprise. When your self-employment request is approved, you must register within 30 days. You also need to register for your pension (at the Croatian Pension Insurance Institute) and health insurance (at the Croatian Health Insurance Fund).

**WHERE:** Co-funding:

Hrvatski zavod za zapošljavanje (Croatian Employment Service): <https://goo.gl/OZqGsR>

Information:

Hrvatska gospodarska komora (Croatian Chamber of Commerce): <https://goo.gl/FKmZEX>

Hrvatska obrtnička komora (Croatian Chamber of Trades and Crafts): <https://goo.gl/9BDpTM>

Hrvatski zavod za mirovinsko osiguranje (Croatian Pension Insurance Institute): <https://goo.gl/o2sq3Z>

Hrvatski zavod za zdravstveno osiguranje (Croatian Health Insurance Fund): <https://goo.gl/i8CHqa>

**ATTENTION:**

Support for self-employed persons is available in Croatia for unemployed persons registered at the Croatian Employment Service. However, if you fail to regularly pay your pension and health insurance contributions, or you fail to submit proof of fulfilling your financial obligations, the Contract on Co-financing of Self-employment (signed with the Croatian Employment Service) will be terminated and you'll have to repay the unused funds, increased by default interest.

You are not entitled to self-employment support in the following cases:

- ▶ registering to perform commerce and hospitality work, seasonal work;
- ▶ registering and employment in a family agricultural business;
- ▶ if you were already a beneficiary of stimulus funds for self-employment under previous programmes of the HZZ or other institutions;
- ▶ if you submitted requests for funds from other institutions granting self-employment support;
- ▶ if you are a beneficiary of self-employment support from other donors;
- ▶ if you seek support having taken over the business from previous owners.

**GOOD TO KNOW:** Support for self-employment (in Croatian): <https://goo.gl/ZsFZpU>

Business plan form for self-employment (in Croatian): <https://goo.gl/OCNxqk>

Brochure about labour and self-employment (in English): <https://goo.gl/bwDpkI>

## 2.1.3 EMPLOYMENT OF EU/EEA CITIZENS

### 2.1.3 a employment of EU/ EEA citizens

**TITLE:** Employment of EU/EEA citizens

**WHAT:** EU/EEA citizens are entitled to look for a job, work and live in Croatia without a work permit. They are also equal to Croatian citizens in access to employment, working conditions and all other social and tax advantages. EU/EEA citizens can also have certain types of health and social security coverage transferred to the country of settlement.

**WHO:** EU or EEA Member State citizens.

**HOW:** You can find a job using EU job portals like EURES. On EURES you can find job offers from all over Europe classified according to different categories (field of



work, country, indefinite or fixed-term contract). It's also possible to register and upload your CV to be available for employers across Europe.

**ATTENTION:** Until June 2018, there are restrictions for Croatian workers in Austria, Malta, Netherlands, Slovenia and United Kingdom. Therefore Croatia also uses restrictions for workers from these countries.

**GOOD TO KNOW:** The above mentioned restrictions do not apply to self-employed, artisans and posted workers.

## 2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS

### 2.1.4 a types of working permits

**TITLE:** Types of residence/work permits

**WHAT:** To be able to work in Croatia, you need a residence permit that also allows you to work. Permits for employment of non-EU citizens are following:

- ▶ temporary stay and work permit for workers
- ▶ temporary stay and work permit for posted workers
- ▶ temporary stay and work permit for seasonal workers
- ▶ temporary stay and work permit for highly skilled workers
- ▶ Blue Card

You can work without a stay and work permit or a work registration certificate if you were granted: permanent residence; asylum, subsidiary or temporary protection; temporary stay for the purpose of family reunion with an alien with permanent residence, an asylee or an alien granted subsidiary or temporary protection; temporary stay on humanitarian grounds, or an autonomous stay.

You can find more information about residence permits in the section "Arrival and Stay".

## 2.1.5 WORK ACCIDENTS AND INJURIES

### 2.1.5 a work injuries compensation and support

**TITLE:** Wage compensation during temporary incapacity to work

**WHAT:** As an insurance beneficiary, you have the right to be paid compensation in case of temporary incapacity to work due to a recognised work injury or professional illness, that is:

- ▶ if you were accommodated in a health care facility,
- ▶ if you are temporarily incapable to work due to undergoing treatment or medical examinations for a recognised work injury or professional illness that cannot be done outside the insurance beneficiary's working hours;
- ▶ if you are isolated as a carrier of a pathogen as a consequence of a recognised professional illness.

The rules and regulations on the rights, conditions and ways of realizing the rights deriving from compulsory health insurance in cases of work injury and professional illness (in Croatian): <https://goo.gl/M3WuL1>

**TITLE:** Compensation of transportation costs related to using the right to health protection due to a recognised work injury and professional illness

**WHAT:** If you are referred from your temporary or permanent place of residence to:

- ▶ a contracting health care institution,
- ▶ a contracting GP's office or contracting supplier of orthopaedic equipment at



another location for the purpose of making use of your health insurance you have the right to reimbursement of your transportation costs regardless of the distance between the place of departure and destination.

The rules and regulations on the rights, conditions and ways of realizing the rights deriving from compulsory health insurance in cases of work injury and professional illness (in Croatian): <https://goo.gl/M3WuL1>

**TITLE:** Compensation for funeral expenses

**WHAT:** In case of death the insurance beneficiary, funeral expenses will be covered if the death was an immediate consequence of a recognised work injury or professional illness.

The compensation for funeral costs will be paid to the legal or physical person bearing the costs of the insurance beneficiary's funeral.

The rules and regulations on the rights, conditions and ways of realizing the rights deriving from compulsory health insurance in cases of work injury and professional illness: <https://goo.gl/M3WuL1> (in Croatian)

### 2.1.5 b treatment of work injuries

**TITLE:** Treatment of work injuries

**WHAT:** In case of work-related injuries, medical care will be provided by your nearest health care institution, such as emergency medical services, hospital services, you chosen GP.

**STEP 1:** In case of work injury or professional illness, you need to seek help at the nearest health care facility.

**STEP 2:** You must inform your employer as soon as possible regarding your incapacity to work, and supply a doctor's note confirming your temporary incapacity to work and its expected duration.

**STEP 3:** In case of work injury (accident or illness), all health care costs will be covered. This also includes workers who haven't been registered and insured by the employer.

**WHERE:** In the place of temporary/permanent residence of the insured person or in a regional or district office of the Croatian Health Insurance Fund for the area where the employer is headquartered.

**ATTENTION:** If you have suffered a work injury or developed a professional illness, your employer cannot cancel your work contract in the course of your temporary incapacity to work during treatment or recovery from the work injury or professional illness.

**GOOD TO KNOW:** Information on reporting a work injury or professional illness (in Croatian): <https://goo.gl/iotkc3>

## 2.1.6 RETIREMENT AND PENSIONS

### 2.1.6 a old-age retirement

**TITLE:** Old age retirement

**WHAT:** Old age retirement is a right a person acquires at a later age, having attained a certain number of years of pensionable service.

**WHO:** As a man, you are entitled to an old age pension once you're 65 years old, with a minimum of 15 years of pensionable service. During a transition period, which lasts until 2029, as a woman, you will enjoy more favourable conditions for



attaining the right to an old age pension, with a lower retirement age (of 62, 63 or 64 years).

As a long-term beneficiary of pension insurance you acquire the right to an old age pension upon reaching 60 years of age, and 41 years of pensionable service.

**HOW:** The following should be attached to a filled-out request form for an old age pension: a copy of the personal ID card, personal identification number, agreement or decision on the termination of the employment contract, authorisation issued by the bank containing the current account IBAN.

**WHERE:** You submit your request to the district service / office / branch of the Croatian Pension Insurance Fund, according to your place of temporary or permanent residence.

Croatian Pension Insurance Fund: <https://goo.gl/Z9fhZ8>

**WHEN:** A request for recognising the right to an old age pension can be submitted no earlier than a month before the insurance has ended.

**GOOD TO KNOW:** Request for recognising the right to an old age pension: <https://goo.gl/l6R3bw>

Pension Insurance Act: <https://goo.gl/PEBEyx>

#### 2.1.6 b widow(er) pension

**TITLE:** Family pension – widow(er)

**WHAT:** The right to a family pension gained by the spouse of the deceased insurance beneficiary.

**WHO:** A widow/widower has the right to a family pension if:

- ▶ he/she is at least 50 years of age at the time of the spouse's death;
- ▶ if he/she is less than 50 years of age at the time of the spouse's death, and has no work capacity, or loses the capacity to work within a year from the spouse's death;
- ▶ if one or more children with the right to a family pension remain after the spouse's death, and the widow/widower performs parental duties for the children.

If the widow/widower is not yet 50 years of age by the time the spouse has died, but is over 45, he/she will have the right to a family pension once he/she is 50.

The widow/widower shall have the right to a family pension if the child has been born after the spouse's death, and shall enjoy this right from the day of the insurance beneficiary's death.

**HOW:** By submitting a request for recognising the right to a family pension.

**WHERE:** If the right to a family pension is realised after the death of the insurance beneficiary, the request is submitted to the competent district service/office of the Croatian Pension Insurance Fund, according to the place of temporary or permanent residence of the person submitting the request.

If the right to a family pension is raised after the death of the insurance beneficiary, the request is submitted to the competent district service/office of the Croatian Pension Insurance Fund that made the pension payments.

Croatian Pension Insurance Fund (in English): <https://goo.gl/Wp5NLQ>

**WHEN:** Following the death of the spouse. Deadline is not indicated.

**GOOD TO KNOW:** Request for recognising the right to a family pension (in Croatian): <https://goo.gl/Qn6mww>

Pension Insurance Act (in Croatian): <https://goo.gl/PEBEyx>





### 2.1.6 c orphan pension

**TITLE:** Family pension - orphan

**WHAT:** The right to a family pension gained by the child of a deceased insurance beneficiary.

**WHO:** A child acquires the right to a family pension:

- ▶ if he/she is younger than 15 at the time of a parent's death, and can benefit from this right until he/she reaches 18, in those periods when he/she is not employed;
- ▶ if he/she has a complete loss of work capacity by the age by which children are guaranteed the right to a family pension, he/she keeps the right to a family pension for the duration of the full loss of work capacity;
- ▶ when the full loss of work capacity has set in after the age by which children are guaranteed the right to a family pension, and before the death of the insurance beneficiary or the beneficiary of the right, provided that the deceased supported it up to his/her death;
- ▶ if at the time of death of the insurance beneficiary the child is in regular education or enters such education following the death of the insurance beneficiary.

Children have this right up until their regular education is completed, but no longer than until they are 26 years of age. If the regular education has been discontinued due to illness, the child keeps the right to a family pension for the duration of the illness up until he/she is 26 years of age, as well as beyond that age but only by as long a period of time as he/she has lost in regular education due to the illness, if that education has been continued before the child has reached 26 years of age.

**HOW:** By submitting a request for recognising the right to a family pension.

**WHERE:** Croatian Pension Insurance Fund (in English): <https://goo.gl/XrdA2z>

**WHEN:** After a parent's death. Deadline is not indicated.

**ATTENTION:** A child has the right to a family pension following both its parents' deaths, that is, to two family pensions.

**GOOD TO KNOW:** Request for recognising the right to a family pension (in Croatian): <https://goo.gl/Qn6mww>

Pension Insurance Act (in Croatian): <https://goo.gl/PEBEyx>

### 2.1.6 d voluntary retirement insurance

**TITLE:** Voluntary retirement insurance

**WHAT:** Voluntary retirement insurance is a pension saving scheme that is voluntary, that is, not compulsory, and based on which the insurance beneficiary will receive a pension that will guarantee a decent living standard in old age.

**WHO:** You can pay your pension insurance yourself, as the insurance beneficiary, but it can also be done by any other person.

**HOW:** By concluding a voluntary pension insurance contract.

**WHERE:** Voluntary pension funds:

RAIFFEISEN: <https://goo.gl/aUhnoz>

AZ: <https://goo.gl/tlOnQe>

CROATIA OSIGURANJE: <https://goo.gl/YDSJyg>

ERSTE: <https://goo.gl/PS7KUL>





**WHEN:** You can enter a voluntary pension insurance scheme whenever you want. You cannot withdraw your money before you are 50 years of age (unless you are receiving a disability pension).

**GOOD TO KNOW:** By saving in a voluntary pension fund you realise the right to state incentive funds.

#### 2.1.6 e early retirement

**TITLE:** Early retirement

**WHAT:** Early retirement is a monetary income from pension insurance before the conditions for old age pension have been met.

**WHO:** By 31st December 2030, as an insurance beneficiary, you will have the right to an early retirement when you are 60 years old, with 35 years of pensionable service.

If you are an insurance beneficiary who spent two years in unemployment and registered with the competent employment service following the cessation of your insurance due to employer's bankruptcy before the conditions for realizing the right to a pension had been met, you also have the right to an early retirement.

**HOW:** The following should be attached to a filled-out request form for an old age pension: a copy of the personal ID card, personal identification number, agreement or decision on the termination of the employment contract, authorisation issued by the bank containing the current account IBAN.

**WHERE:** You submit your request to the district service / office /branch of the Croatian Pension Insurance Fund, according to your place of temporary or permanent residence.

Croatian Pension Insurance Fund: <https://goo.gl/XrdA2z>

**WHEN:** A request for recognising the right to an old age pension can be submitted no earlier than a month before the insurance has ended.

**ATTENTION:** In case of early pension that is due to employer's bankruptcy, you also need to supply a note from the competent employment service confirming the period, that is, periods of your unemployment.

**GOOD TO KNOW:**

More information on early retirement (in Croatian): <https://goo.gl/W6ok3q>

Request for recognising the right to an old age or early old age pension (in Croatian): <https://goo.gl/l6R3bw>

Pension Insurance Act (in Croatian): <https://goo.gl/PEBEyx>

#### 2.1.6 f retirement pension for refugees

There is no retirement pension for refugees in Croatia. Their right to a pension can be realised on the grounds of labour activity or a family member, under conditions stated in the Pension Insurance Act (in Croatian): <https://goo.gl/PEBEyx>.

#### 2.1.6 g compensations for funeral expenses

**TITLE:** Compensation for funeral expenses

**WHAT:** A one-off compensation for funeral expenses shall be given for the funeral of a person who has no-one legally or contractually bound to support him/her on the basis of a contract on life-long support or support until death. They are: persons who at the time of death were beneficiaries of the right to guaranteed minimum compensation, or members of a household which is the beneficiary of such a right, and a person who at the time of death is the beneficiary of social or supported



housing.

Compensation for funeral expenses will also be provided if the death is a direct consequence of a work injury or professional illness.

**WHO:** Socially at-risk groups and cases of death due to work injuries or professional illnesses.

**HOW:** If you settled the costs of funeral, you need to request a compensation at the competent social welfare centre. That social welfare centre will then pay out a one-off compensation for funeral costs.

In case of death due to work injuries or professional illness, if you covered the cost of the funeral, you get the right to a compensation of funeral costs by submitting a request to the competent district office of the Croatian Health Insurance Fund.

**WHERE:** Social Welfare Centre: <https://goo.gl/J66CCm>

Croatian Health Insurance Fund: <https://goo.gl/i8CHqa>

**WHEN:** After the funeral.

**GOOD TO KNOW:** Compensation for funeral costs (in Croatian): <https://goo.gl/Jvh4ni>

## 2.1.7 UNEMPLOYMENT

### 2.1.7 a unemployment/job seeking of third-country nationals

**TITLE:** Unemployment/job seeking of third-country nationals

**WHAT:** If you are a third-country citizen whose employment in Croatia has been terminated without your fault or consent, if you are unemployed and granted a temporary stay in the Republic of Croatia, you can register with the Croatian Employment Service in order to realise your right to financial assistance during unemployment. Once you have used the financial assistance, or your temporary stay has expired, you cease to be registered with the Croatian Employment Service.

**WHO:** You have a temporary stay and your employment has been terminated without your fault or consent. You have between 16 and 65 years.

**HOW:** Registering as unemployed at the local office of the Croatian Employment Service. You will need your residence permit and identification.

**WHERE:** At a local office of the Croatian Employment Service, according to the place of your temporary stay.

Croatian Employment Service – regional and local offices (in Croatian): <https://goo.gl/7wyXLk>

**WHEN:** When your employment has been terminated without your fault or consent. You have to register at the Croatian Employment Service within 30 days of termination of employment.

**ATTENTION:** Asylees and persons under subsidiary protection have equal rights and duties as do Croatian citizens when it comes to unemployment and employment.

**GOOD TO KNOW:** Information on the legal framework and integration (in English): <https://goo.gl/mVELg6>

### 2.1.7 b unemployment/job seeking of EU citizens

**TITLE:** Unemployment/job seeking of EU citizens

**WHAT:** Citizens of member states of EU/EEA are equal to Croatian citizens in their rights and duties.

If you are an EU/EEA citizen and your employment has been terminated, you can



register at the Croatian Employment Service in order to seek work, realise the right to financial assistance or keeping the right to financial assistance realised in another EU/EEA member state.

**WHO:** Unemployed citizens of member states of EU/EEA.

**HOW:** To register as unemployed you will need a personal identification number (OIB), Croatian address and a valid identification document from your own country (ID card or passport).

**WHERE:** Croatian Employment Service – regional and local offices: <https://goo.gl/WldOLB>

**WHEN:** In case of unemployment.

**ATTENTION:** If you wish to transfer your entitlement to a financial assistance during unemployment from your own country, consult your employment office before leaving, and take the U2 form for transferring your unemployment benefits.

**GOOD TO KNOW:** Registering with the Croatian Employment Service: <https://goo.gl/zucQNr>

### 2.1.7 c unemployment support

**TITLE:** Unemployment support

**WHAT:** You can realise your right to a financial assistance for the unemployed if your employment has been terminated.

**WHO:** You are entitled to a financial assistance as an unemployed person if at the time of termination of employment you had worked for at least 9 months in the past 24 months and if it wasn't your fault or will to end the employment. You must also submit your request for assistance within the legal deadline.

**HOW:** By submitting a request for financial assistance at the local Croatian Employment Service.

**WHERE:** Croatian Employment Service – regional and local offices (in Croatian): <https://goo.gl/zlp4t5>

**WHEN:** The legal deadline to submit the request for financial assistance is 30 days from the cessation of employment. If you miss the 30-day deadline for legitimate reasons, you can register and submit a request within 8 days from the moment your valid reason to miss the deadline has ended, and no more than 60 days from the missed deadline.

**ATTENTION:** The lowest level of financial assistance cannot be lower than 50% of a minimum salary, minus the contributions for compulsory insurances established by a special regulation, except when the level of financial assistance is set on the basis of percentage of the time spent in employment.

**GOOD TO KNOW:** The baseline for establishing the level of financial assistance is the average gross salary earned in the trimester before the termination of employment. For the first 90 days, the financial assistance will amount to 60%, and afterwards 30% of the baseline.

Duration of financial assistance (in Croatian): <https://goo.gl/gmUtgR>

### 2.1.7 d other unemployment support

**TITLE:** Financial assistance during education and training

**WHAT:** If you are unemployed and the Croatian Employment Service organizes your education or training, you are entitled to the minimal financial assistance. You are also entitled to reimbursement of the costs of transport during that education/training.



**WHERE:** At the local Croatian Employment Centre (in Croatian): <https://goo.gl/zlp4t5>

**TITLE:** Public transport

**WHAT:** Unemployed persons are entitled to free public transport in Zagreb.

**WHERE:** Zagreb Public Transport

Zagrebački električni tramvaj (ZET) (in Croatian): <https://goo.gl/Ui9bDN>

**TITLE:** Pension insurance

**WHAT:** If you are unemployed, have the right to a monetary allowance, you meet the age requirement for an old-age pension and you are not more than 5 years away from retirement pension, your pension insurance will be covered.

**WHERE:** Submit a request at the local Croatian Employment Centre (in Croatian): <https://goo.gl/zlp4t5> within 30 days of termination of employment.

### 2.1.7 e state unemployment schemes

**TITLE:** State unemployment scheme

**WHAT:** The Ministry of Labour and Pension System and the Croatian Employment Service are implementing 9 active employment policy measures. Active employment policy measures in 2017 include: employment incentives, training incentives, start-up incentives, education for the unemployed, on-the-job training, workplace training without employment, public works, job retention initiatives and the 'permanent seasonal worker' measure.

**WHO:** Employers, workers and seasonal workers.

**HOW:** You can arrange a meeting at the local Croatian Employment Service, get informed and if you meet the requirements apply for one or some of the measures.

**WHERE:** Croatian Employment Service – regional and local offices: <https://goo.gl/zlp4t5>

**ATTENTION:** The target group for these measures are young and long-term unemployed persons.

**GOOD TO KNOW:** List of employers who received funds for using active employment policy measures: <https://goo.gl/IWU0Ae> (in Croatian)

Active employment policy measures: <https://goo.gl/WLkIOc> (in Croatian)

### 2.1.8 CAREER COUNSELING

#### 2.1.8 a National Employment Service's programmes and other State body programmes

**TITLE:** Youth Centre

**WHAT:** Youth centres offer young people space, expert help and information adapted to their needs in order to strengthen their competitiveness in the labour market.

**WHERE:** YOUTH CENTRE IN ZAGREB

web: <https://goo.gl/hdSbal>

e-mail: [hzz.zagreb@hzz.hr](mailto:hzz.zagreb@hzz.hr)

Ul. kralja Zvonimira 15/1st floor, Zagreb

tel: +385 1 4699999



Google map: <https://goo.gl/3iCwZy>

YOUTH CENTRE IN SPLIT

web: <https://goo.gl/sNr5Qd>

e-mail: [hzz.split@hzz.hr](mailto:hzz.split@hzz.hr)

Bihaćka 2c/2nd floor, Split

tel: +385 21 310555

Google map: <https://goo.gl/SOP4L3>

**TITLE:** Information and vocational counselling centres (Centri za informiranje i profesionalno savjetovanje) (CIPS)

**WHAT:** Information and vocational counselling centres are located in local offices of the Croatian Employment Service. There you can: browse job vacancies; get professional assistance in drafting your applications and CV; learn about opportunities for education, scholarship, employment etc.; use computer software for career guidance.

**WHERE:** Croatian Employment Service – regional and local offices (in Croatian): <https://goo.gl/x280Fg>

**TITLE:** Information and professional guidance centre  
(Centar za informiranje i savjetovanje u karijeri) (CISOK)

**WHAT:** An Information and professional guidance centre is a place where you can find advice related to seeking and creating professional opportunities and improving job seeking methods.

**WHERE:** Information and professional guidance centres (in Croatian): <https://goo.gl/tDKhDH>

### 2.1.8 b Private initiatives and CSOs/NGOs

**TITLE:** Croatian Red Cross

**WHAT:** Organisation that offers counselling and support for refugees in job searching.

**WHERE:** CROATIAN RED CROSS (HRVATSKI CRVENI KRIŽ) (HCK)

e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)

Ulica Crvenog križa 14, Zagreb

tel: +385 1 4655814; +385 1 4655813

Google map: <https://goo.gl/OOJ2Nw>

## 2.1.9 WORKERS RIGHTS

### 2.1.9 a overview of most important workers' rights according to national legislation

**TITLE:** Legal working hours

**WHAT:** The Labour Act stipulates that if you are employed full-time, your working hours cannot exceed 40 hours per week. For part-time work, your working hours cannot exceed 37,5 hours over no more than 5 days in a work week.

Your daily working hours cannot exceed 12 hours, or 14 hours for seasonal work.

**WHERE:** You can get more information at the Ministry of Labour and Pension System: Ulica grada Vukovara 78, 10 000 Zagreb



Google map: <https://goo.gl/mifAkX>

**TITLE:** Rest

**WHAT:** Any period of work that exceeds 6 hours a day must include a 30 minute break which is included in the salary.

**WHERE:** You can get more information at the Ministry of Labour and Pension System: Ulica grada Vukovara 78, 10 000 Zagreb  
Google map: <https://goo.gl/mifAkX>

**TITLE:** Holidays

**WHAT:** As a worker, you have the right to paid holidays in each calendar year, lasting a minimum of 18 working days. The average duration of a holiday longer than the minimum 18 days can be determined through a collective agreement, work regulations or the prescribed conditions for a work contract.

**WHERE:** You can get more information at the Ministry of Labour and Pension System: Ulica grada Vukovara 78, 10 000 Zagreb  
Google map: <https://goo.gl/mifAkX>

**TITLE:** Minimum wage

**WHAT:** From 1<sup>st</sup> January 2017, the minimum gross wage is 3,276 HRK (442 EUR). Minimum part-time wages are determined in proportion to the minimum full-time wage and the worker's registered hours.

**WHERE:** You can get more information at the Ministry of Labour and Pension System: Ulica grada Vukovara 78, 10 000 Zagreb  
Google map: <https://goo.gl/mifAkX>

**TITLE:** Maternity leave

**WHAT:** If you are a pregnant woman who is employed or self-employed, you can use maternity leave from the 28<sup>th</sup> day, or, at the earliest, the 45<sup>th</sup> day before the day of the expected childbirth. The leave can last until the child is 6 months old. The mandatory period of maternity leave starts 28 days before the expected birth and ends on the 70<sup>th</sup> day after childbirth. Additional maternity leave comprises the period from the end of the mandatory leave until the child is 6 months old. The mother can transfer part or the whole of maternity leave to the child's father.

Maternity Benefits and Parental Allowances Act (in Croatian): <https://goo.gl/KMFXDt>

Maternity and paternity benefits (in Croatian): <https://goo.gl/tJ1ih8>

Maternity allowances and paternity leave (in Croatian): <https://goo.gl/7O6VW8>

**WHERE:** You can get more information at the Croatian Health Insurance Fund (Hrvatski zavod za zdravstveno osiguranje): <https://goo.gl/i8CHqa>

Ministry of Demographics, Family, Youth and Social Policy

web: <https://goo.gl/cnSY8u>

e-mail: [ministarstvo@mdomsp.hr](mailto:ministarstvo@mdomsp.hr)

Trg Nevenke Topalušić 1, Zagreb

tel: +385 1 555 7111; +385 1 555 7013

Google map: <https://goo.gl/EZU86e>





**TITLE:** Parental leave

**WHAT:** If you are an employed or self-employed parent, you have the right to parental leave when the child is 6 months old. Paternal leave can be used by the time the child reaches eight years of age. Both employed and self-employed parents may use the 8-month parental leave for the first and second child, and a 30-month leave for twins, the third child and any further children.

**WHERE:** You can get more information at the Croatian Health Insurance Fund (Hrvatski zavod za zdravstveno osiguranje): <https://goo.gl/i8CHqa>

Ministry of Demographics, Family, Youth and Social Policy

web: <https://goo.gl/cnSY8u>

e-mail: [ministarstvo@mdomsp.hr](mailto:ministarstvo@mdomsp.hr)

Trg Nevenke Topalušić 1, Zagreb

tel: +385 1 555 7111; +385 1 555 7013

Google map: <https://goo.gl/EZU86e>

**TITLE:** Sick leave

**WHAT:** As a worker, you must inform your employer in case you are temporary unable to work and, within three days, supply a doctor's note confirming temporary incapacity for work and its expected duration.

You can temporarily lose the capacity to work because of illness or injury, but also because of medical examinations that cannot be carried out outside the working hours, medically necessary isolation, complications in pregnancy, accompanying a sick person to treatment and caring for a sick child or spouse.

Temporary work incapacity: <https://goo.gl/scG5tc> (in Croatian)

The Compulsory Health Insurance Act (in Croatian): <https://goo.gl/xMzHLI>

The Labour Act (in Croatian): <https://goo.gl/t350ea>

**WHERE:** You can get more information at the Croatian Health Insurance Fund (Hrvatski zavod za zdravstveno osiguranje): <https://goo.gl/i8CHqa>

## 2.1.10 LABOUR EXPLOITATION

### 2.1.10 a list of the most common labour exploitation examples

**TITLE:** Undocumented work

**WHAT:** Your employer won't register you, you work undocumented, you don't realise your worker's rights. Your wages may go unpaid or be late; you may work overtime, be denied rest and holiday. Migrant workers experience the greatest problems with undocumented work in the construction industry.

**WHERE:** For advice and help, you can contact:

LABOUR INSPECTORATE (INSPEKTORAT RADA): <https://goo.gl/TswjNu>

STATE ATTORNEY'S OFFICE (DRŽAVNO ODVJETNIŠTVO):

<https://goo.gl/QRhNT0> (in Croatian)

THE OMBUDSMAN:

web: <https://goo.gl/Miooxw> (in Croatian)

e-mail: [info@ombudsman.hr](mailto:info@ombudsman.hr)

Trg hrvatskih velikana 6, Zagreb





tel: +385 1 4851855

Google map: <https://goo.gl/tsMTi2>

ORGANISATION FOR WORKERS' INITIATIVE AND DEMOCRATISATION (BRID)

web: <http://www.brid.coop/> (in Croatian)

Trg Petra Krešimira IV, no. 2, Zagreb

e-mail: [kontakt@brid.coop](mailto:kontakt@brid.coop)

Google map: <https://goo.gl/Jkyk4h>

Pravna klinika (LEGAL CLINIC)

web: <http://klinika.pravo.unizg.hr> (in Croatian)

Mon-Fri 10-12h, Sri-Thu 17-19h

Ul. Jurja Žerjavića 6/II floor, Zagreb

tel: +385 1 4811320, +385 1 4811324

Google map: <https://goo.gl/QdPkGU>

Request for free legal aid: <https://goo.gl/KtbEZe>

**TITLE:** Gender discrimination

**WHAT:** Women: dismissal in case of pregnancy, precarious work conditions, verbal abuse, in some cases sexual abuse as well.

Men: long working hours without an appropriate rest, non-payment or late payment of wages, verbal and physical abuse.

**WHERE:** For advice and help, you can contact:

INSPEKTORAT RADA (LABOUR INSPECTORATE): <https://goo.gl/TswjNu>

DRŽAVNO ODVJETNIŠTVO (STATE ATTORNEY'S OFFICE):

<https://goo.gl/QRhNT0> (in Croatian)

Pučki pravobranitelj (THE OMBUDSMAN):

web: <https://goo.gl/Miooxw> (in Croatian)

e-mail: [info@ombudsman.hr](mailto:info@ombudsman.hr)

Trg hrvatskih velikana 6, Zagreb

tel: +385 1 4851855

Google map: <https://goo.gl/tsMTi2>

ORGANISATION FOR WORKERS' INITIATIVE AND DEMOCRATISATION (BRID)

web: <http://www.brid.coop/> (in Croatian)

Trg Petra Krešimira IV, no. 2, Zagreb

e-mail: [kontakt@brid.coop](mailto:kontakt@brid.coop)

Google map: <https://goo.gl/Jkyk4h>

Pravna klinika (LEGAL CLINIC)

web: <http://klinika.pravo.unizg.hr> (in Croatian)

Mon-Fri 10-12h, Sri-Thu 17-19h

Ul. Jurja Žerjavića 6/II floor, Zagreb

tel: +385 1 4811320, +385 1 4811324

Google map: <https://goo.gl/QdPkGU>

Request for free legal aid: <https://goo.gl/KtbEZe>



## 2.1.11 REGULATED PROFESSIONS

### 2.1.11 a regulated professions

**TITLE:** Regulated professions

**WHAT:** A profession is regulated if you have to hold a specific degree, do special exams, or register with a professional body before you can practise it. List of the regulated professions in Croatia (in English): <https://goo.gl/8VuGwQ>

**HOW:** There are two ways for you to get recognition of your regulated profession. An automatic system of recognition:

- ▶ minimum conditions of professional qualification for 7 professions (doctors of medicine, nurses/general healthcare technicians, doctors of dental medicine, midwives, masters of pharmacy, veterinarians, architects);
- ▶ previous professional experience (industrial, craft and trade activities);
- ▶ common standards of competence.

All other regulated professions demand the general recognition system. You must prove that you have the appropriate education, additional knowledge and skills, work experience, and sometimes additional conditions as well (such as knowledge of a language).

**WHERE:** Recognition of secondary education vocational qualifications:

AGENCY FOR VOCATIONAL EDUCATION AND TRAINING AND ADULT EDUCATION  
Radnička cesta 37b, Zagreb

Google map: <https://goo.gl/asCwfV>

Recognition of professional qualifications:

AGENCIJA ZA ZNANOST I VISOKO OBRAZOVANJE

Donje Svetice 38/5, Zagreb

Google map: <https://goo.gl/YPIQ6R>

**GOOD TO KNOW:** Guidelines for starting the procedure of recognition of foreign secondary education vocational qualifications:

<https://goo.gl/wXk7Be>

Guidelines for starting the procedure for professional recognition of foreign higher education qualification for the purpose of employment: <https://goo.gl/vFCYVF>

## 2.2 BUSINESS

### 2.2.1 PLANNING BUSINESS

#### 2.2.1 a legal forms of business enterprise

**TITLE:** Limited company (Ltd.)

**WHAT:** A limited company (Ltd.) is a company in which one or more physical or legal persons invest their initial contributions to the authorised capital. Advantages: accountability to the level of company capital and ease of accessing capital. Drawbacks: high initial costs (20,000 HRK of initial capital) and high establishment costs (around 4,000 HRK).

Establishing a Ltd. company: <https://goo.gl/Xqqpf4>

**WHERE:** HITRO.HR

web: <https://goo.gl/J1100j>



e-mail: [info@hitro.hr](mailto:info@hitro.hr)

tel: 0800 0080

Hitro.hr offices: <https://goo.gl/uG2c0b>

**TITLE:** Simple limited company (j.d.o.o., simple Ltd.)

**WHAT:** A simple limited company (j.d.o.o., simple Ltd.) is a company whose initial capital is 10,00 (ten) HRK. Advantages: low establishment costs (around 800 HRK) and no need for 20,000 HRK in initial capital. Drawbacks: strict legal regulations and complex winding-up procedure.

Establishing a simple Ltd. company: <https://goo.gl/bPM5KX>

**WHERE:** HITRO.HR

web: <https://goo.gl/J1100j>

e-mail: [info@hitro.hr](mailto:info@hitro.hr)

tel: 0800 0080

Hitro.hr offices: <https://goo.gl/uG2c0b>

**TITLE:** Sole proprietorship (Craft)

**WHAT:** A sole proprietorship (Craft) is an independent and continuous exercise of legitimate economic activities by physical persons for the purpose of creating a profit, which is accomplished by production, trade or provision of services on the market

**WHERE:** Registering a craft business (sole proprietorship):

HITRO.HR

web: <https://goo.gl/J1100j>

e-mail: [info@hitro.hr](mailto:info@hitro.hr)

tel: 0800 0080

Hitro.hr offices: <https://goo.gl/uG2c0b>

**TITLE:** Freelance (independent) professions

**WHAT:** Freelance (independent) professions are professional activities of physical persons that represent their basic work. As a freelancer, you will be listed in the Register of taxpayers of income tax on the grounds of these activities. More on freelance professions: <https://goo.gl/QGA0f9> (in Croatian only)

**WHERE:** Registering as a freelancer:

Tax authority offices: <https://goo.gl/lqcCk5>

**TITLE:** Cooperative

**WHAT:** A cooperative is a voluntary association of members of the cooperative, in which every member participates directly. It improves and protects its economic and other professional interests by conducting business collectively, on the principle of mutual aid, for the purpose of realising personal or common profit or other interests of the members of the cooperative, in line with the law and the rules of the cooperative.

**WHERE:** Process of establishing a cooperative: <https://goo.gl/yp4El6>

**TITLE:** Self-employment



**WHAT:** Self-employment is starting your own business and earning a salary by operating a company. You can obtain more information on self-employment in “Work” – “Types of employment” – “Self-employment”.

### 2.2.1 b plan your business

**TITLE:** Business planning

**WHAT:** Business planning is the activity of setting the goals of your business, as well as the policies and strategies to achieve these goals.

**STEP 1:** Business planning (your first thoughts):

- ▶ What are my personal goals?
- ▶ What are my technical capabilities?
- ▶ Do I have a business licence?
- ▶ Is there a market for my idea?
- ▶ Which business structure is appropriate?
- ▶ Do I need employees? Where will this business be located?
- ▶ What investments do I need?
- ▶ Do I need facility permits from the authorities?

**STEP 2:** Prepare a business plan that includes:

- ▶ Executive summary
- ▶ Company description
- ▶ Product/services description
- ▶ Marketing and communication
- ▶ Strategy and implementation
- ▶ Organization and management team
- ▶ Financial plan and projections

**STEP 3:** Do a market analysis:

- ▶ analyse the situation: concentrate in internal and external conditions;
- ▶ set objectives and define strategies: based on the analysis of the situation, you can define the marketing objectives (set clear goals, don't aim for only one goal)
- ▶ plan and implement measures: once marketing strategy is defined, you have to consider the ways how to achieve your goals.

**STEP 4:** Fundraising:

- ▶ Own capital:
  - Own money: resources, bank deposit, credits,
  - Own resources (what you can do yourself)
  - Informal donors (relatives, friends...)
  - Business angels
  - Crowdfunding
  - Venture Capital
  - Initial public offering
- ▶ Outside capital:
  - Bank
  - Investment loan



- Bank guarantee

**WHERE:** HAMAG-BICRO

Croatian Agency for SMEs, Innovation and Investments

(Hrvatska agencija za malo gospodarstvo, inovacije i investicije)

web: <https://goo.gl/NTPI5v>

e-mail: [savjetovanje@hamagbicro.hr](mailto:savjetovanje@hamagbicro.hr)

Ksaver 208, Zagreb

tel: +385 1 488 10 15

Google map: <https://goo.gl/fA3zjd>

Ministry of the Economy, Enterprise and Small Business

web: <https://goo.gl/OuE6an>

Ulica grada Vukovara 78, Zagreb

Google map: <https://goo.gl/7isJBq>

**GOOD TO KNOW:** A business plan is essential, both for you and for the management of the firm, while banks and other investors increasingly frequently request one as well.

More information on business planning: <https://goo.gl/XSO8v9>

### 2.2.1 c business incubators

**TITLE:** Business incubators

**WHAT:** Business incubators are registered legal entities in charge of providing aid and support to entrepreneurs in the early stages of developing business projects. Incubators provide expert technical and educational support for initiating business projects and firms and for their quick and sustainable development.

**WHO:** Any person with entrepreneurial idea can visit a business incubator.

**HOW:** Business incubators provide support for successful development of entrepreneurship by means of a series of business services and resources, including business (work) space on favourable terms for novice entrepreneurs. Incubators for new technologies are specialised business entities with a thematic focus and orientation towards the fields of new technology. They provide support for starting and growth of innovative entrepreneurship through incubation programmes, and provide resources and professional services necessary for growth and development.

**WHERE:** List of business incubators in Croatia (in Croatian): <https://goo.gl/Dq11IR>

## 2.2.2 SETTING UP BUSINESS

### 2.2.2 a setting up a private limited company

**TITLE:** Setting up a limited company

**WHAT:** A limited company is a company where one or more natural or legal persons invest their initial contributions to the capital.

**STEP 1:** Check the availability of your company name

- ▶ company name must be clearly distinguished from the other names registered in the court registry, the identity or association with another company that violates the rights of intellectual and industrial property rights or rights of other people;
- ▶ the word „Croatia“ and its derivatives may be entered in the company only



with the consent of the and State authorities;

- ▶ company name cannot contain names, logos, flags or other national emblems of other countries or international (intergovernmental) organization, nor official signs for control and quality guarantee;
- ▶ company name can hold a part of names of a person only with her consent, and if that person died, with the consent of heirs;
- ▶ company name must be in Croatian language and Latin script or in official language of Member State of European Union and Latin script, and may be used Arabic numerals;
- ▶ other company components must be in the Croatian language and Latin script;
- ▶ company name can be translated into one or more languages and as such appear in the incorporation documents;
- ▶ the court will refuse to register a name that are protected by other legislation (in the case of application of the same company name to the same register court).

**STEP 2:** The Public notary must seal the documents necessary for company registration. When paying a visit to a public notary, take your ID card or passport with you. All founders and other persons whose signatures are to be verified must be present. If you don't speak Croatian there must be a court interpreter for the language present (<https://goo.gl/27UXFB>).

**STEP 3:** You can submit registration documentation sealed by the Public notary to the HITRO.HR who can deliver documents for court registration and to the National Bureau of Statistics for you. You can make the payment of court fees and the initial capital at HITRO.HR. You will receive an RPS Form that you'll have to fill out. All required forms and payment slips are available at HITRO.HR counters free of charge.

**STEP 4:** Once you complete the registration, your company needs to make an official stamp and open a business account in order to transfer the initial capital to your company account.

**WHERE:** HITRO.HR

web: <https://goo.gl/J1100j>

e-mail: [info@hitro.hr](mailto:info@hitro.hr)

tel: 0800 0080

Hitro.hr offices: <https://goo.gl/uG2c0b>

**ATTENTION:** After your company has been entered into the Court Register and the Register of the Central Bureau of Statistics, you must register your company with the relevant Tax Authority, whose jurisdiction is determined based on your company's seat.

### 2.2.2 b self-employed business/individual entrepreneurs

**TITLE:** Registration of a sole proprietorship ('craft business')

**WHAT:** Sole proprietorship ('craft business') is an independent and continuous exercise of legitimate economic activities (trade, craft) by physical persons for the purpose of creating a profit, which is accomplished by production, trade, or provision of services in the market.

**STEP 1:** Choose the type of craft business: free (no vocational or master craftsman certificate required); qualified (vocational or master craftsman certificate);



privileged (only on the basis of a privilege issued by the relevant ministry).

**STEP 2:** Collect the documents:

- ▶ passport
- ▶ criminal record certificate of your country of origin if you don't live in Croatia or you live there for less than five years (asylees can get a Croatian certificate)
- ▶ proof of competence
- ▶ residence permit for the purpose of self-employment (for third country citizens)

**STEP 3:** Submit the documents and pay the fees.

**STEP 4:** Register with the Tax authority within 8 days after commencement of operations.

**WHERE:** HITRO.HR

web: <http://www.hitro.hr/Default.aspx?sec=61>

e-mail: [info@hitro.hr](mailto:info@hitro.hr)

tel: 0800 0080

Hitro.hr offices: <https://goo.gl/uG2c0b>

**GOOD TO KNOW:** More on craft business (sole proprietorship) registration (in Croatian): <https://goo.gl/QK8mu5>

### 2.2.2 c setting up a social enterprise

**TITLE:** Setting up a social enterprise

**WHAT:** A social enterprise is a form of commercial enterprise wherein ownership, management and distribution of wealth are distributed equally. The basic values of the social enterprise concern justice in ownership and wealth distribution, equal opportunities for participation, solidarity with people world-wide, fairness in the pursuit of goals, openness in doing business and the balance between market activities, social responsibility, and care for the environment. Social enterprises can be established in the form of:

- ▶ companies
- ▶ cooperatives
- ▶ associations
- ▶ banks
- ▶ credit unions
- ▶ (private) establishments
- ▶ (private) foundations
- ▶ funds

Each legal form has different requirements and procedures.

**WHERE:** You can register and ask for more info: HITRO.HR

web: <https://goo.gl/J1100j>

e-mail: [info@hitro.hr](mailto:info@hitro.hr)

tel: 0800 0080

Hitro.hr offices: <https://goo.gl/uG2c0b>

Ministry of Economy, Entrepreneurship and Crafts: <https://goo.gl/m6qhgJ> (in Croatian)

**GOOD TO KNOW:** Social Enterprise Planning Toolkit (in English): <https://goo.gl/>





[trxwxB](#)

#### 2.2.2 d applying for specialised statuses (e.g. farmer, artist...)

Not applicable in Croatia.

#### 2.2.2 e obtaining digital certificates for citizens

**TITLE:** Obtaining digital certificates for citizens

**WHAT:** A digital certificate is an electronic identification that allows a person to exchange information securely over Internet using the public key infrastructure. Many procedures can be done electronically.

**WHO:** All citizens.

**STEP 1:** You need to have credentials in order to access e-Citizen. You can get your credentials by visiting FINA agency and requesting credentials for e-Citizen (ePass or mToken) at designated counters. It is free of charge.

**STEP 2:** You need to accept the Terms of Use and register in the National Identification and Authentication System.

**STEP 3:** You need to accept the Terms of Use and create a Personal User Box.

**STEP 4:** You need to accept the Terms of Use and register for the available e-services and e-messages.

**WHERE:** Fina registration offices: <https://goo.gl/J3qs5f>

Access to e-Citizen: <https://pretinac.gov.hr>

#### 2.2.2 f obtaining digital certificates for business

**TITLE:** Obtaining digital certificates

**WHAT:** A digital certificate is a certificate in an electronic form, which represents an electronic identity in electronic transactions, and enables safe and confidential communication through the Internet. A digital certificate allows you to authenticate the information you send to your business partners, associates and friends, as well as to web services.

**STEP 1:** To receive digital certificates, first you have to register with the Fina agency. You need a copy of your passport/ID, a decision on registration in the competent registry, a notice on classification by the Central Bureau of Statistics according to the National classification of activities.

**STEP 2:** You submit a request to get a certificate. For each certificate issued you sign a separate Subscriber agreement.

**WHERE:** Fina registration offices: <https://goo.gl/J3qs5f>

**ATTENTION:** No agreement is signed only in case you are requesting an issuing of a Demo certificate.

**GOOD TO KNOW:** More on the registration and submission of requests for certificates (in English): <https://goo.gl/E1qRI4>

#### 2.2.2 g trade licence

**TITLE:** Trade or business licence

**WHAT:** A trade or business license is a permit that the government requires you to have if you want to develop an economic activity or operate a company.

Business license can be issued to:

- ▶ the founder of a company in the Republic of Croatia or a foreigner who holds



- ▶ a majority stake in the company (at least 51%) and realizes business activities,
- ▶ the owner of a craft that has registered a business activity in the Republic of Croatia, or one of its co-owners,
- ▶ a foreigner who is engaged in a freelance profession, in accordance with the regulations of the Republic of Croatia
- ▶ a foreigner who provides services on behalf of a foreign employer.

**STEP 1:** You need to have a residence and work permit.

**STEP 2:** You have to submit your request for a business licence personally at the competent police department or station.

**STEP 3:** The police department/station passes the request to the Croatian chamber of Commerce, which then decides about the request within 15 days.

**WHERE:** List of police authorities and contacts (in Croatian only): <https://goo.gl/QXl7zf>

Croatian Chamber of Commerce: <https://goo.gl/FKmZEX>.

### 2.2.3 DOING BUSINESS

#### 2.2.3 a taxes

**TITLE:** Value added tax (VAT)

**WHAT:** VAT is a sales tax calculated at each stage of the production and sales cycle, charged only on the amount of added value produced in that stage, not on the total production value.

**WHERE:** Tax authority offices (in Croatian): <https://goo.gl/lqcCk5>

**TITLE:** Profit tax

**WHAT:** A tax on profits is a tax charged on the profits earned by companies.

**WHERE:** Tax authority offices (in Croatian): <https://goo.gl/lqcCk5>

**TITLE:** Income tax

**WHAT:** Income tax is charged on income from employment, from sole proprietorship, from property and property rights, from capital and from insurance.

**WHERE:** Tax authority offices (in Croatian): <https://goo.gl/lqcCk5>

#### 2.2.3 b social security and insurance of employees

**TITLE:** Social security and insurance of employees

**WHAT:** Social insurance of employees is the common name for all five branches of such insurance (health insurance, pension insurance, work-related injury and professional illness insurance, unemployment insurance, and family benefits (children's allowance)).

**STEP 1:** The employer submits a request for pension insurance (at the Croatian Pension Insurance Institute) no more than 8 days prior to, and at the latest immediately before the commencement of employment.

**STEP 2:** The deadline for submitting a request for health insurance (at the Croatian Health Insurance Fund) is 8 days.

**WHERE:** Hrvatski zavod za mirovinsko osiguranje (Croatian Pension Insurance Institute): <https://goo.gl/iKjXAS>

Hrvatski zavod za zdravstveno osiguranje (Croatian Health Insurance Fund): <https://>



[goo.gl/i8CHqa](http://goo.gl/i8CHqa)

**GOOD TO KNOW:** Applying for pension insurance (in English and Croatian): <https://goo.gl/XBCtbD>

Applying for health insurance (in Croatian): <https://goo.gl/FInivb>

### 2.2.3 c health and work safety

**TITLE:** Health and work safety

**WHAT:** The work environment includes many factors impacting workers' health and safety. Inadequate conditions may lead to work-related injuries, professional illnesses, stress, long-term absence from the workplace, and costs to the employer. The purpose of safety at work is to reduce work-related risks and mitigate their consequences.

**WHO:** The employer is obliged by law to protect their workers from work-related risks to safety and health.

**HOW:** The employer is responsible for the procurement and maintenance of installations, devices, equipment, tools, the workplace and access thereto, as well as for organising the work in a way that provides for the protection of workers' lives and health, in compliance with special legal acts and other regulations, and in accordance with the nature of the work performed.

It is the employer's duty to inform the worker about the risks involved in the work she/he performs.

The employer must train the worker to perform the work in a way that ensures protection of life and health and prevents accidents.

If the employer accepted the responsibility to provide accommodation and food for the workers, he/she must take care of the protection of workers' life, health, as well as their morality and religion in carrying out this commitment.

**WHERE:** Radni inspektorat – Ministarstvo rada i mirovinskog sustava (Labour Inspectorate - Ministry of Labour and Pension System):

Ulica grada Vukovara 78, 10 000 Zagreb

Google map: <https://goo.gl/mifAkX>

**GOOD TO KNOW:** Handbook on health and safety at work: <https://goo.gl/dYvkHX> (in Croatian only)

### 2.2.3 d change of company's registration data

**TITLE:** Change of company's registration data

**WHAT:** Changes that must be entered into the Register of Business Entities:

1. change of the name of the firm
2. change of seat and address
3. change of principal activity
4. change of organisational form.

**WHERE:** HITRO.HR

web: <https://goo.gl/J1100j>

e-mail: [info@hitro.hr](mailto:info@hitro.hr)

tel: 0800 0080

Hitro.hr offices: <https://goo.gl/uG2c0b>

### 2.2.3 e public procurement

**TITLE:** Public procurement



**WHAT:** Public procurement is acquisition of commodities, work or services under a public procurement contract, acquired by one or more contractors.

**WHO:**

1. public contractors operating in the water, energy, transport and postal services sectors
2. companies in which a public contractor has or can have a prevailing influence on the basis of their property, financial share, or rules which regulate the company, and which operate in one of the sectors (water, energy, transport and postal services)
3. other entities operating in the aforementioned sectors on the basis of special or exclusive rights assigned by a competent body.

**HOW:** You need to adopt a procurement plan for the budget or business year and update it if necessary, and publish it on the web.

You must keep an up-to-date register of public procurement contracts and framework agreements, and publish everything on the web.

**WHERE:** MINISTARSTVO GOSPODARSTVA (MINISTRY OF ECONOMY)  
UPRAVA ZA SUSTAV JAVNE NABAVE (DIRECTORATE FOR THE PUBLIC PROCUREMENT SYSTEM)

web: <https://goo.gl/yz4qOJ>

e-mail: [info\\_javnanabava@mingo.hr](mailto:info_javnanabava@mingo.hr)

Ulica grada Vukovara 78, Zagreb

tel: +385 1 4677178 (Tue and Thu: 9-12h)

Google map: <https://goo.gl/7isJBq>

**GOOD TO KNOW:** Public Procurement Act (*Zakon o javnoj nabavi*) (in Croatian): <https://goo.gl/U7QTVI>

Education in the public procurement field (in Croatian): <https://goo.gl/DpDjVI>

State Commission for Supervision of Public Procurement Procedure (Državna komisija za kontrolu postupaka javne nabave): <https://goo.gl/vUHLUf>

### 2.2.3 f court-enforced payment

**TITLE:** Court-enforced payment

**WHAT:** Court-enforced payment includes judicial processing of outstanding payments for services performed to debtors – physical persons and legal entities.

**WHO:** Court proceedings are initiated by the claimant. The proceedings are conducted against the debtor.

**HOW:** The claimant initiates the court proceedings. After the final judgement, the debtor has to settle the claims within a set term. In case the debt is not settled within the term, an enforcement procedure is instituted. It is a procedure wherein the claimant realises their claims by coercion, with the help of the court or a public notary.

Judicial debt collection enters into force after a valid judgement; after the expiration of the term for settling the claims, the enforcement procedure is instituted.

**WHERE:** The list of commercial courts in Croatia: <https://goo.gl/b8EYj5>

**GOOD TO KNOW:** More information on the enforcement procedure: <https://goo.gl/rWDQLO> (in Croatian only)



## 2.2.4 EMPLOYING STAFF

### 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties

**TITLE:** Filled-in and certified T-2 form

**WHAT:** A T2 form is a form used to register/change health insurance for the person insured. An example of a T2 form: <https://goo.gl/ygjLHC>

**WHERE:** Croatian Health Insurance Fund (Hrvatski zavod za zdravstveno osiguranje): <https://goo.gl/i8CHqa>

**TITLE:** Employment booklet

**WHAT:** Instead of the employment booklet, an 'e-employment booklet' has been in use in Croatia since 2013. It includes selected structured data in an electronic format, related to the employment and legal status of the insured person. This data is displayed in certificates and electronic record.

**WHERE:** Croatian Pension Insurance Institute (Hrvatski zavod za mirovinsko osiguranje): <https://goo.gl/WtFYEm>

**TITLE:** Employment contract (or a written confirmation on a signed contract)

**WHAT:** An employment contract is a contract under the labour law, signed to establish a work relationship.

**WHERE:** The employer.

**TITLE:** Copy of personal ID

**WHAT:** A copy of personal ID for foreigners is required.

**WHERE:** In any photocopy shop.

**TITLE:** Work permit (for a foreign worker)

**WHAT:** Work permit allows a foreigner to stay and work in Croatia.

**WHERE:** At a police authority or station. List of police authorities and contacts: <https://goo.gl/QXl7zf>

**TITLE:** Registration with the Croatian Pension Insurance Institute (copy M-1P)

**WHAT:** M-1P is a form to register the start of pension insurance.

**WHERE:** Croatian Pension Insurance Institute (Hrvatski zavod za mirovinsko osiguranje): <https://goo.gl/o2sq3Z>

**TITLE:** Definitive decision on disability (for disabled workers)

**WHAT:** A decision on disability is a document which proves the level of disability of a disabled worker.

**WHERE:** Croatian Pension Insurance Institute (Hrvatski zavod za mirovinsko osiguranje): <https://goo.gl/o2sq3Z>

### 2.2.4 b legal duties and conditions

**TITLE:** Registration of workers

**WHAT:** The employer must register a worker no later than day before employment



has started.

**WHERE:** Hrvatski zavod za mirovinsko osiguranje (Croatian Pension Insurance Institute): <https://goo.gl/o2sq3Z>

Hrvatski zavod za zdravstveno osiguranje (Croatian Health Insurance Fund): <http://www.hzzo.hr/en/>

**TITLE:** Minimum wage

**WHAT:** Since 1 January 2017, the gross minimum wage for full-time employment amounts to 3,276 HRK. The minimum wage for part-time employment is determined by the proportion between the minimum wage for full-time employment and the number of hours for which the worker is registered.

**WHERE:** MINISTARSTVO RADA I MIROVINSKOG SUSTAVA (MINISTRY OF LABOUR AND PENSION SYSTEM)

Ulica grada Vukovara 78

10 000 Zagreb

Google map: <https://goo.gl/mifAkX>

**TITLE:** Income tax return

**WHAT:** The employer must submit an annual income tax return. If the employer fails to do so, the worker has to submit the income tax return by him/herself.

**WHERE:** Tax authority offices: <https://goo.gl/lqcCk5>

#### 2.2.4 c termination of labour contract

**TITLE:** Termination of labour contract

**WHAT:** An employer may terminate a work contract, with a mandatory or contractual period of notice (ordinary dismissal), if there is a justified reason, in the following cases:

- ▶ if due to economic, technological or organisational reasons the job becomes redundant;
- ▶ if, due to his/her enduring traits or abilities, the worker cannot properly perform his/her duties;
- ▶ if the worker breaches his/her employment-related duties;
- ▶ if the worker fails to perform in a satisfactory way during the trial period.

A worker may terminate his/her work contract, observing the period of notice required by law or set by the contract, without having to specify the reason.

**HOW:** Notice of termination must be delivered to the employer or to the worker in written form. The employer must explain the decision in writing.

**WHERE:** MINISTARSTVO RADA I MIROVINSKOG SUSTAVA (MINISTRY OF LABOUR AND PENSION SYSTEM)

Ulica grada Vukovara 78

10 000 Zagreb

Google map: <https://goo.gl/mifAkX>

**WHEN:** According to the labour contract or law (maximum one month if the worker terminates the contract; two weeks to three months if the employer terminates the contract, depending on the duration of employment).

**ATTENTION:**

An employer who terminated a work contract due to the redundancy of such



a job may not hire another worker for the same job for at least six months after delivering the decision on the termination of the work contract.

**GOOD TO KNOW:** Labour Act: <https://goo.gl/t350ea> (in Croatian)

## 2.2.5 CLOSING DOWN BUSINESS

### 2.2.5 a closing down a limited company

**TITLE:** Closing down a limited company

**WHAT:** Limited companies are closed by the cessation of the company. The reasons can be:

- ▶ expiration of a term defined in the Articles of Association;
- ▶ a decision by the company members;
- ▶ acquisition by another company or a merger with another company;
- ▶ a final court decision denying the initiation of receivership proceedings due to the bankruptcy estate being insufficient to cover the costs of receivership;
- ▶ a final court decision establishing that the registration of the company in the court register was illegal;
- ▶ execution of bankruptcy proceedings; decision of the court of record.

**STEP 1:** Upon submission, the Commercial Court decides to enter the opening of company liquidation proceedings into the court register.

**STEP 2:** After registration, the company name must be supplemented by adding the words “in liquidation” (e.g. instead of Title d.o.o. – Title d.o.o. in liquidation). Thereby the change of the company goal and board members is announced.

**STEP 3:** Cessation of the company follows after the liquidation. Members of the company take a decision on cessation at the company assembly. The decision is passed in the form of a notary act, unless another form is defined by the Articles of Association.

**WHERE:** Court register: <https://goo.gl/U0pywH>

**GOOD TO KNOW:** Liquidation proceedings: <https://goo.gl/xMghlk> (in Croatian)

### 2.2.5 b closing down an unlimited company

Not applicable in Croatia.

### 2.2.5 c closing down a self-employed status

**TITLE:** Closing down a self-employed status (sole proprietorship and freelance)

**WHAT:** The process of terminating one’s status as self-employed is simple, like the process of establishing it.

**HOW:** Self-employment is terminated by the submission of request to the competent office for economy. You submit the decision, accompanied by appropriate forms, to the tax authority, Pension Insurance Institute, and Health Insurance Fund.

**WHERE:** Tax Authority offices: <https://goo.gl/lqcCk5>

Hrvatski zavod za mirovinsko osiguranje (Croatian Pension Insurance Institute): <https://goo.gl/WtFYEm>

Hrvatski zavod za zdravstveno osiguranje (Croatian Health Insurance Fund): <https://goo.gl/i8CHqa>

### 2.2.5 d going bankrupt





**TITLE:** Going bankrupt

**WHAT:** Bankruptcy is a legal status of a person or entity that can't pay the debts.

**STEP 1:** To go bankruptcy, there has to be existence of insolvency or over-indebtedness. There has to be also an asset that can cover the start-up costs of the bankruptcy proceedings.

**STEP 2:** Submit the application for starting the bankruptcy proceedings.

**STEP 3:** The bankruptcy proceedings are initiated by the court and with the opening of the insolvency file on the Internet publicly.

**STEP 4:** Court assigns a liquidator who will take control over all assets.

**STEP 5:** Submitting a restructuration plan controlled by the administrator/ liquidator.

**WHERE:** The competent commercial court: <https://goo.gl/CCI7g3>

**ATTENTION:** You must institute bankruptcy proceedings not later than 120 days since the business account was frozen.

**GOOD TO KNOW:** The Bankruptcy Act (in Croatian): <https://goo.gl/7S4jAx>

### 2.2.5 e selling a company

**TITLE:** Selling a company

**WHAT:**

The sale of a company may apply to selling either a stake in, or the entire stock of the company.

**HOW:** It is necessary to sign a sale contract, certified by a notary, and a transfer of the share. Many owners use the services of transfer agents in selling a company.

**WHERE:** The competent commercial court: <https://goo.gl/CCI7g3>

**ATTENTION:** Taking over a company implies that the buyer will purchase shares from the owner of the firm. By taking over the shares, the buyers acquires the property of the firm, but also all its existing and potential liabilities and debts. Together with the firm, all its contracts are taken over, including all accompanying rights and duties.

Selling a business does not necessarily mean that the buyer assumes ownership of the firm. The buyer and the owners may agree that the buyer takes over the property and part of the precisely defined liabilities, certain contracts, employees etc.

## 2.3 TAXES

### 2.3.1 TAX NUMBER

#### 2.3.1 a registering for a tax number

**TITLE:** Registering for a tax number

**WHAT:** A Personal identification number (PIN/OIB) is a permanent identification number for each citizen of Croatia and legal entity headquartered in the Republic of Croatia.

Having a valid VAT identification number is a precondition for doing business in the common market. You need to get a Personal identification number in order to get a VAT identification number.

**WHO:** Croatian citizens, foreign physical and legal entities. Foreigners must have a



passport or an identification document from the state of their citizenship, as well as proof of their citizenship.

**HOW:** By submitting a request for the assignment of OIB and VAT identification numbers.

**WHERE:** With the Tax authority. Tax authority offices: <https://goo.gl/lqcCk5>

**WHEN:** When registering permanent residence and when necessary.

**ATTENTION:** With the assignment of a VAT number, foreign taxable persons are also entered in the VAT payers' register. Taxable persons headquartered in the EU may appoint a tax representative in Croatia. Taxpayers headquartered outside the EU must appoint a tax representative as the person obliged to pay VAT on their behalf.

**GOOD TO KNOW:** Documentation necessary for assigning an OIB: <https://goo.gl/6kKa6l>

Validation of foreign VAT ID numbers: <https://goo.gl/MEdGaz>

## 2.3.2 OVERVIEW OF TAXES

### 2.3.2 a overview of taxes

**TITLE:** Value-added tax (VAT)

**WHAT:** VAT is a sales tax calculated at each stage of the production and sales cycle, charged only on the amount of the added value produced in that stage, not on the total production value. The general VAT rate in Croatia is 25%.

More on VAT: <https://goo.gl/zaVLby> (in Croatian only)

**WHERE:** Tax Authority offices: <https://goo.gl/lqcCk5>

**TITLE:** Profit tax

**WHAT:** A tax on profits is a tax charged on the profits earned by companies. The tax basis of the profit tax is the difference between the revenue and expenditures before the calculation of tax on profit, increased or decreased in accordance with provisions of the Profit Tax Act. The profit tax is calculated at the rate of 12% or 18%. More on profit tax: <https://goo.gl/jsb554>

**WHERE:** Tax Authority offices: <https://goo.gl/lqcCk5>

**TITLE:** Income tax

**WHAT:** Income tax is charged on income from employment, from sole proprietorship, from property and property rights, income from capital and from insurance. The rates implemented are 24% and 36% on the tax base. More on income tax: <https://goo.gl/gKjZU7> (in Croatian only)

**WHERE:** Tax Authority offices: <https://goo.gl/lqcCk5>

**TITLE:** Real estate transfer tax

**WHAT:** If you have purchased, inherited or otherwise acquired real estate (a building or land), in cases where VAT is not charged on such acquisitions, you are liable to pay real estate transfer tax. The tax rate is four percent of the market value of the real estate at the moment it is acquired. More on the taxation of real estate transfers: <https://goo.gl/TDX7gb> (in Croatian only)

**WHERE:** Tax Authority offices: <https://goo.gl/lqcCk5>



**TITLE:** Capital gains tax

**WHAT:** Capital gains are increases in the value of property: land, buildings, machines, cars, securities. They are measured as the difference between the selling and purchasing price. Capital gains tax is a tax on the increased value of property. All physical persons who receive income from capital gains are liable to taxation of income from capital gains. The rate of capital gains tax is 12% plus surtax.

**WHERE:** Tax Authority offices: <https://goo.gl/lqcCk5>

**TITLE:** Tax relief

**WHAT:** Tax reliefs and exemptions are available to companies which:

- ▶ are active and employ workers in areas of special state concern (employing at least 5 employees, and are allowed to pay a profit tax rate reduced by 20, 50 or 75%);
- ▶ use free zones (paying a 20% lower tax rate), employ persons with disabilities or employ under a professional rehabilitation scheme.

Tax relief for persons with disabilities: <https://goo.gl/DPVnEg> (in Croatian only)

**WHERE:** Tax Authority offices: <https://goo.gl/lqcCk5>

### 2.3.3 INTERNATIONAL TAXATION

#### 2.3.3 a procedure to avoid double taxation

**TITLE:** procedure to avoid double taxation

**WHAT:** Risk of double taxation emerges when two states have a right to tax your income:

- ▶ if you live in one member state and work in another (daily migrants);
- ▶ if you are posted to short-term work abroad; if you live and seek work in a foreign country, and you transferred your unemployment benefits from your domicile state;
- ▶ if you are retired in one state and receive a pension from another.

**WHO:** If you submit a justified appeal or if there is a bilateral treaty on avoiding double taxation.

**HOW:** Any taxpayer can include an income tax paid abroad in his/her tax liability in the annual calculation when submitting the annual tax return.

**WHERE:** At the competent tax administration units.

Tax authority offices in Croatia: <https://goo.gl/lqcCk5>

**ATTENTION:**

To be relieved from double taxation you may have to prove where your temporary residence is, and that the income tax has been already paid.

**GOOD TO KNOW:** More on avoiding double taxation (in English): <https://goo.gl/QdHmsA>

#### 2.3.3 b country agreements on double taxation

**TITLE:** Country agreements on double taxation

**WHAT:** Double taxation is the imposition of comparable taxes in two or more states on the same taxpayer, which negatively affects the exchange of goods and services, as well as movement of capital, technology and people. States improve mutual economic relations by entering into agreements on double taxation.

**WHO:** Citizens of states with which Croatia has signed agreements on avoiding



double taxation.

**HOW:** On the basis of many bilateral taxation agreements, the amount of tax you paid in the country where you work is subtracted from the amount of tax you should pay in the country where you reside.

You could only pay tax on the income you made in the country where you work, and this income would be free of taxes in the country where you reside.

**WHERE:** Tax authority offices in Croatia: <https://goo.gl/lqcCk5>

**ATTENTION:** If no agreement on avoidance of double taxation exists, the taxpayer must calculate and pay the tax in both states.

**GOOD TO KNOW:** List of agreements on avoidance of double taxation: <https://goo.gl/UfpA58>

## 2.4 SUPPORT SERVICES FOR MIGRANTS

### 2.4 a list of support services and projects regarding employment

**TITLE:** Youth Centre

**WHAT:** Space, experts, and information adjusted to the needs of young people in strengthening competitiveness on the labour market

**WHERE:** CENTAR ZA MLADE U ZAGREBU (YOUTH CENTRE IN ZAGREB)

web: <https://goo.gl/UDKGj3>

e-mail: [hzz.zagreb@hzz.hr](mailto:hzz.zagreb@hzz.hr)

Ul. kralja Zvonimira 15/1<sup>st</sup> floor, Zagreb

tel: +385 1 4699999

Google map: <https://goo.gl/3iCwZy>

CENTAR ZA MLADE U SPLITU (YOUTH CENTRE IN SPLIT)

web: <https://goo.gl/UHhPqO>

e-mail: [hzz.split@hzz.hr](mailto:hzz.split@hzz.hr)

Bihaćka 2c/2<sup>nd</sup> floor, Split

tel: +385 21 310555

Google map: <https://goo.gl/SOP4L3>

**TITLE:** Information and vocational counselling centres (CIPS)

**WHAT:** Overview of available jobs; expert assistance in writing applications and CVs; information on opportunities for education, scholarships, employment etc.

**WHERE:** Croatian Employment Service – regional and local offices: <https://goo.gl/0ZqGsR>

**TITLE:** Information and professional guidance centre (CISOK)

**WHAT:** Guidance related to seeking and creating professional opportunities, and improving jobseeking techniques

**WHERE:** Information and professional guidance centre: <https://goo.gl/tDKhDH>

**TITLE:** Support from non-profit organisations



**WHAT:** Advice, legal aid, advocacy

**WHERE:** BAZA ZA RADNIČKU INICIJATIVU I DEMOKRATIZACIJU (WORKERS' INITIATIVE AND DEMOCRATISATION ORGANISATION)

web: <http://www.brid.coop/>

Trg Petra Krešimira IV, no. 2, Zagreb

e-mail: [kontakt@brid.coop](mailto:kontakt@brid.coop)

Google map: <https://goo.gl/Jkyk4h>

PRAVNA KLINIKA (LEGAL CLINIC)

web: <http://klinika.pravo.unizg.hr>

Mon-Fri 10-12h, Wed-Thu 17-19h

Ul. Jurja Žerjavića 6/II floor, Zagreb

tel: +385 1 4811320, +385 1 4811324

Google map: <https://goo.gl/QdPkGU>

Request for free legal aid: <https://goo.gl/KtbEZe>

CENTAR ZA MIROVNE STUDIJE (CENTRE FOR PEACE STUDIES) (CMS)

web: [www.cms.hr](http://www.cms.hr)

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

Wed and Fri 14-16h

HRVATSKI PRAVNI CENTAR (CROATIAN LAW CENTRE) (HPC)

web: [www.hpc.hr](http://www.hpc.hr)

e-mail: [hpc@hpc.hr](mailto:hpc@hpc.hr)

Andrije Hebranga 21, Zagreb

tel: +385 (1) 4854-934

Google map: <https://goo.gl/qTMt3u>

## **2.4 b online resources regarding employment**

**TITLE:** The, From Measure to Career' project

**WHAT:** 9 measures of active employment policy in 2017, including self-employment: <https://goo.gl/WLkIOc>

**WHERE:** Croatian Employment Service – regional offices with local offices: <https://goo.gl/kSF5mY>

**TITLE:** Temporary employment agencies

**WHAT:** Temporary employment agencies act as an employer that transfers a worker (you) to a client (company) to perform temporary jobs.

**WHERE:** List of temporary employment agencies: <https://goo.gl/lOk6ji> (in Croatian)

**TITLE:** Guide through socio-economic rights of refugees



**WHAT:** This publication brings an overview of refugee rights and warns us about the difficulties of their implementation.

**WHERE:** Taste of Home website (publication available in Croatian): <http://www.okusdoma.hr/en/tekstovi/publikacije/vodic-kroz-socio-ekonomska-prava-izbjeglica>

## **2.4 c list of support services and projects regarding business**

**TITLE:** Croatian Agency for SMEs, Innovations and Investments

**WHAT:** Advisory services for entrepreneurs

**WHERE:** HAMAG-BICRO

Croatian Agency for SMEs, Innovations and Investments

web: <https://goo.gl/NTPI5v>

e-mail: [savjetovanje@hamagbicro.hr](mailto:savjetovanje@hamagbicro.hr)

Ksaver 208, Zagreb

tel: +385 1 488 10 15

Google map: <https://goo.gl/fA3zjd>

**TITLE:** Croatian Chamber of Trades and Crafts

**WHAT:** Business information and advice; settlement of disputes; master craftsman's exams and vocational competence exams; seminars and education

**WHERE:** CROATIAN CHAMBER OF TRADES AND CRAFTS

e-mail: [hok@hok.hr](mailto:hok@hok.hr)

Ilica 49/II, Zagreb

tel: +385 1 4806 666

Google map: <https://goo.gl/yoc76v>

**TITLE:** Croatian Chamber of Commerce

**WHAT:** Advice, information, fairs and projects for entrepreneurs

**WHERE:** Hrvatska gospodarska komora (CROATIAN CHAMBER OF COMMERCE)

<https://goo.gl/FKmZEX>

**TITLE:** Centre for Industrial Development (CIRAZ)

**WHAT:** A sector within the Croatian Chamber of Commerce in charge of implementation of two strategic projects financed from the ESI Funds: Strategic project for support of competitiveness cluster initiatives and Strategic project for support of the establishment of innovation network for industry and thematic innovation platforms.

**WHERE:** Croatian Chamber of Commerce

CIRAZ – Centre for Industrial Development (Centar za industrijski razvoj)

web: <https://goo.gl/8NCKij>

e-mail: [info@ciraz.hr](mailto:info@ciraz.hr)

Nova cesta 7, Zagreb

tel: +385 1 2078001

**TITLE:** Partnership Agreement between the RH and the European Commission:



Operational Programme Competitiveness and Cohesion 2014-2020

**WHAT:** An operational programme to improve competitiveness in Croatia, on the national and regional levels. The Programme: <https://goo.gl/cvz3K>

**WHERE:** Ministarstvo gospodarstva, poduzetništva i obrta (Ministry of Economy, Entrepreneurship, and Crafts)

web: <https://goo.gl/OuE6an>

Ulica grada Vukovara 78, Zagreb

Google map: <https://goo.gl/7isJBq>

**TITLE:** Project 'From Measure to Career'

**WHAT:** 9 measures of active employment policy in 2017, including self-employment: <https://goo.gl/WLkIOc>

**WHERE:** Croatian Employment Service – regional offices with local offices: <https://goo.gl/kSF5mY>

**TITLE:** Business incubators

**WHAT:** Assistance and support for entrepreneurs in the early development stages of entrepreneurial projects

**WHERE:** List of business incubators: <https://goo.gl/Dq1l1R>

IMPACT HUB

Pokreni Ideju j.d.o.o.

web: <https://goo.gl/3Fx4UM>

e-mail: [zagreb.hosts@impacthub.net](mailto:zagreb.hosts@impacthub.net)

Vlaška ulica 70E, Zagreb

tel: +385 1 7980500

Google map: <https://goo.gl/jVYFzU>

**TITLE:** Croatian Centre for Cooperative Entrepreneurship

**WHAT:** Expert assistance and advice; education for cooperatives

**WHERE:** CROATIAN CENTRE FOR COOPERATIVE ENTREPRENEURSHIP

web: <https://goo.gl/yvGd6G>

e-mail: [info@zadruga.coop](mailto:info@zadruga.coop)

Amruševa 8/1<sup>st</sup> floor, Zagreb

tel: +385 1 4870053

Google map: <https://goo.gl/8xe2xV>

**TITLE:** Cluster for eco-social innovations and development (CEDRA)

**WHAT:** Network of support centres for existing and potential social entrepreneurs.

**WHERE:** Addresses and contacts: <https://goo.gl/BJE4PR>

**TITLE:** Cooperation for ethical financing

**WHAT:** Founded with a goal to establish the first ethical bank in Croatia. It serves its members as a platform for networking, cooperation, advice, and education.

**WHERE:** COOPERATIVE FOR ETHICAL FINANCING





web: <https://goo.gl/RW0Vsa>

Makančeva 16, Zagreb

Google map: <https://goo.gl/m5OPog>

#### **2.4 d online resources regarding business**

**TITLE:** Website of the Croatian Agency for SMEs, Innovations and Investments

**WHAT:** Detailed information for investors and entrepreneurs and overview of different sectors in Croatia.

**WHERE:** Their website (in English): <http://www.investcroatia.hr/>

**TITLE:** [MIGRENT] Migrant (Social) Entrepreneurship as a Tool of Socio-economic Emancipation of Migrants

**WHAT:** This publication provides an overview of a few current migrant (and) social entrepreneurial initiatives in Europe, as well as some tips and tricks from entrepreneurial experts.

**WHERE:** Website of the Centre for Peace Studies (in English): <https://www.cms.hr/en/publikacije/migrent-migrant-social-entrepreneurship-as-a-tool-of-socio-economic-emancipation-of-migrants>

#### **2.4 e list of support services and projects regarding taxes**

**TITLE:** Tax authority

**WHAT:** Advice and information

**WHERE:** Tax authority offices: <https://goo.gl/lqcCk5>

**TITLE:** Croatian Chamber of Commerce

**WHAT:** Free tax advice for new members of the chamber. Apply at: <https://goo.gl/ZoMPdb>

**WHERE:** CROATIAN CHAMBER OF COMMERCE  
<https://goo.gl/FKmZEX>

#### **2.4 f online resources regarding taxes**

**TITLE:** Tax Administration Website

**WHAT:** An overview of the Croatian tax system

**WHERE:** Tax Administration Website (in English): [http://www.porezna-uprava.hr/en/EN\\_porezni\\_sustav/Pages/THE-CROATIAN-TAX-SYSTEM.aspx](http://www.porezna-uprava.hr/en/EN_porezni_sustav/Pages/THE-CROATIAN-TAX-SYSTEM.aspx)



## 3 LEARNING LOCAL LANGUAGE

### 3.1 STATE SUPPORTED PROGRAMS

#### 3.1 a list of state supported programmes

**TITLE:** Croatian language course for persons who were granted international protection

**WHAT:** The Law on International and Temporary Protection stipulates that the Republic of Croatia must provide a Croatian language, history and culture course for asylees and persons under subsidiary protection, funded from state's budget. The course is held at the World of Language school in Zagreb.

**WHERE:** The World of Language (Svijet jezika)

web: <https://goo.gl/NJpyW5>

e-mail: [vodnikova@vodnikova.hr](mailto:vodnikova@vodnikova.hr)

Vodnikova 12/4, Zagreb

tel: +385 1 4877800

Google map: <https://goo.gl/rYRBRN>

Information:

Ministry of Science and Education (Ministarstvo znanosti i obrazovanja)

web: <https://mzo.hr/en>

Donje Svetice 38, Zagreb

tel: +385 1 4569000

Google map: <https://goo.gl/Ct5Dk4>

Office for Human Rights and the Rights of National Minorities (Ured za ljudska prava i prava nacionalnih manjina)

web: <https://goo.gl/b3SNFZ>

e-mail: [ured@uljppnm.vlada.hr](mailto:ured@uljppnm.vlada.hr)

Mesnička ulica 23, Zagreb

tel: +385 1 4569358

Google map: <https://goo.gl/Jrhvo0>

### 3.2 COMMERCIAL PROGRAMS

#### 3.2 a commercial programmes

**TITLE:** Commercial programmes

**WHAT:** Commercial programmes are private and state-run language courses that you have to pay for.

**WHO:** All foreign citizens living in Croatia.

**HOW:** It is necessary to apply for a certain programme, take exams to test your knowledge of the Croatian language, and start attending selected course.

**WHERE:** At Croatian Universities (i.e. programmes run by the Zagreb University:



<https://goo.gl/NXIAjC>), in private language schools.

**WHEN:** When you need to. It's best to start your course soon after you arrive in Croatia, as knowing Croatian makes everyday life and work easier. Courses usually last from autumn until summer (September-June), but there are also shorter courses that you can attend during summer or another time of year.

**ATTENTION:**

Before you enrol, compare the prices of various programmes and inquire about how good they are.

**GOOD TO KNOW:** A list of different language-learning programmes and foreign language schools can be found on the Internet. Organisations dealing with integration can also give you a list.

### 3.3 LANGUAGE COURSES FOR CHILDREN

#### 3.3 a list of language courses for children

**TITLE:** Preparatory Croatian language education for school-age children

**WHAT:** The Act on Upbringing and Education in Primary and Secondary School obliges schools in Croatia to organise a minimum of 70 hours of preparatory Croatian language education for child refugees and children with insufficient knowledge of the Croatian language, as well as additional education in certain subjects. This programme has to be organized in a way that a child can also attend a part of the regular education programme in parallel.

**WHERE:** A school a child has enrolled in or any school where preparatory education is already implemented.

**TITLE:** NGO Croatian language courses for child refugees

**WHAT:** Some organisations' volunteers hold group and individual Croatian language courses for children who are seeking, or were approved, international protection, or were approved humanitarian stay.

**WHERE:** CENTRE FOR PEACE STUDIES (CENTAR ZA MIROVNE STUDIJE (CMS))

web: <http://www.cms.hr/en>

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

ARE YOU SYRIOUS?

web: <https://goo.gl/T8f64r>

fb: <https://goo.gl/lji4m9>

Ulica Brune Bušića 42, Zagreb

Google map: <https://goo.gl/AecvTd>



## 3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP

### 3.4 a list of local language exams for qualification and citizenship

**TITLE:** Croaticum, at the Philosophy Faculty in Zagreb

**WHAT:** Croaticum organises and conducts exams of Croatian as a second and foreign language for various needs.

More information: <https://goo.gl/cI6JcC>

**WHERE:** Zagreb University

Philosophy Faculty

Croaticum

web: <https://goo.gl/EqtG2z>

e-mail: [croaticum@ffzg.hr](mailto:croaticum@ffzg.hr)

fb: <https://goo.gl/09a42Z>

Ivana Lučića 3, Zagreb

tel: +385 1 4092068

Google map: <https://goo.gl/z49VtZ>

**TITLE:** Rijeka School of Croatian Studies

**WHAT:** The Rijeka School of Croatian Studies organises and conducts testing of Croatian language proficiency and knowledge of the Latin script for the purposes of getting a permanent stay permit, enrolling at higher education institutions in Croatia, validating foreign degrees, employment, acquiring citizenship etc.

**WHERE:** Rijeka University

Philosophy Faculty

Rijeka School of Croatian Studies

web: <https://goo.gl/f4UBwm>

e-mail: [rks@ffri.hr](mailto:rks@ffri.hr)

Sveučilišna avenija 4, Rijeka

tel: +385 51 265660

Google map: <https://goo.gl/g2EVce>

**TITLE:** Juraj Dobrila University of Pula

**WHAT:** Exams for Croatian as a second and foreign language for foreigners needing a certificate of Croatian language proficiency as a prerequisite for enrolling at higher education institutions in Croatia, validating foreign degrees, employment, acquiring citizenship etc.

**WHERE:** Juraj Dobrila University of Pula

The Faculty of Humanities

web: <http://www.unipu.hr/index.php?id=434&L=1>

e-mail: [ured.ohz@unipu.hr](mailto:ured.ohz@unipu.hr)

I. M. Ronjgova 1, Pula

tel: +385 52 377500

Google map: <https://goo.gl/RKDnL9>



**TITLE:** Philosophy Faculty in Osijek

**WHAT:** Exams for Croatian as a second and foreign language in order to obtain a certificate of Croatian language proficiency as a prerequisite for getting a permanent stay permit, enrolling at higher education institutions in Croatia, validating foreign degrees, employment, acquiring citizenship etc.

**WHERE:** J. J. Strossmayer University in Osijek

Philosophy Faculty

web: <https://goo.gl/fg2Ek4>

e-mail: [hzs@ffos.hr](mailto:hzs@ffos.hr)

L. Jägera 9, Osijek

tel: +385 31 211400

## 3.5 SUPPORT SERVICES FOR MIGRANTS

### 3.5 a list of support services and projects regarding local language courses

**TITLE:** Croatian language course for persons granted international protection

**WHAT:** The International and Temporary Protection Act commits the Republic of Croatia to secure budget funds for a Croatian language, history and culture course for asylees and persons under subsidiary protection. The course is held at the World of Language school.

**WHERE:** World of Language

web: <https://goo.gl/NJpyW5>

e-mail: [vodnikova@vodnikova.hr](mailto:vodnikova@vodnikova.hr)

Vodnikova 12/4, Zagreb

tel: +385 1 4877800

Google map: <https://goo.gl/rYRBRN>

**TITLE:** Information about the Croatian language course for persons granted international protection

**WHAT:** Government's Office for Human Rights and the Rights of National Minorities is in charge of the integration process, while the Science and Education Ministry is responsible for implementation of the Croatian language course for persons granted international.

**WHERE:** Ministarstvo znanosti i obrazovanja (Science and Education Ministry)

web: <https://mzo.hr/en>

Donje Svetice 38, Zagreb

tel: +385 1 4569000

Google map: <https://goo.gl/Ct5Dk4>

Ured za ljudska prava i prava nacionalnih manjina (Office for Human Rights and the Rights of National Minorities)

web: <https://goo.gl/b3SNFZ>

e-mail: [ured@uljppnm.vlada.hr](mailto:ured@uljppnm.vlada.hr)



Mesnička ulica 23, Zagreb  
tel: +385 1 4569358  
Google map: <https://goo.gl/Jrhvo0>

**TITLE:** NGO Croatian language courses for child refugees

**WHAT:** Some organisations' volunteers hold group and individual Croatian language courses for children who are seeking, or were approved, international protection, or were approved humanitarian stay.

**WHERE:** CENTRE FOR PEACE STUDIES (CMS)

web: <http://www.cms.hr/en>

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

ARE YOU SYRIOUS?

web: <https://goo.gl/T8f64r>

fb: <https://goo.gl/lji4m9>

Ulica Brune Bušića 42, Zagreb

Google map: <https://goo.gl/AecvTd>

**TITLE:** NGO-organised Croatian language courses for seekers of international protection, asylees, persons under subsidiary protection and persons granted humanitarian stay

**WHAT:** Organisations dealing with asylum in Croatia provide free Croatian language courses both at reception centres for seekers of international protection and elsewhere.

**WHERE:** CENTRE FOR PEACE STUDIES (CMS)

web: <http://www.cms.hr/en>

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

CROATIAN RED CROSS (HRVATSKI CRVENI KRIŽ) (HCK)

e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)

Ulica Crvenog križa 14, Zagreb

tel: +385 1 4655814; +385 1 4655813

Google map: <https://goo.gl/OOJ2Nw>

JESUIT REFUGEE SERVICE (ISUSOVAČKA SLUŽBA ZA IZBJEGLICE)

web: [www.jrs.hr](http://www.jrs.hr)

e-mail: [info@jrs.hr](mailto:info@jrs.hr)

Sarajevska 41, 10 000 Zagreb



tel: 098 99 35 863

Google map: <https://goo.gl/F7B04w>

ASSOCIATION OF AFRICANS IN CROATIA (DRUŠTVO AFRIKANACA U HRVATSKOJ)

web: <https://goo.gl/OPx5Y9>

Selska cesta 112a, Zagreb

tel: +385 98 1393024

Google map: <https://goo.gl/y5trNX>

ARE YOU SYRIOUS?

web: <https://goo.gl/T8f64r>

fb: <https://goo.gl/lji4m9>

Ulica Brune Bušića 42, Zagreb

Google map: <https://goo.gl/AecvTd>

CENTRE FOR REHABILITATION, STRESS AND TRAUMA (REHABILITACIJSKI CENTAR ZA STRES I TRAUMU)

web: <http://rctzg.hr>

Kvaternikov trg 12, Zagreb

tel: +385 1 4641342

Google map: <https://goo.gl/uGOhPt>

**TITLE:** DANTE – Croatian language course for those seeking international protection and persons granted international protection

**WHAT:** Dante is an adult education institution based in Rijeka, which holds free courses for those seeking international protection and persons granted international protection.

**WHERE:** Dante – adult education institution

Pomerio 23, Rijeka

tel: +385 51 321336

<http://www.dante-ri.hr>

Location of their courses for the next season is yet to be announced.

### 3.5 b list of online resources

**TITLE:** E-learning course of Croatian as a second and foreign language (HiT-1)

**WHAT:** The University of Zagreb, the Croatian Heritage Foundation & the University Computing Centre offer an e-learning course of the Croatian language at the beginner level. The course is aimed at people with no previous knowledge of Croatian, or with very basic knowledge of the language.

**WHERE:** <http://www.unizg.hr/homepage/learn-croatian/e-learning-course-of-croatian>





## 4 EDUCATION

### 4.1 PRESCHOOL EDUCATION

#### 4.1 a description of the system

**TITLE:** Preschool and childcare

**WHAT:** Preschool education includes: upbringing, education of, and care for, preschool children. It is carried out through upbringing, education, healthcare, nutrition and social care programmes for children from six months of age, until they start primary school. Early and preschool education is the initial stage in the system of upbringing and education. Apart from the preschool programme (starting a year before primary school), it is not mandatory for all preschool children.

**WHO:** All children of 6 months of age or older, until they start primary school.

**HOW:** Children of foreign citizens with a valid permanent stay for foreigner in the area of residence have the right to enrol in programmes of preschool institutions, under the condition that at least one foreign citizen parent has registered his/her permanent residence in that area. If all the needs of the children registered as resident in the area have been satisfied, preschool institutions may also accept children whose parents don't have residence in the area, but these children's parents must pay the full financial price of the programme.

**WHERE:** List of kindergartens in Croatia: <https://goo.gl/gSsRPx>

**WHEN:** From six months of age until preschool age. Kindergartens are open for enrolment throughout the school year, as long as there are vacancies.

**ATTENTION:** When enrolling in kindergartens owned by the local and regional self-government or by the state, priority is given to:

- ▶ children of parents victims of, or disabled in the homeland war
- ▶ children from families with three or more children
- ▶ children of parents in employment
- ▶ children with developmental disabilities
- ▶ children of single parents and children from foster homes
- ▶ children who will start attending primary school within one year
- ▶ children of parents receiving child benefits.

**GOOD TO KNOW:** Availability of preschool education (in Croatian): <https://goo.gl/zdNJro>

Special options in the preschool system (in Croatian): <https://goo.gl/RGPG6N>

#### 4.1 b admission/registration

**TITLE:** Admission/registration

**WHAT:** Each year, kindergartens determine and announce the time and conditions for admission. Enrolment is open throughout the school year if there are vacancies in the kindergarten for young and preschool age children.

**STEP 1:** You submit a request before a given deadline, asking for your child to be enrolled in a certain kindergarten programme in the preschool institution nearest to your place of residence, or an institution running a programme you are interested in. The following should be attached to the request for enrolment:



- ▶ birth certificate or excerpt from the Birth registry
- ▶ a certificate containing information on the child's birth, or a written statement that the kindergarten may check the data on the child's birth in the Birth registers
- ▶ a certificate of the child's place of residence and a copy of the parents' ID cards
- ▶ proof of facts significant to realising priority in admission.

**STEP 2:** An admissions committee nominated by the managing board of the kindergarten conducts the process of admitting children to kindergarten programmes. The committee must publish the results of the admissions process containing the information on accepted and refused requests for admitting children, as well as on vacancies at the kindergarten that remain after the admissions results have been confirmed.

**STEP 3:** You must sign an agreement on entering the kindergarten programme within one month since the publication of the admissions results, and in exceptional cases, until 1 September of the current year.

**STEP 4:** Children who have been enrolled begin their programme on 1 September of the current year unless established otherwise. Before they begin the programme, you must provide an authorised doctor's certificate confirming the child's general health check-up before enrolment.

**WHERE:** List of kindergartens in Croatia (in Croatian): <https://goo.gl/gSsRPx>

**ATTENTION:** The parent/guardian may submit a complaint to the managing board of the kindergarten if he/she perceives the admission results unjust.

**GOOD TO KNOW:** More information on enrolling in a kindergarten (in Croatian): <https://goo.gl/WGb1nG>

#### 4.1 c subsidized meals

**TITLE:** Subsidized meals

**WHAT:** Kindergartens organise children's meals in accordance with the current norms and standards in nutrition, as set out in the Kindergarten children's healthcare, hygiene and proper nutrition programme: <https://goo.gl/E5KWfM>.

**WHO:** Children with Croatian citizenship, children of asylees and persons under subsidiary protection, in accordance with the Social Welfare Act.

**HOW:** Kindergarten meals are partly subsidised by the city government and the remaining costs are borne by the parents.

**WHERE:** In the kindergarten attended by the child.

#### 4.1 d tax deduction for families with children

**TITLE:** Tax deduction for families with children

**WHAT:** Cost for childcare can be deducted from the income tax return.

**WHO:** Parents with 1 or more children (until the end of child's education, or until his/her first employment).

**HOW:** The basic personal allowance is 2,500 HRK. The monthly basic personal allowance is calculated as the 1.5 coefficient of personal allowance (1.5 x 2,500 HRK = 3,750 HRK) rounded to the nearest hundred (3,800 HRK). The coefficient increases:

- ▶ first child: for 0.7
- ▶ second child: for 1.0



- ▶ third child: for 1.4
- ▶ fourth child: for 1.9
- ▶ fifth child: for 2.5
- ▶ sixth child: for 3.2
- ▶ seventh child: for 4.0
- ▶ eighth child: for 4.9
- ▶ ninth child: for 5.9

(for each further dependent child the coefficient of the basic personal allowance is progressively increased by 1.1 in relation to the coefficient for the previous child)

**WHERE:** You can get detailed information at the competent tax authority office:  
<https://goo.gl/lqcCk5>

## 4.2 PRIMARY SCHOOL

### 4.2 a description of the system

**TITLE:** Description of the primary school system

**WHAT:** The eight-year primary education is mandatory in Croatia. Primary education gives a child the knowledge and abilities necessary to continue education.

Individual and group-based forms of educational work must be organised for children with insufficient or inexistent knowledge of the Croatian language – preparatory Croatian language teaching and additional education to help them catch up in certain subjects. A migrant child without a legal stay in Croatia must have the possibility to take classes if it resides in a reception centre for aliens, if their forcible deportation has been delayed, or before the deadline set for the deportation.

**WHO:** Children aged from six to fifteen. Children with multiple developmental difficulties.

**HOW:** Primary education begins with the first year of primary school, is compulsory for all children, generally lasting from six to fifteen years of age, and until the age of 21 at most for children with multiple developmental difficulties. This pertains to all children resident in Croatia notwithstanding their citizenship.

**WHERE:** List of institutions providing primary education programmes in Croatia:  
<https://goo.gl/QOs1Fj>

**WHEN:** A parent or guardian must enrol his/her child in school if it was six by 1 April of the current year. It is possible to ask for an early enrolment for a slightly younger child, while enrolment can be delayed only in case the child is suffering from serious health issues.

**ATTENTION:** There is a system of adult primary education for children who haven't completed the legally mandatory primary education.

**GOOD TO KNOW:** The Croatian education system also allows parallel education, in the form of primary arts education – music and dance.

More on primary education (in Croatian): <https://mzo.hr/hr/rubrike/osnovno-obrazovanje>

### 4.2 b admission/registration

**TITLE:** Admission/registration



**WHAT:** A child enrolls in primary school according to an admissions plan adopted by the county public administration office in charge of education. The pupil will enrol in a school determined by his/her place of residence, but may also enrol in another school if that doesn't require an increase in the number of classes or if he/she is enrolling in schools offering alternative, international and national minority language and script programmes.

**STEP 1:** You must enrol your child in school if it was six by 1 April of the current year. It is possible to ask for an early enrolment for a slightly younger child, while enrolment can be delayed only in case the child is suffering from serious health issues.

**STEP 2:** Before enrolling, the child must undergo an examination with which the commission establishes its psychological and physiological condition and issue you a certificate on the child's ability to attend school. The examinations are conducted in the school between 1 April and 30 June each year.

**STEP 3:** After getting a certificate, the child enrolls in school. No documents are necessary for the child to enrol in first year of school, but in case the child has certain difficulties and needs special assistance or type of instruction, documentation is needed issued by the pertinent institution or findings and opinion of a central institution providing expertise.

**WHERE:**

In the institutions carrying out primary education programmes in Croatia.

**ATTENTION:**

A pupil attending school regularly may change programmes in the course of his/her education, either within the same school or a different one, no later than by the beginning of the second semester.

**GOOD TO KNOW:** The Act on Upbringing and Education in Primary and Secondary School (in Croatian): <https://goo.gl/Lt87ok>

The Schools Portal (in Croatian): <https://goo.gl/iOkWnu>

Information on delaying enrolment (in Croatian): <https://goo.gl/5NL86X>

## 4.2 c transport to school

**TITLE:** Transport to school

**WHAT:** Transport to school is organised by the local or regional self-government unit.

**WHO:** Transport to school is organised for 1<sup>st</sup> to 4<sup>th</sup> year pupils living in locations more than three kilometres away from the school, as well as for 5<sup>th</sup> to 8<sup>th</sup> year pupils living in locations more than five kilometres away from school. From the nearest regional or urban transit station to the school, or the regional or urban transit station nearest to the school.

**HOW:** The school (or the transport company) provides the form to fill in. You have to hand it in to the transport company.

**WHERE:** Transport companies in the place of residence.

**WHEN:** You can apply at the beginning of the school year.

**ATTENTION:** If the child travels to school from a location that has no public transport, or must use routes without a sidewalk, transport can be organised regardless of its distance from the school. Transport is organised by the local or regional self-government unit.

If the pupil has enrolled in a school but lives outside its catchment area for



admissions, the school founder doesn't have to bear the transportation costs (you bear the transportation costs).

**GOOD TO KNOW:** Transport is organised for all pupils with developmental difficulties, notwithstanding how far away from school they live. This also includes a pupil's carers if the kind and level of difficulty requires one. Transportation costs are paid from the state budget.

#### 4.2 d before and after school care

**TITLE:** Afternoon school care

**WHAT:** Extended school programmes involve additional activities in school after regular pre-noon classes (from 12-17h), where children don't return home after classes but remain at the school with the class teacher. During after-school activities, the pupils revise the teaching material, they get an organised period for leisure and play, warm meals and spend time in the fresh air. Schools tailor the programme with the needs of parents in employment, in accordance with their own organisational and spatial capacities

**WHO:** Extended school stay is organised for 1<sup>st</sup> and 2<sup>nd</sup> year pupils, in some schools for 3<sup>rd</sup> years as well, and in some exceptional cases also for 4<sup>th</sup> year pupils.

**HOW:** In addition to the documents necessary for enrolment in school, parents also need to supply a request for the child's inclusion in an extended school programme, as some schools don't have the capacity to provide for all who express an interest. There are criteria regulating the right to precedence in including pupils in an extended school programme if more pupils apply than the school has space to provide an extended programme for.

**WHERE:** In the school attended by the child.

**WHEN:** Throughout the school year. Following the morning classes.

**ATTENTION:** Extended school programmes are free for children with 90% and 100% disability, 50% of the costs of the programme for children with 60-80% disability, and 75% of the costs of the programme for children with disabilities of 50% and less. The third and each further child in a single family do not have to pay for extended school programmes. A child of a single parent pays 75% of the costs of the programme. A child whose parent is a beneficiary of continuous financial assistance within the social welfare system pays 20% of the costs of the programme.

#### 4.2 e subsidized school meals

**TITLE:** Subsidized school meals

**WHAT:** Primary schools must provide meals for pupils while they are at school, in accordance with the norms prescribed by the Ministry of Health.

**WHO:** Children attending primary school.

**HOW:** Every school should organise meals for their pupils while they are at school. Weekly menus should be announced on the school notice board, and the meals should be served in the canteen. To safeguard the pupils' health, no fast food and fizzy drink may be served in schools.

**WHERE:** In the school attended by the child.

**WHEN:** During a break between classes. Pupils attending after-school programmes or extended school programmes must have at least a 30-minute break for their meal.

**ATTENTION:** The decision on organising meals for pupils lies with the schools



themselves, that is, the municipalities and cities that establish them, so in effect, the situation significantly varies from school to school. Where schools provide meals, they are funded by the state budget, as well as the local and regional self-government budgets, while parents bear part of the costs.

## 4.2 f children with special needs

**TITLE:** Children with special needs

**WHAT:** Each kind of difficulty hinders the child's relations and communication with its parents, educators, teachers and peers, thus impeding the child's capacity to develop and learn. By providing the conditions and support for realising each pupil's maximum developmental potential, their opportunities to achieve the highest possible degree of education are brought to an equal level.

**WHO:** Children with special needs.

**HOW:** An Expert committee with the public administration Office gives a recommendation for education for special needs children, and the Office issues a ruling. Following an examination of the child, the committee may recommend that the child be enrolled in a regular programme, an adapted programme, an exemption from enrolment, or early enrolment.

**WHERE:** Adapted education programmes are implemented in regular or special education institutions, in line with the Education institution network.

**WHEN:** When enrolling the child in primary school or during education, in case previously inexistent developmental difficulties emerge.

**ATTENTION:** If the parent/guardian is dissatisfied with the ruling, they have the right to submit a complaint to the county public administration Office within 15 days. The Ministry of Science and Education rules on the complaint, and a complaint in the second instance is made to the Administrative Court.

**GOOD TO KNOW:** Programmes for pupils with developmental difficulties (in Croatian): <https://goo.gl/uh9WPd>

Assistance with inclusion in upbringing and regular education programmes (in Croatian): <https://goo.gl/Qibclq>

## 4.2 g school holidays

**TITLE:** School holidays

**WHAT:** School holidays and public holidays in Croatia when there are no classes.

- ▶ Winter holidays: begin after Christmas and end in the second week of January (27/12/2017-12/1/2018)
- ▶ Spring holidays: one week in spring, around Easter (29/3/2018-6/4/2018)
- ▶ Summer holidays: begin mid June and end at the beginning of the next school year (18/6/2018-September 2018)
- ▶ Independence Day: 8/10
- ▶ All Saints: 1/11
- ▶ Christmas: 25/12
- ▶ Saint Stephen's Day: 26/12
- ▶ New Year: 1/1
- ▶ Three Kings' Day: 6/1
- ▶ Easter and Easter Monday: different each year (2/4/2018)
- ▶ May Day: 1/5





- ▶ Corpus Christi: different each year (31/5/2018)
- ▶ Day of Antifascist Struggle: 22/6
- ▶ Statehood Day: 25/6
- ▶ Homeland Thanksgiving Day: 5/8
- ▶ Assumption of Mary: 15/8

#### **4.2 h school attendance and absence**

**TITLE:** School attendance and absence

**WHAT:** Regular attendance is necessary for your child to achieve the maximum results in education and increase chances of success in continuing education and in life. The child must attend classes regularly, and on time.

**WHO:** You are responsible for the regularity of your child's attendance; you must inform the school on reasons for a pupil's absence and provide written or oral justification for the absence in due time.

**HOW:** A pupil's absence is monitored by the class teacher, by recording which pupils are absent at each lesson. Absences are justified by establishing their reason and noting whether the reason for the absence is justified. This is done by the form-master, with the parents'/guardians' cooperation. The following absences are considered justified: the pupil's illness, death in the family, extraordinary family situation (illness of a family member), problems with traffic, natural disasters, etc.

**ATTENTION:** Schools have different policies regarding the mode of justifying absences, so the parent/guardian should inquire beforehand.

#### **4.2 i financial support for participating in school activities**

**TITLE:** Financial support for the socially vulnerable families

**WHAT:** Depending on the local authorities, there are possibilities for socially vulnerable families to get financial help and/or co-financing of textbooks.

#### **4.2 j support in local language for foreigners**

**TITLE:** Support in local language

**WHAT:** Schools in Croatia are obliged to organise a minimum of 70 hours of preparatory Croatian language education for child refugees and children with insufficient knowledge of the Croatian language (children can attend up to 3 rounds of preparatory classes – 210 hours in total), as well as additional Croatian classes. It must be possible for a child to attend a part of the regular education programme in parallel.

Primary schools in Croatia providing preparatory classes in 2017:

- ▶ Fran Galović, Zagreb
- ▶ Dugave, Zagreb
- ▶ Gustav Krklec, Zagreb
- ▶ Medvedgrad, Zagreb
- ▶ Ivan Gundulić, Zagreb
- ▶ Fran Krsto Frankopan, Zagreb
- ▶ Zvonimir Frank, Kutina
- ▶ Vladimir Vidrić, Kutina
- ▶ Mate Lovrak, Kutina





- ▶ Stjepan Kefelja, Kutina

## 4.2 k migrant children's mother tongue tuition

Non-applicable.

## 4.3 SECONDARY SCHOOL

### 4.3 a description of the system

**TITLE:** Description of the system

**WHAT/OVERVIEW:** Secondary education allows each child, under equal conditions and according to its abilities, and upon completion of primary education, to acquire the capabilities necessary to enter the labour market and to continue with higher education. Unlike primary education, secondary education is not compulsory.

**WHO/ELIGIBILITY:** Children who completed a primary school education programme.

**HOW:** Gymnasiums will prepare the child to continue education, vocational (trade) schools will enable it to enter the labour market or allow it to continue education, while art schools will allow it to acquire knowledge, develop skills, capacities and creativity in various art fields.

**WHERE:** In gymnasiums, vocational schools and arts schools.

Directory of secondary school institutions (in Croatian): <https://goo.gl/9dYYG1> (Excel document)

**WHEN:** After completing primary school.

**ATTENTION:** A pupil who attains a lower level of secondary education, or completes a three-year secondary education programme has the right to attain a higher qualification level by continuing education or taking an exam.

**GOOD TO KNOW:** More on secondary education (in Croatian): <https://goo.gl/uEClIY>

### 4.3 b admission/registration

**TITLE:** Admission/registration

**WHAT:** Every pupil who has completed primary education has the right to enrol in first year of secondary school, conditional on the number of admissions determined for each year by the Minister in charge of education. The conditions for enrolment in secondary schools are the same for: Croatian citizens, Croats from other countries and children of citizens of European Union member states.

Regular pupils enrol in first year of secondary school up to the age of 17. With permission by the school board, a pupil of up to 18 years of age may enrol in first year of secondary school. To enrol in secondary school at more than 18 years of age, a pupil needs permission from the Science and Education Ministry.

**STEP 1:** Every year, a Ruling on admissions to first year of secondary school for the following school year is adopted. The Ruling determines the mode of admissions, number of places in first-year secondary school classes, the size and organization of classes, enrolment deadlines and other conditions and procedures for enrolment.

**STEP 2:** Candidates apply for admission in secondary education programmes through the website of the National information system for applications and



admissions to secondary education institutions, on the basis of the results of an open competition, published on the websites and notice boards of the schools and their founders. Candidates who complete primary education within the regular education system in the Republic of Croatia, but who completed one or more of the previous three years of school abroad, submit certificates attesting that the pupil has completed each year's education abroad. The data is entered in the system by the form-master.

**STEP 3:** A candidate can apply for no more than 6 education programmes in the summer and autumn enrolment periods. Education programmes, that is, the secondary schools that carry them out, can be searched according to the default search criteria.

**STEP 4:** As of the announcement of the final admissions rankings, the candidates have acquired the right to enrol in the highest-priority education programme within their ranking in the enrolment quota. Final rankings don't undergo further change.

**STEP 5:** A pupil confirms his/her enrolment with his/her own signature and the parent's/guardian's signature in the enrolment form, available at the website of the system ([www.upisi.hr](http://www.upisi.hr)), which must be delivered before the stated deadline to the school the pupil has the right to enrol in.

**STEP 6:** When the pupil has confirmed his/her enrolment with his/her and his/her parent's signature on the enrolment form, and delivered the form to the school together with other necessary documents, the candidate has been enrolled in first year of secondary school.

**WHERE:** At the National information system for applications website (<https://goo.gl/VG8ZCk>), when enrolling in secondary schools, and, following that, at the chosen school.

**ATTENTION:** If for valid reasons the pupil cannot supply the signed enrolment form for enrolling in first year before the given deadlines, his/her parent/guardian must do this.

**GOOD TO KNOW:** National information system for applications and admissions to secondary education institutions (in Croatian): <https://goo.gl/VG8ZCk>

The Act on Upbringing and Education in Primary and Secondary School (in Croatian): <https://goo.gl/Lt87ok>

### 4.3 c transport to school

**TITLE:** Transport to school

**WHAT:** The state subsidises transport from the place of residence to the school for pupils who have to travel more than 5 kilometres.

**WHO:** Pupils who enrolled in and regularly attend secondary school, who buy monthly pupil's bus or train cards, and whose places of residence are further than 5 kilometres away from their schools, are entitled to a subsidy covering 75% of the costs of regional public transport. Pupils from households that are beneficiaries of guaranteed minimum social assistance or permanent support have 100% of the costs of a monthly pupil's travel card covered.

**HOW:** The school (or the transport company) provides the form to fill in. You have to hand it in to the transport company.

**WHERE:** Transport companies in the place of residence.

**WHEN:** You can apply at the beginning of the school year.

**ATTENTION:** Pupils living in a pupils' accommodation that is not in the same



location as their school have the right to co-financing of their costs of transport from the pupils' accommodation to the location of their school.

**GOOD TO KNOW:** Decision on the criteria and mode of financing transport for secondary school pupils in the January-June 2017 period (in Croatian): <https://goo.gl/OBju7Z> (PDF)

A document confirming the right to 75% co-financing for regional public transportation costs (in Croatian):

<https://goo.gl/MzZutb> (PDF)

A document confirming the right 100% to co-financing for regional public transportation costs (in Croatian): <https://goo.gl/7Bb4zP> (PDF)

#### **4.3 d subsidized school meals**

Non-applicable.

#### **4.3 e school holidays**

**TITLE:** School holidays

**WHAT:** School holidays and public holidays in Croatia when there are no classes.

- ▶ Winter holidays: begin after Christmas and end in the second week of January (27/12/2017-12/1/2018)
- ▶ Spring holidays: one week in spring, around Easter (29/3/2018-6/4/2018)
- ▶ Summer holidays: begin mid-June and end at the beginning of the next school year (18/6/2018-September 2018)
- ▶ Independence Day: 8/10
- ▶ All Saints: 1/11
- ▶ Christmas: 25/12
- ▶ Saint Stephen's Day: 26/12
- ▶ New Year: 1/1
- ▶ Three Kings' Day: 6/1
- ▶ Easter and Easter Monday: different each year (2/4/2018)
- ▶ May Day: 1/5
- ▶ Corpus Christi: different each year (31/5/2018)
- ▶ Day of Antifascist Struggle: 22/6
- ▶ Statehood Day: 25/6
- ▶ Homeland Thanksgiving Day: 5/8
- ▶ Assumption of Mary: 15/8

#### **4.3 f final exams**

**TITLE:** Final exams

**WHAT:** In Croatia, upon finishing secondary school pupils take a state graduation exam. State graduation exams are carried out simultaneously, using the same examination materials, and in the same way for all entrants. This allows direct comparison between the results, thus making the selection procedure for enrolment in higher education institutions more just and transparent.

**WHO:** The state graduation exam must be taken by:

- ▶ all gymnasium pupils whose secondary education is completed with a state



graduation exam

- ▶ pupils in four-year vocational secondary schools finishing their secondary education and wishing to continue their education at one of the higher education institutions in the Republic of Croatia
- ▶ candidates from outside the Croatian education system who also wish to continue their education in one of the higher education institutions in the Republic of Croatia

**HOW:** There are mandatory exams in the following general-education subjects: the Croatian language, mathematics and foreign language.

Exams relating to the mandatory segment of the state graduation exam can be taken at one of two levels: the higher level (A) and the basic level (B).

The optional segment of the state graduation exam involves a choice of subjects, a maximum of six of which can be taken within a single examination period.

**WHERE:** You can apply exams apply at the website of the National information system for applications and admissions to secondary education institutions (in Croatian): <https://goo.gl/0sHiO8>.

The exams are taken at the attended secondary education institution.

**WHEN:** The deadlines are announced at the National information system for applications and admissions to secondary education institutions website (in Croatian): <https://goo.gl/0sHiO8>. In 2017, the application deadline was 15 February, and the study programmes could be chosen or changed by the 17 July. The summer deadline for the state graduation exam is in June, and the autumn deadline is in August.

**ATTENTION:** The fee for the costs of taking the state graduation exam is 175 kn (~23€).

**GOOD TO KNOW:** More information on the state graduation exam: <https://goo.gl/yskvEU>

The National centre for external evaluation of education – the state graduation exam (in Croatian): <https://goo.gl/wB2fts>

National information system for applications and admissions to secondary education institutions (in Croatian): <https://goo.gl/0sHiO8>

### 4.3 g scholarships and grants

Foreign citizens studying in Croatia don't have the right to state scholarships. However, the bilateral agreements implemented by the Science and Education Ministry, such as the CEEPUS and Erasmus+, managed by the Agency for Mobility and EU Programmes, provide grants that are available to international students.

**TITLE:** Central European Exchange Program for University Studies (CEEPUS)

**WHAT:** Citizens of Croatia, Albania, Austria, Bosnia and Herzegovina, Bulgaria, the Czech Republic, Hungary, Macedonia, Moldavia, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia and Kosovo may become CEEPUS grant beneficiaries. These grants are available each year and sometimes include free accommodation, subsidised meals and health insurance

**WHERE:** National CEEPUS office

The Mobility and EU Programmes Agency

Web: <https://goo.gl/hhfxoC>

Frankopanska 26, Zagreb



tel: +385 1 5005635

e-mail: [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)

Google map: <https://goo.gl/HbepoF>

**TITLE:** Erasmus+

**WHAT:** Erasmus+ programmes offer opportunities to all age groups, help develop and exchange knowledge and experience in institutions and organisations in various countries. More information on the Erasmus+ programme: <https://goo.gl/IN5ppW>

<https://goo.gl/A0Hspq>

**WHERE:** Mobility and EU Programmes Agency

web: <https://goo.gl/XD7eFv>

Frankopanska 26, Zagreb

tel: +385 1 5005635

e-mail: [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)

Google map: <https://goo.gl/HbepoF>

## 4.4 HIGHER EDUCATION AND UNIVERSITY

### 4.4 a description of the system

**TITLE:** description of the system

**WHAT:** Higher education is an activity pursued by higher education institutions. Higher education institutions are universities, as well as the faculties and arts academies they comprise, polytechnics and colleges.

**WHO:** Persons who completed secondary education, passed the state graduation exam and fulfil the conditions for enrolment in a higher education institution.

**HOW:**

- ▶ A university study consists of three levels: undergraduate, graduate and postgraduate studies.
- ▶ Undergraduate university studies last for up to four years. On completing them, you acquire the professional title of Baccalaureus (sveučilišni prvostupnik). Graduate studies last for one to two years. If you complete them, you acquire the title of Master (magistar). Postgraduate university studies last for three years. If you complete them, you acquire the title of Doctor of Sciences or Arts.
- ▶ Professional education (stručno obrazovanje) involves: a short professional study, undergraduate professional study and specialist graduate professional study. A short professional study lasts from two to two and a half years. On completing it, you acquire an Associate title (stručni pristupnik/pristupnica). An undergraduate professional study lasts for three or four years. When you complete an undergraduate professional study, you acquire a Professional baccalaureus (stručni prvostupnik) title.
- ▶ A specialist professional study lasts for one to two years, and upon its completion, the title of specialist (of a profession) is awarded (stručni specijalist).

**WHERE:** At higher education institutions in Croatia.

**WHEN:** After completing secondary school or later.



**GOOD TO KNOW:** Vocations and the corresponding professions (in Croatian): <https://mzo.hr/hr/rubrike/zvanja-odgovarajuca-radna-mjesta>

Information on higher education (in Croatian): <https://mzo.hr/hr/rubrike/srednje-obrazovanje>

#### **4.4 b admission/registration of students from EU/EEA member states**

**TITLE:** Admission/registration of students from EU/EEA Member States

**WHAT:** Admissions to studies are carried out on the basis of an open competition announced by the university, polytechnic or college. It is implemented a minimum of six months before lectures begin. The university, polytechnic or college establish the criteria on the basis of which the ranking and choice of candidates for enrolment are made.

If you are a regular student from the EU, you have equal rights to access to education as students who are citizens of the Republic of Croatia (paying the same tuition fee, or the rights to subsidised fees and meals).

**STEP 1:** You need to apply with your user's data at the Postani student (Become a Student) website (in Croatian): <https://goo.gl/5fHlUA>, and register your study programmes in the "Moj odabir/Odaberi novi studijski program" menu.

**STEP 2:** You can choose a maximum of 10 single or dual-subject study programmes.

**STEP 3:** Your secondary school grades, state graduation exam, additional tests and special achievements are all included in your overall points for enrolling study programmes.

**STEP 4:** When the ranking is announced and you attain the right to enrol, you will be given an admissions number for a certain study programme, which you are then obliged to enrol. You should seek any further information on enrolling in the desired study course directly at the higher education institution.

**WHERE:** You can register and fill out a request at the Postani student (Become a Student) website (in Croatian): <https://goo.gl/qlchmS>

**GOOD TO KNOW:** Studying in Croatia for foreign citizens (in Croatian): <https://goo.gl/fqcFsg>

All about applications (in English): <https://goo.gl/FKGaq7>

Information on enrolling in studies (in Croatian): <https://mzo.hr/hr/upisi-na-studije?cat=154>

#### **4.4 c admission/registration of third country students**

**TITLE:** Admission/registration of third-country students

**WHAT:** Admissions to studies are carried out on the basis of an open competition announced by the university, polytechnic or college. It is implemented a minimum of six months before lectures begin. The university, polytechnic or college establish the criteria on the basis of which the ranking and choice of candidates for enrolment are made.

If you are a third-country student, you enrol in higher education institutions as part of the quota for aliens, and pay the fee set by the education institution.

If you are an asylee or a person under subsidiary protection, you take the state graduation exam or enrol a study as part of the quota for aliens, paying the fee set





by the education institution.

**STEP 1:** You need to apply with your user's data at the <https://goo.gl/5fHIUA> website, and register your study programmes in the "Moj odabir/Odaberi novi studijski program" menu.

**STEP 2:** You can choose a maximum of 10 single or dual-subject study programmes.

**STEP 3:** Your secondary school grades, state graduation exam, additional tests and special achievements are all included in your overall points for enrolling study programmes.

**STEP 4:** When the ranking is announced and you attain the right to enrol, you will be given an admissions number for a certain study programme, which you are then obliged to enrol. You should seek any further information on enrolling in the desired study course directly at the higher education institution.

**WHERE:** You can register and fill out a request at the Become a Student (Postani student) website: <https://goo.gl/QlchmS>

**ATTENTION:** Foreign citizens' right to enrol may be limited or reduced if the study in question concerns military or police education, as well as other studies that are a matter of national security interest.

**GOOD TO KNOW:** Studying in Croatia for foreign citizens (in Croatian): <https://goo.gl/fqcFsg>

All about applications (in English): <https://goo.gl/FKGaq7>

Information on enrolling in studies (in Croatian): <https://goo.gl/6zPqbl>

#### 4.4 d subsidized school meals

**TITLE:** Subsidized school meals

**WHAT:** Subsidies cover part of the beneficiary's costs for meals at restaurants that have a contract with the Science and Education Ministry and at institutions authorised by the ministry (student centres, higher education institutions).

**WHO:** The following have the right to subsidised meals:

- ▶ regular students enrolled in undergraduate, graduate, integrated undergraduate and graduate university studies;
- ▶ short, undergraduate and specialists graduate professional studies in a higher education institution in the Republic of Croatia, who are citizens of an EU member-state.

**HOW:** You prove and realise your right by means of a student's identification card, which confirms that you are enrolled in a higher education institution (students enrolled in more than one higher education institution can only use the subsidy through one identification card).

**WHERE:** In students' canteens in the place where you study.

**WHEN:** Students who enrol for an academic year realise their right to a subsidy beginning from 1 October of the current year, until 15 October the following calendar year, except for the period from 16 July until 31 August.

**ATTENTION:** You realise your right to various amounts, depending on the level of the awarded benefits (number of full daily meals – levels 1, 2 and 2,5).

**GOOD TO KNOW:** Information on subsidised meals (in Croatian): <https://goo.gl/c26llo>

Ordinance on the conditions and mode of fulfilling the right to subsidised costs





of students' meals and city-level decisions in the RH (in Croatian): <https://goo.gl/67Vwqs>

#### 4.4 e university holidays

**TITLE:** School holidays

**WHAT:** School holidays and public holidays in Croatia when there are no classes.

- ▶ Winter holidays: 27/12-6/1
- ▶ Break between the winter and summer terms: 26/1/2018 – 26/2/2018 (29/1 – 23/2 winter exam period)
- ▶ Summer holidays: 8/6/201 until the beginning of the next academic year (11/6 – 13/7, the summer exam period and 27/8 – 28/9, the autumn exam period)
- ▶ Independence Day: 8/10
- ▶ All Saints: 1/11
- ▶ Christmas: 25/12
- ▶ Saint Stephen's Day: 26/12
- ▶ New Year: 1/1
- ▶ Three Kings' Day: 6/1
- ▶ Easter and Easter Monday: different each year (2/4/2018)
- ▶ May Day: 1/5
- ▶ Corpus Christi: different each year (31/5/2018)
- ▶ Day of Antifascist Struggle: 22/6
- ▶ Statehood Day: 25/6
- ▶ Homeland Thanksgiving Day: 5/8
- ▶ Assumption of Mary: 15/8

#### 4.4 f scholarships and grants

**TITLE:** State scholarships

**WHAT:** Foreign citizens studying in Croatia don't have the right to state scholarships. However, the bilateral agreements implemented by the Science and Education Ministry, such as the CEEPUS and Erasmus+, managed by the Agency for Mobility and EU Programmes, provide grants that are available to international students.

**TITLE:** Central European Exchange Program for University Studies (CEEPUS)

**WHAT:** Citizens of Croatia, Albania, Austria, Bosnia and Herzegovina, Bulgaria, the Czech Republic, Hungary, Macedonia, Moldavia, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia and Kosovo may become CEEPUS grant beneficiaries. These grants are available each year and sometimes include free accommodation, subsidised meals and health insurance

**WHERE:** National CEEPUS office

The Mobility and EU Programmes Agency

Web: <https://goo.gl/hhfxoC>

Frankopanska 26, Zagreb

tel: +385 1 5005635

e-mail: [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)



Google map: <https://goo.gl/HbepoF>

**TITLE:** Erasmus+

**WHAT:** Erasmus+ programmes offer opportunities to all age groups, help develop and exchange knowledge and experience in institutions and organisations in various countries. More information on the Erasmus+ programme (in English): <https://goo.gl/AOHspq>

**WHERE:** Mobility and EU Programmes Agency

web: <https://goo.gl/XD7eFv>

Frankopanska 26, Zagreb

tel: +385 1 5005635

e-mail: [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)

Google map: <https://goo.gl/HbepoF>

#### **4.4 g accommodation subsidies**

**TITLE:** Accommodation subsidies

**WHAT:** Students who live outside the place where they study can receive subsidies for accommodation in student residences subject to the results of a competition to assign residential accommodation.

**WHO:** The following students have a right to subsidised accommodation in student and pupil residences, as well as subsidies for private accommodation:

- ▶ regular students who are Croatian citizens
- ▶ European Union citizens registered as resident in Croatia who were granted the status of an alien permanently residing in Croatia, who have enrolled undergraduate, graduate, integrated undergraduate and graduate university studies, short professional studies, undergraduate professional studies and specialist graduate professional studies in higher education institutions in the Republic of Croatia
- ▶ students with disabilities enrolled in post-graduate university studies

**HOW:** The conditions and mode of fulfilling regular students' right to subsidised accommodation are prescribed on the basis of the Ordinance on the conditions and mode of fulfilling the rights of regular students to subsidised accommodation.

**WHERE:** In student residences in the place where a student is studying.

**WHEN:** During the public competition, which is announced for each academic year.

**ATTENTION:** The monthly price of accommodation in student residences is between 80 and 900 kn, depending on the student centre and individual student residences and how well-equipped the rooms are.

**GOOD TO KNOW:** More information on accommodation for students (in Croatian): <https://goo.gl/RtxgTN>

#### **4.4 h other options of higher education**

Non-applicable.

### **4.5 APPRENTICESHIP**

#### **4.5 a apprenticeship possibilities**



**TITLE:** Apprenticeship opportunities

**WHAT:** Apprenticeship is systematic and long-term vocational education, which includes both theoretical and practical elements, needed to acquire the knowledge, skills and habits needed to perform a certain vocation.

**WHO:** If you have completed primary education and entered into a vocational profession.

**HOW:** You can look for the apprenticeship yourself and make an agreement with the company, or contact the below mentioned institutions for advice. As an apprentice, you will be contractually bound to your employer, and receive financial compensation.

**WHERE:** Apprenticeship positions (in Croatian) : <https://goo.gl/4vzGzN>

CROATIAN CHAMBER OF TRADES AND CRAFTS (HRVATSKA OBRTNIČKA KOMORA)

e-mail: [hok@hok.hr](mailto:hok@hok.hr)

Ilica 49/II, Zagreb

tel: +385 1 4806 666

Google map: <https://goo.gl/yoc76v>

AGENCY FOR VOCATIONAL EDUCATION AND TRAINING AND ADULT EDUCATION (AGENCIJA ZA STRUKOVNO OBRAZOVANJE I OBRAZOVANJE ODRASLIH)

web: <https://goo.gl/5ZTI4k>

e-mail: [ured@asoo.hr](mailto:ured@asoo.hr)

Radnička cesta 37b, Zagreb

tel: +385 1 62 74 666

Google map: <https://goo.gl/TiQXRM>

**ATTENTION:** Apprenticeship for adults: all persons without an adequate pre-apprenticeship or adequate secondary education has the right to qualify or re-qualify as a professional in a different vocation.

**GOOD TO KNOW:** The rules and regulations on minimal conditions for apprenticeship contracts: <https://goo.gl/FGrQvo>

List of vocations: <https://goo.gl/2LIMyF>

## 4.6 ADULT EDUCATION

### 4.6 a primary and secondary school programmes for adults

**TITLE:** Programme of primary education for adults

**WHAT:** People older than 15 who have not completed primary school but wish to do so should apply at the public administration office in their county to fulfil this right.

**WHERE:** List of public administration offices: <https://goo.gl/lK3tuC>

**TITLE:** Programmes for secondary education

**WHAT:** The number of lessons in each subject within an adult education programme for acquiring secondary education qualification, secondary education vocational qualification or lower vocational qualification cannot be lower than 50% of the number of lessons prescribed by the regular education curriculum, regardless of the mode of teaching.



**WHERE:** AGENCY FOR VOCATIONAL EDUCATION AND TRAINING AND ADULT EDUCATION

web: <https://goo.gl/TSw4zH>

e-mail: [ured@asoo.hr](mailto:ured@asoo.hr)

Radnička cesta 37b, Zagreb

tel: +385 1 62 74 666

Google map: <https://goo.gl/TiQXRM>

Vocational education programmes: <https://goo.gl/epmKeJ>

#### **4.6 b vocational training**

**TITLE:** Vocational training

**WHAT:** Vocational training for work without employment is a measure for training young people for employment in a vocation for which they were educated, with the aim of acquiring experience or a formal condition for taking a professional or master craftsman's exam.

**WHO:** Unemployed persons up to 30 years of age with no more than 12 months of employment in the vocation for which they were trained, who have been registered with the Employment Service for 30 days.

**HOW:** Apply for the open calls announced at the Employment Service website.

**WHERE:** With an employer providing this kind of training.

Learn more in the Croatian Employment Service – list of regional and local offices: <https://goo.gl/4FNi1Y>

**WHEN:** Vocational training takes from 12 to 24 months.

**ATTENTION:** The person in training is paid: financial assistance to the amount of 2,620.80, paid by the Service, the costs of taking the professional/master craftsman's exam, covered by the Service, and the transportation costs, covered by the employer.

**GOOD TO KNOW:** Information on vocational training: <https://goo.gl/iclDxf> (in Croatian)

#### **4.6 c courses for retirees**

**TITLE:** Courses for retirees

**WHAT/OVERVIEW:** In cities throughout Croatia there are various free or cheap courses (in culture, language, dance, creative, computing) that are intended for retirees.

**WHO/ELIGIBILITY:** If you are retired.

**HOW:** You can find information on the Internet, in cultural centres and open universities. The enrolment procedure depends on the provider of the course.

**WHERE:** At open universities, in foreign school languages, in cultural centres and clubs.

Cultural centres and open universities: <https://goo.gl/mNaQ4V>

**WHEN:** Throughout the year or depending on the course provider's programme.

**GOOD TO KNOW:**

Portal for senior citizens: <https://goo.gl/VZBnya>



## 4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS

### 4.7 a nostrification/recognition of education

**TITLE:** For enrolling in secondary school

**WHAT:** You submit a request for recognising qualifications on completed primary education to the Education and Teacher Training Agency. The recognition process is handled by the secondary education institution where you intend to continue your education.

**WHERE:** Education and Teacher Training Agency (Agencija za odgoj i obrazovanje):  
<https://goo.gl/mITXVc>

**TITLE:** For enrolling in a higher education institution

**WHAT:** You submit a request for recognising qualifications on completed secondary education in general, gymnasium and arts programmes to the Education and Teacher Training Agency, and on completed secondary education in vocational programmes to the Agency for Vocational Education and Training and Adult Education.

**WHERE:** Education and Teacher Training Agency: <https://goo.gl/mITXVc>

Agency for Vocational Education and Training and Adult Education

web: <https://goo.gl/wUvEWO>

Radnička cesta 37b, Zagreb

tel: +385 1 6274666

Google map: <https://goo.gl/tkjcZl>

**TITLE:** For finding employment

**WHAT:** The Agency for Science and Higher Education is authorised for recognition for the purpose of employment in RH (professional recognition).

**WHERE:** Agency for Science and Higher Education

National ENIC/NARIC office

web: <https://goo.gl/VS8hv9>

e-mail: [enic@azvo.hr](mailto:enic@azvo.hr)

Donje Svetice 38/5, Zagreb

Google map: <https://goo.gl/VtLtu8>

### 4.7 b vocational qualifications

**TITLE:** The Croatian National Qualifications (CQF) framework and the European qualifications framework (EQF)

**WHAT:** Four-year vocational programmes carried out in schools lead to level 4.2 qualifications under the CQF and level 4 EQF qualifications. Three-year vocational programmes allow entry into the labour market and lead to level 4.1 CQF and level 4 EQF qualifications, and are mostly carried out through apprenticeship with work-based learning in companies. At the level of higher education, vocational education is carried out at colleges, in the form of short professional studies and



undergraduate professional studies focused on applied sciences. Learning in the framework of these programmes mostly involves having a large practical work experience and leads to level 5 CQF and 6 EQF qualifications.

More information on recognition of professional qualifications (in Croatian): <https://goo.gl/8PY4HQ>

Qualifications and vocational curricula (in Croatian): <https://goo.gl/tmwPXX>

**WHERE:** Agency for Vocational Education and Training and Adult Education  
web: <https://goo.gl/wUvEWo>

Radnička cesta 37b, Zagreb

tel: +385 1 6274666

Google map: <https://goo.gl/tkjcZl>

## 4.8 SUPPORT SERVICES FOR MIGRANTS

### 4.8 a list of support services and projects regarding education

**TITLE:** Central European Exchange Program for University Studies (CEEPUS)

**WHAT:** Citizens of Croatia, Albania, Austria, Bosnia and Herzegovina, Bulgaria, the Czech Republic, Hungary, Macedonia, Moldavia, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia and Kosovo may become CEEPUS grant beneficiaries. These grants are available each year and sometimes include free accommodation, subsidised meals and health insurance

**WHERE:** National CEEPUS office

The Mobility and EU Programmes Agency

Web: <https://goo.gl/hhfxoC>

Frankopanska 26, Zagreb

tel: +385 1 5005635

e-mail: [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)

Google map: <https://goo.gl/HbepoF>

**TITLE:** Erasmus+

**WHAT:** Erasmus+ programmes offer opportunities to all age groups, help develop and exchange knowledge and experience in institutions and organisations in various countries. More information on the Erasmus+ programme: <https://goo.gl/IN5ppW>

<https://goo.gl/AOHspq>

**WHERE:** Mobility and EU Programmes Agency

web: <https://goo.gl/XD7eFv>

Frankopanska 26, Zagreb

tel: +385 1 5005635

e-mail: [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)

Google map: <https://goo.gl/HbepoF>

**TITLE:** Programme of primary education for adults

**WHAT:** People older than 15 who haven't completed primary school and wish to do so should apply at the public administration office in their county to fulfil this right.



**WHERE:** List of public administration offices: <https://goo.gl/lK3tuC>

**TITLE:** Programmes for secondary education

**WHAT:** The number of lessons in each subject within an adult education programme for acquiring secondary education qualification, secondary education vocational qualification or lower vocational qualification cannot be lower than 50% of the number of lessons prescribed by the regular education curriculum, regardless of the mode of teaching.

Vocational education programmes (in Croatian): <https://goo.gl/epmKeJ>

**WHERE:** AGENCY FOR VOCATIONAL EDUCATION AND TRAINING AND ADULT EDUCATION

web: <https://goo.gl/2CfHqr>

e-mail: [ured@asoo.hr](mailto:ured@asoo.hr)

Radnička cesta 37b, Zagreb

tel: +385 1 62 74 666

Google map: <https://goo.gl/TiQXRM>

**TITLE:** Nostrification for enrolment in secondary school

**WHAT:** You submit a request for recognising qualifications on completed primary education to the Education and Teacher Training Agency. The recognition process is handled by the secondary education institution where you intend to continue your education.

**WHERE:** Education and Teacher Training Agency: <https://goo.gl/mlTXVc>

**TITLE:** Nostrification for enrolment in a higher education institution

**WHAT:** You submit a request for recognising qualifications on completed secondary education in general, gymnasium and arts programmes to the Education and Teacher Training Agency, and on completed secondary education in vocational programmes to the Agency for Vocational Education and Training and Adult Education.

**WHERE:** Education and Teacher Training Agency: <https://goo.gl/mlTXVc>

Agency for Vocational Education and Training and Adult Education

web: <https://goo.gl/wUvEwo>

Radnička cesta 37b, Zagreb

tel: +385 1 6274666

Google map: <https://goo.gl/tkjcZl>

**TITLE:** Nostrification for the purposes of finding employment

**WHAT:** The Agency for Science and Higher Education is authorised for recognition for the purpose of employment in RH (professional recognition).

**WHERE:** Agency for Science and Higher Education

National ENIC/NARIC office

web: <https://goo.gl/mZZqvw>

e-mail: [enic@azvo.hr](mailto:enic@azvo.hr)

Donje Svetice 38/5, Zagreb

Google map: <https://goo.gl/VtLtu8>





**TITLE:** Recognising vocational qualifications

**WHAT:** Vocational programmes are evaluated along various levels of qualification and for different vocations.

**WHERE:** Agency for Vocational Education and Training and Adult Education

web: <https://goo.gl/KV7dk1>

Radnička cesta 37b, Zagreb

tel: +385 1 6274666

Google map: <https://goo.gl/tkjcZ1>

**TITLE:** Open universities

**WHAT:** Open universities are institutions for adult education

**WHERE:** List and contacts for open universities in Croatia: <https://goo.gl/EwuYLP>

#### **4.8 b list of online resources regarding education**

**TITLE:** Education system in Croatia

**WHAT:** Detailed description of the complete education system in Croatia.

**WHERE:** <https://goo.gl/UhvYFQ> (in English and Croatian)

**TITLE:** Study in Croatia

**WHERE:** Website containing relevant information for foreign students

**WHAT:** <http://www.studyincroatia.hr>



## 5 EVERYDAY LIFE

### 5.1 HOUSING

#### 5.1.1 RENTING

##### 5.1.1 a procedure check list

**TITLE:** Renting a property in Croatia

**WHAT:** The procedure to rent an apartment is the same for Croatian and foreign citizens. The landlord must pay the state rental income tax for the rent he/she receives, in line with the tax administration's ruling.

**STEP 1:** Unless you have one, you should get your OIB – personal identification number at the Tax administration office.

**STEP 2:** You sign a tenancy agreement, which needs to be authenticated by a notary. The agreement is then handed to the Tax administration.

**STEP 3:** You report the change in your resident address at the police administration or station.

**WHERE:** Tax administration: <https://goo.gl/6isuwl>

Police administrations or stations in Croatia: <https://goo.gl/DwwtKP>

**ATTENTION:** It is important for the tenancy to be legal so that you can report your resident address and enjoy the protection of the tenancy agreement.

**GOOD TO KNOW:** The landlord must allow the tenant at least three to six months to move out, depending on the reasons the lease was cancelled.

##### 5.1.1 b real estate search

**TITLE:** Internet

**WHAT:** Many real estate agencies can be found on the Internet, as well as the "Njuškalo" classified advertisements portal, where a majority of property owners advertise the accommodation they are leasing.

**WHERE:** Njuškalo: <https://goo.gl/QjUokQ>

**TITLE:** Social welfare centre

**WHAT:** Those who were granted international protection are provided accommodation by the state for the first two years. The Social welfare centre is in charge of finding the leased accommodation.

**WHERE:** Social welfare centre 'Novi Zagreb' (Centar za socijalnu skrb Novi Zagreb)  
Avenija Dubrovnik 12, Zagreb

Contact person: Ivan Jazvić

[ivan.jazvic@socskrb.hr](mailto:ivan.jazvic@socskrb.hr)

+385 1 6585514

Google map: <https://goo.gl/SCevK1>

**TITLE:** NGO support in finding accommodation to rent

**WHAT:** NGOs that provide support for refugees and migrants will help you find accommodation as fast as possible, as well as in communicating with property



owners.

**WHERE:** CENTRE FOR PEACE STUDIES (CENTAR ZA MIROVNE STUDIJE - CMS)

web: [www.cms.hr/en](http://www.cms.hr/en)

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

JESUIT REFUGEE SERVICE (ISUSOVAČKA SLUŽBA ZA IZBJEGLICE)

web: [www.jrs.hr](http://www.jrs.hr)

e-mail: [info@jrs.hr](mailto:info@jrs.hr)

Sarajevska 41, 10 000 Zagreb

tel: 098 99 35 863

Google map: <https://goo.gl/F7BO4w>

ARE YOU SYRIOUS INITIATIVE

web: <https://goo.gl/T8f64r>

fb: <https://goo.gl/lji4m9>

Ulica Brune Bušića 42, Zagreb

Google map: <https://goo.gl/AecvTd>

## 5.1.2 BUYING

### 5.1.2 a procedure check-list

**TITLE:** Buying a property

**WHAT:** If you are a citizen or legal person from an EU member state, you have the right to own real estate in the Republic of Croatia under the same conditions for acquiring real estate as Croatian citizens and legal persons based in Croatia. If you are a third country citizen, an administrative procedure will determine whether the acquisition of real estate is approved, if your country has reciprocity in rights to acquire real estate in Croatia. Refugees with a permanent asylee status in Croatia have the right to own real estate, in line with the International and Temporary Protection Act.

**STEP 1:** You submit a written request to purchase real estate to the Ministry of Justice. The written request must have the following attached:

- ▶ the legal basis for acquiring ownership, either the original document or a notarised copy;
- ▶ proof of the real estate seller's/alienator ownership or an excerpt from the land registry – original or a notarised copy no older than six months;
- ▶ a certificate by the administrative body in charge of urban and spatial planning confirming the legal status of the property;
- ▶ proof of citizenship or a legal person's status;
- ▶ if you are represented by a legal representative, you also need to supply the original power of attorney or a notarised copy.

Apart from the documents listed here, you also need to attach a proof of payment of administrative fees to the request.



**STEP 2:** The Justice Ministry rules on the approval.

**WHERE:** The Ministry of Justice of the Republic of Croatia

The Civil, commercial and administrative law directorate

Ulica grada Vukovara 49, Zagreb

Google map: <https://goo.gl/FvQQKY>

**GOOD TO KNOW:** Acquisition of property rights: <https://goo.gl/qjwXMD>

#### 5.1.2 b searching for real estate

**TITLE:** Internet

**WHAT:** Many real estate agencies can be found on the Internet, as well as the “Njuškalo” classified advertisements portal, where a majority of property owners advertise the accommodation they are leasing.

**WHERE:** Njuškalo: <https://goo.gl/QjUokQ>

### 5.1.3 WASTE MANAGEMENT

#### 5.1.3 a national rules and fines

**TITLE:** Waste management

**WHAT:** Mixed municipal waste is collected and transported. Residents are obliged to separate paper, plastic, glass and dangerous waste, and take it to recycling yards that can receive it. Municipal fees vary depending on the location of residence and the services.

**WHO:** Everybody who uses municipal services.

**HOW:** The local self-government unit’s assembly adopts decisions on municipal fees, decisions on infrastructure connection and decisions on mandatory use of the municipal service of waste disposal, which concerns collection and transport of municipal waste. Residents receive monthly bills for municipal costs.

**WHERE:** Zagrebački holding d.o.o.

Waste management subdivision

Podružnica Čistoća

web: <https://goo.gl/vEKcuC>

e-mail: [cistoca@zgh.hr](mailto:cistoca@zgh.hr)

Radnička cesta 82, Zagreb

Google map: <https://goo.gl/EpDYbi>

Or otherwise, depending on the place of residence.

**WHEN:** Since the moment of moving to a given address, communal expenses are charged monthly.

**GOOD TO KNOW:** Municipal Services Act: <https://goo.gl/iWCQj6>

### 5.1.4 SUPPORT SERVICES FOR MIGRANTS

#### 5.1.4 a list of support services and projects regarding housing

**TITLE:** Social welfare centre

**WHAT:** The state provides accommodation to persons with approved international protection for the first two years. Social welfare centre is in charge of finding flats to rent.

**WHERE:** Social welfare centre, Novi Zagreb



Avenija Dubrovnik 12, Zagreb  
Contact person: Ivan Jazvić  
[ivan.jazvic@socskrb.hr](mailto:ivan.jazvic@socskrb.hr)  
+385 1 6585514  
Google map: <https://goo.gl/SCevK1>

**TITLE:** NGO support in finding accommodation to rent

**WHAT:** NGOs that provide support for refugees and migrants will help you find accommodation as fast as possible, as well as in communicating with property owners.

**WHERE:** CENTRE FOR PEACE STUDIES (CMS)

web: [www.cms.hr/en](http://www.cms.hr/en)  
e-mail: [cms@cms.hr](mailto:cms@cms.hr)  
Selska cesta 112a, Zagreb  
tel: +385 1 482 00 94  
Google map: <https://goo.gl/y5trNX>

JESUIT REFUGEE SERVICE

web: [www.jrs.hr](http://www.jrs.hr)  
e-mail: [info@jrs.hr](mailto:info@jrs.hr)  
Sarajevska 41, 10 000 Zagreb  
tel: 098 99 35 863  
Google map: <https://goo.gl/F7B04w>

ARE YOU SYRIOUS?

web: <https://goo.gl/T8f64r>  
fb: <https://goo.gl/lji4m9>  
Ulica Brune Bušića 42, Zagreb  
Google map: <https://goo.gl/AecvTd>

**TITLE:** Accommodation for seekers of international protection

**WHAT:** If they cannot pay for their own accommodation, international protection seekers are housed at asylum seekers' reception centres.

**WHERE:** RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PORIN)

(PRIHVATILIŠTE ZA TRAŽITELJE MEĐUNARODNE ZAŠTITE)

Sarajevska cesta 41  
10 000 Zagreb  
Tel: +385 1 4570959  
Google map: [goo.gl/6rttHd](http://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION

Sisačka 3  
44320 Kutina



Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](http://goo.gl/qKh0mH)

**TITLE:** safe houses

**WHAT:** reception and accommodation for victims of domestic violence

**WHERE:** List of asylums and counselling services for victims of domestic violence:

<https://goo.gl/shgHrK>

Autonomous women's house (Autonomna ženska kuća) Zagreb: <http://www.azkz.net>

Istra safe house (Sigurna kuća Istra): <https://goo.gl/lpdZTd>

Women's centre Adela (Centar za žene Adela): <https://goo.gl/419jyi>

The St. Ana centre for women and children victims of domestic violence (Sveta Ana – centar za žene i djecu žrtve obiteljskog nasilja): <http://sv-ana.com>

**TITLE:** accommodation for unaccompanied children

**WHAT:** Unaccompanied children aged less than 14 are accommodated in homes for unaccompanied children, and those over 14 in institutions for children and juveniles.

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/3mZ2aM>

#### 5.1.4 b online resources

**TITLE:** Njuškalo online real estate classifieds

**WHAT:** online real estate classifieds where you can find apartments and houses for rent or sale

**WHERE:** <http://www.njuskalo.hr/nekretnine>

## 5.2 SOCIAL SUPPORT

### 5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL ASSISTANCE

#### 5.2.1 a assistance for families and children

**TITLE:** Financial assistance by social welfare centres

**WHAT:** A financial payment for beneficiaries of assistance and care allowance, personal disability allowance, retired persons' allowance, allowance for newborn children, grants for underprivileged pupils and students, grants for pupils and students with developmental difficulties.

**WHERE:** Social welfare centres in Croatia (in Croatian): <https://goo.gl/QQgN6S>

**TITLE:** Occasional financial assistance

**WHAT:** Apart from material assistance, the Croatian Caritas also provides occasional financial assistance for socially at-risk families.

**WHERE:** CARITAS CROATIA

web: [www.caritas.hr](http://www.caritas.hr)

e-mail: [caritas.croatia@caritas.hr](mailto:caritas.croatia@caritas.hr)

Ksaverska cesta 12a, Zagreb



tel: +385 1 5635045

Google map: <https://goo.gl/FgKiHf>

Addresses of diocesan Caritas agencies: <https://goo.gl/cNkKh0>

**TITLE:** Maternity allowance

**WHAT:** The following have the right to a maternity allowance:

- ▶ working mothers
- ▶ mothers who are self-employed, who work in trades and crafts or agriculture
- ▶ unemployed mothers
- ▶ unemployed mothers who receive a pension or a disability pension due to professional incapacity to work
- ▶ mothers attending regular education.

**WHERE:** Ministarstvo za demografiju, obitelj, mlade i socijalnu politiku (Ministry for Demography, Family, Youth and Social Policy)

web: <https://goo.gl/cnSY8u>

e-mail: [ministarstvo@mdomsp.hr](mailto:ministarstvo@mdomsp.hr)

Trg Nevenke Topalušić 1, Zagreb

tel: +385 1 555 7111; +385 1 555 7013

Google map: <https://goo.gl/EZU86e>

Croatian Health Insurance Fund: <http://www.hzzo.hr/en>

**TITLE:** Child benefit

**WHAT:** Child benefit is a financial allowance paid to the parent or guardian as support for children's upkeep and education.

**WHERE:** Croatian Health Insurance Fund: <http://www.hzzo.hr/en>

**TITLE:** One-off financial assistance for newborn children

**WHAT:** The right to a one-off financial assistance if at the time of the birth of the child you have been permanently resident in Croatia for at least 12 months without interruption and have health insurance in line with regulations on mandatory health insurance:

- ▶ a parent at work or who is self-employed
- ▶ a beneficiary with a second income
- ▶ an agricultural worker who is not liable to pay profit or income tax
- ▶ an unemployed beneficiary

As a parent outside the labour market you have the right to financial assistance if at the time of the child's birth you have been permanently resident in Croatia for a minimum of 5 years without interruptions and have health insurance in line with regulations on mandatory health insurance.

**WHERE:** Croatian Pension Insurance Institute: <https://goo.gl/WtFYEm>

Croatian Health Insurance Fund: <https://goo.gl/ztof4z>

### 5.2.1 b death and assistance

**TITLE:** family pension – widower/widow





**WHAT:** The right to a family pension that belongs to the spouse of the deceased insurance beneficiary. More details under: “Work” – “Retirement and pensions” – “Widow(er) pension”

**WHERE:** Croatian Pension Insurance Institute: <https://goo.gl/WtFYEm>

**TITLE:** family pension – orphans

**WHAT:** The right to a family pension that belongs to the deceased insurance beneficiary’s child if it was less than 15 years of age at the time of the parent’s death. More details under: “Work” – “Retirement and pensions” – “Orphan pension”

**WHERE:** Croatian Pension Insurance Institute: <https://goo.gl/WtFYEm>

**TITLE:** funeral costs

**WHAT:** A one-off compensation for funeral expenses given for the funeral of a person who has no-one legally or contractually bound to support him/her on the basis of a contract on life-long support or support until death. Groups that are socially at risk also receive the compensation in case of death due to work-related injury or professional illness. More details under: “Work” – “Retirement and pensions” – “Compensations for funeral expenses”

**WHERE:** Croatian Health Insurance Fund: <https://goo.gl/nFcSkj>

Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

#### 5.2.1 c financial assistance for housing

**TITLE:** Social welfare centres

**WHAT:** Housing subsidies, accommodation in night-time shelters, housing socially at-risk citizens

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

**TITLE:** Caritas

**WHAT:** Occasional financial assistance for socially at-risk families to cover housing costs

**WHERE:** CARITAS CROATIA

web: [www.caritas.hr](http://www.caritas.hr)

e-mail: [caritas.croatia@caritas.hr](mailto:caritas.croatia@caritas.hr)

Ksaverska cesta 12a, Zagreb

tel: +385 1 5635045

Google map: <https://goo.gl/FgKiHf>

Addresses of diocesan Caritas agencies: <https://goo.gl/cNkKh0>

#### 5.2.1 d low income assistance

**TITLE:** Social welfare centre

**WHAT:** A financial payment for beneficiaries of assistance and care allowance, personal disability allowance, retired persons’ allowance, allowance for newborn children, grants for underprivileged pupils and students.

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

#### 5.2.1 e unemployment assistance

**TITLE:** Unemployment assistance



**WHAT:** An unemployed person who at the time of termination of employment has worked for at least 9 months in the past 24 months and wasn't at fault for the termination is entitled to financial compensation, if he/she submits a request for the compensation within the legal deadline. More details under: "Work" – "Unemployment" – "Unemployment support"

**WHERE:** Croatian Employment Service – regional and local offices: <https://goo.gl/AWQNIR>

## 5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID

### 5.2.2 a aid in food, clothes etc.

**TITLE:** Social welfare centre

**WHAT:** Social welfare centres provide socially at-risk groups with meals in soup kitchens and help in buying children's food.

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

**TITLE:** Caritas Croatia

**WHAT:** Caritas Croatia helps socially at-risk groups with donations of clothing and food.

**WHERE:** CARITAS CROATIA

web: [www.caritas.hr](http://www.caritas.hr)

e-mail: [caritas.croatia@caritas.hr](mailto:caritas.croatia@caritas.hr)

Ksaverska cesta 12a, Zagreb

tel: +385 1 5635045

Google map: <https://goo.gl/FgKiHf>

Addresses of diocesan Caritas agencies: <https://goo.gl/cNkKh0>

**TITLE:** Croatian Red Cross

**WHAT:** Croatian Red Cross is active in reception centres for asylum seekers, where it handles donated clothes and hygiene supplies. Outside the reception centres, HCK helps socially at-risk persons with donations in food, clothes and hygiene products.

**WHERE:** CROATIAN RED CROSS (HRVATSKI CRVENI KRIŽ (HCK))

web: [www.hck.hr](http://www.hck.hr)

e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)

Ulica Crvenog križa 14, Zagreb

tel: +385 1 4655814; +385 1 4655813

Google map: <https://goo.gl/OOJ2Nw>

**TITLE:** Are You Syrious?

**WHAT:** Are You Syrious? is an NGO providing support to refugees. Apart from support for integration, they also collect donated clothes and toys, based on the refugees' needs.

**WHERE:** ARE YOU SYRIOUS INITIATIVE

web: <https://goo.gl/T8f64r>

fb: <https://goo.gl/lji4m9>



Ulica Brune Bušića 42, Zagreb  
Google map: <https://goo.gl/AecvTd>

### 5.2.3 LEGAL AID

#### 5.2.3 a state pro bono legal aid

**TITLE:** State pro-bono legal aid

**WHAT:** Free legal aid provides expert legal assistance with the aim of effective legal protection, as well as access to the courts and other public-law institutions, under equal conditions. Free legal aid is provided by lawyers, authorised associations, legal clinics and public administration offices. Approving legal aid concerns the full or partial compensation of the costs of legal assistance, depending on the financial status of the person requesting assistance.

**WHO:** Socially and economically at-risk persons.

**HOW:** A person wanting to fulfil the right to free legal aid submits a filled-out Request for approving free legal aid form to the public administration office in the county of his/her residence. Explicit written consent of the person submitting the request and adult members of his/her household granting access to all data on the total income and assets and accepting material and criminal responsibility of the person/s submitting the request for the validity of the stated claims must be attached to the Request.

**WHERE:** A written Request for approving free legal aid can be submitted directly, or by registered mail, to the competent public administration office in the place of temporary or permanent residence.

List of public administration offices in counties and the City office for general administration of the City of Zagreb: <https://goo.gl/9uM0e6>

**ATTENTION:** Persons undergoing the process of seeking international protection in the first degree may request free legal aid from authorised associations, while those in the second degree (appeal to the Administrative court) receive a list of lawyers who can represent them in the proceedings from the Ministry of Internal Affairs.

**GOOD TO KNOW:** Information on free legal aid: <https://goo.gl/EH57mX>

Free legal aid act: <https://goo.gl/wC7z22>

Authorised associations and legal clinics for providing primary legal aid: <https://goo.gl/dX7YNe>

#### 5.2.3 b other pro bono legal aid

**TITLE:** NGOs providing free legal aid to refugees

**WHAT:** Non-governmental organisations dealing with refugees provide free legal counselling to people in the process of seeking international protection.

**WHERE:** CENTRE FOR PEACE STUDIES (CMS)

web: [www.cms.hr](http://www.cms.hr)

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

Wed and Fri 14-16h



CROATIAN LAW CENTRE  
(HRVATSKI PRAVNI CENTAR) (HPC)  
web: [www.hpc.hr](http://www.hpc.hr)  
e-mail: [hpc@hpc.hr](mailto:hpc@hpc.hr)  
Andrije Hebranga 21, Zagreb  
tel: +385 (1) 4854-934  
Google map: <https://goo.gl/qTMt3u>

INFORMATION LEGAL CENTER (INFORMATIVNO PRAVNI CENTAR)  
web: [http://ipc.com.hr/en\\_UK](http://ipc.com.hr/en_UK)  
e-mail: [info@ipc.com.hr](mailto:info@ipc.com.hr)  
Ante Starčevića 63, Slavonski Brod  
tel: +385 35 448533  
Google map: <https://goo.gl/ep9RIL>  
Petrova 2b, Zagreb  
tel: +385 1 4678750  
Google map: <https://goo.gl/OzT8jD>

**TITLE:** Law clinic of the Faculty of Law in Zagreb

**WHAT:** The Law clinic is a unit within the Faculty of Law,

where senior students provide free legal aid to those who need it. The clinic gives general legal information and legal counselling, and can also help draft various documents in administrative and other procedures.

**WHERE:** LAW CLINIC (PRAVNA KLINIKA)

web: <https://goo.gl/wBqjz4>

Ulica Jurja Žerjavića 6/2<sup>nd</sup> floor, Zagreb

tel: +385 1 4811320, +385 1 4811324

Google map: <https://goo.gl/QdPkGU>

Request for approving free legal aid: <https://goo.gl/KtbEZe>

Mon-Fri 10-12h, Wed-Thu 17-19h

### 5.2.3 c other legal aid

**TITLE:** Other legal aid

**WHAT:** In addition to free legal aid, you can also use legal assistance that you pay for yourself. In this case, you choose a lawyer according to the field in which you need legal assistance.

Primary legal assistance involves:

- ▶ general legal information;
- ▶ legal advice;
- ▶ drafting petitions to legal institutions, the European Court of Human Rights and international organisations, in line with international agreements and rules regulating the functioning of these bodies;
- ▶ representation in proceedings in public-law institutions;
- ▶ legal assistance in amicable out-of-court dispute resolution.

Secondary legal assistance involves:



- ▶ legal advice;
- ▶ drafting petitions in processes of protecting a worker's rights from the employer;
- ▶ drafting petitions in judicial proceedings;
- ▶ representation in judicial proceedings;
- ▶ legal assistance in amicable dispute settlement;
- ▶ release from payment of court fees and release from payment of court costs.

**WHO:** Persons who cannot use free legal aid or those who want to hire their own lawyer.

**HOW:** By contacting a lawyer.

**WHERE:** Directory of lawyers: <https://goo.gl/4vdhUA>

## 5.2.4 PSYCHOSOCIAL SUPPORT

### 5.2.4 a state social services programmes

**TITLE:** Psychosocial support

**WHAT:** Psychosocial support is a social service of rehabilitation that fosters the development of the beneficiary's cognitive, functional, communication or social skills. It is granted to children with developmental difficulties, adults with disabilities, addicts, victims of domestic violence and all other persons in need, according to the assessment of an expert team with the competent social welfare centre.

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

### 5.2.4 b NGO programmes

**TITLE:** Doctors of the World

**WHAT:** Doctors of the World is a Belgian non-profit organisation, which has been active in Croatia since 2015, providing free psychological assistance to seekers of international protection accommodated in reception centres in Zagreb and Kutina.

**WHERE:** RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PORIN)

Sarajevska cesta 41

10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](http://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION

Sisačka 3

44320 Kutina

Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](http://goo.gl/qKh0mH)

**TITLE:** Society for Psychological Assistance

**WHAT:** Persons under international protection may seek psychological assistance at the Society for Psychological Assistance.

**WHERE:** SOCIETY FOR PSYCHOLOGICAL ASSISTANCE



web: <http://dpp.hr>  
e-mail: [spa@dpp.hr](mailto:spa@dpp.hr)  
Ulica kneza Mislava 11, Zagreb  
tel: +385 1 4826 111, +385 95 4826 111  
Google map: <https://goo.gl/isu5Wl>

**TITLE:** Rehabilitation centre for stress and trauma Zagreb (RCT)  
**WHAT:** The RCT provides psychological assistance for seekers of international protection and persons who were granted international protection, especially victims of torture or those who experienced any form of trauma.  
**WHERE:** REHABILITATION CENTRE FOR STRESS AND TRAUMA (CENTAR ZA REHABILITACIJU, STRES I TRAUMU)  
web: <http://rctzg.hr/-/en/>  
Kvaternikov trg 12, Zagreb  
tel: +385 1 4641342  
Google map: <https://goo.gl/uGOhPt>

#### 5.2.4 c counselling for families and children

**TITLE:** Social welfare centres  
**WHAT:** Psychological support and family counselling and assistance services  
**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

**TITLE:** Modus – centre for children, youth and families  
**WHAT:** Modus operates within the framework of the Society for Psychological Assistance. It provides play therapy, a programme of group support for children of divorced parents, efficient learning and motivation workshops, counselling for young people, workshops for personal development and social and communication skills development, parenting training and family mediation.  
**WHERE:** MODUS - PSYCHOLOGICAL ASSISTANCE SOCIETY  
web: <http://dpp.hr>  
e-mail: [spa@dpp.hr](mailto:spa@dpp.hr)  
Ulica kneza Mislava 11, Zagreb  
tel: +385 1 4826 111, +385 95 4826 111  
Google map: <https://goo.gl/isu5Wl>

**TITLE:** Hrabri telefon (Brave Telephone)  
**WHAT:** Free counselling and support for children and parents  
**WHERE:** Children’s House Borovje  
Bože i Nikole Bionde 32, Zagreb  
to set up a meeting: +385 1 6117190  
Google map: <https://goo.gl/ZNKqul>

**TITLE:** “Luka Ritz” counselling centre  
**WHAT:** Helping children, young people and parents through expert counselling and informal education



**WHERE:** "Luka Ritz" counselling centre against children and youth violence (Zagrebačko savjetovalište protiv nasilja djece i mladih „Luka Ritz“)

web: <https://goo.gl/5v4ioZ>

e-mail: [info@savjetovaliste.hr](mailto:info@savjetovaliste.hr)

Fabkovićeva 1/3, Zagreb

Tel: +385 1 8885440

Google map: <https://goo.gl/K62MCu>

**TITLE:** Different approach – counselling centre for children, youth and families

**WHAT:** Individual counselling and psychotherapy for children, young people and adults, counselling for partners and families, learning assistance

**WHERE:** THE PLAY ASSOCIATION (UDRUGA IGRA) – for rehabilitation, education and psycho-social and pedagogical assistance

web: [www.udrugaignra.hr](http://www.udrugaignra.hr)

e-mail: [udruga.igra@udrugaignra.hr](mailto:udruga.igra@udrugaignra.hr)

Sveti Duh 55, Zagreb

tel: + 385 1 3704-537

Google map: <https://goo.gl/7Yf3Jt>

## 5.2.5 CHILD AND FAMILY PROTECTION

### 5.2.5 a safe houses for women and children

**TITLE:** Safe houses for women and children

**WHAT:** Safe houses are sanctuaries for victims of domestic violence, in secret locations, which provide housing and assistance for victims.

**WHO:** Women and children victims of domestic violence.

**HOW:** Contact by phone, e-mail or an online form available at the website of each safe house.

**WHERE:** List of sanctuaries and counselling centres for victims of domestic violence: <https://goo.gl/shgHrK>

Autonomous Women's House, Zagreb: <http://www.azkz.net>

Istra safe house: <https://goo.gl/lpdZTd>

Adela women's centre: <https://goo.gl/419jyi>

The St. Ana centre for women and children victims of domestic violence: <http://sv-ana.com>

**WHEN:** If you suffer from violence in your household, you need to seek help immediately.

**ATTENTION:** You can report to sanctuaries of social welfare centres and Caritas if you have reported the case to the police and if you have been referred by a social worker.

**GOOD TO KNOW:** You can ask a police or social welfare centre official to be accommodated in a safe house with or without your children, or you can directly ask a non-governmental organisation running safe houses to accept you.

### 5.2.5 b counselling for families and children

**TITLE:** Social welfare centres

**WHAT:** Psychological support and family counselling and assistance services





**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QOgN6S>

**TITLE:** Modus – centre for children, youth and families

**WHAT:** Modus operates within the framework of the Society for Psychological Assistance. It provides play therapy, a programme of group support for children of divorced parents, efficient learning and motivation workshops, counselling for young people, workshops for personal development and social and communication skills development, parenting training and family mediation.

**WHERE:** MODUS - PSYCHOLOGICAL ASSISTANCE SOCIETY

web: <http://dpp.hr>

e-mail: [spa@dpp.hr](mailto:spa@dpp.hr)

Ulica kneza Mislava 11, Zagreb

tel: +385 1 4826 111, +385 95 4826 111

Google map: <https://goo.gl/isu5Wl>

**TITLE:** Hrabri telefon (Brave Telephone)

**WHAT:** Free counselling and support for children and parents

**WHERE:** Children's House Borovje

Bože i Nikole Bionde 32, Zagreb

to set up a meeting: +385 1 6117190

Google map: <https://goo.gl/ZNKqul>

**TITLE:** "Luka Ritz" counselling centre

**WHAT:** Helping children, young people and parents through expert counselling and informal education

**WHERE:** "Luka Ritz" counselling centre against children and youth violence (Zagrebačko savjetovalište protiv nasilja djece i mladih „Luka Ritz“)

web: <https://goo.gl/5v4ioZ>

e-mail: [info@savjetovaliste.hr](mailto:info@savjetovaliste.hr)

Fabkovićeve 1/3, Zagreb

Tel: +385 1 8885440

Google map: <https://goo.gl/K62MCu>

**TITLE:** Different approach – counselling centre for children, youth and families

**WHAT:** Individual counselling and psychotherapy for children, young people and adults, counselling for partners and families, learning assistance

**WHERE:** THE PLAY ASSOCIATION (UDRUGA IGRA) – for rehabilitation, education and psycho-social and pedagogical assistance

web: [www.udrugaignra.hr](http://www.udrugaignra.hr)

e-mail: [udrugaignra@udrugaignra.hr](mailto:udrugaignra@udrugaignra.hr)

Sveti Duh 55, Zagreb

tel: + 385 1 3704-537

Google map: <https://goo.gl/7Yf3Jt>

### 5.2.5 c helplines



**TITLE:** Police

**WHAT:** Telephone of the police force. You can report crimes or ask for help. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 192

**TITLE:** Ambulance

**WHAT:** If you need medical help in an emergency situation, you can call the ambulance service. The paramedics will make a first assessment on site and transport you to the medical centre. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 194

**TITLE:** Firefighters

**WHAT:** If you need medical help in an emergency situation, you can call the ambulance service. The paramedics will make a first assessment on site and transport you to the medical centre. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 194

**TITLE:** Unique european emergency number

**WHAT:** By calling 112 you can get:

- ▶ emergency medical help
- ▶ firefighters help
- ▶ police help
- ▶ mountain rescue service help
- ▶ help in accident, search and rescue at sea
- ▶ assistance of other communal, inspection or emergency services that are related to the protection and rescue of citizens.

**WHERE:** Tel. 112

**TITLE:** BRAVE TELEPHONE (Hrabri telefon)

**WHAT:** Support for abused and neglected children and their families.

**WHERE:** Brave telephone for moms and dads: 0800 0800

Brave telephone for children: 116 111

**TITLE:** BLUE TELEPHONE (Plavi telefon)

**WHAT:** Helpline for everyone

**WHERE:** +385 1 4833888

**TITLE:** SOS RIJEKA

**WHAT:** Helpline for victims of all forms of violence

**WHERE:** +385 51 211888 (during work days 10-16h)

#### 5.2.5 d legal representation of unaccompanied children

**TITLE:** legal representation of unaccompanied children



**WHAT:** In Croatia, a social welfare centre appoints a special guardian – a professionally qualified person who takes care of the protection of the personal and property rights of an unaccompanied child.

**WHO:** An unaccompanied child is a person younger than 18 who isn't a citizen of the Republic of Croatia, who is outside his/her country of origin or his/her place of residence, who is unaccompanied by his/her legal representative (parent/guardian) or another person to whom he/she was legally entrusted by the legal representative, and who has resided in the Republic of Croatia illegally or as an asylum seeker.

**HOW:** A police officer writes a memo to initiate an urgent procedure of appointing a special guardian. As soon as the decisions on appointing a special guardian and on housing in social welfare homes have been adopted, the competent social welfare centre sends them to the ministry in charge of social welfare affairs, to the special guardian, to the home where the unaccompanied child is housed and to the competent organisational unit of the ministry in charge of internal affairs.

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/3mZ2aM>

**WHEN:** As soon as a police officer finds an unaccompanied child, he/she will contact a social welfare centre professional and write a memo initiating an urgent procedure of appointing a special guardian.

**ATTENTION:** An unaccompanied child that is 14 or less will be accommodated in a home for unaccompanied children, and those over 14 in institutions for children and juveniles.

**GOOD TO KNOW:** Protocol on the treatment of unaccompanied children – foreign nationals: <https://goo.gl/r0tGyg>

Information from the Law clinic regarding unaccompanied children: <https://goo.gl/1r3vAX>

Unaccompanied – foreign nationals in the Republic of Croatia: <https://goo.gl/Pd1LXW>

## 5.3 DRIVING AND TRANSPORT

### 5.3.1 DRIVING LICENCE

#### 5.3.1 a steps to get licence

**TITLE:** How to get a driving licence

**WHAT:** After passing the driver's licence exam, you need to go to a police authority/station with the documentation. The authority/station will issue a driver's licence, which allows you to drive a motor vehicle.

**STEP 1:** To get a driver's licence, you need (for the first time): certificate confirming you passed the driving exam; a doctor's certificate no older than six months; a 30x35 mm photograph; 35.00 kn in revenue stamps; proof of payment of 151.00 kn (regular procedure) or 200.00 kn (expedited procedure); proof of identity and an appropriate document proving the applicant's residence in Croatia, or a minimum of 6 months spent in education in Croatia.

**STEP 2:** The police authority/station issues you a certificate confirming that you submitted a request for issuing a driver's licence. The certificate allows you to participate in traffic by driving a vehicle for 30 days beginning with the day you submitted the request for a driver's licence. The person submitting the request must return this certificate to the competent body when collecting the driver's



licence.

**STEP 3:** After 30 days you go to the police authority/station to get your driver's licence.

**WHERE:** Police authorities and stations in Croatia: <https://goo.gl/h2fje4>

**ATTENTION:** The certificate confirming you passed the driving exam doesn't allow you to drive motor vehicles.

**GOOD TO KNOW:** Information on the driver's licence: <https://goo.gl/iIPlvr> (in Croatian) and <https://goo.gl/oyG3ty> (in Croatian)

### 5.3.2 INTERNATIONAL DRIVING LICENCE

#### 5.3.2 a validity of international driving licence

**TITLE:** Validity of international driving licence

**WHAT:** An international driver's licence is an internationally recognised translation of a national driver's licence. It is issued immediately and is valid for up to three years, or until the expiry of the driver's licence if it expires earlier. An international driver's licence is obligatory if driving a vehicle with foreign licence plates abroad.

**WHO:** As a foreign citizen, you may get an international driver's licence in Croatia if you have a Croatian driver's licence. If you own a foreign driver's licence, you need to ask for an international driver's licence in the motoring association of the state where you have obtained a driver's licence.

**HOW:** To acquire an international driver's licence, you need to supply: a valid Croatian driver's licence, personal ID card or passport, two passport photographs measuring 3.5 x 4.5 cm, 190 HRK and a filled-out statement form.

**WHERE:** If you have a valid Croatian driver's licence, you can request to be issued an international driver's licence at the Croatian Autoclub (HAK) and at authorised motoring associations throughout the country. List of motoring associations: <https://goo.gl/s9RYKN>

**ATTENTION:** Driver's licences issued by European Union member states are reciprocally recognised, and from 19 January 2023 only new driver's licences, in a plastic, card-sized format, will be valid. EU member states also must recognise paper driver's licences issued in Croatia before its accession to the EU, and have no legal basis for demanding an international driver's licence.

**GOOD TO KNOW:** On the international driver's licence (in Croatian): <https://goo.gl/TNSqsB>

#### 5.3.2 b validity of foreign driving licence

**TITLE:** Validity of foreign driving licence

**WHAT:** A validity of foreign driver's licence is a driver's licence issued outside the European Economic Area.

**WHO:**

- ▶ If you are granted temporary or permanent residence in Croatia, or you are part of:
- ▶ diplomatic and consular personnel
- ▶ staff of foreign countries' diplomatic missions and international organisations' branch offices in Croatia
- ▶ foreign trade, traffic, cultural and other representations
- ▶ foreign news bureaus can drive motor vehicles with a valid driver's licence for up to a year since entering Croatia.



After this period has expired, the foreign driver's licence must be replaced with a Croatian one.

**HOW:** When submitting a request for replacing a foreign driver's licence, the following should be attached:

- ▶ proof of identity,
- ▶ foreign driver's licence,
- ▶ translation of the foreign driver's licence (if necessary),
- ▶ certificate of medical fitness to drive a vehicle (no older than six months),
- ▶ a 30 x 35 mm photograph,
- ▶ an administrative fee of 35 kn (~4,6 €) in revenue stamps,
- ▶ proof of payment.

**WHERE:** Police authorities and stations in Croatia: <https://goo.gl/Dea1HE>

**WHEN:** In the first year of residence in Croatia.

**ATTENTION:** A D category foreign driver's licence will not be recognised for persons who aren't at least 21 years old, and a foreign driver's licence for B and C category motor vehicles won't be recognised for persons who aren't yet 18.

**GOOD TO KNOW:** Driving licence recognition and validity (in English): <https://goo.gl/ByaXwA>

### 5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION

#### 5.3.3 a vehicle registration

**TITLE:** Vehicle registration

**WHAT:** Registering motor vehicles is the basic condition for their involvement in traffic.

**WHO:** The vehicle is registered by its owner.

**HOW:** When the vehicle has been bought or imported, you go to the vehicle technical examination station with the necessary documents:

- ▶ proof of ownership of the vehicle
- ▶ the customs office's decision on the calculated or paid special tax on vehicles
- ▶ bill of manufacturer, trader or registered dealer of used motor vehicles in Croatia with the amount of special tax
- ▶ the application for the acquisition of new means of transport from the competent Customs Administration office
- ▶ tax on road motor vehicles
- ▶ unique customs declaration
- ▶ a certificate or other public document containing information about the OIB.

Following a technical examination, the technical examination station fills out a registration certificate (not validated) and a registration paper. Next, you go to a competent police authority/station to register your vehicle and submit the necessary documents. The police authority/station validates the registration certificate, after which the vehicle technical exam station issues licence plates.

**WHERE:** You register your vehicle at the police authority or station in your place of temporary or permanent residence, temporary or permanent stay, or headquarters.

Police authorities and stations in Croatia: <https://goo.gl/SQExDX>

**WHEN:** When buying the vehicle or when the previous registration has expired.



**ATTENTION:** Vehicle registrations can be renewed in any vehicle technical examination station in Croatia where you go for a technical examination, or in a police authority and station.

**GOOD TO KNOW:** Detailed information on registering motor vehicles (in Croatian): <https://goo.gl/NRcl8K>

### 5.3.3 b registration of a vehicle with foreign country's registration plates

**TITLE:** registration of a vehicle with foreign country's registration plates

**WHAT:** Motor vehicles and trailer vehicles registered in a foreign country may only engage in transport in Croatia if they have:

- ▶ the valid traffic permit and the registration plates issued by the competent authority of the country in which the vehicle is registered
- ▶ an international registration mark or a registration plate issued by the competent authority of a foreign country to which the markings and numbers are laid down by the European Union regulations.

Vehicles registered abroad can take part in traffic no longer than three months after the date of entry into Croatia.

**HOW:** You go to the vehicle technical examination station with the necessary documents.

Following a technical examination, the technical examination station fills out a registration certificate (not validated) and a registration paper. Next, you go to a competent police authority/station to register your vehicle and submit the necessary documents. The police authority/station validates the registration certificate, after which the vehicle technical exam station issues licence plates.

**WHERE:** You register your vehicle at the police authority or station in your place of temporary or permanent residence, temporary or permanent stay, or headquarters.

Police authorities and stations in Croatia (in Croatian): <https://goo.gl/SQExDX>

**WHEN:** Three months after the date of entry into Croatia.

**GOOD TO KNOW:** Detailed information on registering motor vehicles (in Croatian): <https://goo.gl/NRcl8K>

### 5.3.3 c technical examination

**TITLE:** Technical examination

**WHAT:** A technical examination of a vehicle is performed in order to examine the roadworthiness of the vehicle and its correspondence to ecological standards. It is mandatory for all motor (motorcycles, cars, buses) and trailer vehicles apart from heavy equipment.

**WHO:** All vehicles participating in traffic.

**HOW:** The owner of the vehicle comes to the technical examination station with his/her ID card, registration certificate and a certificate of title. In case another person comes instead of the owner of the vehicle, this person must have the owner's valid ID card or a notarized power-of-attorney.

**WHERE:** List of technical examination stations: <https://goo.gl/VLDP8K>

**WHEN:** When the vehicle is first registered or when the registration certificate is extended.

**ATTENTION:** Every vehicle that participates in road traffic must be technically sound, that is, it must pass the technical exam. To access the exam, the vehicle must be clean and tidy, and must have no significant damage.



**GOOD TO KNOW:** Information on technical examination (in Croatian): <https://goo.gl/iAvcEY>

Information from the Croatian Autoclub (in Croatian): <https://goo.gl/9NvJbl>

### 5.3.3 d insurance

**TITLE:** Insurance

**WHAT:** All owners or users of vehicles must take out car liability insurance, in line with the Compulsory Insurance in Traffic Act. The object of this insurance is your liability for damages to third persons that arise from using the motor vehicle due to death, bodily injury, damaged health, destruction or damage to property.

**WHO:** All owners or users of vehicles.

**HOW:** Contact an insurance company and discuss the terms and conditions. You need to be at least 18 years old to sign an insurance policy. You will need to submit a personal identification document, the driving licence, the old insurance policy (if applicable) and the vehicle licence (if applicable).

**WHERE:** Insurance coverage is valid in the territory of the Republic of Croatia and in the territories of member states of the green card system.

Comparison of insurance companies (in Croatian): <https://goo.gl/FOp8xz>

**WHEN:** When buying or registering a vehicle.

**ATTENTION:** In case of traffic accidents, the insurance company pays for the damage caused to the third person's car instead of the driver. If the driver was at fault for the accident, only the passengers in the vehicle that caused the accident and all persons in the other vehicle in the accident have the right to damages.

**GOOD TO KNOW:** In addition to compulsory insurance, there is also all-risk insurance and various forms of supplementary insurance, which you can learn more about from insurance companies.

## 5.3.4 PUBLIC TRANSPORT

### 5.3.4 a means of public transport

**TITLE:** tram

**WHAT:** Only Zagreb and Osijek have electrical trams as a means of public transport

**WHERE:** Osijek urban transit system: <https://goo.gl/EBImw2>

Zagreb urban transit system: <https://goo.gl/r7F42z>

**TITLE:** busses

**WHAT:** In Croatia, buses are used for intercity, local and urban transport. Depending on the area, bus services can be private or operated by the city.

**WHERE:** List of bus services in Croatia: <https://goo.gl/chRRGq>

**TITLE:** trains

**WHAT:** Public transport of travellers in internal or international railway transport.

**WHERE:** Croatian railways: <https://goo.gl/lwLmxy>

**TITLE:** urban bicycles

**WHAT:** The Nextbike system of public urban bicycles is available in certain cities in Croatia, and it is expected to spread to other locations. You become a user by





registering through the website: <https://goo.gl/zubktn>

**WHERE:** Zagreb, Zadar, Šibenik, Slavonski Brod, Lastovo, Ivanić Grad, Gospić, Karlovac.

List of Nextbike locations: <https://goo.gl/UH4cfV>

#### 5.3.4 b other means of transport

**TITLE:** Uber

**WHAT:** In addition to various taxi service providers, you can also use Uber in Croatia. You need to download the application and register.

**WHERE:** Information on Uber (in English): <https://goo.gl/Y99aHW>

## 5.4 PERSONS WITH SPECIAL NEEDS

### 5.4.1 FINANCIAL AND OTHER ASSISTANCE

#### 5.4.1 a list of forms of financial assistance

**TITLE:** Social welfare centres

**WHAT:** A financial payment for beneficiaries of assistance and care allowance, personal disability allowance, one-off financial assistance, grants for pupils and students with developmental difficulties.

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

#### 5.4.1 b other means of assistance

**TITLE:** Guide dogs

**WHAT:** Rehabilitation programmes with guide dogs for mobility of blind persons and other persons with disabilities, and for children with developmental difficulties.

**WHERE:** Croatian Guide Dog and Mobility Association: [www.psivodici.hr/en](http://www.psivodici.hr/en)

**TITLE:** Hearing aids

**WHAT:** Persons with damaged hearing who are insured with the Croatian Health Insurance Fund are entitled to hearing aids free of charge.

**WHERE:** Croatian Health Insurance Fund: <https://goo.gl/4CeTrq>

**TITLE:** Borrowing medical and orthopaedic equipment

**WHAT:** A HCK project enabling persons with disabilities to borrow medical and orthopaedic equipment that they would otherwise not be able to acquire

**WHERE:** CROATIAN RED CROSS (HCK)

web: [www.hck.hr](http://www.hck.hr)

e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)

Ulica Crvenog križa 14, Zagreb

tel: +385 1 4655814

Google map: <https://goo.gl/OOJ2Nw>

#### 5.4.1 c carer's allowance

**TITLE:** Carer's allowance



**WHAT:** The right to the status of parent carer is granted to one of the parents of a child with developmental difficulties or a person with disabilities who meet one of the following conditions:

- ▶ they are fully dependent on the assistance and care of another person because supporting life requires the provision of a certain kind of care by performing medical-technical interventions for which the parent has qualified on doctor's recommendation;
- ▶ if they are wholly immobile and need the assistance of orthopaedic equipment;
- ▶ if they suffer from multiple forms of serious impairments (physical, mental, intellectual or sensory) that render them wholly dependent on the assistance and care of another person in the fulfilment of basic life needs.

**WHO:** The right to a parent carer can also be granted to a spouse or extra-marital partner of the parent of the child with developmental difficulties or the person with disability who lives in a family with the child. If there are two or more children with developmental difficulties or persons with disabilities, both parents may earn the status of parent carer.

**HOW:** You must submit a request to the competent social welfare centre. The right is realised on the basis of a decision adopted by the social welfare centre that is competent in your place of residence, and is recognised the day the request has been submitted.

**WHERE:** Social welfare centres: <https://goo.gl/QQgN6S>

**ATTENTION:** Compensation for a parent carer or carer is 2500 kn (~330€ in 2017) (five tax assessment bases). You will have the same pension and healthcare entitlements and unemployment rights as a person in employment, in line with special legislation.

**GOOD TO KNOW:** Detailed information on the status of parent carers or the carer status (in Croatian): <https://goo.gl/tOLxLl>

## 5.4.2 RIGHTS

### 5.4.2 a rights and employment

**TITLE:** Right to an unemployment allowance

**WHAT:** The right to an unemployment allowance is granted to a child with developmental difficulties or a person with disabilities who was established to have physical, mental, intellectual or sensory damage, from at least 15 years of age, unless they have received unemployment benefits in line with other regulations. They must be registered as unemployed at the local employment service or be declared temporarily unemployable by a professional rehabilitation centre.

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

More information on the right to an unemployment allowance (in Croatian): <https://goo.gl/CH0o3H>

**TITLE:** The right to work

**WHAT:** Persons with disabilities may become employed in the open labour market or under special conditions. The employer must secure that the workplace is reasonably adjusted.

**WHERE:** The Act on Professional Rehabilitation and Employment of Persons with Disabilities (in Croatian): <https://goo.gl/D7i83b>



**TITLE:** Quota employment

**WHAT:** Employers employing a minimum of 20 workers must commit to quota employment, with the exception of representatives of foreign entities, foreign diplomatic and consular missions, integrative and protective workshops and newly established employers getting up to speed. The aforementioned employers must employ persons with disabilities in an adequately adapted workplace and in appropriate work conditions. The number of persons thus employed must be 3% of the total number of employed workers on the basis of which the quota is determined, regardless of the employer's type of activity.

**WHERE:** Zavod za vještačenje, profesionalnu rehabilitaciju i zapošljavanje osoba s invaliditetom (Institute for expertise, professional rehabilitation and employment of persons with disabilities)

web: <http://zosi.hr>

e-mail: [info@zosi.hr](mailto:info@zosi.hr)

Antuna Mihanovića 3, Zagreb

tel: +385 1 6040495

Google map: <https://goo.gl/8ykUSy>

#### 5.4.2 b rights and education

**TITLE:** The right to compensation for transportation costs for education

**WHAT:** The compensation encompasses costs of transportation both for departure and return.

**WHERE:** Social welfare centres: <https://goo.gl/QQgN6S>

More information: <https://goo.gl/NkqOju>

**TITLE:** Assistance in participating in upbringing and regular education programmes (integration)

**WHAT:** Educators, teachers and instructors may receive assistance for integrating special needs children into the education system.

**WHERE:** Social welfare centres (in Croatian): <https://goo.gl/QQgN6S>

More information (in Croatian): <https://goo.gl/uDslZn>

### 5.4.3 CHILDREN WITH SPECIAL NEEDS

#### 5.4.3 a assistance for children with special needs

**TITLE:** Day care

**WHAT:** The day care service satisfies the life needs of its beneficiaries by providing meals, maintenance of personal hygiene, healthcare, custody, upbringing, care, work activities, psycho-social rehabilitation, organising leisure time, organising transport, dependent on the beneficiary's established needs and choice.

**WHERE:** Social welfare centres: <https://goo.gl/QQgN6S>

More information: <https://goo.gl/6VORmQ> (in Croatian)

**TITLE:** The right to work half-time in order to care for a child with severe developmental difficulties

**WHAT:** One of the employed or self-employed parents may realise this right. The level of compensation is calculated on the basis of whether the parent is employed



or self-employed.

**WHERE:** Croatian Health Insurance Fund: <http://www.hzzo.hr/en>

More information on the right to work half-time in order to care for a child with severe developmental difficulties (in Croatian): <https://goo.gl/Xo9103>

**TITLE:** Early intervention service

**WHAT:** Early intervention is a social service of professional motivational assistance for children and counselling assistance for their parents in cases of an established developmental risk or difficulty in the child.

**WHERE:** Social welfare centres: <https://goo.gl/QQgN6S>

More information on early intervention service (in Croatian): <https://goo.gl/Oh9mhW>

#### 5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS

##### 5.4.4 a assistance for persons with special needs

**TITLE:** Services of assistance for persons with disabilities

**WHAT:** Services of assistance for persons with disabilities involve the personal assistance service, the service of interpreting/translating the Croatian sign language and the service of seeing-eye guides for blind persons.

**WHERE:** Social welfare centres in cooperation with associations of persons with disabilities.

More information on services of assistance for persons with disabilities (in Croatian): <https://goo.gl/uzQhXc>

## 5.5 PARTICIPATING IN SOCIETY

### 5.5.1 MIGRANTS' ADVISORY BODIES

#### 5.5.1 a list of advisory bodies

**TITLE:** Ured za ljudska prava i prava nacionalnih manjina (Office for Human Rights and the Rights of National Minorities)

**WHAT:** Improving the overall system of protection and promotion of human rights and the rights of national minorities in the Republic of Croatia

**WHERE:** Ured za ljudska prava i prava nacionalnih manjina (Office for Human Rights and the Rights of National Minorities)

web: <https://goo.gl/b3SNFZ>

e-mail: [ured@uljppnm.vlada.hr](mailto:ured@uljppnm.vlada.hr)

Mesnička ulica 23, Zagreb

tel: +385 1 4569358

Google map: <https://goo.gl/Jrhvo0>

**TITLE:** Centar za mirovne studije (Centre for Peace Studies)

**WHAT:** This social organization offers counselling to migrants, asylum seekers and beneficiaries of international protection.

**WHERE:** Centar za mirovne studije (Centre for Peace Studies)

web: [www.cms.hr/en](http://www.cms.hr/en)

e-mail: [cms@cms.hr](mailto:cms@cms.hr)



Selska cesta 112a, Zagreb  
tel: +385 1 482 00 94  
Google map: <https://goo.gl/y5trNX>

**TITLE:** Hrvatski Crveni križ (Croatian Red Cross)  
**WHAT:** This social organization offers counselling to asylum seekers and beneficiaries of international protection.  
**WHERE:** Hrvatski Crveni križ (Croatian Red Cross)  
e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)  
Ulica Crvenog križa 14, Zagreb  
tel: +385 1 4655814; +385 1 4655813  
Google map: <https://goo.gl/OOJ2Nw>

**TITLE:** Isusovačka služba za izbjeglice (Jesuit Refugee Service)  
**WHAT:** This social organization offers counselling to asylum seekers and beneficiaries of international protection.  
**WHERE:** Isusovačka služba za izbjeglice (Jesuit Refugee Service) (JRS)  
web: [www.jrs.hr](http://www.jrs.hr)  
e-mail: [info@jrs.hr](mailto:info@jrs.hr)  
Sarajevska 41, 10 000 Zagreb  
tel: +385 98 9935863  
Google map: <https://goo.gl/F7B04w>

**TITLE:** Društvo Afrikanaca u Hrvatskoj (Association of Africans in Croatia) (DAH)  
**WHAT:** This social organization offers counselling to migrants from Africa, as well as to migrants from other parts of the world.  
**WHERE:** Društvo Afrikanaca u Hrvatskoj (Association of Africans in Croatia)  
web: <https://goo.gl/OPx5Y9>  
Selska cesta 112a, Zagreb  
tel: +385 98 1393024  
Google map: <https://goo.gl/y5trNX>

**TITLE:** Are you Syrious?  
**WHAT:** This social organization offers counselling to migrants, asylum seekers and beneficiaries of international protection.  
**WHERE:** ARE YOU SYRIOUS INITIATIVE  
web: <https://goo.gl/T8f64r>  
fb: <https://goo.gl/lji4m9>  
Ulica Brune Bušića 42, Zagreb  
Google map: <https://goo.gl/AecvTd>

**TITLE:** Inicijative Dobrodošli (Welcome initiative)  
**WHAT:** There are several associations providing various forms of support for refugees: psycho-social, integration, medical, humanitarian etc. The "Welcome" initiative for refugee support gathers individuals and more than 60 civil society



organisations with the aim of providing support to refugees in the field as well as to exert political pressure on the institutions of the Republic of Croatia and the European Union to change restrictive migration policies.

**WHERE:** <https://goo.gl/6VEDde>

**TITLE:** Mreža mladih Hrvatske (Croatian Youth Network)

**WHAT:** The Croatian Youth Network (Mreža mladih Hrvatske, MMH) is an alliance of 66 non-governmental youth organisations acting as the national youth council in the Republic of Croatia. It is a member of the European Youth Forum.

**WHERE:** Croatian Youth Network website: <http://www.mmh.hr/en>

## 5.5.2 CIVIC ASSOCIATIONS

### 5.5.2 a procedure for establishing civic associations

**TITLE:** procedure for establishing civic associations

**WHAT:** At least three founders are needed to establish an association. They must be work-capable physical persons (unless their legal capacity has been withdrawn in some legal affairs), or legal persons. If he/she has validated consent of his/her legal representative or carer (who gives consent before the founding assembly of the association), a minor older than 14 or adult without legal capacity can also be founders of an association.

**STEP 1:** In addition to the request for entry in the register of associations, you supply:

- ▶ minutes on the work and decisions of the founding assembly;
- ▶ the decision of the founding assembly on initiating the process of entry in the register of associations;
- ▶ statute;
- ▶ list of founders;
- ▶ names of persons authorised to represent the association and the name or title of the liquidator;
- ▶ excerpt from a court or other registry for the legal person founding the association;
- ▶ copy of the founders', liquidator's and authorised representative's ID or passport;
- ▶ consent or approval from the body under whose purview a certain activity falls, when so prescribed by special legislation as a condition for entry of an association; notarised consent of the legal representative or tutor (when a minor of 14 or more years of age and an adult without legal capacity are founders of the association);
- ▶ a notarised statement from a physical person (if the name of the association contains the person's full name or part of the name, or consent of his/her heirs), notarised consent of the international organisation (if its name or logo are part of the name of the association).

**STEP 2:** The competent public administration office adopts a decision on the entry of the association into the register.

**WHERE:** In public administration offices: <https://goo.gl/iM06Ed>

**GOOD TO KNOW:** Associations Act (in Croatian): <https://goo.gl/psmgHI>

Request for entry into the Register of associations of the Republic of Croatia (in



Croatian): <https://goo.gl/gWSDSs>

### 5.5.3 RELIGION

#### 5.5.3 a registering a religious organisation

**TITLE:** registering a religious organisation

**WHAT:** A religious organisation is registered the same way as a civil society association. In order for an association to register as a religious organisation in the Register of religious organisations, it needs to have existed as an association for a minimum of 5 years and to fulfill certain legal conditions. Newly-formed religious communities are immediately entered in the Register of religious organisations. Organisational forms of religious organisations and communities of religious organisations can also be entered in the Register.

**STEP 1:** In addition to the request for entry, a religious organisation also supplies:

- ▶ official document showing that the religious organisation has at least 500 followers;
- ▶ official document showing the substance and forms of expressing its faith, performing religious rites, the field and mode of operation of the religious organisation;
- ▶ an official document showing that before submitting the request, the newly-formed religious organisation was entered as an association of believers in the Register of associations for at least five years.

**STEP 2:** When the request to enter the religious organisation into the Register is submitted, the Ministry of Public Administration adopts a decision, against which an administrative dispute may be initiated.

**WHERE:** In public administration offices: <https://goo.gl/iM06Ed>

**ATTENTION:** If the newly formed religious organisation is a part of a religious organisation based abroad in line with the code of laws of the religious organisation, it must also attach the consent of the competent central body of the foreign religious organisation.

**GOOD TO KNOW:** Associations Act (in Croatian): <https://goo.gl/psmgHI>

Request for entry into the Register of Associations of the Republic of Croatia (in Croatian): <https://goo.gl/gWSDSs>

On the Register of religious organisations in the Republic of Croatia: <https://goo.gl/g0TPqW>

Register of religious organisations: <https://goo.gl/MFE4fK>

#### 5.5.3 b list of recognized religious organizations

**TITLE:** List of recognized religious organizations in Croatia

**WHAT:** Religious organisations are registered in the Register of religious organisations, managed by the Ministry of Public Administration.

**WHERE:** Register of religious organisations: <https://goo.gl/MFE4fK>

### 5.5.4 VOTING RIGHTS

#### 5.5.4 a active voting right

**TITLE:** European Parliament

**WHAT:** You can vote if you are a Croatian citizen with voting rights or a citizen of an EU member state with residence or temporary stay in Croatia. You submit a





request to be entered in the electoral roll to the competent body handling the electoral list no less than 30 days before the elections. More on elections to the European Parliament (in Croatian): <https://goo.gl/yYBLBJ>.

Voters may only vote once, and only for one electoral list. A voter can mark a single candidate preferred to other candidates on the electoral list he/she voted for.

**TITLE:** Croatian Parliament

**WHAT:** Members of the Croatian Parliament are elected in direct elections, by secret vote, to a four-year mandate. Regular elections for members of the Croatian Parliament are held every four years. Members of the Croatian Parliament are elected proportionally, with preferential voting.

You can vote if you are a Croatian citizen aged 18 or over. Voters can only vote for a single electoral list. A voter can mark a preferred candidate on the list which he/she voted for.

**TITLE:** Local and regional elections

**WHAT:** Members of representative bodies, that is, members of municipal and city councils, as well as county assemblies and the City Assembly of the City of Zagreb are chosen in direct elections by a secret vote. You can vote if you are a Croatian citizen aged 18 or over, if you are resident in the unit for whose representative bodies the elections are held, or if you are a citizen of another EU member state. Elections are held every four years.

#### 5.5.4 b passive voting right

**TITLE:** European Parliament

**WHAT:** Members are elected to the European Parliament by proportional representation, and with a preferential vote. Voting is done on a ballot paper listing the electoral lists. The Croatian territory, including constituencies outside Croatia, are a single electoral district.

You can be elected if you are a Croatian citizen with voting rights or a citizen of an EU member state residing or on a temporary stay in Croatia, only if you meet the conditions for candidacy and collect 5000 signatures. More on elections for the European Parliament (in Croatian): <https://goo.gl/yYBLBJ>

**TITLE:** Croatian Parliament

**WHAT:** Members of the Croatian Parliament are elected to a four-year term in direct elections, by secret vote. Regular elections for the Croatian Parliament are held every four years. Members of the Croatian Parliament are elected by proportional representation, with a preferential vote.

You can be elected if you are a Croatian citizen aged 18 or more. A single political party or coalition list can put an electoral list for parliamentary representatives forward. If voters put forward electoral lists for members of Parliament, a minimum of 500 voters' signatures must be collected. More on elections for members of the Croatian Parliament (in Croatian): <https://goo.gl/vfOcbB>

**TITLE:** Local and regional elections

**WHAT:** Members of assemblies and members of municipal and city councils, as well as county assemblies and the City Assembly of the City of Zagreb are chosen in direct elections by a secret vote.



You can be elected if you are a Croatian citizen aged 18 or more. You must be registered as resident in the unit where assembly elections are held on the day the decision on holding elections enters into force. Citizens of other EU member states can also stand.

More information on local and regional elections (in Croatian): <https://goo.gl/pg591v>

## 5.6 HOLIDAYS AND FREE TIME

### 5.6.1 PUBLIC HOLIDAYS

#### 5.6.1 a list of public holidays

**TITLE:** Public holidays

**WHAT:**

- ▶ New Year: 1/1
- ▶ Three Kings' Day: 6/1
- ▶ Easter and Easter Monday: different each year (2/4/2018)
- ▶ May Day: 1/5
- ▶ Corpus Christi: different each year (31/5/2018)
- ▶ Day of Antifascist Struggle: 22/6
- ▶ Statehood Day: 25/6
- ▶ Homeland Thanksgiving Day: 5/8
- ▶ Assumption of Mary: 15/8
- ▶ Independence Day: 8/10
- ▶ All Saints: 1/11
- ▶ Christmas: 25/12
- ▶ Saint Stephen's Day: 26/12

#### 5.6.1 b school holidays

**TITLE:** School holidays

**WHAT:** School holidays and public holidays in Croatia when there are no classes.

- ▶ Winter holidays: begin after Christmas and end in the second week of January (27/12/2017-12/1/2018)
- ▶ Spring holidays: one week in spring, around Easter (29/3/2018-6/4/2018)
- ▶ Summer holidays: begin mid June and end at the beginning of the next school year (18/6/2018-September 2018)
- ▶ Independence Day: 8/10
- ▶ All Saints: 1/11
- ▶ Christmas: 25/12
- ▶ Saint Stephen's Day: 26/12
- ▶ New Year: 1/1
- ▶ Three Kings' Day: 6/1
- ▶ Easter and Easter Monday: different each year (2/4/2018)
- ▶ May Day: 1/5
- ▶ Corpus Christi: different each year (31/5/2018)
- ▶ Day of Antifascist Struggle: 22/6



- ▶ Statehood Day: 25/6
- ▶ Homeland Thanksgiving Day: 5/8
- ▶ Assumption of Mary: 15/8

#### 5.6.1 c holiday services

**TITLE:** subsidised children's camps

**WHAT:** Free summer holidays for children from socially at-risk families

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

Hrvatski Crveni križ (CROATIAN RED CROSS) (HCK)

web: [www.hck.hr](http://www.hck.hr)

e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)

Ulica Crvenog križa 14, Zagreb

tel: +385 1 4655814; +385 1 4655813

Google map: <https://goo.gl/OOJ2Nw>

**TITLE:** free museums

**WHAT:** Museums are free for children under 7. The majority of museums have a free day once a month. Every January there is a Museum night, when entry to all museums is free.

**WHERE:** List of museums in Zagreb and contacts (in Croatian): <https://goo.gl/NiOsKL>

**TITLE:** holiday activities for children

**WHAT:** "Odmorko" are free sports programmes held in Zagreb during every holiday.

**WHERE:** More information on Odmorko (in Croatian): <https://goo.gl/L1tesE>

#### 5.6.2 USEFUL SOCIAL NETWORKS (FB, LinkedIn, etc.)

##### 5.6.2 a list of social networks groups

**TITLE:** Facebook

**WHAT:** Facebook is an online social networking service used for connecting between friends and acquaintances. [www.facebook.com](http://www.facebook.com)

**TITLE:** LinkedIn

**WHAT:** LinkedIn is the largest global business social network, used for networking by employers and potential employees. [www.linkedin.com](http://www.linkedin.com)

**TITLE:** Twitter

**WHAT:** A social network for micro-blogging, free of charge. [twitter.com](http://twitter.com)

**TITLE:** YouTube

**WHAT:** The site allows users to upload, view, rate, share, add to favourites, report and comment on videos. Available content includes music videos, short and documentary films, audio recordings, movie trailers and other content such as video blogging or educational videos. [www.youtube.com](http://www.youtube.com)



## 5.7 SUPPORT SERVICES FOR MIGRANTS

### 5.7 a list of support services and projects regarding housing

**TITLE:** Accommodation for seekers of international protection

**WHAT:** If they cannot pay for their own accommodation, seekers of international protection are housed at the asylum seekers' reception centres.

**WHERE:** RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PORIN)

Sarajevska cesta 41

10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](http://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION

Sisačka 3

44320 Kutina

Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](http://goo.gl/qKh0mH)

**TITLE:** Accommodation for unaccompanied children

**WHAT:** Unaccompanied children aged less than 14 are accommodated in homes for unaccompanied children, and those over 14 in institutions for children and juveniles.

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/3mZ2aM>

**TITLE:** Social welfare centre – support for persons granted international protection

**WHAT:** Those who were granted international protection are provided accommodation by the state for the first two years. The Social welfare centre is in charge of finding the rented accommodation.

**WHERE:** Social welfare centre 'Novi Zagreb' (Centar za socijalnu skrb Novi Zagreb)

Avenija Dubrovnik 12, Zagreb

Contact person: Ivan Jazvić

[ivan.jazvic@socskrb.hr](mailto:ivan.jazvic@socskrb.hr)

+385 1 6585514

Google map: <https://goo.gl/SCevK1>

**TITLE:** Social welfare centres

**WHAT:** Housing subsidies, accommodation in night-time shelters, housing socially at-risk citizens

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

**TITLE:** NGO support in finding accommodation to rent

**WHAT:** NGOs that provide support for refugees and migrants will help you find accommodation as fast as possible, as well as in communicating with landlords.



**WHERE:** CENTRE FOR PEACE STUDIES (CMS)

web: [www.cms.hr](http://www.cms.hr)

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>

JESUIT REFUGEE SERVICE

web: [www.jrs.hr](http://www.jrs.hr)

e-mail: [info@jrs.hr](mailto:info@jrs.hr)

Sarajevska 41, 10 000 Zagreb

tel: +385 98 9935863

Google map: <https://goo.gl/F7B04w>

ARE YOU SYRIOUS?

web: <https://goo.gl/T8f64r>

fb: <https://goo.gl/lji4m9>

Ulica Brune Bušića 42, Zagreb

Google map: <https://goo.gl/AecvTd>

**TITLE:** Caritas

**WHAT:** Occasional financial assistance for socially at-risk families to cover housing costs

**WHERE:** CARITAS CROATIA

web: [www.caritas.hr](http://www.caritas.hr)

e-mail: [caritas.croatia@caritas.hr](mailto:caritas.croatia@caritas.hr)

Ksaverska cesta 12a, Zagreb

tel: +385 1 5635045

Google map: <https://goo.gl/FgKiHf>

Addresses of diocesan Caritas agencies: <https://goo.gl/cNkKh0>

### **5.7 b list of online resources regarding housing**

**TITLE:** Online resources regarding housing

**WHAT:** Many real estate agencies can be found on the Internet, as well as the "Njuškalo" classified advertisements portal, where a majority of landlords advertise the accommodation they are leasing.

**WHERE:** Njuškalo website: <https://goo.gl/QjUokQ>

### **5.7 c list of support services and projects regarding social support**

**TITLE:** Social welfare centres

**WHAT:** Financial assistance, child benefit, one-off financial assistance for a newborn child, appointing special guardians for unaccompanied children, meals in soup kitchens, help in buying food for children, psycho-social support

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>



**TITLE:** Family pension

**WHAT:** Family pension that belongs to the spouse or child of a deceased pension insurance beneficiary.

**WHERE:** Croatian Pension Insurance Institute: <https://goo.gl/WtFYEm>

**TITLE:** Compensation for funeral expenses

**WHAT:** A one-off compensation for funeral expenses.

**WHERE:** Croatian Health Insurance Fund: <http://www.hzzo.hr/en/>  
Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

**TITLE:** Maternity allowance

**WHAT:** A maternity allowance for working mothers, mothers who are self-employed, unemployed mothers who receive a disability pension due to professional incapacity to work and mothers attending regular education.

**WHERE:** Ministarstvo za demografiju, obitelj, mlade i socijalnu politiku (Ministry for Demography, Family, Youth and Social Policy)

web: <https://goo.gl/cnSY8u>

e-mail: [ministarstvo@mdomsp.hr](mailto:ministarstvo@mdomsp.hr)

Trg Nevenke Topalušić 1, Zagreb

tel: +385 1 5557111; +385 1 5557013

Google map: <https://goo.gl/EZU86e>

Croatian Health Insurance Fund: <http://www.hzzo.hr/en/>

**TITLE:** Allowances for children

**WHAT:** Child benefit and one-off financial assistance for a newborn child

**WHERE:** Croatian Pension Insurance Institute: <https://goo.gl/WtFYEm>

Croatian Health Insurance Fund: <http://www.hzzo.hr/en/>

**TITLE:** Doctors of the World

**WHAT:** Doctors of the World is a Belgian non-profit organisation, which has been active in Croatia since 2015, providing free psychological assistance to seekers of international protection accommodated in reception centres in Zagreb and Kutina.

**WHERE:** RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PORIN)

Sarajevska cesta 41, 10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](http://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION

Sisačka 3, 44320 Kutina

Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](http://goo.gl/qKh0mH)



**TITLE:** Psychological assistance society

**WHAT:** Persons granted international protection can seek psychological assistance at the Psychological assistance society.

**WHERE:** PSYCHOLOGICAL ASSISTANCE SOCIETY

web: <http://dpp.hr>

e-mail: [spa@dpp.hr](mailto:spa@dpp.hr)

Ulica kneza Mislava 11, Zagreb

tel: +385 1 4826111, +385 95 4826111

Google map: <https://goo.gl/isu5Wl>

**TITLE:** Centre for rehabilitation stress and trauma (RCT)

**WHAT:** The RCT provides psychological assistance for seekers of international protection and those granted international protection, especially victims of torture or persons who experienced any form of trauma.

**WHERE:** REHABILITATION CENTRE FOR STRESS AND TRAUMA

web: <http://rctzg.hr/-/en/>

Kvaternikov trg 12, Zagreb

tel: +385 1 4641342

Google map: <https://goo.gl/uGOhPt>

**TITLE:** Centre for children, youth and families

**WHAT:** Modus operates within the framework of the Society for Psychological Assistance. It provides play therapy, a programme of group support for children of divorced parents, efficient learning and motivation workshops, counselling for young people, workshops for personal development and social and communication skills development, parenting training and family mediation.

**WHERE:** MODUS – PSYCHOLOGICAL ASSISTANCE SOCIETY

web: <http://dpp.hr>

e-mail: [spa@dpp.hr](mailto:spa@dpp.hr)

Ulica kneza Mislava 11, Zagreb

tel: +385 1 4826 111, +385 95 4826111

Google map: <https://goo.gl/isu5Wl>

**TITLE:** Brave telephone (Hrabri telefon)

**WHAT:** Free counselling and support for children and parents

**WHERE:** Children's House Borovje

Bože i Nikole Bionde 32, Zagreb

appointments: +385 1 6117190

Google map: <https://goo.gl/ZNKqul>

**TITLE:** "Luka Ritz" counselling centre

**WHAT:** Helping children, young people and parents with expert counselling and informal education

**WHERE:** "Luka Ritz" counselling centre against children and youth violence





web: <https://goo.gl/5v4ioZ>  
e-mail: [info@savjetovaliste.hr](mailto:info@savjetovaliste.hr)  
Fabkovićeve 1/3, Zagreb  
Tel: +385 1 8885440  
Google map: <https://goo.gl/K62MCu>

**TITLE:** Different approach – counselling centre for children, youth and families  
**WHAT:** Individual counselling and psychotherapy for children, young people and adults, counselling for partners and families, learning assistance  
**WHERE:** THE PLAY ASSOCIATION – for rehabilitation, education and psycho-social and pedagogical assistance  
web: [www.udrugaignra.hr](http://www.udrugaignra.hr)  
e-mail: [udrugaignra@udrugaignra.hr](mailto:udrugaignra@udrugaignra.hr)  
Sveti Duh 55, Zagreb  
tel: + 385 1 3704537  
Google map: <https://goo.gl/7Yf3Jt>

**TITLE:** safe houses  
**WHAT:** reception and accommodation for victims of domestic violence  
**WHERE:** List of asylums and counselling services for victims of domestic violence:  
<https://goo.gl/shgHrK>  
Autonomous women's house Zagreb: <http://www.azkz.net>  
Istra safe house: <https://goo.gl/lpdZTd>  
Women's centre Adela: <https://goo.gl/419jyi>  
The St. Ana centre for women and children victims of domestic violence : <http://sv-ana.com>

### **5.7 d list of online resources regarding social support**

**TITLE:** Rights in the social welfare system  
**WHAT:** Information about rights in the social welfare system.  
**WHERE:** <https://goo.gl/kjH9DR>

### **5.7 e list of support services and projects regarding driving and transport**

**TITLE:** Croatian Autoclub  
**WHAT:** Information on the driver's licence, registration and vehicle technical exam  
**WHERE:** CROATIAN AUTOCLUB  
web: <https://goo.gl/QCNscL>  
Avenija Dubrovnik 44, Zagreb  
tel: +385 1 6611999  
Google map: <https://goo.gl/CpJCLI>

**TITLE:** Public transport services  
**WHAT:** Public transport services: trams, busses, trains, urban bikes, Uber



**WHERE:** Osijek urban transit system: <https://goo.gl/EBImw2>

Zagreb urban transit system: <https://goo.gl/r7F42z>

List of bus services in Croatia: <https://goo.gl/chRRGq>

Croatian railways: <https://goo.gl/lwLmxy>

Zagreb, Zadar, Šibenik, Slavonski Brod, Lastovo, Ivanić Grad, Gospić, Karlovac

List of Nextbike locations: <https://goo.gl/UH4cfV>

Information on Uber: <https://goo.gl/Y99aHW>

**TITLE:** Transportation for persons with disabilities

**WHAT:** Compensation of transportation costs for persons with disabilities

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

### **5.7 f list of online resources regarding driving and transport**

**TITLE:** Europa.eu

**WHAT:** Information regarding cars, driving licence, insurance and registration

**WHERE:** <https://goo.gl/vUJ7RJ>

### **5.7 g list of support services and projects addressing persons with special needs**

**TITLE:** Social welfare centres

**WHAT:** A financial supplement for beneficiaries of assistance and care allowance, personal disability allowance, one-off financial assistance, grants for pupils and students with developmental difficulties

**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

**TITLE:** Guide dogs

**WHAT:** Rehabilitation programmes with guide dogs for the mobility of blind persons and other persons with disabilities, and for children with developmental difficulties.

**WHERE:** Croatian Guide Dog and Mobility Association: [www.psivodici.hr/en](http://www.psivodici.hr/en)

**TITLE:** Hearing aids

**WHAT:** Persons with damaged hearing who are insured with the Croatian Health Insurance Fund are entitled to hearing aids free of charge.

**WHERE:** Croatian Health Insurance Fund: <http://www.hzzo.hr/en/>

**TITLE:** Borrowing medical and orthopaedic equipment

**WHAT:** A HCK project enabling persons with disabilities to borrow medical and orthopaedic equipment that they would otherwise not be able to acquire.

**WHERE:** CROATIAN RED CROSS (HCK)

web: [www.hck.hr](http://www.hck.hr)

e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)

Ulica Crvenog križa 14, Zagreb

tel: +385 1 4655814



Google map: <https://goo.gl/OOJ2Nw>

**TITLE:** Day care

**WHAT:** Satisfying the life needs of the beneficiaries: meals, maintenance of personal hygiene, healthcare, custody, upbringing, care, work activities, psycho-social rehabilitation, organising leisure time, organising transport.

**WHERE:** Social welfare centres: <https://goo.gl/QQgN6S>

More information (in Croatian):

<https://goo.gl/6VORmQ>

**TITLE:** Early intervention service

**WHAT:** Early intervention is a social service of professional motivational assistance for children and counselling assistance for their parents in cases of an established developmental risk or difficulty in the child.

**WHERE:** Social welfare centres: <https://goo.gl/QQgN6S>

More information (in Croatian): <https://goo.gl/Oh9mhW>

**TITLE:** Assistance services for persons with disabilities

**WHAT:** Personal assistance services, the service of interpreting/translating the Croatian sign language and the service of seeing-eye guides for blind persons.

**WHERE:** Social welfare centres in cooperation with associations of persons with disabilities.

More information (in Croatian): <https://goo.gl/uzQhXc>

## **5.7 h list of online resources regarding people with special needs**

**TITLE:** Catalogue of rights and services for persons with disabilities

**WHAT:** Information about rights and services for persons with disabilities

**WHERE:** <https://goo.gl/wYx6gj> (in Croatian only)

## **5.7 i list of support services and projects regarding participating in society**

**TITLE:** integration activities for refugees and migrants

**WHAT:** Organisations providing support for refugees and migrants organise numerous activities and courses.

**WHERE:** THE WELCOME INITIATIVE

web: <https://goo.gl/ROlac4>

fb: <https://goo.gl/oYYJTI>

CENTRE FOR PEACE STUDIES (CMS)

web: [www.cms.hr/en](http://www.cms.hr/en)

e-mail: [cms@cms.hr](mailto:cms@cms.hr)

Selska cesta 112a, Zagreb

tel: +385 1 482 00 94

Google map: <https://goo.gl/y5trNX>



Every day by e-mail and telephone; at the CMS office Fridays 15-17 h.

CROATIAN RED CROSS (HCK)

e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)

Ulica Crvenog križa 14, Zagreb

tel: +385 1 4655814; +385 1 4655813

Google map: <https://goo.gl/OOJ2Nw>

JESUIT REFUGEE SERVICE

web: [www.jrs.hr](http://www.jrs.hr)

e-mail: [info@jrs.hr](mailto:info@jrs.hr)

Sarajevska 41, 10 000 Zagreb

tel: +385 98 9935863

Google map: <https://goo.gl/F7B04w>

INTERNATIONAL MIGRATION ORGANISATION (IOM)

e-mail: [iomzagreb@iom.int](mailto:iomzagreb@iom.int)

Račkoga 3/3, Zagreb

tel: +385.1 4816774

Google map: <https://goo.gl/nNG5yR>

ASSOCIATION OF AFRICANS IN CROATIA

web: <https://goo.gl/OPx5Y9>

Selska cesta 112a, Zagreb

tel: +385 98 1393024

Google map: <https://goo.gl/y5trNX>

TASTE OF HOME – COLLECTIVE FOR INTERCULTURAL COOPERATION (OKUS DOMA - ZADRUGA ZA INTERKULTURALNU SURADNJU)

web: <https://goo.gl/5hT35K>

Selska cesta 112a, Zagreb

tel: +385 98 1768 241, +385 97 6060297

Google map: <https://goo.gl/y5trNX>

ZAGREB 041 FOOTBALL CLUB

web: <https://goo.gl/sF8huP>

fb: <https://goo.gl/ajPYgV>

e-mail: [kontakt@nkzagreb041.hr](mailto:kontakt@nkzagreb041.hr)

PSYCHOLOGICAL ASSISTANCE SOCIETY

web: <http://dpp.hr>

e-mail: [spa@dpp.hr](mailto:spa@dpp.hr)

Ulica kneza Mislava 11, Zagreb



tel: +385 1 4826111, +385 95 4826111  
Google map: <https://goo.gl/isu5Wl>

ARE YOU SYRIOUS INITIATIVE  
web: <https://goo.gl/T8f64r>  
fb: <https://goo.gl/lji4m9>  
Ulica Brune Bušića 42, Zagreb  
Google map: <https://goo.gl/AecvTd>

REHABILITATION CENTRE FOR STRESS AND TRAUMA  
web: <http://rctzg.hr/-/en/>  
Kvaternikov trg 12, Zagreb  
tel: +385 1 4641342  
Google map: <https://goo.gl/uGOhPt>

### **5.7 j list of online resources regarding participating in society**

**TITLE:** Welcome to Croatian society  
**WHAT:** A booklet on integration in Croatian society made by Centre for Peace Studies.  
**WHERE:** <http://cms.hr/hr/publikacije/welcome-to-the-croatian-society>

### **5.7 k list of support services and projects regarding holidays and free time**

**TITLE:** subsidised children's camps  
**WHAT:** Free summer holidays for children from socially at-risk families  
**WHERE:** Social welfare centres in Croatia: <https://goo.gl/QQgN6S>

CROATIAN RED CROSS (HCK)  
web: [www.hck.hr](http://www.hck.hr)  
e-mail: [redcross@hck.hr](mailto:redcross@hck.hr)  
Ulica Crvenog križa 14, Zagreb  
tel: +385 1 4655814; +385 1 4655813  
Google map: <https://goo.gl/OOJ2Nw>

**TITLE:** free museums  
**WHAT:** Museums are free for children under 7. The majority of museums have a free day once a month. Every January there is a Museum night, when entry to all museums is free.  
**WHERE:** List of museums in Zagreb and contacts: <https://goo.gl/NiOsKL>

**TITLE:** holiday activities for children  
**WHAT:** "Odmorko" are free sports programmes held in Zagreb during every holiday.  
**WHERE:** More information on Odmorko: <https://goo.gl/L1tesE> (in Croatian)



## **5.7 I list of online resources regarding holidays and free-time**

Non-applicable.



## 6 HEALTH

### 6.1 PUBLIC HEALTH CARE

#### 6.1 a description of the system

**TITLE:** Public healthcare in Croatia

**WHAT:** Every person has the right to health care; in cases of emergency, everybody is obliged to give first aid or enable access to emergency medical aid to a person who is injured or sick. In Croatia there is mandatory and supplementary health insurance.

**WHO:** If you have a short-term visa, you must have an appropriate and valid health insurance for travellers that covers the period of stay in Croatia. If you have a temporary or permanent residence, you must have mandatory health insurance. All foreigners in Croatia, including irregular migrants, have the right to emergency medical aid. If you are an international protection seeker, you have the right to emergency medical aid; you have to pay for other health services in case you use them. If you were granted international protection, you have the right to health protection equal to Croatian citizens (mandatory and supplementary health protection paid by the Ministry of Health).

**HOW:** Insured persons realise health protection from mandatory insurance on the primary level by making a free choice of the medical doctor and the dentist; as a rule, the choice is made according to the place of residence. Insured persons realise the secondary and tertiary levels of health protection on the basis of referral by the GP of their choice, who has a contract with the HZZO for primary health protection.

**WHERE:** Croatian Health Insurance Fund (HZZO): <https://goo.gl/UW92kT>

Directory of medical institutions in Croatia (in Croatian): <https://goo.gl/NuzCIW>

**GOOD TO KNOW:**

The Health Protection Act: <https://goo.gl/7cXo2E>

#### 6.1 b steps to get medical aid

**TITLE:** Get medical help

**WHAT:** Steps to get medical aid differ in emergency and other cases. If you need urgent medical aid, another person should call an ambulance or you should go to the closest ambulance station.

**STEP 1:** You need to choose a doctor in the health centre in your residence area and officially register with the Croatian Health Insurance Fund as that doctor's patient.

**STEP 2:** On arrival to the health centre, you can ask at the reception desk where your doctor's office is located. When you visit the doctor, you either wait in the waiting room, or you set up an appointment in advance, in person or by telephone.

**STEP 3:** If an additional specialist examination or test is needed, your doctor will give you a referral and direct you to the appropriate medical institution which you should visit or set up an appointment.

**WHERE:** Croatian Health Insurance Fund: <https://goo.gl/UW92kT>

Directory of medical institutions in Croatia: <https://goo.gl/NuzCIW>

**ATTENTION:** Persons under international protection don't choose their doctor, but





go to the closest one or any other health centre.

**GOOD TO KNOW:** Health protection and its providers (in Croatian): <https://goo.gl/b5aNBO>

## 6.2 HEALTH INSURANCE

### 6.2 a state compulsory system

**TITLE:** Compulsory health insurance

**WHAT:** The Croatian Health Insurance Fund implements mandatory health insurance. Under the mandatory health insurance, all insured persons are granted rights and duties following from that type of insurance on the basis of mutuality, solidarity, and equality.

**WHO:** All persons living in Croatia and foreigners granted permanent residence in Croatia (unless stipulated otherwise by an international treaty or a special legal act) must take mandatory health insurance.

Insurance beneficiaries include the insured, children up to 18 years of age, family members of the insured, and other insured persons who enjoy mandatory health insurance in specific circumstances.

**HOW:** You register for mandatory health insurance at the Croatian Health Insurance Fund. Apart from your personal/resident's ID, you need to fill in and submit Forms 1 or 2, which you can get in the Croatian Health Insurance Fund.

**WHERE:** Croatian Health Insurance Fund: <https://goo.gl/i8CHqa>

**WHEN:** After receiving a residence permit or upon expiration of previous mandatory health insurance.

**ATTENTION:** Persons without supplementary health insurance have to cover 20% of total expenses of hospital treatment, appointments with the GP or a dentist. In case of hospital treatment, they must pay up to 20% of the price of a specific health service, or a maximum of 2,000 HRK per examination. For a GP examination or a medicine prescription they pay 10 HRK per examination/prescription.

**GOOD TO KNOW:** On mandatory health insurance (in Croatian): <https://goo.gl/uVbX94>

### 6.2 b health insurance cards

**TITLE:** seekers of international protection

**WHAT:** Seekers of international protection don't have health insurance cards and have a right to urgent medical aid. However, apart from the doctor on duty, there are also Doctors of the World present in reception centres for international protection seekers, providing other medical services, if needed, free of charge.

**WHERE:** RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PRIHVATILIŠTE ZA TRAŽITELJE MEĐUNARODNE ZAŠTITE) Porin

Sarajevska cesta 41

10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](https://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION  
(PRIHVATILIŠTE ZA TRAŽITELJE MEĐUNARODNE ZAŠTITE)



Sisačka 3  
44320 Kutina  
Tel: +385 44 646301  
Google map: [goo.gl/qKh0mH](https://goo.gl/qKh0mH)

**TITLE:** EU citizens

**WHAT:** EU citizens register for mandatory health insurance and receive insurance cards like citizens of Croatia do. Insurance beneficiaries may request a European health insurance card.

**WHERE:** Croatian Health Insurance Fund (Hrvatski zavod za zdravstveno osiguranje): <https://goo.gl/i8CHqa>

**TITLE:** citizens of third countries

**WHAT:** Citizens of third countries register for mandatory health insurance and receive insurance cards like citizens of Croatia. In case they did not have health insurance in their home country, or their country's system is not complementary with the Croatian system, they have to pay 5,000 HRK when starting the health insurance procedure.

**WHERE:** Croatian Health Insurance Fund: <https://goo.gl/i8CHqa>

**TITLE:** persons granted international protection

**WHAT:** Persons granted international protection are not insurance beneficiaries, although they are entitled to mandatory and supplementary health protection. They should show a doctor their residence permit; Ministry of Health covers the costs of their medical treatment.

**WHERE:** Croatian Health Insurance Fund: <https://goo.gl/i8CHqa>

## 6.2 c private insurance

**TITLE:** Private insurance

**WHAT:** Private health insurance is a type of voluntary health insurance carried out by insurance companies, which provides patients with a broader scope of rights and higher standards of service.

**WHO:** Everybody willing and able to pay for private health insurance who is a beneficiary of the mandatory health insurance.

**HOW:** By contracting private voluntary insurance with an insurance company.

**WHERE:** Various insurance companies operating in Croatia.

**GOOD TO KNOW:** The Act on Voluntary Health Insurance: <https://goo.gl/5oUN4K>

## 6.3 PRIVATE HEALTHCARE

### 6.3 a description of private healthcare

**TITLE:** Private healthcare

**WHAT:** Private health care is provided by licensed health workers. Some private subjects are contractual partners of HZZO. Private health care is paid for; it is also available to persons without mandatory health insurance.



**WHO:** Any person who can afford private health care.

**HOW:** By contacting a chosen private practitioner and setting up an appointment.

**WHERE:** Directory of medical institutions and private practices in Croatia (in Croatian): <https://goo.gl/NuzCIW>

**ATTENTION:** It is useful to enquire about prices and quality of service beforehand.

**GOOD TO KNOW:** Private health care offers a more personalised approach, shorter waiting times, and higher standards of service.

## 6.4 EMERGENCY

### 6.4 a emergency medical attention

**TITLE:** Emergency medical attention

**WHAT:** Emergency medical attention relates to emergency health services provided by physicians and other medical workers in cases when life is in danger or health is heavily disrupted.

**WHO:** Everybody has a right to emergency medical attention, regardless of their status.

**HOW:** Calling an ambulance or with a visit to a medical institution providing emergency attention. The ambulance telephone number is 194.

**WHERE:** Emergency medical care institutions: <https://goo.gl/3kpYGh>

Emergency hospital admission: <https://goo.gl/bq0bN5>

**WHEN:** In cases of emergency health conditions when life is in danger or health is heavily compromised.

**ATTENTION:** If life is not in danger and health is not severely compromised (smaller cuts, cold, chronic pain which does not change, broken fingers, agitation), you should seek medical attention from a general/family practitioner.

**GOOD TO KNOW:** Croatian Institute for Emergency Medicine – frequently asked questions: <https://goo.gl/fb4k8h>

All you need to know on urgent medical aid (in Croatian): <https://goo.gl/RQoOOK>

### 6.4 b dental first aid

**TITLE:** Dental first aid

**WHAT:** Dental aid relates to urgent dental care sought by patients in cases of severe toothaches or broken teeth.

**WHO:** Persons with severe toothaches.

**HOW:** During working hours, by visiting your dentist. At nights or weekends, you should find a dentist on duty.

**WHERE:** List of dentists on duty (in Croatian): <https://goo.gl/22zu59>

**WHEN:** Only in emergency cases of broken teeth or severe toothaches.

**ATTENTION:** If you don't have health insurance or are an irregular migrant or a seeker of international protection, emergency care only includes removing teeth.

### 6.4 c on duty pharmacies in large cities

**TITLE:** on duty pharmacies in large cities

**WHAT:** The list of on duty pharmacies where you can get the medications.



**WHERE:**

Bjelovar:

Ljekarna Coner Bjelovar

Bjelovar, Masarykova 9

Google map: <https://goo.gl/ChXX9V>

Čakovec:

Ljekarna Čakovec

Čakovec, Valenta Morandinija 1

Google map: <https://goo.gl/XCgUKw>

Dubrovnik:

Ljekarna Dubrovnik

Dubrovnik, Gruška obala 7 and Placa 4

Google map: <https://goo.gl/SVBrFH>

Gospić:

Dom zdravlja Gospić

Gospić, Kaniška 6

Google map: <https://goo.gl/ASP5Bj>

Karlovac:

Karlovačka Ljekarna Karlovac

Karlovac, Kralja Tomislava 19a

Google map: <https://goo.gl/nU9LR2>

Koprivnica:

Ljekarne Koprivnica

Koprivnica, Florijanski trg 12

Google map: <https://goo.gl/tWKXmm>

Krapina:

Ljekarna Krapinsko-zagorske županije

Zabok, Matije Gupca 63

Google map: <https://goo.gl/q038Pe>

Osijek:

Ljekarna "Centar", Osijek, Trg A. Starčevića 7, Google map: <https://goo.gl/bdDiZt>

Ljekarna "Park", Osijek, Park k. P. Krešimira IV 6, <https://goo.gl/LVGrpG> (by turns)

Pazin:

Istarske ljekarne Pula

Pula, Giardini 14



Google map: <https://goo.gl/MkjSHD>

Požega:

Ljekarna Škoko

Požega, M. Cupca 21

Google map: <https://goo.gl/1CZHIW>

Rijeka:

Ljekarna Jadran

Rijeka, Riva 18

Google map: <https://goo.gl/Yygy4Y>

Sinj:

Ljekarna Splitsko-dalmatinske županije

Sinj, Dr. F. Tuđmana 1

Google map: <https://goo.gl/81mPWH>

Sisak:

Gradske ljekarne Sisak

Sisak, S. i A. Radića 48

Google map: <https://goo.gl/cHFfiV>

Slavonski brod:

Ljekarna Slavonski Brod

Slavonski Brod, Vukovarska bb

Google map: <https://goo.gl/fH7Cqf>

Split:

Ljekarna Splitsko-dalmatinske županije

Split, Pupačićeva 4

Google map: <https://goo.gl/YUuSJV>

Ljekarna Splitsko-dalmatinske županije

Split, Šine, Slanice 20

Google map: <https://goo.gl/9Fmkmp>

Šibenik:

Ljekarna Centrala Šibenik, S. Radića 69B, Google map: <https://goo.gl/hWkCcl> ;

Ljekarna Varoš, Šibenik, K. Zvonimira 32, Google map: <https://goo.gl/Cq9PnA> ;

Ljekarna Baldekin, Šibenik, S. Radića 56A, Google map: <https://goo.gl/cr8At1> (by turns)

Varaždin:

Ljekarna Varaždinske županije

Varaždin, Kolodvorska 18



Google map: <https://goo.gl/JiOwYf>

Vinkovci:

Ljekarne Šibalić

Vinkovci, Vladimira Gortana 11

Google map: <https://goo.gl/25mNmG>

Virovitica:

DZ Virovitičko-podravske županije

Virovitica, Gajeva 6

Google map: <https://goo.gl/qeEVxG>

Zadar:

Ljekarna Zadar

Zadar, Jurja Barakovića 2

Google map: <https://goo.gl/Wxseju>

Zadar, Braće Vranjanina bb

Google map: <https://goo.gl/fiVuUm> (by turns)

Zagreb:

Gradska ljekarna Zagreb

Zagreb, Grižanska 4

Google map: <https://goo.gl/xq2m0k>

Gradska ljekarna Zagreb

Zagreb, Trg bana J. Jelačića 3

Google map: <https://goo.gl/HdLGN5>

Gradska ljekarna Zagreb

Zagreb, Av. Većeslava Holjevcica 22

Google map: <https://goo.gl/WcuS9Q>

Gradska ljekarna Zagreb

Zagreb, Ozaljska 1

Google map: <https://goo.gl/hqZINy>

Ljekarne ZEUS

Zagreb, D. Budaka 17

Google map: <https://goo.gl/emMyqG>

Samobor:

Ljekarne Zagrebačke županije

Samobor, Gajeva 37

Google map: <https://goo.gl/iAfvG6>

Velika Gorica:

Ljekarne Zagrebačke županije



Velika Gorica, Trg Kralja Petra Krešimira IV 7  
Google map: <https://goo.gl/h4cXsh>  
Velika Gorica, Matice Hrvatske bb  
Google map: <https://goo.gl/CDauvY> (by turns)

## 6.5 PRO BONO HEALTH SERVICE

### 6.5 a description and a list of pro bono health services

**TITLE:** persons without mandatory health insurance

**WHAT:** Only emergency aid is free of charge

**WHERE:** Institutions of urgent medical care: <https://goo.gl/3kpYGh>

Emergency hospital admission: <https://goo.gl/bqObN5>

**TITLE:** persons with mandatory health insurance

**WHAT:** HZZO covers up to 80% of health risk costs, which includes the right to primary health protection, specialist/consulting health protection, hospital health protection, use of medicines included in the HZZO list, use of health protection abroad, dentist and prosthodontic services, substitutes, and orthopaedic aids. The insurance beneficiary is bound to cover the remaining part of the costs (the amount must not exceed 2,000 HRK per a hospital invoice).

**WHERE:** List of health protection procedures covered by mandatory health insurance (in Croatian): <https://goo.gl/J4FKxO>

Directory of medical institutions (in Croatian): <https://goo.gl/NuzCIW>

**TITLE:** persons with supplementary health insurance

**WHAT:** The monthly price of supplementary health insurance is 70 HRK. HZZO covers the total amount of costs of all health services covered by mandatory health insurance: medical diagnostics, specialist examination, physical rehabilitation, dental health protection, hospital treatment, procurement of orthopaedic and other aids.

**WHERE:** Supplementary health insurance (in Croatian): <https://goo.gl/wGvJcI>

Directory of medical institutions (in Croatian): <https://goo.gl/NuzCIW>

## 6.6 INTERPRETERS

### 6.6 a list of different services

**TITLE:** Translation for deafblind/deaf/hearing-impaired persons

**WHAT:** Sign language interpreters help those who use their services in healthcare institutions – during examinations, operations and therapy

**WHERE:** Croatian Association of Deafblind Persons (Hrvatski savez gluhoslijepih osoba) "Dodir"

web: <http://www.dodir.hr>

e-mail: [dodir@dodir.hr](mailto:dodir@dodir.hr)

Medulićeva 34, Zagreb

tel: +385 1 4875431





Google map: <https://goo.gl/LyVIL2>

Support Service and Centre for CSL Translation (Služba podrške i Centar za prevođenje HZJ-a)  
Vodnikova 8, Zagreb  
tel: +385 1 4923102; +385 91 5674864

**TITLE:** Translation for seekers of international protection and persons granted international protection

**WHAT:** Medical services and guiding and translating during visits to medical institutions.

**WHERE:** Doctors of the World:

[fieldco.croatia@medecinsdumonde.be](mailto:fieldco.croatia@medecinsdumonde.be)

Active at:

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PORIN)

Sarajevska cesta 41

10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](https://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION

Sisačka 3

44320 Kutina

Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](https://goo.gl/qKh0mH)

## 6.7 PATIENTS' RIGHTS

### 6.7 a list of the most important rights

**TITLE:** Rights of the patients and advocacy

**WHAT:** The patients have certain rights that must be respected by the health institutions. Quick guide to patients' rights (in Croatian): <https://goo.gl/xRi3QE>

- ▶ the right to shared decision making
  - access to information and the possibility to accept or refuse a diagnostics or therapy procedure.
- ▶ right to information
  - being fully informed about one's own health, costs, rights, the further course of procedures and recommended lifestyle
- ▶ right of access to medical records
  - access to complete medical records relating to diagnostics and treatment of maladies.
- ▶ right to confidentiality
  - confidentiality of data regarding one's health in line with the regulations on professional secrets and personal data protection.



- ▶ right to maintain personal contacts
  - receiving visitors during visiting hours and prohibiting certain person or persons to visit.
- ▶ right to leave the healthcare institution of one's own accord
  - the right to leave an in-patient clinic of one's own accord, except in cases when this would harm personal or others' health.
- ▶ right to privacy
  - conditions guaranteeing privacy
- ▶ right to damages
  - restitution of damages in line with the general regulations of the Law of Obligations

**WHERE:**

Head of the Department for monitoring EU regulations, Legal and financial affairs directorate (Odjel za praćenje propisa EU u Upravi za pravne i financijske poslove)  
Božica Šarić, dipl.iur.

[bozica.saric@miz.hr](mailto:bozica.saric@miz.hr)

+ 385 1 4607630

Croatian Health Insurance Fund

Jukićeva 12, Zagreb

tel: +385 1 4550 381

Google map: <https://goo.gl/jdslWwq>

Croatian association for the promotion of patients' rights

Zrinsko Frankopanska 2b, Split

tel: +385 91 5027861

e-mail: [pravapacijenata@st.t-com.hr](mailto:pravapacijenata@st.t-com.hr)

Google map: <https://goo.gl/gKcITk>

Doctors of the World:

[fieldco.croatia@medecinsdumonde.be](mailto:fieldco.croatia@medecinsdumonde.be)

fb: <https://goo.gl/OiSQbK>

Active at:

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PORIN)

Sarajevska cesta 41

10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](https://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION

Sisačka 3

44320 Kutina

Tel: +385 44 646301



Google map: [goo.gl/qKh0mH](http://goo.gl/qKh0mH)

## 6.8 SUPPORT SERVICES FOR MIGRANTS

### 6.8 a list of support services and projects regarding health

**TITLE:** Translation for deafblind/deaf/hearing impaired persons

**WHAT:** Sign language interpreters help those who use their services in healthcare institutions – during examinations, operations and therapy.

**WHERE:** Croatian association of deafblind persons „Dodir“

web: <http://www.dodir.hr>

e-mail: [dodir@dodir.hr](mailto:dodir@dodir.hr)

Medulićeva 34, Zagreb

tel: +385 1 4875431

Google map:

Support Service and Centre for CSL Translation

Vodnikova 8, Zagreb

tel: +385 1 4923102; +385 91 5674864

**TITLE:** Support in using dental care services for seekers of international protection

**WHAT:** Support during visits to dentists and coverage of essential medical costs.

**WHERE:** Croatian Baptist Aid

web: [www.cbaid.org/en](http://www.cbaid.org/en)

fb: <https://goo.gl/IVfXER>

Active at:

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PORIN)

Sarajevska cesta 41

10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](http://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION

Sisačka 3

44320 Kutina

Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](http://goo.gl/qKh0mH)

**TITLE:** Health ministry

**WHAT:** Contact for healthcare-related questions in the integration of migrants

**WHERE:** Head of the Department for monitoring EU regulations, Legal and financial affairs directorate

Božica Šarić, dipl.iur.



[bozica.saric@miz.hr](mailto:bozica.saric@miz.hr)

+ 385 1 4607630

**TITLE:** Croatian Health Insurance Fund

**WHAT:** Service for international cooperation

**WHERE:** Croatian Health Insurance Fund

Jukićeva 12, Zagreb

tel: +385 1 4550 381

Google map: <https://goo.gl/jdslWq>

**TITLE:** Croatian association for the promotion of patients' rights

**WHAT:** The Croatian association for the promotion of patients' rights is the only institution in the Republic of Croatia dealing with the protection and promotion of patients' rights. Its members are Croatian and international medical and legal professionals, as well as citizens-patients, who contribute to the goals of the association by making common decisions and suggestions.

**WHERE:** Croatian association for the promotion of patients' rights

Zrinsko Frankopanska 2b, Split

tel: +385 91 5027861

e-mail: [pravapacijenata@st.t-com.hr](mailto:pravapacijenata@st.t-com.hr)

Google map: <https://goo.gl/gKcITk>

**TITLE:** Doctors of the World

**WHAT:** Doctors of the World provide refugees with medical services, accompaniment and translations on visits to health institutions. They also advocate the rights of refugees in the field of healthcare in Croatia. Doctors of the World

**WHERE:** Doctors of the World:

[fieldco.croatia@medecinsdumonde.be](mailto:fieldco.croatia@medecinsdumonde.be)

fb: <https://goo.gl/OiSQbK>

Active at:

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION (PORIN)

Sarajevska cesta 41

10 000 Zagreb

Tel: +385 1 4570959

Google map: [goo.gl/6rttHd](http://goo.gl/6rttHd)

RECEPTION CENTRE FOR SEEKERS OF INTERNATIONAL PROTECTION

Sisačka 3

44320 Kutina

Tel: +385 44 646301

Google map: [goo.gl/qKh0mH](http://goo.gl/qKh0mH)

**TITLE:** emergency aid services



**WHAT:** In cases of life endangerment or severely compromised health

**WHERE:** Emergency medicine institutes: <https://goo.gl/3kpYGh>

Emergency admissions to hospital: <https://goo.gl/bq0bN5>

**TITLE:** other health services

**WHAT:** In case you have a mandatory insurance, you pay 20% of the costs yourself.  
In case you have supplementary insurance, HZZO covers the costs of all services available in the system

**WHERE:** Directory of healthcare institutions in Croatia: <https://goo.gl/NuzCIW>

## **6.8 b list of online resources regarding health**

**TITLE:** Quick guide to patients' rights

**WHAT:** Information on patients' rights

**WHERE:** <https://goo.gl/xRi3QE>

**TITLE:** Croatian Health Insurance Fund's website

**WHAT:** Information about Croatian health system and contacts

**WHERE:** <http://www.hzzo.hr/en>



# Danube Compass Czech Republic (English version)

## OTHER LANGUAGES CHOSEN:

- ▶ Czech
- ▶ Russian
- ▶ Ukrainian
- ▶ Vietnamese

RESPONSIBLE PARTNER:  
SPF Group, Ltd.



# Structure

<b>1</b>	<b>ARRIVAL AND STAY .....</b>	<b>350</b>
1.1	VISA .....	350
1.2	ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION .....	355
1.3	TEMPORARY WORK MOBILITY .....	356
1.4	TEMPORARY IMMIGRATION .....	358
1.5	LONG TERM IMMIGRATION .....	373
1.6	CITIZENSHIP .....	374
1.7	IRREGULAR/UNDOCUMENTED SITUATION .....	376
1.8	PERSONAL DOCUMENTS .....	377
1.9	CERTIFICATES .....	379
1.10	VERIFICATION OF DOCUMENTS .....	380
1.11	JUDICIAL TRANSLATIONS .....	381
1.12	REGISTRATION OF ADDRESS .....	382
1.13	SUPPORT SERVICES FOR MIGRANTS .....	383
<b>2</b>	<b>WORK .....</b>	<b>393</b>
2.1	EMPLOYMENT .....	393
2.2	BUSINESS .....	408
2.3	TAXES .....	420
2.4	SUPPORT SERVICES FOR MIGRANTS .....	422
<b>3</b>	<b>LEARNING LOCAL LANGUAGE .....</b>	<b>426</b>
3.1	STATE SUPPORTED PROGRAMS .....	426
3.2	COMMERCIAL PROGRAMS .....	428
3.3	LANGUAGE COURSES FOR CHILDREN .....	428
3.4	LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP .....	430
3.5	SUPPORT SERVICES FOR MIGRANTS .....	435



<b>4</b>	<b>EDUCATION .....</b>	<b>439</b>
4.1	PRESCHOOL EDUCATION .....	439
4.2	PRIMARY SCHOOL (Základní škola) .....	440
4.3	SECONDARY SCHOOL .....	446
4.4	HIGHER EDUCATION .....	451
4.5	APPRENTICESHIP .....	455
4.6	ADULT EDUCATION .....	455
4.7	NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS .....	456
4.8	SUPPORT SERVICES FOR MIGRANTS .....	458
<b>5</b>	<b>EVERYDAY LIFE .....</b>	<b>461</b>
5.1	HOUSING .....	461
5.2	SOCIAL SUPPORT .....	463
5.3	DRIVING AND TRANSPORT .....	471
5.4	PERSONS WITH SPECIAL NEEDS .....	477
5.5	PARTICIPATING IN SOCIETY .....	481
5.6	HOLIDAYS AND FREE TIME .....	485
5.7	SUPPORT SERVICES FOR MIGRANTS .....	488
<b>6</b>	<b>HEALTH .....</b>	<b>503</b>
6.1	PUBLIC HEALTH CARE .....	503
6.2	HEALTH INSURANCE .....	504
6.3	PRIVATE HEALTHCARE .....	506
6.4	EMERGENCY .....	507
6.5	PRO BONO HEALTH SERVICE .....	508
6.6	INTERPRETERS .....	508
6.7	PATIENTS' RIGHTS .....	509
6.8	SUPPORT SERVICES FOR MIGRANTS .....	510





## 1 ARRIVAL AND STAY

### 1.1 VISA

There are two types of VISA in Czech Republic, a short-stay VISA for stay for a maximum period of 90 days (short-stay) and a VISA for a stay of over 90 days (long-term).

#### 1.1 a types of visas

**TITLE:** Schengen (short-stay) airport transit visa

**WHAT:** The airport transit visa is issued third country citizen who stay in the transit zone of an international airport in the territory of the Czech Republic while waiting for their flight connection.

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic.

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

**TITLE:** Short-term/Schengen tourist visa

**WHAT:** Czech Republic/Schengen tourist visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic.

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech): [http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/vizum\\_k\\_pobytu\\_do\\_90\\_dnu\\_za\\_ucelem.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/vizum_k_pobytu_do_90_dnu_za_ucelem.html)

**TITLE:** Short-term/Schengen medical visa

**WHAT:** Czech Republic/Schengen medical visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic.

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)



Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/vizum\\_k\\_pobytu\\_do\\_90\\_dnu\\_za\\_ucelem.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/vizum_k_pobytu_do_90_dnu_za_ucelem.html)

**TITLE:** Short-term/Schengen business visa

**WHAT:** Czech Republic/Schengen business visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic.

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/schengenske\\_kratkodobe\\_vizum\\_za\\_ucelem.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/schengenske_kratkodobe_vizum_za_ucelem.html)

**TITLE:** Short-term/Schengen cultural visa

**WHAT:** Czech Republic/Schengen cultural visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/schengenske\\_kratkodobe\\_vizum\\_za\\_ucelem.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/schengenske_kratkodobe_vizum_za_ucelem.html)

**TITLE:** Short-term/Schengen sports visa

**WHAT:** Czech Republic/Schengen sports visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/schengenske\\_kratkodobe\\_vizum\\_za\\_ucelem.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/schengenske_kratkodobe_vizum_za_ucelem.html)



**TITLE:** Short-term/Schengen visiting visa (invitation)

**WHAT:** Czech Republic/Schengen official visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/vizum\\_k\\_pobytu\\_do\\_90\\_dnu\\_za\\_ucelem\\_3.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/vizum_k_pobytu_do_90_dnu_za_ucelem_3.html)

**TITLE:** Short-term/Schengen study, training, attachment visa

**WHAT:** Czech Republic/Schengen study visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/vizum\\_k\\_pobytu\\_do\\_90\\_dnu\\_za\\_ucelem\\_3.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/vizum_k_pobytu_do_90_dnu_za_ucelem_3.html)

**TITLE:** Short-term/Schengen scientific research visa

**WHAT:** Czech Republic/Schengen scientific research visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/vizum\\_k\\_pobytu\\_do\\_90\\_dnu\\_za\\_ucelem\\_1.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/vizum_k_pobytu_do_90_dnu_za_ucelem_1.html)

**TITLE:** Short-term/Schengen employment visa



**WHAT:** Czech Republic/Schengen employment or other gainful purpose visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/vizum\\_k\\_pobytu\\_do\\_90\\_dnu\\_za\\_ucelem\\_2.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/vizum_k_pobytu_do_90_dnu_za_ucelem_2.html)

**TITLE:** Short-term/Schengen training visa

**WHAT:** Czech Republic/Schengen training visa for a maximum period of 90 days

**HOW:** You must file an application for a Schengen (short-stay) visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

Information on Ministry of Foreign affair (*Ministerstvo zahraničních věcí*) (in English and Czech):

[http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/schengenske\\_kratkodobe\\_vizum\\_za\\_ucelem\\_1.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/schengenske_kratkodobe_vizum_za_ucelem_1.html)

**TITLE:** Long-term study, training, attachment visa

**WHAT:** A Czech Republic study visa for a period above 90 days

**HOW:** You must file an application for a long-term visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Interior (*Ministerstvo vnitra*)

Ministerstvo vnitra, Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 811 111

Email: [posta@mvcz.cz](mailto:posta@mvcz.cz)

Information on Ministry of Interior (*Ministerstvo vnitra*) (in English and Czech): <http://www.mvcz.cz/clanek/vizum-k-pobytu-nad-90-dnu-dlouhodobem.aspx?q=Y2hudW09Mg%3d%3d>

**TITLE:** Long-term business visa

**WHAT:** A Czech Republic business visa for a period above 90 days

**HOW:** You must file an application for a long-term visa at the diplomatic mission of the Czech Republic



**WHERE:** Ministry of Interior (*Ministerstvo vnitra*)

Ministerstvo vnitra, Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 811 111

Email: [posta@mvcz.cz](mailto:posta@mvcz.cz)

Information on Ministry of Interior (*Ministerstvo vnitra*) (in English and Czech): <http://www.mvcz.cz/clanek/vizum-k-pobytu-nad-90-dnu-dlouhodobem.aspx?q=Y2hudW09NQ%3d%3d>

**TITLE:** Long-term visa for family purposes

**WHAT:** A Czech Republic family visa for a period above 90 days

**HOW:** You must file an application for a long-term visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Interior (*Ministerstvo vnitra*)

Ministerstvo vnitra, Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 811 111

Email: [posta@mvcz.cz](mailto:posta@mvcz.cz)

Information on Ministry of Interior (*Ministerstvo vnitra*) (in English and Czech): <http://www.mvcz.cz/clanek/vizum-k-pobytu-nad-90-dnu-dlouhodobem.aspx?q=Y2hudW09NQ%3d%3d>

**TITLE:** Long-term visitor visa (invitation)

**WHAT:** Visa based on an invitation verified by the Foreign Police Service (*Cizinecká policie*). A Czech Republic visitor visa for a period above 90 days

**HOW:** You must file an application for a long-term visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Interior (*Ministerstvo vnitra*)

Ministerstvo vnitra, Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 811 111

Email: [posta@mvcz.cz](mailto:posta@mvcz.cz)

Information on Ministry of Interior (*Ministerstvo vnitra*) (in English and Czech): <http://www.mvcz.cz/clanek/vizum-k-pobytu-nad-90-dnu-dlouhodobem.aspx?q=Y2hudW09Ng%3d%3d>

**TITLE:** Long-term cultural visa

**WHAT:** A Czech Republic cultural visa for a period above 90 days

**HOW:** You must file an application for a long-term visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Interior (*Ministerstvo vnitra*)

Ministerstvo vnitra, Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 811 111

Email: [posta@mvcz.cz](mailto:posta@mvcz.cz)



Information on Ministry of Interior (*Ministerstvo vnitra*) (in English and Czech): <http://www.mvcr.cz/clanek/vizum-k-pobytu-nad-90-dnu-dlouhodobě.aspx?q=Y2hudW09Nw%3d%3d>

**TITLE:** Long-term visa for the purpose of receipt of a long-term resident permit

**WHAT:** In some cases (for instance, change of passport in the country of origin, upon lapse of the validity of the long-term resident permit during proceedings involving a newly filed application, or after approval of the application for a long-term resident permit filed with an diplomatic mission of the Czech Republic), for return to/entry into the Czech Republic, you need a visa for the purpose of receipt of the resident permit.

**HOW:** You must file an application for a long-term visa at the diplomatic mission of the Czech Republic

**WHERE:** Ministry of Interior (*Ministerstvo vnitra*)

Ministerstvo vnitra, Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 811 111

Email: [posta@mvcr.cz](mailto:posta@mvcr.cz)

Information on (in English and Czech): <http://www.mvcr.cz/clanek/vizum-k-pobytu-nad-90-dnu-dlouhodobě.aspx?q=Y2hudW09Nw%3d%3d>

## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

### 1.2 a types of protection

**TITLE:** Asylum and Subsidiary protection (*Azyl a doplňková ochrana*)

**WHAT:** Asylum and Subsidiary protection is residence status, under which the foreigner is granted permanent residence in the Czech Republic for an indeterminate period for reason of protection against poor conditions in the country of origin (persecution, humanitarian situation, family reasons, danger to life).

**HOW:** The application for both (asylum and subsidiary protection) can be submitted only on the territory of the Czech Republic (not through the embassy, for example) to the Alien Police on the Asylum Act established at the border crossing point at the reception center at the Alien Police Department of the Regional Police Directorate (provided that the alien Voluntarily) and in the detention facility. Asylum and supplementary protection are decided by the Ministry of the Interior in one joint proceedings, called the “international protection proceedings”. By submitting an application for asylum, you are requesting both asylum for persecution and asylum for the purposes of family reunification, humanitarian assistance and subsidiary protection!

These are understood to include reception centres, accommodation centres and integration asylum centres. The various asylum facilities are differentiated on the basis of the purposes they serve. All of the facilities are established by the Ministry of the Interior of the Czech Republic (Ministerstvo vnitra ČR). Applicants are obligated to stay at a reception centre for the period of time stipulated by law (for the purposes of performing identification processes, a medical examination, etc.).

Applicants are subsequently transferred to an accommodation centre. The accommodation centre provides accommodation for an applicant for international





protection up until the time that the decision issued in the international protection matter becomes legally effective. The applicant for international protection has the right to receive accommodation, meals and other services under the conditions set forth by the Asylum Act for pocket money at the asylum facility at which the applicant has his/her registered address. The applicant participates in paying the expenses for meals and accommodation; however only the applicant's financial resources that exceed the subsistence minimum of the applicant and accompanying family members can be used for paying these expenses.

**WHERE:**

The Refugee Facilities Administration of the Ministry of Interior (*Správa uprchlických zařízení Ministerstva vnitra*)

Lhotecká 559/7

143 01 Praha 12

Tel.: +420 974 827 118

Email: [podatelna@suz.cz](mailto:podatelna@suz.cz)

Ministry of Interior (*Ministerstvo vnitra*)

Ministerstvo vnitra, Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 811 111

Email: [posta@mvcz.cz](mailto:posta@mvcz.cz)

(in English and Czech): <http://www.mvcz.cz/mvczen/article/procedure-for-granting-international-protection-in-the-czech-republic.aspx?q=Y2hudW09Mw%3d%3d>

## 1.3 TEMPORARY WORK MOBILITY

### 1.3 a posted workers from a third country company

**TITLE:** Posted workers (*vyslaní pracovníci*)

**WHAT:** A “posted worker” is an employee that is sent by the company to work in a country other than his/her usual country of employment for a limited period of time.

**WHO:** As a posted worker your employer remains the company that have sent you abroad. In this way you're still part of the legislation of the sending country although your employer needs to also follow employment regulations of the country you have been posted to.

**HOW:** If you're a third-country citizen, the Czech company must apply directly to the Labour Office (*Úřad Práce*).

When posted in Czech, you're granted certain rights within the Czech labour law:

- ▶ Maximum working hours and minimum rest periods
- ▶ Minimum annual leave per calendar year
- ▶ Minimum wages, including overtime pay
- ▶ Conditions for the provision of workers, in particular through businesses, for temporary work
- ▶ Health, safety and hygiene at work
- ▶ Protective measures concerning the working conditions of pregnant women or women shortly after birth, children and adolescents



- ▶ Equal treatment for men and women and, in general, non-discrimination provisions.

**WHERE:** If you're third-country citizen, the Czech company has to contact the the Labour Office (*Úřad Práce*)

Dobrovského 1278/25

170 00 Praha 7

Tel.: + 420 950 180 111

Email: [posta@uradprace.cz](mailto:posta@uradprace.cz)

(Czech): <http://portal.mpsv.cz/soc/ssp/local>.

### **1.3 b posted workers from EEA member states company**

**TITLE:** Posted workers (*vyslání pracovníci*)

**WHAT:** A posted worker is an employee who is sent by his employer to carry out a service in another EU Member State on a temporary basis.

This concerns a situation in which during fulfilment of the given conditions, the person performing the transitory activities in another member state is over a given period not liable to the social security legislation of the member state, where he is working, but continues to be covered by the social security legislation of the country from where he was dispatched.

**WHO:** A person who is hired by a temporary work agency outside Czech Republic to work for a client company in Czech Republic.

**HOW:** Application for assessment of legal jurisdiction and issue of certificate A1 is done using an intrastate application form. Integral parts of the application are its annexes - authenticated copy of the employment agreement(s), including all their amendments and supplements (in the case of an employee), authenticated copy of the confirmation of legal jurisdiction (if issued), authenticated copy of the contractual documents, on the basis of which foreign activity is secured, affidavit of a foreign employer. Certificate A1 in case of dispatch of an employee, dispatch of a self-employed person, contract employees of the European Union, officials and persons considered as such, persons employed on-board ships, members of flight crews and in case of parallel performance of activities are issued by the competent local social security administration.

**WHERE:** Social Security Administration (*Česká správa sociálního zabezpečení*)

Křížová 1292/25,

150 00 Praha 5-Smíchov-Smíchov

Tel: + 420 257 061 111

Email: [posta.xa@cssz.cz](mailto:posta.xa@cssz.cz)

(Czech, English, German and French): <http://www.cssz.cz/cz/kontakty/>

<http://www.cssz.cz/cz/evropska-unie/urceni-statu-pojisteni/urceni-statu-pojisteni-dle-novych-narizeni-883-2004-a-987-2009/vyslani-pracovnici.htm>

### **1.3 c seasonal workers**

**TITLE:** Seasonal work (*Sezónní práce*)

**WHAT:** Short-term work for a maximum period of 6 months in one calendar year.

**WHO:** A third country citizen who wants to work short-term in the territory of the Czech Republic and has prior contact with a specific employer interested in employing such a third country citizen.



**HOW:** The EU member citizen can find work directly at the employer. The third country citizen files an application for a Schengen employment visa (see chapter no. 1.1.a). The application form must be accompanied by the travel document, photographs, biometric data – fingerprints, fee, supporting documents regarding the purpose of travel (work permit issued by the Czech Labour Office (*Úřad Práce*) and employment agreement, contract with a cultural or sports institution); document of accommodation; financial resources (e.g. account statement, confirmation of salary, etc.); intent to leave the territory of the Czech Republic / Schengen area before expiry of the visa (i.e. ticket/air-ticket booking, proof of financial means for the return journey, proof of employment, proof of property ownership, proof of family or employment ties etc.); travel medical insurance.

**WHERE:** Diplomatic missions of the Czech Republic (Czech and English): [http://www.mzv.cz/jnp/cz/informace\\_pro\\_cizince/kratkodobe\\_vizum/vizum\\_k\\_pobytu\\_do\\_90\\_dnu\\_za\\_ucelem\\_2.html](http://www.mzv.cz/jnp/cz/informace_pro_cizince/kratkodobe_vizum/vizum_k_pobytu_do_90_dnu_za_ucelem_2.html)

**ATTENTION:**

Job attachment must not exceed 6 months within one calendar year. The third country national must not perform a job in the territory of the Czech Republic other than for which he was issued a residence permit.

## 1.4 TEMPORARY IMMIGRATION

### 1.4 a types of temporary residence permits for workers

**TITLE:** Long-term residency for the purpose of scientific research (*Povolení k dlouhodobému pobytu za účelem vědeckého výzkumu*)

**WHAT:** This is the kind of residence permit for persons who are involved in scientific research with research organizations in the Czech Republic.

**WHO:** An application for a long-term residence permit for the purpose of scientific research can be filed by a migrant who has signed a hosting agreement with a research organisation and intends to reside temporarily in the Czech Republic for a period longer than 3 months.

**HOW:** A migrant may file an application for a long-term residence permit for scientific research purposes at [a diplomatic mission](#) of the Czech Republic. He may also file the application within the territory of the Czech Republic [with](#) the Asylum and Migration Policy Division (*Služba cizinecké Policie*) of the Czech Ministry of the Interior, if such migrant is already residing in the Czech Republic on the basis of resident visa for a period of more than 90 days or a long-term resident permit issued for a different purpose. The application is filed in person.

The application is filed on a filled [form](#). Documents issued by foreign countries must additionally bear higher authentication ([Apostille, superlegalization](#)). The migrant's application for a permit for long-term residence for the purpose of scientific research must be accompanied by the originals or officially authenticated copies in the Czech language or officially translated to Czech:

- ▶ The hosting agreement concluded with a research organisation,
- ▶ [Travel document](#),
- ▶ [Photographs](#),
- ▶ Written undertaking of a research organisation to pay any costs associated with the stay of a migrant in the territory after the expiry of permission to reside in the territory, including the costs associated with his departure from the territory where such costs are incurred within 6 months from the date of expiry



of the hosting agreement and were paid from public funds,

- ▶ Upon request [a document similar to the extract from the Crimes Register \(Rejstřík trestů\)](#),
- ▶ Upon request [a document proving fulfilment of the requirements of measures against introduction and spread of infectious diseases](#).

If the application filed at a diplomatic mission of the Czech Republic is approved, the migrant is prior to award of the visa for a period above 90 days for the purpose of receipt of a long-term residence permit for scientific research is obliged to present a travel health insurance document, with effect from date of entry into the territories of the Czech Republic till the time when he shall be eligible for public health insurance. He is at the same time obliged upon call to present a document proving payment of the travel health insurance premium. In case of filing an application on the territory of the Czech Republic, the migrant must submit these requirements together with the application.

**WHERE:** The application may be filed at a diplomatic mission of the Czech Republic (Czech, English and Russian): [http://www.mzv.cz/jnp/cz/o\\_ministerstvu/adresar\\_diplomatickych\\_misi/ceske\\_urady\\_v\\_zahranici/](http://www.mzv.cz/jnp/cz/o_ministerstvu/adresar_diplomatickych_misi/ceske_urady_v_zahranici/)

or according to the migrant's place of residence in the Czech Republic at the local office of the:

Asylum and Migration Policy Division (*Služba cizinecké Policie*)

Olšanská 2176/2

130 51 Praha 3

Tel: + 420 974 820 229

Email: [krpa.ocp.podatelna@pcr.cz](mailto:krpa.ocp.podatelna@pcr.cz)

**WHEN:** The migrant shall fulfil the above-stated conditions at any time, but enough time (6-12 months) before arriving to Czech Republic. Essentials attached to the application must not be older than 180 days, with the exception of a travel document and the photograph of the applicant, if it matches his true semblance.

**GOOD TO KNOW:**

For the validity term of the long-term residence permit for the purpose of scientific research, the migrant as the holder of such a permit for the purposes of payment for provision of medical care services is considered as applicant holding a permanent residence permit.

[The Act on residence of applicants](#) stipulates a period of 60 days of submission of the application in the territory of the Czech Republic, during which the Ministry of the Interior (*Ministerstvo vnitra*) is obliged to pass a decision on the application. If the proceedings are interrupted, the period for issue of decision stops running. This period does not run, or is extended also in other cases stipulated by law.

## 1.4 b family reunification

**TITLE:** Family unification (*Sloučení rodiny*)

**WHAT:** A migrant may stay in the territory for the purpose of family unification on the basis of:

- ▶ Long-term residence for the purpose of family unification, if the migrant is from a country outside the EU, who is not a family member of a citizen of the EU,
- ▶ Visa for a stay of more than 90 days for family purposes, which may subsequently be renewed after 1 year in the form of a long-term residence permit for family purposes, if the migrant is from a country outside the EU, who



is not a family member of a citizen of the EU,

- ▶ Temporary stay for a family member of a citizen of the EU

**WHO:** The application for a long-term residence permit for the purpose of family unification may be filed by a migrant who is:

- ▶ Husband of a migrant with a valid resident permit,
- ▶ A dependent minor or adult child of a migrant with a valid resident permit,
- ▶ A dependent minor or adult child of a migrant's husband with a valid resident permit,
- ▶ A minor migrant entrusted to the care of a migrant with a valid resident permit in the territory or to his/her spouse by decision of the competent body within the framework of foster care, or adopted by a migrant with a valid resident permit in the territory or her husband or whose guardian or husband of whose guardian is a migrant with a valid resident permit, provided the care shall be provided to the minor in the territory,
- ▶ A parent of a minor migrant who was granted asylum, if this minor migrant does not have parents, then the applied may filed by a direct relative in the descendant line, and if such a relative does not exist, the application may be filed by the guardian of the minor migrant,
- ▶ A lonely migrant older than 65 years of age or regardless of age, who is himself unable to take care of himself for health reasons, in the case of family unification with a parent or a child with a residence permit in the territory,
- ▶ A migrant, who prior to entry into the territory stayed in the territory of another EU member state as a family member of a holder of the EU Blue Card. The migrant is obliged to file such an application within 1 month of entry into the territory.

The long-term residence permit for the purpose of family unification is granted if:

- ▶ The migrant to whom family unification should be granted is a holder of a long-term residence permit or permanent residence permit and has stayed in the territory for a period of at least 15 months; if family unification is concerned, both of the spouses should have attained the age of 20,
- ▶ The migrant to whom family unification should be granted has stayed in the territory for a period of at least 6 months and is a holder of an employee card,
- ▶ The husband to whom family unification should be granted was granted asylum according to special legislation, if the matrimony was established before his entry into the territory.

The application for long-term residence for family reasons may be filed by a migrant who has stayed in the territory for at least 1 year on the basis of a resident visa for a period of more than 90 days for the same purpose.

An application for a temporary residence permit for a family member of an EU citizen may be files by a migrant, if he/she is a:

- ▶ Spouse of a citizen of the EU
- ▶ Parent of an EU citizen under 21, who actually takes care of this young citizen,
- ▶ Descendant of such a citizen aged under 21 or such a descendant of a spouse of an EU citizen and
- ▶ Descendant or ancestor or else descendant or ancestor of a spouse of an EU citizen, who is due to meeting his basic needs dependent on nutrition or on other necessary care provided by this EU citizen or his spouse, or was dependent on this nutrition or care immediately prior to entering the territory, in a state of which the person concerned is a citizen or in a state in which the



person concerned has a residence permit.

- ▶ If a relative of a citizen of the EU is not stated in points 1 to 4 lived with a citizen of the EU in a common household prior in the country of which he is a citizen, or country in which he was a holder of a residence permit prior to entry into the territory, or is for reason satisfying his fundamental needs dependent on sustenance or other necessary care provided by a citizen of the EU, or he was dependent on such sustenance or other necessary care immediately prior to entry into the territory of the country of which he is a citizen, or in the country in which he was a holder of a residence permit or cannot take care of himself for serious health reasons without the care of the citizen of the European Union, or
- ▶ If he has a permanent partner relationship with a citizen of the EU other than matrimony, and lives with the partner in a common household (in the assessment of the permanent character of the partner relationship, its nature, strength and intensity are mainly considered).

**HOW:** The following must be attached to the application for a long-term residence permit for the purpose of family unification:

- ▶ [Travel document](#),
- ▶ [Document proving availability of accommodation](#),
- ▶ [2 photographs](#); this does not apply if an image has been procured,
- ▶ Document proving the family relationship, (if it is an application for issue of a long-term residence permit for the purpose of family unification with the holder of the right to unification of the family, who has been granted asylum, the family relationship can be proven in some other credible way, if it is not possible to provide a document),
- ▶ In the case of a child - [parental consent](#), or the consent of other legal representatives or guardians to the stay of the child in the territory; the consent of a parent, legal representative or guardian is required if the given parent, legal representative or guardian filed the application for the child or with whom the child shall stay in the territory, and if the applicant proves that the consent cannot be submitted for reasons independent of his will, or if the child is already resident in the territory on the basis of a long-term visa or long-term resident permit for some other purpose,
- ▶ [Financial means to fund the stay](#) - document proving that the total monthly income of the family after union shall not be less than the total of:
  - ▶ Amounts of the subsistence minimum of the members of the family and
  - ▶ The highest amount of the normative housing costs stipulated for the purpose of housing allowance under special legislation or the amount, which the applicant shall credibly prove as the amount of real substantiated costs of housing for the family,
- ▶ To the application for a long-term residence permit for the purpose of unification of family, the migrant who is staying as a family member of a holder of an EU Blue Card (*Modrá Karta*) in another member state of the EU, must also submit the document of authorisation to stay in the territory that was issued to him by another member state of the EU to him as a member of the family of a holder of an EU Blue Card (*Modrá Karta*),
- ▶ Upon request [a document similar to the extract from the Crimes Register \(Rejstřík trestů\)](#),
- ▶ Upon request [a document proving fulfilment of the requirements of measures against introduction and spread of infectious diseases](#).





If the application filed at a diplomatic mission of the Czech Republic is approved, the migrant is prior to award of the visa for a period above 90 days for the purpose of receipt of a long-term residence permit for family unification is obliged to present a travel health insurance document for the duration of his stay in the territory and at the same time and at the same time upon request present the document proving payment of the insurance premium stated on the travel health insurance document. In case of filing an application in the territory of the Czech Republic, these requirements must be submitted simultaneously.

The application for a long-term permit for a long-term residence permit for family unification must be accompanied by the same requirements as apply to the application for a family visa for a stay longer than 90 days:

- ▶ [Travel document](#) (original),
- ▶ Document of purpose of stay - document of proving the family relationship (especially the original or authenticated copy of the document, from which the family relationship to the holder of the right to family unification is clear (e.g. birth certificate, marriage certificate, document demonstrating dependency, document of guardianship, document proving the solitude of the migrant or his health condition),
- ▶ [Document of accommodation during stay in the territory](#),
- ▶ [Financial means to fund the stay in the territory](#) (15-fold the subsistence minimum and this amount shall with every month of assumed stay in the territory be raised by 2-fold the subsistence minimum, which is proven by means of an extract from the bank statement or some other document of financial cover,
- ▶ [2 photographs](#), if an image of the applicant shall not be procured,
- ▶ Consent of the parents, if the application is being filed by a minor.
- ▶ Upon request, the applicant must also submit the following:
  - ▶ [A document similar to the Extract from the Crimes Register](#) (*Rejstřík trestů*), issued by the country in which the applicant is a citizen, as well as the country in which he has stayed continuously in the last 3 years for a period of more than 6 months, or an affidavit in a case where the country does issue such a document (not required from applicants aged under 15),
  - ▶ [A document proving fulfilment of the requirements of measures against introduction and spread of infectious diseases](#).

To the application for a temporary residence permit for a family member of a citizen of the EU, the following must be submitted:

- ▶ [Travel document](#),
- ▶ [document proving that the migrant is family member of a citizen of the EU](#),
- ▶ [2 photographs](#),
- ▶ [health insurance document \(not required if the purpose of stay is employment, business or other gainful activity\)](#),
- ▶ [document proving availability of accommodation in the territory of the Czech Republic](#).

In case of a recurrent application without new facts, the migrant is authorised to stay in the territory till the decision on the application for a temporary residence permit for a family member of a citizen of the EU comes into legal force. This authorisation is certified by the visa sticker attached to the travel document in the form of residence visa for a period of more than 90 days with a validity period corresponding to the assumed duration of the visa application procedure. The





validity of the document or confirmation certifying the authorisation to stay in the territory demises on the date of legal force of the decision on such application.

The document for the stay of the family member of a citizen of the EU is issued for the period of the assumed stay of the EU citizen, maximum 5 years.

**WHERE:** The application for a long-term residence permit for the purpose of family union is filed at a diplomatic mission of the Czech Republic (Czech and English): [http://www.mzv.cz/jnp/cz/o\\_ministerstvu/adresar\\_diplomatickych\\_misi/ceske\\_urady\\_v\\_zahranici/](http://www.mzv.cz/jnp/cz/o_ministerstvu/adresar_diplomatickych_misi/ceske_urady_v_zahranici/).

During stay in the territory on the basis of a visa for a period of more than 90 days or a long-term residence permit issued for some other purpose, the migrant may file an application for a long-term residence permit for family unification in the local office of the Ministry of Interior of the Czech Republic (Czech, English and Russian): <http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx>.

The application for a long-term residence permit for family unification must be filed in the territory at the [office of the Ministry of Interior of the Czech Republic \(Ministerstvo Vnitra\)](http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx) (Czech, English and Russian): <http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx>

The application for a temporary residence permit for a family member of a citizen of the EU is filed in the territory at any office of the Ministry of Interior of the Czech Republic <http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx> (Czech, English and Russian): <http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx> within 3 months of entry into the territory.

**WHEN:** In respect of all types of residence permits, the migrant may be requested at any time to fulfil the above-stated conditions.

The application for a long-term residence permit for family purposes must be filed at the latest on the last day of the validity of the visa for a stay of more than 90 days or long-term residence permit.

The application for a temporary residence permit for a family member of a citizen of the EU is filed in the territory at any [office of the Ministry of Interior of the Czech Republic \(Ministerstvo Vnitra\)](http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx) within 3 months of entry into the territory.

In the case of an application for issue of a temporary residence permit for a family member of a citizen of the EU, the migrant is entitled to file this application also in a case where he is in the territory only on the basis of a short-term visa or an exit order.

**GOOD TO KNOW:** The long-term residence permit for the purpose of family unification in the case of family unification is issued for a period corresponding to the validity of the residence permit, which was issued to a holder authorised to unite the family, but at least for 1 year; in the case of family unification, if a holder authorised to unite the family has been issued with a permanent residence permit, at least for 2 years.

The period for decision on the application for a long-term residence permit for family unification is 270 days, in the case of family unification with a holder of an EU Blue Card 180 days.

In the case of a polygamous marriage, it is not possible to issue a long-term residence permit for family unification to an applicant whose husband is a carrier of the right to family unification who is already resident in the territory with another wife.

The requirements for the applications for permits for all types of the above-stated



residence permits must not be more than 180 days old, with the exception of the travel document, birth certificate, marriage certificate and photograph of the applicant, provided it shows his true semblance. All submitted documents (with the exception of the travel document) must be in the Czech language, or officially translated [to the Czech language](#).

A migrant staying in the territory on the basis of a long-term residence permit for the purpose of family unification or temporary residence permit for a family member of a citizen of the EU has free access to the labour market. A migrant staying in the territory on the basis of a visa for more than 90 days for family purposes or on the basis of a long-term residence permit for the family purposes does not have free access to the labour market.

### 1.4 c Blue Card

**TITLE:** Blue Card (*Modrá karta*)

**WHAT:** The Blue Card is a form of long-term residence permit for the purpose of employment in a position requiring a high level of skills. The Blue Card authorises the migrant to stay and work in the Czech Republic, i.e. the migrant does not need a separate work permit. Duly completed university education or higher vocational education, the duration of which was at least 3 years, is deemed to be a high level of skills.

**WHO:** The migrant may file an application for a Blue Card if he intends to stay in the Czech Republic for a period longer than 3 months and if you are to be employed at a position requiring a high level of skills, which at the same time, may be open to non-EU foreign nationals according to the Czech Employment Act (*Zákoník práce*).

However, the applicant for a Blue Card must not at the same time be:

- ▶ In the process of an application for a long-term residence permit for the purpose of scientific research,
- ▶ An EU citizen's family member, if the EU citizen resides in the Czech Republic,
- ▶ A resident of another EU member state and you currently have a Czech long-term residence permit for the purpose of employment or business,
- ▶ A third country citizen residing in the Czech Republic on the basis of a binding international agreement facilitating the entry and temporary residence of some categories of natural persons in connection with doing business and investments,
- ▶ A third country citizen residing in the Czech Republic on the basis of a residence permit for seasonal workers,
- ▶ A third country citizen who is employed by an employer in another EU member state and is dispatched to work in the Czech Republic within the framework of providing international services,
- ▶ A seeker of international protection through asylum or a person who has been granted the status of refugee or subsidiary protection,
- ▶ An applicant for a residence permit for the purpose of temporary protection in the Czech Republic, or a third country citizen who has already been granted such a permit.

**HOW:** The migrant may file the application for a Blue Card at a [diplomatic mission of the Czech Republic](#). Within the territory of the Czech Republic, the migrant may file an application [at the Asylum and Migration Policy Division \(\*Služba cizinecké Policie\*\) of the Czech Ministry of the Interior \(\*Ministerstvo vnitra\*\)](#) if he is already a holder of a visa for a stay of more than 90 days or a long-term residence permit.



or he is a holder of a Blue Card issued by another EU Member State and files the application within 1 month of entry into the territory of the Czech Republic.

The application is filed in person.

The application is filed on a completed [form](#), to which all the necessary requirements stated below must be attached. It is always necessary to submit originals, or officially authenticated copies of documents. All submitted documents must be in the Czech language, or officially translated to the Czech language. Documents issued by foreign countries must additionally bear higher authentication ([Apostille, superlegalization](#)).

The application must be accompanied by the following requirements:

- ▶ [Travel document](#) (the original travel document must be presented),
- ▶ [2 photographs](#),
- ▶ [Document proving availability of accommodation](#),
- ▶ Employment agreement for performance of work that requires a high level of skills for a period of at least one year for the statutory weekly working hours, which further contains the agreed gross monthly or annual wage corresponding to at least 1.5 multiple of the average gross annual wage published in a [notice of the Ministry of Labour and Social Affairs](#) (*Ministerstvo práce a sociálních věcí*),
- ▶ Documents proving high level of qualifications (document proving attained education) - in substantiated cases, particularly in case of reasonable doubt as to whether the migrant has the required education or whether this education corresponds to the character of the employment, the administrative body shall request submission of a document proving that the foreign education of the migrant was recognised by the competent authority of the Czech Republic,
- ▶ If regulated employment is concerned, a document proving fulfilment of the conditions for performance of such employment (note: the Ministry of Interior (*Ministerstvo vnitra*) shall decide on issue of a Blue Card after receiving the opinion of the competent recognising authority),
- ▶ If a migrant prior to applying for a Blue Card in the territory of the Czech Republic resided as a Blue Card holder in another Member State of the European Union, he is obliged to submit a document proving the total monthly income of the family (in case of family union),
- ▶ Before issue of the visa for a period of more than 90 days for the purpose of receipt of a long-term residence permit – Blue Card, the migrant is obliged to present the [document of travel health insurance](#) for the period of his stay from entry into the territory of the Czech Republic till he shall be eligible for public health insurance and shall at the same time upon request present a document proving payment of the travel health insurance premium. When filing an application on the territory of the Czech Republic, the migrant is obliged to submit these requirements together with the application.

To the application for a Blue Card, the migrant upon request must also submit:

- ▶ [A document similar to the Extract from the Crimes Register](#) (*Rejstřík trestů*)
- ▶ [A document proving fulfilment of the requirements of measures against introduction and spread of infectious diseases](#)

Submission of such additional documents to the application may be done by the migrant in person, through his authorised representative or by post. The documents that the migrants has been requested to provide must be provided always within the given periods. Failure to provide the requirements is a reason for rejection of the application. During the proceedings, the migrant may naturally also submit other



documents, which he considers as important for assessment of the application. Travel documents must always be submitted personally.

**WHERE:** The application may be filed at a diplomatic mission of the Czech Republic (Czech and English): [http://www.mzv.cz/jnp/cz/o\\_ministerstvu/adresar\\_diplomatickych\\_misi/ceske\\_urady\\_v\\_zahranici/](http://www.mzv.cz/jnp/cz/o_ministerstvu/adresar_diplomatickych_misi/ceske_urady_v_zahranici/) or at the local office of the Asylum and Migration Policy Division (*Služba cizinecké Policie*)

Olšanská 2176/2

130 51 Praha 3

Tel: + 420 974 820 229

Email: [krpa.ocp.podatelna@pcr.cz](mailto:krpa.ocp.podatelna@pcr.cz)

(Czech, English and Russian): <http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx> according to the migrant's place of residence in the Czech Republic.

**WHEN:** The migrant shall fulfil the above-stated conditions at any time, but enough time (6-12 months) before arriving to Czech Republic. Essentials attached to the application must not be older than 180 days, with the exception of a travel document and the photograph of the third country citizen, if it matches his true semblance.

**GOOD TO KNOW:** The central records of job vacancies available to employee card holders [are available at the website \(Czech, English, Spanish, French and Russian\) of the Ministry of Labour and Social Affairs \(Ministerstvo práce a sociálních věcí\) \[http://portal.mpsv.cz/sz/zahr\\\_zam/modka\]\(http://portal.mpsv.cz/sz/zahr\_zam/modka\)](#)

[The Act on residence of foreigners](#) stipulates a period of 90 days of submission of the application in the territory of the Czech Republic, during which the Ministry of the Interior (*Ministerstvo vnitra*) is obliged to pass a decision on the application. If the proceedings are interrupted, the period for issue of decision stops running. This period does not run, or is extended also in other cases stipulated by law.

During the proceedings, the migrant has a possibility to make request to view the record and get acquainted with it. The [Ministry may also call upon the migrant to get acquainted with the](#) record before issue of a decision.

In case of approval of an application, which was filed in the territory of the Czech Republic, the Ministry of Interior (*Ministerstvo vnitra*) shall contact the migrant by telephone and make an appointment with him for issue of the long-term residence permit – Blue Card. If contact by telephone is not possible, the migrant shall be invited in writing, at the contact address he stated in the application. In case of an application filed at a diplomatic mission, the diplomatic mission shall invite the migrant to visit the office to collect the visa for a stay of more than 90 days for the purpose of receipt of a long-term residence permit – Blue Card.

The Ministry of Interior (*Ministerstvo vnitra*) of the Czech Republic after assessment of the application for a Blue Card shall notify the employer in writing that the migrant has fulfilled the conditions for issue of a Blue Card.

The validity of the Blue Card is 3 months longer than the term of the employment agreement, but at maximum 2 years. The Blue Card can be extended.

A Residence Permit – Blue Card is issued in the form of a residence permit that contains biometric data. Before issue of the residence permit – Blue Card, the migrant shall be issued with confirmation of fulfilment of the conditions for issue of a Blue Card. This confirmation allows the migrant to stay and work in the territory before the residence permit – Blue Card with biometric data is issued to him.

#### **1.4 d Long-term residence for the purpose of study**



**TITLE:** Long-term residence for the purpose of study (*Dlouhodobý pobyt za účelem studia*)

**WHAT:** This is the kind of residence permit for persons who intend to study in the territories of the Czech Republic.

**WHO:** A migrant may apply for this kind of long-term residence if he intends to study in the territory.

Study for these purposes shall be:

- ▶ Higher vocational education in fields of education at a higher vocational school, registered in the Register of Schools and School Facilities (*Rejstřík škol a školských zařízení*)
- ▶ Secondary school and higher vocational education in fields of education at secondary school or in a conservatory, registered in the Register of Schools and School Facilities (*Rejstřík škol a školských zařízení*) realised within the framework of an exchange programme.
- ▶ Study in accredited study programmes at an institution of higher learning according to the Act on Institutions of Higher Learning (*Zákon o vysokých školách*).
- ▶ Participation in language and specialized preparation for study in an accredited study programme at university organised by a public university; it must be confirmed that it is preparation for study in a specific accredited study programme at university or participation in specific accredited study programmes at university, i.e. clear identification of at least one accredited study programme at whose future study the language (specialized) preparation is targeted.
- ▶ Participation in a language and specialized course organised within a programme of the European Union or on the basis of an international agreement.
- ▶ Scholarships realized on the basis of:
  9. valid international conventions implemented by the Ministry of Education Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*),
  10. scholarship programme of the Ministry of Education Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*),
  11. scholarship programme of European Union or on the basis of a decision of the Government of the Czech Republic (*Vláda České Republiky*),
- ▶ Practical training (unpaid) to facilitate acquisition of practical and specialist experience by an applicant, which is realised in a domestic host organisation during his studies at a domestic or foreign institution of higher learning or within a period of maximum 5 years after completion of studies at an institution of higher learning, organised or coordinated by a domestic institution of higher learning, the Czech Academy of Sciences (*Česká Akademie Věd*) or a legal entity accredited for this purpose by the Ministry of Education Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*), with seat in the Czech Republic or a legal entity with seat outside the territory of the Czech Republic, which has a branch in the Czech Republic,
- ▶ Practical training (unpaid) and voluntary service of youth aged 18 to 30 or voluntary service for the purpose of acquiring practical, specialist experience by an applicant, which is realised in a domestic host organisation as a component of a project programme or initiatives of the European Union, or similar state programme and organised or coordinated to this purpose by a legal entity by the Ministry of Education Youth and Sport (*Ministerstvo školství, mládeže a*





*tělovýchovy*) with seat in the territory or a legal entity with seat outside the territory, which has a branch in the territory,

- ▶ Exchange of experiences and study programmes for persons responsible for education and HR development, provided these activities are performed within the framework of EU programmes or initiatives or within the framework of international agreements.

Study for the purposes of such stay shall be education at primary school, secondary school or conservatory, which is not realised within the framework of an exchange programme or paid specialist practice.

**HOW:** The following must be attached to the application for a long-term study permit:

- ▶ [Travel document](#),
- ▶ [Document proving the purpose of stay in the territory](#) - confirmation of acceptance for study,
- ▶ [Document of accommodation during stay in the territory](#),
- ▶ [Photographs](#); this does not apply if an image of the applicant shall be procured,
- ▶ In the case of a child - [parental consent](#), or the consent of other legal representatives or guardians to the stay of the child in the territory; the consent of a parent, legal representative or guardian is required if the given parent, legal representative or guardian filed the application for the child or with whom the child shall stay in the territory, and if the applicant proves that the consent cannot be submitted for reasons independent of his will, or if the child is already resident in the territory on the basis of a long-term visa or long-term resident permit for some other reason,
- ▶ [Document of the availability of financial means to fund the stay in the territory](#), if this concerns study at an institution of higher learning or unpaid professional attachment; in the rest of the cases, a document that the costs of the applicant's stay are paid by a domestic host organisation,
- ▶ Upon request [a document similar to the extract from the Crimes Register \(Rejstřík trestů\)](#),
- ▶ Upon request [a document proving fulfilment of the requirements of measures against introduction and spread of infectious diseases](#).

If the application filed at a diplomatic mission of the Czech Republic is approved, the migrant is prior to award of the visa for a period above 90 days for the purpose of study in the territory must submit [a travel health insurance document](#) and upon request also a document proving payment of the insurance premium shown on the travel health insurance document. When filing an application in the territory, it is necessary to submit these requirements together with the application.

**WHERE:** The application may be filed at a diplomatic mission of the Czech Republic (Czech and English): [http://www.mzv.cz/jnp/cz/o\\_ministerstvu/adresar\\_diplomatickych\\_misi/ceske\\_urady\\_v\\_zahranici/](http://www.mzv.cz/jnp/cz/o_ministerstvu/adresar_diplomatickych_misi/ceske_urady_v_zahranici/) or at the local office of the Asylum and Migration Policy Division (*Služba cizinecké Policie*)

Olšanská 2176/2

130 51 Praha 3

Tel: + 420 974 820 229

Email: [krpa.ocp.podatelna@pcr.cz](mailto:krpa.ocp.podatelna@pcr.cz)

(Czech, English and Russian): <http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx> according to the migrant's place of residence



in the Czech Republic, if the migrant is staying in the territory on the basis of a visa for a period of more than 90 days for the same purpose.

**WHEN:** The migrant shall fulfil the above-stated conditions at any time.

**GOOD TO KNOW:** These essentials attached to the application must not be older than 180 days, with the exception of a travel document and the photograph of the applicant, if it matches his true semblance.

The long-term residence permit is issued for the period necessary to achieve a purpose that requires a stay in the territory that is shorter than 1 year or for 1 year if the temporary residence is for the purpose of study with an assumed stay of more than 1 year.

The period for issue of the decision on an application for a long-term residence permit for the purpose of study is 60 days.

#### **1.4 e Employment Card /Green Card**

**TITLE:** Employment Card /Green Card (*Pracovní Karta/Zelená Karta*)

**WHAT:** An employee card is a type of permit for long-term residence of a migrant in the territory of the Czech Republic (longer than 3 months) for the purpose of employment. A migrant who is a holder of an employment card, is entitled to stay in the territory of the Czech Republic and work in the position for which the employment card was issued, or work in a position that was approved by the Asylum and Migration Policy Division of the Czech Ministry of the Interior (*Odbor azylové a migrační politiky Ministerstva Vnitra ČR*) (in the event that there has been a change of employer, change of working position, employment by another employer or in an additional working position).

The character of the employee card may be, so-called, dual or non-dual. A dual employee card authorises the third country citizen to stay in the territory of the CR for employment purposes without the need to file two applications, i.e. file a special application at the Labour Office for an employment permit.

**WHO:** The employee card is intended for third country citizen from all countries worldwide. But not for the citizens of the EU/EEA and Switzerland and the members of their families from the ranks of the citizens of the rest of other countries who hold residence cards for family members of citizens of the EU/EEA and Switzerland or have applied for its issue.

In terms of professional capacity, the employee card is intended for all types of employment regardless of the professional capacity level required. Vacancies for which it is possible to apply for an employee card must however be listed in the central register of vacant working positions that can be occupied by holders of employment cards. These vacancies are usually published on the Internet [Integrated Portal of the Ministry of Labour and Social Affairs](#) (*Ministerstvo práce a sociálních věcí*).

**HOW:** The application for an employee card is filed on the special form "[Application for an employee card](#)", on which apart from filling in the relevant data, you also state the number (code) of the vacancy listed in the central register of vacant working positions that can be occupied by holders of employment cards.

The application for an employee card must be accompanied by the following:

- ▶ [Valid travel document](#).
- ▶ [Document proving availability of accommodation](#).
- ▶ [2 photographs](#) corresponding to the actual semblance of the migrant.
- ▶ Employment agreement, work performance agreement (or at least an





agreement on future contract, in which the parties undertake to conclude an employment agreement or a work performance agreement within an agreed period). The stated documents must contain arrangements from which it follows that regardless of the scope of the work, the agreed monthly wage shall not be lower than the basic rate of the monthly minimum wage and the weekly working time shall be at least 15 hours,

- ▶ Documents proving professional capacity for performance of the required work (proven by means of professional education or qualifications), if this condition arises from the character of the employment or it is stipulated under an international agreement,
- ▶ Upon request [a document similar to the extract from the Crimes Register \(Rejstřík trestů\)](#),
- ▶ Upon request [a document proving fulfilment of the requirements of measures against introduction and spread of infectious diseases](#).

All documents submitted must be in original, or officially authenticated copy. All documents submitted in a foreign language must be submitted in original and in an officially authenticated translation to the Czech language. These essentials must not be older than 180 days, with the exception of a travel document and the photograph of the migrant, if it matches his true semblance.

After issue of the decision granting the employee card to the migrant, he shall be issued with [a long-term visa for the purpose of receiving an employee card](#). Before this visa is entered in the travel document, the migrant is obliged to submit a travel health insurance document to diplomatic mission and upon request also the document of payment of the insurance premium. This is insurance that covers only the period from entry into the territory till the migrant shall be covered by public health insurance (in principle, from the date on which the visa is entered in travel document till assumption of his employment). For a migrant, who applies for a employee card in the territory of the CR, it is not essential submit a travel health insurance document if the third country citizens shall upon assumption of employment become a participant in public health insurance.

**WHERE:** The application for an employee card must be filed in person to the locally competent [diplomatic mission of the CR](#) (Czech and English) [http://www.mzv.cz/jnp/cz/o\\_ministerstvu/adresar\\_diplomatickych\\_misi/ceske\\_urady\\_v\\_zahranici/](http://www.mzv.cz/jnp/cz/o_ministerstvu/adresar_diplomatickych_misi/ceske_urady_v_zahranici/).

The migrant is also entitled to file an application for an employee card in territory of the Czech Republic at the [office of the Ministry of Interior of the Czech Republic \(Ministerstvo Vnitra\)](#), (Czech, English and Russian): <http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx>, if he is already resident in the territory on the basis of a visa for a period of more than 90 days or long-term residence permit for another purpose. In such case, it is possible to file the application by the end of the validity of such a residence permit.

**WHEN:** The migrant shall fulfil the above-stated conditions at any time.

**GOOD TO KNOW:** The employee card is most frequently issued for the duration of the labour-law relationship, but at maximum for 2 years, with an option to repeatedly extend its validity.

The period for decision of the application for an employee card is 60 days; 90 days is especially complicated cases.

You will find the [Integrated Portal of the Ministry of Labour and Social Affairs \(Ministerstvo práce a sociálních věcí\)](#) at (Czech, English and Russian): [http://portal.mpsv.cz/sz/zahr\\_zam](http://portal.mpsv.cz/sz/zahr_zam).

Extension of the validity of the Employment Card /Green Card:



- ▶ The validity of the employee card can be extended repeatedly in principle upon fulfilment of the same conditions as applied to the issue of the employee card and for a period for which the employment agreement or work performance agreement was concluded, but at maximum for a period of 2 years. The application for extension of the validity of the employee card must be filed at the earliest 120 days and at the latest 30 days before expiry of the current [employee card](#). The fiction of the validity of the current employee card is also related to the authorisation to work in a position for which it was issued, the migrant can continue to work in the same position assuming that he applies for extension of the employee card for the working position, in which he is already working. The above-stated applies if the concerned working position requires a n employment permit under the Employment Act.
- ▶ If filing of an application for extension of the validity of the employee card within the stipulated period was hindered by circumstances beyond the control of the migrant, he is obliged to file the application within a period of 5 working days after demise of such circumstances. It is at the discretion of the migrant to give notice of such reasons that hinder him in filing the application in time and prove this to the administrative body on own initiative at the latest at the moment of filing of the application.

#### Change of employer or working position:

- ▶ The employee card is always tied to a specific working position (they may be several at the same time) for which it was issued. In the event that the migrant is interested in changing his employer or working position or in employment in another position or with another employer; prior to any changes, he must first file an application at the Ministry of the Interior – Asylum and Migration Policy Division (*Ministerstvo vnitra – Odbor azylové a migrační politiky*) for approval of such change. It must again be a vacancy listed in the central register of vacant working positions that can be occupied by holders of employment cards, and the requirements are fulfilled in the same manner as applied to the initial application. It is only after approval that the migrant may realise the specific change for which he applied. Till then he must work in the initial position with the initial employer. In case the migrant does not comply with this procedure, his employee card may be cancelled. In case of a positive decision on his application, the Ministry of Interior of the Czech Republic (*Ministerstvo Vnitra*) shall deliver a written copy of the administrative decision to the third country citizens by which it shall issue its approval and the migrant can start working at the working position he applied for upon legal force of the decision.

If you files an application for approval within 120 days before lapse of the validity of the employee card and the migrant's employment goes beyond the validity of the employee card, this application shall also be considered as an application for extension of the validity of the employee card. This does not apply if the migrant receives written notice from the ministry that he is not applying for extension of the validity of the employee card.

The consent of the Ministry of Interior of the Czech Republic (*Ministerstvo Vnitra*) is not necessary in cases where the Labour office (*Úřad Práce*) has issued a permit for the given working position to the concerned employee or in cases where the third country citizens has free access to the labour market. In such case, the migrant is obliged to notify such change within 3 working days of the date on which it



occurred.

#### **1.4 f Long-term residence for the purpose of business**

**TITLE:** Long-term residence for the purpose of business (*Povolení k dlouhodobému pobytu za účelem podnikání*)

**WHAT:** This is a type of long-term residence permit for migrants, who are entrepreneurs or intend to become entrepreneurs in the territory.

Entrepreneurship is a continuing activity carried out by an entrepreneur for the purpose of earning profit. Entrepreneurs are entities registered in the [commercial register](#). They may be natural subjects as well as legal entities doing business under Trading Licence or other authorisation.

**WHO:** The application for long-term residence for business reasons may be filed by a migrant who is staying in the territory on the basis of a resident visa for a period of more than 90 days for the same purpose.

**HOW:** The application must be accompanied by the following requirements:

- ▶ [Travel document](#),
- ▶ [Document proving availability of accommodation](#),
- ▶ [2 photographs](#); this does not apply if an image has been procured,
- ▶ [Financial means to fund the stay](#) (document proving that the total monthly income of the migrant and the persons assessed jointly with him staying in the territory shall not be less than the total of the subsistence minima of the migrant and the persons assessed jointly with him and the highest amount of the normative housing costs stipulated for the purposes of housing allowance under special law or the amount that the migrant credibly proves as the amount of actually substantiated costs of housing for self and the persons assessed jointly with him)
- ▶ Upon request, the migrant is obliged to also submit an affidavit of waiver of the confidentiality duty of the revenue authority (tax office) in the full scope of data for the purpose of verification of the total monthly income of the family;
- ▶ Document of registration in the relevant register, list or record,
- ▶ Confirmation from the revenue office that the migrant does not have any arrears, and confirmation from the district social security administration that he has no arrears on social security insurance and contribution to the state employment policy including penalties. If the migrant is not a tax subject or liable to pay an insurance premium toward social security insurance and contribution to state employment policy, he shall submit a document issued by the revenue office or the district social security administration confirming this fact,
- ▶ If the migrant is a statutory body or member of a business corporation or co-operative, he also requires confirmation from the competent revenue office that this business corporation or co-operative does not have arrears, and confirmation of the district social security administration that the business corporation or co-operative does not have arrears on social security insurance and contribution to the state employment policy including penalties,
- ▶ Upon request, an income tax payment assessment,
- ▶ Upon request [a document similar to the extract from the Crimes Register](#),
- ▶ Upon request [a document proving fulfilment of the requirements of measures against introduction and spread of infectious diseases](#),



- ▶ [Travel health insurance document](#), and upon request a document proving payment of the insurance premium stated on the travel health insurance document.

**WHERE:** The application for a long-term residence permit for business purposes may be filed by the migrant in the territory of the Czech Republic at the:

Ministry of Interior (*Ministerstvo vnitra*)  
Ministerstvo vnitra, Nad Štolou 3, P. O. BOX 21,  
170 34 Praha 7  
Tel.: +420 974 811 111

Email: [posta@mvcz.cz](mailto:posta@mvcz.cz)

(Czech, English and Russian): <http://www.mvcz.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-kontakty.aspx>

**WHEN:** The migrant shall fulfil the above-stated conditions at any time.

**GOOD TO KNOW:** The period for issue of the decision on an application for a long-term residence permit for the purpose of business is 60 days.

## 1.5 LONG TERM IMMIGRATION

### 1.5 a long term residence

**TITLE:** Long-term residence (*Dlouhodobý pobyt*)

**WHAT:** Long-term residence is a resident status, which is granted to the migrant in the event that the purpose of his stay in the territory of the Czech Republic shall have a duration of more than one year. A long-term residence permit is granted for a specific purpose. These purposes may be study, scientific research, employment, business, family unification, long-term residents of the EU in other EU member states and their family members, Blue Card, tolerated stay.

**WHO:** The application for a long-term residence permit may be filed by a migrant in the territory of the Czech Republic at the office of the Ministry of Interior of the Czech Republic (*Ministerstvo Vnitra*), provided he is residing in the territory on the basis of a visa for a period of more than 90 days and intends to stay temporarily in the territory for a period of more than 1 year and if the same purpose of residence prevails.

The application for a long-term residence permit without the preceding condition of stay in the territory on the basis of a visa for more than 90 days may be filed in given cases at the diplomatic mission of the Czech Republic (study, scientific research, family unification, resident of another EU member state and Blue Card).

**HOW:** The application is filed on a completed form, to which all the necessary requirements stated individually for the purpose of stay must be attached.

**WHERE:** Ministry of the Interior – Asylum and Migration Policy Division (*Ministerstvo Vnitra ČR - Odbor azylové a migrační politiky*), (Czech and English): <http://www.mvcz.cz/clanek/obcane-tretich-zemi-dlouhodoby-pobyt.aspx>

And Diplomatic mission of the CR (Czech and English) [http://www.mzv.cz/jnp/cz/o\\_ministerstvu/adresar\\_diplomatickych\\_misi/ceske\\_urady\\_v\\_zahranici/](http://www.mzv.cz/jnp/cz/o_ministerstvu/adresar_diplomatickych_misi/ceske_urady_v_zahranici/).

**WHEN:** At any time upon fulfilment of the conditions according to the specific purpose of stay.

**GOOD TO KNOW:** Obligation to fulfil the purpose of stay. Originals, or officially authenticated copies of documents must always be submitted. All submitted



documents must be in the Czech or Slovak language, or officially translated to the Czech language. Documents issued by foreign countries must additionally bear higher authentication (Apostille, superlegalization).

## 1.5 b permanent residence

**TITLE:** Permanent residence (*Trvalý pobyt*)

**WHAT:** Migrants awarded permanent residence have the same rights and duties as the citizens of the Czech Republic with the exception of the right to vote and possibility to work as civil servants.

**WHO:** A migrant who fulfils the conditions for award of a permanent residence permit on the residence of foreigners (citizens of the EU/EEA and Switzerland and third country citizens) in the territory of the Czech Republic. These conditions are continuous temporary stay in the territory of the CR for a period of 5 years; knowledge of the Czech language at A1 level; regular monthly financial income, which covers all the costs of the migrant's stay in the territory of the Czech Republic.

**HOW:** Pass a Czech language examination at A1 level. Fill-in the form titled Application for permanent residence permit. Procure documents proving availability of housing and financial means to fund the stay. Two photographs are attached to application and a valid travel document, is necessary.

**WHERE:** Ministry of the Interior – Asylum and Migration Policy Division (*Ministerstvo Vnitřní záležitostí ČR, odbor azylové a migrační politiky*)

Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 832 495

Email: [opu@mvcz.cz](mailto:opu@mvcz.cz)

(Czech and English): <http://www.mvcz.cz/clanek/obcane-tretich-zemi-trvaly-pobyt>

Diplomatic missions of the Czech Republic.

**WHEN:** At any time after fulfilment of the above-stated conditions of the application for a permanent residence permit.

**GOOD TO KNOW:** The requirements of an applications for a permanent residence permit must not be more than 180 days old, with the exception of the travel document, birth certificate, document proving the required knowledge of the Czech language and photograph of the migrant, provided it shows his true semblance.

## 1.6 CITIZENSHIP

### 1.6 a naturalization (based on application)

**TITLE:** Award of Czech citizenship – naturalization (*Udělení občanství*)

**WHAT:** Naturalization is a legal act or procedure by which a person who was not born in the given country acquires Czech citizenship. A person by this process assumes the same rights as the citizens of the Czech Republic.

**WHO:** Czech citizenship may be awarded if the applicant has permanent residence status in the territory of the Czech Republic for a continuous period of at least 5 years, or long-term residence status for a period of at least 10 years. Czech citizenship may be awarded to an applicant who proves knowledge of the Czech language at level B1 and knowledge of the constitutional system of the Czech



Republic and basic orientation in the cultural and social, geographical and historical facts of the Czech Republic.

**HOW:** If the applicant fulfils the condition of residence in the territory of the Czech Republic, he shall file an application for award of citizenship at the relevant regional office. To this application, he shall attach a birth certificate, marriage certificate, extract from the crimes register, confirmation that he has no debts to the state, CV, document that proves knowledge of the Czech language and Czech life, documents that prove the stay of the applicant in the territory of the Czech Republic, document proving availability of financial means to fund his life needs and confirmation from his employer including information about the size of his income.

**WHERE:** The application for award of Czech citizenship is filed at the regional office (in Prague, at the municipality offices of Prague 1 to 22) according to the applicant's place of permanent residence. More information on (Czech): <http://www.mvcr.cz/clanek/udeleni-statniho-obcanstvi-ceske-republiky.aspx>

**WHEN:** Czech citizenship may be awarded if the applicant has permanent residence status in the territory of the Czech Republic for a continuous period of at least 5 years, or long-term residence status for a period of at least 10 years and fulfils other conditions stated above.

**GOOD TO KNOW:** It is necessary to pass a Czech examination at level B1, an examination in Czech life and provide all the necessary documents.

<http://obcanstvi.cestina-pro-cizince.cz/>

## 1.6 b acquiring citizenship by birth

**TITLE:** Acquisition of Czech citizenship by birth (*Získání státní občanství narozením*)

**WHAT:** A child acquires Czech citizenship by birth if at least one of this parent is a Czech citizen on his date of birth. The place of birth of a child does not have any effect on acquisition of Czech citizenship. Also, the fact that the child shall automatically acquire Czech citizenship and the citizenship of a foreign country under the law does not change anything on a child's acquisition of Czech citizenship. The Czech legal order in this case allows the child to have dual citizenship, or multiple citizenships. In this case, there is no need to apply for Czech citizenship, the acquires it automatically under the law by birth.

Exception: a child who has otherwise become stateless acquires Czech citizenship by birth in a case where both parents are stateless and at the same time if one of the parents has at least been granted residence in the Czech Republic for a period of more than 90 days and the child is at the same time born in the territory of the Czech Republic.

**WHO:** A child, at least one of whose parents had been granted Czech citizenship. A child who would otherwise become stateless. See exception above.

**HOW:** In case of a child, at least one of whose parents is a Czech citizen, it is not necessary to apply for award of Czech citizenship, the child acquires is automatically under the law by birth.

In the case of a child who would otherwise become stateless, it is necessary to file an application for citizenship at the Regional Office (*Místní Úřad*).

**WHERE:** In the case of a child who would otherwise become stateless, it is necessary to file an application for citizenship at the Regional Office (*Místní Úřad*) (in Prague, at the municipality offices of Prague 1 to 22) according to the applicant's





place of permanent residence.

**WHEN:** After the child's birth.

**GOOD TO KNOW:** If the child's parents are not Czech citizens and would like to apply for citizenship for their child, they must pay attention to fulfilment of other conditions (Czech): <http://www.mvcr.cz/clanek/nabyvani-statniho-obcanstvi-ceske-republiky-naroznim.aspx>

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

### 1.7 a Persons illegally residing in the territory

**TITLE:** Persons illegally residing in the territory

**WHAT:** Migrants, whose resident status is no longer valid, or migrants residing in the territory without resident status, are illegally staying in the territory. If the migrant is residing in the territory without a visa although he is not authorised to do so, or without a valid residence permit, the Police may issue a decision on his administrative deportation and set a period of up to 3 years within which he shall not be allowed to re-enter the territories of the member states of the EU, and he shall be entered in the information system of the contracting countries. A migrant staying illegally in the territory may also be fined and required to pay other administrative procedure costs.

**WHO:** The migrant, whose residence authorisation is no longer valid or a migrant staying in the territory without resident status without authorisation.

**HOW:** Administrative proceedings for deportation shall be initiated with a migrant who the Police find to be illegally residing in the territory; in some cases, the migrant may be taken into custody for 48 hours for reason of verification of his identity.

Due to the fact that in some cases when the migrant is staying illegally in the territory, it is possible to also solve his residence situation in other ways than administrative deportation (in some cases it is possible to apply for a residence permit in spite of the illegal stay) and the stay of the migrant in the territory may thus be legalized subsequently, we recommend that the migrant should contact one of the organisations that provide support to migrants.

**WHERE:** NGO who provide support to migrants (see chapter 1.13 SUPPORT SERVICES FOR MIGRANTS, which may help you in the given situation and give you advice on further procedure).

**WHEN:** At the moment when the migrant finds that he is staying illegally in the territory, without valid residence permit, we recommend that he contacts any of the organisations that support migrants as soon as possible.

### 1.7 b Migrants working in the territory without a valid employment permit or employee card

**TITLE:** Migrants working in the territory without a valid employment permit or employee card

**WHAT:** If a migrant who does not have free access to the labour market on employment, and is employed in the territory without an employee card for the given working position, or without a valid working permit from the Labour Office (*Úřad Práce*), he is illegally working in the territory.

If a migrant is employed in the territory without a residence permit or employment





permit although such a permit is a condition for employment, or has employed a migrant without a permit for employment or mediated such employment of a migrant, the Police may decide on his administrative deportation and ban his re-entry for a period of up to 5 years within which he shall not be allowed to re-enter the territories of the member states of the EU, and he shall be entered in the information system of the contracting countries. A migrant staying illegally in the territory may also be fined and required to pay other administrative procedure costs.

**WHO:** If a migrant who does not have free access to the labour market according to employment, and is employed in the territory without an employee card for the given working position, or without a valid working permit from the Labour Office (*Úřad Práce*), he is illegally working in the territory.

**HOW:** The State Labour Inspectorate supervises compliance with the obligations arising from the labour-law regulations including the occupational safety and health regulations. In the event that the inspectorate during inspection ascertains that the migrant has worked illegally in the territory, it shall report the matter to the Police. Administrative proceedings for deportation shall be initiated with a migrant who the Police find to be working illegally in the territory and administrative deportation shall be initiated against him; in some cases the migrant may be taken into custody for 48 hours for reason of verification of his identity.

Due to the complexity of the situation, we recommend that the migrant upon finding himself in such a situation should as soon as possible contact any of the organisations providing support to migrants, (see chapter 1.13 SUPPORT SERVICES FOR MIGRANTS, which may help you in the given situation and give you advice on further procedure).

**ATTENTION:** If the migrant is working illegally in the territory, or if administrative proceedings for deportation have already been initiated against him for illegal work in the territory, we recommend that he should contact any of the organisations that support migrants as soon as possible. These may explain the specific situation to the migrant and advise him about a potential solution of his situation.

**GOOD TO KNOW:** Administrative deportation is regulated under Section 118 et seq. of Act No. 326/1999 Coll., on residence of foreigners in the territory of the Czech Republic.

Migrants with free access to the labour market are stated in Section 98 of Act No. 435/2004 Coll., Act on residence of foreigners.

## 1.8 PERSONAL DOCUMENTS

### 1.8 a important personal documents

The following personal documents are valid in the Czech Republic: National Registration Card (*Občanský průkaz*), Passport (*Pas*), Residence permit (*Povolení k pobytu*), Health Insurance Card (*Kartička zdravotní pojišťovny*) and Driving licence (*Řidičský průkaz*).

**TITLE:** National Registration Card (*Občanský průkaz*)

**WHAT:** The National Registration Card is a document for identification of persons and is issued to the citizens of the Czech Republic upon reaching the age of 15. It is also possible to apply for a National Registration Card for a child aged under 15.

**WHERE:** The National Registration Cards are issued at the individual city halls.



**TITLE:** Passport (*Pas*)

**WHAT:** The passport is a document with a carrier of biometric data, which is issued to citizens of the Czech Republic upon request at any age. It is the basic document, which is necessary for access to and transit through other countries.

**WHERE:** The passports are issued at the individual city halls.

**TITLE:** Residence permit (*Povolení k pobytu*)

**WHAT:** The residence permit is a carrier of biometric data - face image and fingerprints. The document is issued to the citizens of third countries with long-term or permanent residence.

**WHERE:** Ministry of the Interior - Asylum and Migration Policy Division (*Ministerstvo Vnitřní záležitostí ČR, odbor azylové a migrační politiky*)

Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 832 495

Email: [opu@mvcz.cz](mailto:opu@mvcz.cz)

**TITLE:** Health Insurance Card (*Kartička zdravotní pojišťovny*)

**WHAT:** The health insurance card is a document that a person must present to a medical doctor. The European Health Insurance Card allows the citizens of the member states of the European Union access to health care services during temporary stay abroad.

**WHERE:** The card is issued by various health insurance companies:

Všeobecná zdravotní pojišťovna

Orlická 2020/4

130 00 Praha 3

Tel: +420 952 222 222

Email: [info@vzp.cz](mailto:info@vzp.cz)

<https://www.vzp.cz/>

Vojenská zdravotní pojišťovna

Drahobejlova 1404/4

190 03 Praha 9

Tel: +420 284 021 266

Email: [posta@vozp.cz](mailto:posta@vozp.cz)

<https://www.vozp.cz/cs/>

Česká průmyslová zdravotní pojišťovna

Anglická 26

Praha 120 00

Tel: +420 261 387 112

Email: [posta@cpzp.cz](mailto:posta@cpzp.cz)

<https://www.cpzp.cz/main/index.php>



Oborová zdravotní pojišťovna zaměstnanců bank, pojišťoven a stavebnictví  
Roškotova 1225/1  
140 21 Praha 4  
Tel: +420 261 105 555  
Email: <https://portal.ozp.cz/cpod825ano.phtml>  
<http://www.ozp.cz/>

Zaměstnanecká pojišťovna Škoda  
Husova 302  
293 01 Mladá Boleslav  
Tel: +420 326 579 111  
Email: [zpskoda@zpskoda.cz](mailto:zpskoda@zpskoda.cz)  
<https://www.zpskoda.cz/>

Zdravotní pojišťovna Ministerstva Vnitřní České republiky  
Vinohradská 2577/178  
130 00 Praha 3  
Tel: +420 272 095 111  
Email: [info@zpmvcr.cz](mailto:info@zpmvcr.cz)  
<http://www.zpmvcr.cz/>

Revírská bratrská pokladna zdravotní pojišťovna Ministerstva Vnitřní České republiky  
Michálkovická 108  
710 15 Slezská Ostrava  
Tel: +420 596 256 111  
Email: [rbp@rbp-zp.cz](mailto:rbp@rbp-zp.cz)  
<http://www.rbp-zp.cz/>

**TITLE:** Driving licence (*Řidičský průkaz*)

**WHAT:** Document used by a person to prove authorisation to drive a motor vehicle. A driving licence is issued to persons who have been authorised to drive

**WHERE:** The driving licence is obtained from the drivers' registry departments of the individual city halls.

## 1.9 CERTIFICATES

### 1.9 a important certificates

The following important certificates are valid in the Czech Republic: Birth certificate (*Rodný list*), Marriage certificate (*Oddací list*), Death certificate (*Úmrtní list*), Extract from the Crimes Register (*Výpis z rejstříku trestů*) and Power of Attorney (*Plná moc*).

**TITLE:** Birth certificate (*Rodný list*)



**WHAT:** The birth certificate is a registry document confirming the birth of a person and his basic data. It usually contains the first name and surname of the child, date and place of birth, birth registration number and information about his parents.

**WHERE:** In the Czech Republic, the birth certificate is issued by the registration offices (*Matrika*) of your municipality (*Obecní/Městský úřad*).

**TITLE:** Marriage certificate (*Oddací list*)

**WHAT:** The marriage certificate is a registration document, which confirms marriage.

**WHERE:** The marriage certificate is issued by the registration office (*Matrika*) in the place where the marriage took place. It could be on the municipality or church.

**TITLE:** Death certificate (*Úmrtní list*)

**WHAT:** The death certificate is a registry document confirming the death of a person and his basic data.

**WHERE:** The The death certificate is issued upon application to the competent registration office (*Matrika*) according to the documents in the book of deaths.

**TITLE:** Extract from the Crimes Register (*Výpis z rejstříku trestů*)

**WHAT:** The Extract from the Crimes Register contains all the existing sentences including the information about progress of the enforcement of imposed sentences and protective measures. This document must be presented, for instance, when applying for a residence permit in the territory of the Czech Republic or when applying for certain jobs.

**WHERE:** The Extract from the Crimes Register can be obtained on the basis of an application filed at the CzechPOINT public administration contact points; at the head office of the Crimes Register - Rejstřík trestů Praha 4, Soudní 1; at every local government office (municipality, city, town), in Prague by the township or local office, in the territorially designated statutory cities at the township or municipality office, which keeps the registration records; outside the Czech Republic at the diplomatic missions of the Czech Republic.

**TITLE:** Power of Attorney (*Plná moc*)

**WHAT:** A Power of Attorney is a unilateral confirmation that the contractual representation was agreed upon and established.

**WHERE:** A person issues the Power of Attorney document personally and ensures that the signatures on it are authenticated by Notary Public (*Notář*) or in the Czech Republic at the branches of the Czech Post Office - Czech POINT or at a regional or district office.

## 1.10 VERIFICATION OF DOCUMENTS

### 1.10 a Types of verification

In the Czech Republic are these following methods of authentication of documents: Superlegalization (*Superlegalizace*), Apostille (*Apostila*) and Authenticated Copy - Vidimation (*Ověření - Vidimace*).



**TITLE:** Superlegalization (*Superlegalizace*)

**WHAT:** Superlegalization or higher authentication of documents is an act [of an administrative body](#), by which it confirms [a public document](#) or a document that was already [once authenticated](#) for the purpose of its usage abroad.

**WHERE:** Please contact the Certification Officer of the Czech Embassy abroad or the Consular Department of the Ministry of Foreign Affairs of the Czech Republic: Ministry of Foreign affair (*Ministerstvo zahraničních věcí*)

Loretánské náměstí 5

118 00 Praha 1 – Hradčany

Tel.: +420 224 181 111

Email: [epodatelna@mzv.cz](mailto:epodatelna@mzv.cz)

[http://www.mzv.cz/jnp/cz/cestujeme/jak\\_resit\\_situace\\_v\\_zahranici/superlegalizace\\_vyssi\\_overeni\\_uznavani.html](http://www.mzv.cz/jnp/cz/cestujeme/jak_resit_situace_v_zahranici/superlegalizace_vyssi_overeni_uznavani.html)

**TITLE:** Apostille (*Apostila*)

**WHAT:** It is a clause that is attached to the official documents and documents, and proves authentication of the signature and imprint of the stamp on the document for the purpose of its usage abroad. In some cases it replaces superlegalization. In most cases, the Apostille is issued in the official language of the country in which the documents were issued, sometimes bilingually (the second language is most often English).

**WHERE:** A document that carries an Apostille need not be authenticated [by a diplomatic mission](#) of the Czech Republic in a foreign country, but the final authentication is done in the country where the document was issued, by the so-called [Apostille authority](#). This may differ in each country; it is often the Ministry of Foreign Affairs, or the Ministry of Justice (in case of documents issued by the [judicial authorities](#)).

**TITLE:** Vidimation (*Ověření – Vidimace*)

**WHAT:** This is official authentication of the fact that the transcript or copy of a document verbatim corresponds to the presented document. Vidimation is not used to confirm the correctness or truth of the data contained in the inspected document. The person doing vidimation is not liable for the content of the document. During vidimation, the inspected document is marked with an inspection clause and of the official stamp.

**WHERE:** A document may be officially authenticated by Notary Public (*Notář*) or in the Czech Republic, at the branches of the Czech Post Office – Czech POINT or at the regional or township office.

## 1.11 JUDICIAL TRANSLATIONS

### 1.11 a Officially authenticated translation

**TITLE:** Officially authenticated translation

**WHAT:** The court certified translation (sometimes known as the official translation, translation with round seal, etc.) is a type of document translation, which is particularly required by the authorities (Czech and foreign) and other institutions. The court certified translation is most often used for documents such as diplomas, birth and marriage certificates, extracts from the crimes register, etc. Documents



may also be submitted in the Slovak language.

**WHO:** You, who must submit documents translated to the Czech language to the Czech authorities.

**WHERE:** Ministry of Justice of the Czech Republic - Register of Experts and Interpreters (*Ministerstvo spravedlnosti České republiky - Evidence znalců a tlumočnicků*)

Vyšehradská 16

128 10 Praha 2

Tel.: + 420 221 997 111

Email: [posta@mzp.justice.cz](mailto:posta@mzp.justice.cz)

(Czech): [http://data.lot.justice.cz/justice/repznatl.nsf/\\$\\$SearchForm?OpenForm](http://data.lot.justice.cz/justice/repznatl.nsf/$$SearchForm?OpenForm)

**GOOD TO KNOW:** First procure an authenticated copy of the documents.

## 1.12 REGISTRATION OF ADDRESS

### 1.12 a registration of permanent address

**TITLE:** Registration of permanent address

**WHAT:** Reporting of your permanent residential address in the territory of the Czech Republic. This address shall be entered in the migrant's travel document, or in the residence permit in the territory of the Czech Republic.

**WHO:** Everyone who stays in the territories of the Czech Republic for more than three days.

**HOW:** You are obliged to enter his permanent residential address in the territory of the Czech Republic in the application for visa or residence permit. The migrant shall prove his address with a document of accommodation, which may be rent agreement, purchase contract or confirmation of provision of accommodation by the operator.

**WHERE:** Ministry of the Interior – Asylum and Migration Policy Division (*Ministerstvo vnitra – Oddělení azylové a migrační politiky*)

Ministry of the Interior – Asylum and Migration Policy Division (*Ministerstvo Vnitra ČR, odbor azylové a migrační politiky*)

Nad Štolou 3, P. O. BOX 21,

170 34 Praha 7

Tel.: +420 974 832 495

Email: [opu@mvcz.cz](mailto:opu@mvcz.cz)

(Czech and English): <http://www.mzv.cz/jnp/>

Asylum and Migration Policy Division (*Služba cizinecké Policie*)

Olšanská 2176/2

130 51 Praha 3

Tel: + 420 974 820 229

Email: [krpa.ocp.podatelna@pcr.cz](mailto:krpa.ocp.podatelna@pcr.cz)

(Czech and English): <http://www.policie.cz/sluzba-cizinecke-policie.aspx>

Diplomatic missions of the Czech Republic (Czech and English): <http://www.mzv.cz/>



[jnp/](#)

**WHEN:** When filing an application for a visa or residence permit. Each time upon change of address.

**ATTENTION:** Duty to report the real residential address of the migrant. Give notice of change of address to the relevant authority within 30 days. The Foreign Police may conduct a check at the reported place of residence.

## 1.13 SUPPORT SERVICES FOR MIGRANTS

### 1.13 a list of support services and projects regarding arrival and stay

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).

**WHERE:** (in Czech, English, Russian, Ukrainian, Vietnamese, Mongolian and Arabian): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846

**TITLE:** Caritas, Archdiocese of Prague, Counselling Centre for Migrants and Refugees (*Arcidiecézní Charita Praha*)

**WHAT:** The aim of the project is to facilitate the contact of third-country nationals, especially with state institutions, authorities, courts, etc. Providing professional social and legal advice and free assistance to foreigners living in Prague and Central Bohemia.

**WHERE:** (in Czech and English): <http://praha.charita.cz>

Londýnská 44, 120 00 Praha 2, tel.: 224 246 573

**TITLE:** INBÁZE BERKAT Community Centre

**WHAT:** The purpose of InBaze is to help immigrants and their families to integrate in the Czech Republic. They create a safe open space for Czech public and migrants to meet, collaborate and enhancing their mutual understanding of each other.

**WHERE:** (in Czech, English, Russian, Vietnamese, French, Spanish, Mongolian and Arabian): [www.inbaze.cz](http://www.inbaze.cz)

Legerova 357/50, 120 00 Praha 2, tel.: tel. 224 941 415

739 037 353, 739 578 343

**TITLE:** Association for inter-cultural co-operation (*Asociace pro interkulturní spolupráci*)

**WHAT:** The mission of the Association for intercultural work is to promote the development of intercultural work and contribute to a harmonious and just coexistence in a culturally diverse society.





**WHERE:** (in Czech, English and Russian): [www.interkulturniprace.cz](http://www.interkulturniprace.cz)

Londýnská 55, 130 00 Praha 3, tel.: 224 946 635

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, English, Vietnamese and Russian): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01 Kladno; tel: 222 360 452, 702 150 630

**TITLE:** The Diaconia of the Evangelical Church of Czech Brethren (DECCB), Centre for national programmes and services (*Diakonie Českobratrské církve evangelické Praha*)

**WHAT:** Individual assistance to families and individuals from the ranks of migrants and refugees.

**WHERE:** (in Czech, English, Bulgarian, Romanian and Ukrainian): [www.scps.diakonie.cz](http://www.scps.diakonie.cz)

Čajkovského 1640/8, 130 00 Praha 3, tel: 222 968 754, 724 039 455

**TITLE:** Farní Charita Praha 14-Kyje

**WHAT:** Czech language courses for foreigners.

**WHERE:** (in Czech): [www.praha14.charita.cz](http://www.praha14.charita.cz)

Bobkova 34, 198 00 Praha 14, tel: 222 968 754, 724 039 455

**TITLE:** KLUB HANOI / SEA-L

**WHAT:** Czech language courses for foreigners. Dialogue of cultures – VIETNAM. Integration training of Vietnamese convicts in Kynšperk Prison.

**WHERE:** (in Czech): [www.klubhanoi.cz](http://www.klubhanoi.cz)

Libušská 319/126, 142 00 Praha 4, tel: 603 583 690, 608 535 792

**TITLE:** In IUSTITIA Consultancy Justýna – assistance to victims of hate crimes (*In IUSTITIA Poradna Justýna*)

**WHAT:** In IUSTITIA provides legal assistance to specific individuals exposed to hate violence. It focuses on improving their access to justice.

**WHERE:** (in Czech and English): <http://en.in-ius.cz/>

Rybná 24, 110 00 Praha 1; Eliášova 28, 160 00 Praha 6, tel: 773 177 636

**TITLE:** INFO-DRÁČEK

**WHAT:** Helping bridge the communication barriers of all ages and through various activities to help the Vietnamese population integrate fully into the Czech society.

**WHERE:** (in Czech): <http://info-dracek.cz>



Registered office: Libušská 319, 142 00 Praha 4 Office: Máchova 23, 120 00 Praha 2, tel. 778 050 186

**TITLE:** International Organisation for Migration (*Mezinárodní organizace pro migraci*)

**WHAT:** Voluntary Returns and Reintegration Migration and Development Labor Migration Preventing and Combating Trafficking in Human Beings Building Migration Management Capacities Integration of Foreigners in the Czech Republic

**WHERE:** (in Czech and English): [www.iom.cz](http://www.iom.cz)

Argentinská 38, 170 00 Praha 7, tel: 233 370 160

**TITLE:** La Strada

**WHAT:** La Strada aims to prevent and minimise the results of trafficking in human beings the commercial exploitation while respecting individual rights of all involved.

**WHERE:** (in Czech, English, Bulgarian, Romanian and Russian): [www.strada.cz](http://www.strada.cz)

P.O. Box 305, 111 21 Praha 1, tel: 222 721 810

**TITLE:** META o.p.s. Association for Young Migrant Opportunities (*META Společnost pro příležitosti mladých migrantů*)

**WHAT:** META o.p.s. is a nonprofit organization that has supported foreigners in education and labour integration since 2004. They also offer support for teachers and schools that work with the special needs of children and pupils with a different mother tongue. For foreigners, we offer educational and job counselling, organize Czech language courses and, thanks to volunteers, we offer tutoring. They provide also methodological support for teachers who are teaching foreigners.

**WHERE:** (in Czech, English and Russian): [www.meta-ops.cz](http://www.meta-ops.cz)

Contact address: Ječná 17, 120 00 Praha 2; services for foreigners: V Tůních 10, 120 00 Praha 2, tel: 222 521 446, 773 304 464, 773 639 395, 775 339 003, 773 304 544

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary life in Czech society. We help them to find accommodation, job or school. Therefore they help to foreigners to live satisfying life in the Czech Republic.

**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Opletalova 6, 110 00 Praha 1 (entrance from Opletalka Arcade), tel: 603 281 269 (social department), 603 807 567 (legal department)



**TITLE:** Counselling Centre for Citizenship, Civil and Human Rights (*Poradna pro občanství, občanská a lidská práva*)

**WHAT:** The mission of the Counselling Centre for Citizenship is to help clients better orient themselves in their rights and responsibilities to effectively express their needs and wishes and to find a solution to their situation in cooperation with counseling or through a network of available services. Employees support every person who is in an unfavorable social situation or is in danger of such a situation and does not know how to deal with this situation. Employees support independence and independence of clients. This mission is fulfilled by providing information, advice, active help and assistance.

**WHERE:** (in Czech and English): [www.poradna-prava.cz](http://www.poradna-prava.cz)

Ječná 7, 120 00 Praha 2, tel: 270 003 280

**TITLE:** Seven Rays

**WHAT:** They provide assistance in the integration of foreigners, we are sending and receiving volunteers within the Youth program, we are developing activities aimed at promoting the preservation of the language, culture and traditions of our compatriots who have been living for generations abroad, and for educational careers we organize educational events or foreign internships.

**WHERE:** (in Czech): [www.sevenrays.cz](http://www.sevenrays.cz)

Spořická 328/26, 184 00 Praha 8, tel: 233 544 553

**TITLE:** Association for Integration and Migration (*Sdružení pro integraci a migraci*)

**WHAT:** They provide free legal, social and psychosocial counseling to foreigners living in the Czech Republic.

**WHERE:** (in Czech and English): [www.migrace.com](http://www.migrace.com)

Baranova 33, 130 00 Praha 3, tel: 224 224 379, 603 547 450 (legal department) 605 253 994 (social department)

**TITLE:** Centre for support of the integration of foreigners - South Bohemia Region (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Kněžskodvorská 2296, 370 04 České Budějovice, tel: + 420 387 202 508, + 420 608 120 218,

+ 420 778 498 528

**TITLE:** Diocese Charity České Budějovice, Counselling for Foreigners and Migrants (*Diecezni Charita České Budějovice*)

**WHAT:** The mission of the Counseling Center for Foreigners and Migrants is to provide free professional social and legal counseling in the territory of the Diocese of České Budějovice to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counseling center is also a positive influence on the relations between foreigners and the majority society.



**WHERE:** (in Czech): <http://cizincicb.charita.cz>

Kanovnická 16, 370 01 České Budějovice, tel: 386 351 125, 734 435 344

**TITLE:** South Moravia regional centre for support of the integration of foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** The Centre's activities support the integration of foreigners into Czech society. The main objective is to ensure equal access to integration services and qualified integration support.

**WHERE:** (in Czech and English): [www.cizincijmk.cz](http://www.cizincijmk.cz)

Mezírka 1, 602 00 Brno, tel: 533 433 540

**TITLE:** Diocese Charity Brno Celsuz – Services for foreigners (*Diecezni Charita Brno Celsuz*)

**WHAT:** Advice on social security and retirement benefits; looking for a job; looking for accommodation; filling-in various forms; finding your way round different types of residence possibilities; applying for citizenship; looking for medical care and information about health insurance possibilities; looking for a kindergarten, school, university; recognition of your degrees and qualifications from abroad (nostrification); retraining programmes (requalification); personal assistance during appointments with municipal and state authorities, including OAMP (Department of Asylum and Migration Policy); information about asylum policy; looking for a Czech language tutor; looking for free-time activities for children.

**WHERE:** (in Czech, Vietnamese and Russian): <http://celsuz.cz/>

tř. Kpt. Jaroše 9, 602 00 Brno, tel: 538 700 943

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Leitnerova 9, 602 00 Brno, tel: 543 210 443, 731 928 388

**TITLE:** Civic associations that are involved with emigrants (*Sdružení občanů zabývajících se emigranty*)

**WHAT:** SOZE is a non-governmental non-profit organization and its role is providing help to refugees and other kinds of foreigners coming into the Czech Republic. This help consists of cost-free legal, social and psychological counseling services, realization of free-time and educational programmes, and comprehensive social-legal assistance to long-term staying foreigners and approved asylum seekers in their difficult process of integration into the majority of society.

**WHERE:** (in Czech): [www.soze.cz](http://www.soze.cz)

Mostecká 5, 614 00 Brno, tel: 545 213 643, 602 586 092

**TITLE:** Centre for support of the integration of foreigners - Karlovy Vary Region (*Centra na podporu integrace cizinců*)



**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English):  
[www.integracnicentra.cz](http://www.integracnicentra.cz)

Závodu Míru 876/3a, 360 17 Karlovy Vary - 1. Floor, tel: +420 353 892 559, +420 608 119 878

**TITLE:** Diocese Charity Hradec Králové, Counselling for Foreigners and Refugees (*Diecezní Charita Hradec Králové*)

**WHAT:** Integration center for foreigners, social counseling and assistance services, interest and other projects to help foreigners and refugees.

**WHERE:** (in Czech): <http://hk.caritas.cz/>

Velké náměstí 37/46, 500 01 Hradec Králové, tel: 495 063 135

**TITLE:** Centre for Support of the integration of foreigners - Liberec Region (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English):  
[www.integracnicentra.cz](http://www.integracnicentra.cz)

Voroněžská 144/20, Liberec, behind Neruda Square toward TU Liberec, tel: +420 482 313 064, +420 725 339 388

**TITLE:** Centre for support of the integration of foreigners - Moravia and Silesia Region (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Českobratrská 2227/7, 702 00 Ostrava, tel: 596 112 626

**TITLE:** Centre for support of the integration of foreigners - Olomouc Region (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Hálkova 171/2, 779 00 Olomouc, tel: 585 204 686

**TITLE:** Civic associations that are involved with emigrants (*Sdružení občanů zabývajících se migranty*)

**WHAT:** SOZE is a non-governmental non-profit organization and its role is providing help to refugees and other kinds of foreigners coming into the Czech Republic. This help consists of cost-free legal, social and psychological counseling services, realization of free-time and educational programmes, and comprehensive social-legal assistance to long-term staying foreigners and approved asylum seekers in their difficult process of integration into the majority of society.



**WHERE:** (in Czech): [www.soze.cz](http://www.soze.cz)

Ostružnická 28, 772 00 Olomouc, tel: 585 242 535

**TITLE:** Žebřík – Centre for support of foreigners

**WHAT:** They provide services for foreigners and their families living in Prostějov: Counseling for foreigners, Czech for foreigners and babysitting of foreigners

**WHERE:** (in Czech, Vietnamese, Russian and English): [www.procizince.cz](http://www.procizince.cz)

Vrahovická 83, 796 01 Prostějov, tel: 581 111 550, 731 065 267

**TITLE:** Centre for support of the integration of foreigners – Pardubice Region (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Pernerova 444, 530 02 Pardubice, tel: 466 989 228, 725 148 519

**TITLE:** MOST PRO

**WHAT:** Professional social counseling, free interpreting, assistance with a doctor, at the offices, help the entire family, Multiplex under Mostem – work. Learning Czech for foreign children, individual tutoring of children of foreigners, assistance in schools for foreign children, free time activities and education - Czech courses in Pardubice and the Pardubice Region. Civic counseling and clinic for foreigners Hlinsko - we help people in a difficult life situation.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Romanian, Bulgarian and English) [www.mostlp.eu](http://www.mostlp.eu)

17. listopadu 216, 530 02 Pardubice, tel: 467 771 170

**TITLE:** Centre for support of the integration of foreigners – Plzeň Region (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Americká 3, 301 00 Plzeň, tel: 377 223 157, 725 874 976

**TITLE:** The Diaconia of the Evangelical Church of Czech Brethren (DECCB) – West Bohemia Centre (*Diakonie Českobratrské církve evangelické Západ*)

**WHAT:** Labor-law and social counseling in the field of employment and alien issues (unpaid wages, retained wages, detention of documents, forced labor etc.). Escorts in dealing with institutions (Department of Asylum and Migration Policy, Alien Police, OSSZ, WP, Labor Inspectorate, Doctor, Health Insurance Company, etc.). Escorts when dealing with employers,

Preparation of documents for the action, instigation to the labor inspectorate.

Preparation of documents for visa applications, temporary and permanent residence. Preparation of documents for state social support benefits, material emergency benefits, sickness benefits etc. Solution of the situation when the documents are lost or when the deadline expires. Interpreting Bulgarian, Romanian,





Russian, English.

**WHERE:** (in Czech): [www.diakoniezapad.cz](http://www.diakoniezapad.cz)

Americká 29, 301 00 Plzeň, tel: 371 709 610, 371 720 486

**TITLE:** Diocese Charity Pilsen, Counselling for Foreigners and Refugees Pilsen  
(*Diecezni Charita Plzeň*)

**WHAT:** The mission of a counseling center for foreigners and refugees is to provide social and legal counseling in the territory of the Pilsen Diocese to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counseling center is also to develop and develop relations between foreigners and the majority society and to increase their awareness.

**WHERE:** (in Czech): [www.dchp.cz](http://www.dchp.cz)

Cukrovarská 16, 301 00 Plzeň, tel: 377 441 736, 731 433 096

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Sady Pětatřicátníků 48/33, 301 00 Plzeň, tel: 604 809 165

**TITLE:** Centre for support of the integration of foreigners – Ústí Region (*Centrum na podporu integrace cizinců v Ústeckém kraji*)

**WHAT:** Centre provides social help, legal advice, language courses and cultural guidance to foreigners in the Ústecký region. The Foreigners' Center aims to solve problems common for foreigners. We offer guidance to foreigners with questions concerning regional and local government structures, the activities of the foreign police, taxation and trade licensing.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.centrumcizincu.cz](http://www.centrumcizincu.cz)

Velká Hradební 33, 400 01 Ústí nad Labem, tel: 475 216 536

**TITLE:** Diocese Charity Litoměřice, Counselling for Refugees and Migrants (*Diecezni Charita Litoměřice*)

**WHAT:** The mission of the service is to support users through professional and basic social counseling services in coping with unfavorable social situations, preventing social exclusion and promoting social inclusion of service users.

**WHERE:** (in Czech): <http://dchltm.cz>

Kosmonautů 2022, 412 01 Litoměřice, tel: 416 731 452, 603 175 785

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary life in Czech society. We help them to find accommodation, job or school. Therefore,





they help to foreigners to live satisfying life in the Czech Republic.

**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Velká hradební 33, 400 01 Ústí nad Labem, tel: 475 216 536

**TITLE:** Centre for multicultural education (*Centrum multikulturního vzdělávání*)

**WHAT:** It offers assistance to foreigners, members of other nationalities and people in need, with integration into Czech society.

**WHERE:** (in Czech): [www.centrumjihlava.cz](http://www.centrumjihlava.cz)

Masarykovo náměstí 34 (2nd Floor), 586 01 Jihlava, tel: 774 612 268

**TITLE:** Civic Counselling Centre Třebíč (*Občanská poradna Třebíč*)

**WHAT:** Provides expert social counseling. The service is intended for people who cannot defend their legitimate interests, effectively express their needs or know their rights and obligations.

**WHERE:** (in Czech): [www.optrebic.cz](http://www.optrebic.cz)

Přerovského 126/6, 674 01 Třebíč, tel: 568 845 348, 724 304 718

**TITLE:** Civic Counselling Centre Jihlava (*Občanská poradna Jihlava*)

**WHAT:** Provides expert social counseling. The service is intended for people who cannot defend their legitimate interests, effectively express their needs or know their rights and obligations.

**WHERE:** (in Czech): [www.obcanskaporadna.cz](http://www.obcanskaporadna.cz)

Žižkova 13, 586 01 Jihlava, tel: 567 330 164, 739 178 390

**TITLE:** Centre for support of the integration of foreigners – Zlín Region (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Lorencova 3797, 760 01 Zlín, tel: 577 018 651, 725 148 515

### **1.13 b list of online resources regarding arrival and stay**

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).

**WHERE:** (in Czech, English, Russian, Ukrainian, Vietnamese, Mongolian and Arabian): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846

**TITLE:** Caritas, Archdiocese of Prague, Counselling Centre for Migrants and Refugees



*(Arcidiecézní Charita Praha)*

**WHAT:** The aim of the project is to facilitate the contact of third-country nationals, especially with state institutions, authorities, courts, etc. Providing professional social and legal advice and free assistance to foreigners living in Prague and Central Bohemia.

**WHERE:** (in Czech and English): <http://praha.charita.cz>

Londýnská 44, 120 00 Praha 2, tel.: 224 246 573

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, English, Vietnamese and Russian): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01 Kladno; tel: 222 360 452, 702 150 630

**TITLE:** International Organisation for Migration (*Mezinárodní organizace pro migraci*)

**WHAT:** Voluntary Returns and Reintegration Migration and Development Labor Migration Preventing and Combating Trafficking in Human Beings Building Migration Management Capacities Integration of Foreigners in the Czech Republic

**WHERE:** (in Czech and English): [www.iom.cz](http://www.iom.cz)

Argentinská 38, 170 00 Praha 7, tel: 233 370 160



## 2 WORK

### 2.1 EMPLOYMENT

#### 2.1.1 JOB SEARCH

**TITLE:** Public employment office (*Úřad práce*)

**WHAT:** Public employment office is a state authority whose main activity is to provide information in the field of labor market not only in the Czech Republic but also in the European Union, job applicants' records and job vacancies.

**WHERE:** Find general information here (in Czech, English and Russian): [https://portal.mpsv.cz/sz/zahr\\_zam/zz\\_zamest\\_cizincu](https://portal.mpsv.cz/sz/zahr_zam/zz_zamest_cizincu)

List of offices of Public employment office in Czech Republic (in Czech): <http://portal.mpsv.cz/sz/local>

**TITLE:** Job centres

**WHAT:** Various web portals offering jobs in Czech Republic

**WHERE:** Find general information here (in Czech): <http://www.helpnet.cz/zamestnavani/nabidky-prace-pro-osoby-se-zdravotnim-postizenim>; <http://www.praceprozp.cz/homepage>

**TITLE:** Temporary work employment agencies (*Pracovní agentury*)

**WHAT:** Temporary employment agency that puts in contact workers and enterprises in different branches.

**WHERE:** Find general information here (in Czech and English): <https://www.grafton.cz/en/temporary-jobs>  
<http://www.optima-recruit.cz/en/>

**TITLE:** Specialised agencies

**WHAT:** Jobs for persons with disabilities and other restrictions

**WHERE:** Find general information here (in Czech): <https://www.grafton.cz/en/temporary-jobs>, <http://www.optima-recruit.cz/en/>

##### 2.1.1 a apprenticeship

**TITLE:** Apprenticeship (*učňovské obory*)

**WHAT:** An apprenticeship is a system of training a practitioners of a trade or profession. It also enables to gain a license to practice in a regulated profession.

**WHO:** graduate elementary school

**HOW:** <http://www.msmt.cz/areas-of-work/tertiary-education>

**WHERE:** Only in Czech language: <http://www.ucebniobory.com/prehled-skol-3/>

**GOOD TO KNOW:** Apprentices spend about 30-60% of their time in companies and the rest in formal education.

#### 2.1.2 TYPES OF EMPLOYMENT

##### 2.1.2 a employment for indefinite period of time

**TITLE:** Labour contract (*Pracovní smlouva na dobu neurčitou*)



**WHAT:** The employment contract establishes an employment relationship between the employer and the employee. It is legally regulated in the Labor Code. It must always be written in writing and is usually made out in three copies: for employers, employees and district administration of state social insurance agency. In the employment contract, according to the Labor Code, must be specified: type of work, place of work, date of employment.

**WHO:** EEA and Switzerland and third-country citizens' holders of a residence permit which allows access to labour market. In order to obtain a residence permit with access to labour market you must have employment first. To look for a job, you can apply for a job-seeker visa.

**HOW:** You can ask the employer to give you the contract in advance to make sure you read it thoroughly. Once agreed, both the employer and worker should sign it.

**ATTENTION:** The employer must register you at the state insurance agency.

### 2.1.2 b flexible forms of work

**TITLE:** Labour contract (*Pracovní smlouva*)

**WHAT:** The employment contract establishes an employment relationship between the employer and the employee. It is legally regulated in the Labor Code. It must always be written in writing and is usually made out in three copies: for employers, employees and district administration of state social insurance agency. In the employment contract, according to the Labor Code, must be specified: type of work, place of work, date of employment. Type contract for certain time cannot be prolonged more than 3x3 years, later must be concluded new contract on indefinite period time! The Labour contract allows for the following forms of flexible form work: Shortened and changed working time scope (*kratší a změněná pracovní doba*), Flexible / Free working hours (*pružná / volná pracovní doba*), Homeworking, Distant working / teleworking (*práce z domova, práce na dálku*), Account of working hours (*konto pracovní doby*), Job sharing (*sdílení pracovního místa více zaměstnanci*) and Compressed working week (*stlačený pracovní týden*). EEA and Switzerland and third-country citizens' holders of a residence permit which allows access to labour market. In order to obtain a residence permit with access to labour market you must have employment first. To look for a job, you can apply for a job-seeker visa. The employer must register you at the state insurance agency.

**TITLE:** Agreement on work performance (*Dohoda o provedení práce - DPP*)

**WHAT:** You can sign up to one or more work performance agreements (DPP) with your employer. The total amount of your work may not exceed 300 hours per calendar year.

**WHO:** EEA and Switzerland and third-country citizens' holders of a residence permit which allows access to labour market. In order to obtain a residence permit with access to labour market you must have employment first. To look for a job, you can apply for a job-seeker visa. You can ask the employer to give you the contract in advance to make sure you read it thoroughly. Once agreed, both the employer and worker should sign it. The agreement on work performance it must be done in writing, otherwise it is invalid. It is usually used to perform a specific task. It must indicate how long it closes. If the scope of the planned activity exceeds 300 hours, the Agreement on work activity (*Dohoda o pracovní činnosti*) is concluded.

**TITLE:** Agreement on work activity (*Dohoda o pracovní činnosti - DPČ*)



**WHAT:** The Agreement on work activity (DPC) is negotiated mainly in the case of crowds or part-time employment. Unlike work execution agreements, the scope of work may exceed the limit of 300 hours per calendar year. On the other hand, it is not possible to exceed 20 hours a week. EEA and Switzerland and third-country citizens' holders of a residence permit which allows access to labour market. In order to obtain a residence permit with access to labour market you must have employment first. To look for a job, you can apply for a job-seeker visa. You can ask the employer to give you the contract in advance to make sure you read it thoroughly. Once agreed, both the employer and worker should sign it. The employment agreement must include: Scope of work (what you will do), working hours and how long it closes (time indefinite or indefinite).

**TITLE:** Contracts related to student work

**WHAT:** Many students work and study at the same time. Having a part-time job or summer work is very common in the Czech Republic. The students EEA and Switzerland and third-country citizens' holders of a residence permit which allows access to labour market. There are some exceptions: activities as part of exchange traineeships; students up to the age of 26, not work for more than 7 consecutive calendar days or a total of 30 days within a calendar year; secondary or tertiary professional education. Appropriate office of the Public Employment Service (*Úřad práce*), (Only in Czech): <http://portal.mpsv.cz/kontakty>. You are allowed to work while studying, but your work should not affect your studies. The permit issued is subject to the administrative fee of 500 CZK.

### 2.1.2 c self-employment

**TITLE:** Self-employment (*Podnikání*)

**WHAT:** A self-employed person is an owner of a business and earns a salary by operating a company.

**WHO:** To become a self-employed person you have to:

- ▶ Be a citizenship of an EU/EEA Member State or Switzerland or have a residence permit which allows you to settle as self-employed
- ▶ Have your residence in Czech Republic
- ▶ Be at least 18 years old
- ▶ Have a business license (*Živnostenský list*) that allows you to develop a commercial activity

**WHERE:** A trade licence application form is filed at any of the Trade Licence Offices (*Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html> or <http://www.czechpoint.cz/public/>

**GOOD TO KNOW:** Information available in English language: [www.doingbusiness.cz](http://www.doingbusiness.cz), [www.czechinvest.org](http://www.czechinvest.org).

### 2.1.2 d minimum self-employment

**TITLE:** Minimum self-employment

**WHAT:** In Czech Republic is possible to combine a self-employment activity and a non-self-employment activity. That means that you can have a part-time job (to be employed by a company which pays the social security taxes) and dedicate few hours per week to the development of your own economic activity. To develop a self-employment activity you also need to register as self-employed.

**WHO:** To become a self-employed person you have to:



- ▶ Be a citizenship of an EU/EEA Member State or Switzerland; or have a residence permit which allows you to settle as self-employed.
- ▶ Have your residence in Austria.
- ▶ Be at least 18 years old.
- ▶ Have a business license (*Gewerbeberechtigung*) that allows you to develop a commercial activity.

**HOW:** When you start the procedure to become minimum self-employed, it's important to remark that you want to develop your economic activity for a certain amount of hours per week, but not full time. The taxes that you need to pay as a self-employed will vary according the amount of hours of self-employment.

**WHERE:** A trade licence application form is filed at any of the Trade Licence Offices (*Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html> or <http://www.czechpoint.cz/public/>

**GOOD TO KNOW:** Information available in English language: [www.doingbusiness.cz](http://www.doingbusiness.cz), [www.czechinvest.org](http://www.czechinvest.org).

## 2.1.3 EMPLOYMENT OF EU/EEA CITIZENS

### 2.1.3 a Employment of EU/EEA citizens

**TITLE:** Employment of EU/EEA citizens

**WHAT:** EU/EEA citizens are entitled to look for a job, work and live in Czech without a work permit. They are also equal to Czech citizens in access to employment, working conditions and all other social and tax advantages. EU/EEA citizens can also have certain types of health and social security coverage transferred to the country of settlement.

**WHO:** EU or EEA Member State citizens.

**HOW:** You can find a job using EU job portals like EURES. In EURES you can find job offers from all over Europe classified according to different categories (field of work, country, indefinite or fixed-term contract). It's also possible to register and upload your CV to be available for employers across Europe.

**GOOD TO KNOW:** You can obtain more information here (in English): [europa.eu/youreurope/citizens/work/professional-qualifications/european-professional-card/index\\_en.htm](http://europa.eu/youreurope/citizens/work/professional-qualifications/european-professional-card/index_en.htm)

## 2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS

### 2.1.4 a single permit procedure

**TITLE:** Single permit procedure (*Jednotné povolení k pobytu a práci*)

**WHAT:** A single permit entitling its holder both to working and staying in the Czech Republic.

**WHO:** Non-EU citizen wishing to be an employed worker in the Czech Republic

**HOW:** You must apply for an employee card in person at the embassy of the Czech Republic.

**WHERE:** The embassy of the Czech Republic with the appropriate territorial jurisdiction (Czech and English): [http://www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad/index.html](http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html).

**WHEN:** Before to entering the territory of the Czech Republic.

**ATTENTION:** You can appeal a refusal to issue an employee card on the Ministry of the Interior (*Ministerstvo Vnitra*).





**GOOD TO KNOW:** (Czech and English): <http://www.mvcr.cz/mvcren/article/third-country-nationals-third-country-nationals.aspx>

#### 2.1.4 b work permits for seasonal workers

**TITLE:** Work permits for seasonal workers (*Pracovní povolení*)

**WHAT:** There is no specific scheme for seasonal workers. General rules apply. You must obtain a work permit; and a short-stay visa for the purpose of employment.

**WHO:** non-EU citizen wishing to carry out seasonal work in the Czech Republic

**HOW:** You must apply in writing to the relevant regional Labour Office of the Czech Republic (*Úřad Práce*).

**WHERE:** You must apply for a work permit at the regional Labour Office of the Czech Republic (*Úřad Práce*).

**ATTENTION:** Work permits are not required for certain categories of workers (Czech, English and Russian): [http://portal.mpsv.cz/sz/zahr\\_zam/zz\\_zamest\\_cizincu/zz\\_zvlastni#kdynepov](http://portal.mpsv.cz/sz/zahr_zam/zz_zamest_cizincu/zz_zvlastni#kdynepov).

**GOOD TO KNOW:** (English, Spanish, French, Portuguese and Arabic): [http://ec.europa.eu/immigration/what-do-i-need-before-leaving/czech-republic/worker/seasonal-worker\\_en#](http://ec.europa.eu/immigration/what-do-i-need-before-leaving/czech-republic/worker/seasonal-worker_en#)

#### 2.1.4 c work permits for workers

**TITLE:** Work permits for workers (*Povolení k zaměstnání*)

**WHAT:** Work permits may be requested by third country citizens who want to be employed in the CR for the following is purpose:

- ▶ seasonal work (for a period of 6 months in one calendar year);
- ▶ holder of a long-term residency permit for the purpose of business;
- ▶ employment for an internship;
- ▶ an applicant for international protection or under the Asylum Act;
- ▶ the posting of a third country citizens to the CR by a foreign employer on the basis of a contract;
- ▶ short-term employment of up to three months.

**WHO:** non-EU citizen wishing to work in the Czech Republic

**HOW:** The application shall include: Applier's identification; address in the country of permanent residence and postal delivery address; travel document number and name of the authority that has issued the document; future employer's identification data; type of work; place of work and the period; other data, where appropriate, required for the pursuit of employment (Only in Czech): [https://portal.mpsv.cz/sz/zahr\\_zam/tiskopisy/zc\\_o\\_povoleni\\_k\\_zamest.pdf](https://portal.mpsv.cz/sz/zahr_zam/tiskopisy/zc_o_povoleni_k_zamest.pdf).

**WHERE:** The regional office of the Labour Office (*Úřad Práce*) where the work will perform.

**WHEN:** Prior to entering the territory of the Czech Republic.

**ATTENTION:** The filing of a application for an employment permit costs CZK 500.

**GOOD TO KNOW:** (Czech, English and Russian): [https://portal.mpsv.cz/sz/zahr\\_zam/zz\\_zamest\\_cizincu/zz\\_zamest\\_ciz](https://portal.mpsv.cz/sz/zahr_zam/zz_zamest_cizincu/zz_zamest_ciz)

#### 2.1.4 d work permits for highly qualified staff

**TITLE:** Work permits for highly qualified staff

**WHAT:** To be a highly-skilled worker in the CR, you must obtain an employee card





or a Blue Card.

**WHO:** non-EU citizen wishing to work as a highly-skilled employee in the Czech Republic

**HOW:** To obtain an employee card, you must submit: a valid travel document, confirming of accommodation, 2 photographs, a contract of employment, prove of the professional qualifications, if required, an extract from the Penal Registry record (*Rejstřík trestů*), and a medical report.

**WHERE:** You must apply at the Czech embassy with the appropriate territorial jurisdiction (Czech and English): [http://www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad/index.html](http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html)

**WHEN:** Prior to entering the territory of the Czech Republic.

**GOOD TO KNOW:** (English, Spanish, French, Portuguese and Arabic):

[http://ec.europa.eu/immigration/what-do-i-need-before-leaving/czech-republic/worker/highly-qualified-worker\\_en#](http://ec.europa.eu/immigration/what-do-i-need-before-leaving/czech-republic/worker/highly-qualified-worker_en#)

#### 2.1.4 e work permit for key work force

**TITLE:** Work permit for key work force

**WHAT:** You must obtain a long-term residence permit for the purpose of key work force and a hosting agreement with an accredited institution (e.g. researcher).

**WHO:** non-EU citizen wishing to work as key work force (e.g. researcher) in the Czech Republic.

**HOW:** You must provide: travel document; the hosting agreement; a written statement from the hosting institution stating that it will cover the costs after the expiry of permit; proof of no criminal history and fulfil actual health measures – upon request.

**WHERE:** You must apply for a long-term residence permit at the embassy in your country of origin.

**WHEN:** Prior to entering the territory of the Czech Republic.

**ATTENTION:** Long-term residence permits for the purpose of key work are granted for a maximum period of two years, renewable.

**GOOD TO KNOW:** (English, Spanish, French, Portuguese and Arabic):

[http://ec.europa.eu/immigration/what-do-i-need-before-leaving/czech-republic/researcher\\_en#](http://ec.europa.eu/immigration/what-do-i-need-before-leaving/czech-republic/researcher_en#)

#### 2.1.4 f work permits for family members

**TITLE:** Work permits for family members

**WHAT:** If you hold a long-term residence permit or have a permanent or long-term residence status and have been living in the CR for at least 15 months, you can apply for family reunification.

**WHO:** Family member of non-EU citizen living in the Czech Republic

**HOW:** You shall submit the following: travel document; proof of the family relationship; sufficient financial resources or consent to cover the expenses of the stay and return; proof of accommodation; photographs; no criminal history and a medical report – upon request.

**WHERE:** Applications shall be submitted to a Czech embassy in the country of origin or to the relevant Ministry of the Interior (*Ministerstvo Vnitra*) office if the family member is already staying in the CR.

**ATTENTION:** The duration of your residence permit will be equal to your sponsor's



permit.

**GOOD TO KNOW:** (English, Spanish, French, Portuguese and Arabic):

[http://ec.europa.eu/immigration/what-do-i-need-before-leaving/czech-republic/family-member\\_en#](http://ec.europa.eu/immigration/what-do-i-need-before-leaving/czech-republic/family-member_en#)

#### 2.1.4 g Blue Card

**TITLE:** Blue card (BC) (*Modrá karta*)

**WHAT:** A blue card issued by the CR constitutes a long-term stay permit for the purpose of employment in the CR in special cases. A third country citizen holding a BC may reside in the CR and work in the job for which the BC was issued, or change that job under the conditions defined.

**WHO:** The blue card is for third country citizens.

**HOW:** You will still need to go through several stages:

1. Find an available job,
2. Contact your future employer,
3. Submit an application,
4. Come to the Czech Republic

(Czech, English, French, Spanish and Russian): [https://portal.mpsv.cz/sz/zahr\\_zam/modka/ciz#jakziskat](https://portal.mpsv.cz/sz/zahr_zam/modka/ciz#jakziskat)

**WHERE:** The relevant embassy of the CR / Internet: (Czech, English, French, Spanish and Russian): [https://portal.mpsv.cz/sz/zahr\\_zam/modka/form](https://portal.mpsv.cz/sz/zahr_zam/modka/form)

### 2.1.5 WORK ACCIDENTS AND INJURIES

#### 2.1.5 a work injuries benefits

**TITLE:** Treatment of work injuries

**WHAT:** Work-related injury: Damage to health or death of an employee. Occupational disease: Arises during the exercise of a given profession. Another injury: The violation of legislation / intentional acts against best practice. Benefits: Claim for compensation of lost earnings. Compensation for pain and more difficulty with future employment in society. Claim for reimbursing justified costs related to treatment. Compensation for material damages (e.g. broken glasses or car used). In case of death – claim for compensating the costs of a funeral, living costs of the bereaved and a one-time compensation. Information available in Czech language only: <http://www.pracovni-uraz.cz>

**TITLE:** Medical and professional rehabilitation measures (*Léčba pracovních úrazů*)

**WHAT:** The aim is to eliminate accident-related injuries or to prevent their aggravation. It intends to help the patient to go back to work. The insurance company will evaluate the gravity of the injury based on the treating doctor's evaluation and provide rehabilitation according to the needs of the injured person. Medical assistance, medicines, medical aids (such as wheelchairs, prostheses), and hospitalization may be provided free of charge.

The rehabilitation can be done at the accident hospital that initially admitted you or you might be transferred to other professional centres depending on the seriousness of the injuries.

**TITLE:** Financial support



**WHAT:** In the case of an accident at work, you are entitled to the following financial assistance: pain, loss of earnings, treatment costs, permanent consequences etc.

If an accident at work results in death, the survivors have extensive claims for damages. Employees should apply their claims as soon as possible after their creation and preferably in written form. However, the employer should not wait until the accountability is exercised, but the method and amount of compensation should be dealt with on his own initiative and without unnecessary delay after his / her creation. Information available in Czech language only: <http://www.pracovni-uraz.cz>

### 2.1.5 b treatment of work injuries

**TITLE:** Treatment of work injuries

**WHAT:** If a person is injured, the procedure to get medical and other types of aid:

**STEP 1:** Inform your employee what happened.

**STEP 2:** Go to the nearest accident hospital or doctor (*Nemocnice, Poliklinika*). If you can't go on your own, call the emergency number (112) or call directly an ambulance (155 - *záchranná služba*).

**STEP 3:** Document what happened with help of witnesses, photographs. Your employee is obliged to register the injury.

**GOOD TO KNOW:** You have to notify the employer immediately if there's:

- ▶ A work accident
- ▶ Any event that almost leads to an work accident
- ▶ Threat to your safety and health
- ▶ Defect in the protective system

The employer has to notify a labour inspector if there is a death or serious injury at a work. Information available in Czech language only: <http://www.pracovni-uraz.cz>

## 2.1.6 RETIREMENT AND PENSIONS

### 2.1.6 a old-age retirement

**TITLE:** Old-age retirement (*Starobní důchod*)

**WHAT:** A condition for entitlement to old-age pension is accumulation of the required period of insurance and attainment of the stipulated age (65 years of age).

**WHO:** Insured person 65 years of age and accumulate the required period of insurance (35 years).

**HOW:** An application shall be executed by the applicant in cooperation with the The district social security administration (DSSA) (*Správa sociálního zabezpečení*).

**WHERE:** The district social security administration (DSSA), (Czech, French, English and German): <http://www.cssz.cz/en/contacts>.

**WHEN:** The application shall be submitted four months at the earliest before the date on which the person applying for the pension requests the benefits to be granted.

**GOOD TO KNOW:** (Czech, French, English and German): <http://www.cssz.cz/en/pension-insurance/old-age-pension.htm>

### 2.1.6 b widow(er) pension



**TITLE:** Widow(er) pension (*Vdovský důchod*)

**WHAT:** A widow(er) is entitled to a widow(er)'s pension if her/his spouse received a pension or fulfilled the insurance period on the date of his (her) death.

**WHO:** Widow(er)'s pension is granted in the case of a husband's/ wife's death.

**HOW:** The conditions for the eligibility for a widow's or widower's pension one year after the death of a spouse are caring for a child, own parent or the parent of the deceased spouse, reaching an age of at least 4 years below the retirement age.

**WHERE:** The district social security administration (*Správa sociálního zabezpečení*) (Czech, French, English and German): <http://www.cssz.cz/en/contacts>.

**WHEN:** The application shall be submitted after the death of spouse.

**GOOD TO KNOW:** (Czech, French, English and German): <http://www.cssz.cz/en/pension-insurance/widows-and-widowers-pension.htm>

#### 2.1.6 c orphan pension

**TITLE:** Orphan pension (*Sírotčí důchod*)

**WHAT:** Orphan's pension is granted only to a dependent child (it means child to the end of compulsory schooling, and then, not later than the age of 26, if he studies or is ill so that he can not work) in the case of death of his/her parent.

**WHO:** An orphan.

**HOW:** A dependent child shall be entitled to the orphan pension, provided either parent (adoptive parent), or person, who took the child in foster care has died.

**WHERE:** The district social security administration (*Správa sociálního zabezpečení*) (Czech, French, English and German): <http://www.cssz.cz/en/contacts>.

**WHEN:** The application shall be submitted after the death of parents.

**GOOD TO KNOW:** The amount of the pension consists of a basic assessment and a percentage assessment.

#### 2.1.6 d voluntary retirement insurance

**TITLE:** Voluntary retirement insurance (*Dobrovolné důchodové pojištění*)

**WHAT:** Voluntary participation is possible for individuals who are 18 years old or older. The insurance is equivalent to voluntary supplementary insurance. It's a possibility for people who would like to increase their future pension by paying a supplementary amount to the private pension fund every month.

**WHO:** Individuals over 18 years of age who submitted a voluntary insurance coverage registration.

**HOW:** The district social security administration (*Správa sociálního zabezpečení*) accepts applications and keeps records of voluntary pension insurance coverage.

**WHERE:** The appropriate DSSA (*Správa sociálního zabezpečení*) for the place of permanent residence (Czech, French, English and German): <http://www.cssz.cz/en/contacts>.

**WHEN:** Individuals over 18 years of age.

**GOOD TO KNOW:** (Czech, French, English and German):

<http://www.cssz.cz/en/pension-insurance/voluntary-participation-in-pension-insurance.htm>

#### 2.1.6 e early retirement

**TITLE:** Early retirement (*Předčasný důchod*)

**WHAT:** The basic condition for entitlement to an early old-age pension is



accumulation of the required period of insurance 35 years.

**WHO:** Insured individuals who accumulate the required period of insurance.

**HOW:** The entitlement to this pension then depends on reaching the age of retirement.

**WHERE:** The appropriate DSSA (*Správa sociálního zabezpečení*) for the place of permanent residence (Czech, French, English and German): <http://www.cssz.cz/en/contacts>.

**WHEN:** Four months at the earliest before the date on which the person applying for the pension requests the benefits to be granted.

**GOOD TO KNOW:**

<http://www.cssz.cz/en/pension-insurance/old-age-pension.htm>

#### 2.1.6 f retirement pension for refugees

**TITLE:** Retirement pension for refugees (*Starobní důchod pro uprchlíky*)

**WHAT:** The refugee is entitled to a retirement pension if accumulate the required period of insurance 35 years in the CR or in a country of origin with which has CR conclude international treaty.

**WHO:** Insured individuals who accumulate the required period of insurance.

**HOW:** An application for the granting of pension insurance benefits shall be executed by the applicant in cooperation with the district social security administration.

**WHERE:** The appropriate DSSA (*Správa sociálního zabezpečení*) for the place of permanent residence (Czech, French, English and German): <http://www.cssz.cz/en/contacts>.

**WHEN:** Four months at the earliest before the date on which the person applying for the pension requests the benefits to be granted.

**ATTENTION:** If you do not accumulate the required period of insurance you can only have a right to benefits of State Social Support (*Státní sociální podpora*) and Assistance in Material Need (*Pomoc v hmotné nouzi*).

**GOOD TO KNOW:** (Czech and English): <http://www.mvcr.cz/mvcren/article/integration-of-recognized-refugees-913320.aspx>

#### 2.1.6 g compensations for funeral expenses

**TITLE:** Funeral allowance (*Pohřebné*)

**WHAT:** The funeral allowance is a one-off payment to a person who has arranged for the funeral.

**WHO:** A person who has arranged for the funeral. The person who carried out the funeral allowance is entitled to the funeral of the child or to the person who was the parent of the child on the condition that the deceased person (with the exception of the stillborn child) had permanent residence on the territory of the Czech Republic on the day of death.

**HOW:** Applications for state social support benefits (e.g. Funeral grant) are available from (Czech): <http://forms.mpsv.cz/sspforms/> or (Czech): <http://portal.mpsv.cz/ssp/elforms>.

**WHERE:** The appropriate Regional Branches of the Labour Office (*Úřad Práce*)  
Dobrovského 1278/25  
170 00 Praha 7  
Tel.: + 420 950 180 111



Email: [posta@uradprace.cz](mailto:posta@uradprace.cz)

(Czech): <http://portal.mpsv.cz/soc/ssp/local>.

**WHEN:** The application shall be submitted after the death of person.

**ATTENTION:** Entitlement to the payment expires one year as of the date to which the benefit applies.

**GOOD TO KNOW:** The amount of the funeral allowance is a fixed sum 5,000 CZK (200 EUR in 2017). (Czech and English): <http://www.mpsv.cz/en/1603>

## 2.1.7 UNEMPLOYMENT

### 2.1.7 a unemployment/job seeking of third country citizens

**TITLE:** Unemployment of third country nationals

**WHAT:** Third country citizens with long-term residence permit do have right to get unemployment benefits.

**WHO:** Third country nationals – a job seeker.

**HOW:** You must request for unemployment support on appropriate regional Labour office (*Úřad Práce*) (Czech): <http://portal.mpsv.cz/forms>.

**WHERE:** The appropriate regional Labour office (*Úřad Práce*) (Czech): <http://portal.mpsv.cz/kontakty>.

**WHEN:** After losing a job.

**ATTENTION:** They need to have acquired at least 12 months of pension insurance in last two years and their previous contract was not finished due to serious violation of employee's responsibilities.

**GOOD TO KNOW:** For foreigners with permanent residence, asylum or subsidiary protection, the unemployment benefits are available under the same conditions as for Czech citizens.

### 2.1.7 b unemployment/job seeking of EU citizens

**TITLE:** unemployment of EU citizens

**WHAT:** EU citizens who do have right to get unemployment benefits.

**WHO:** EU citizens – a job seeker.

**HOW:** You must request for unemployment support on appropriate regional Labour office (*Úřad Práce*) (Czech): <http://portal.mpsv.cz/forms>.

**WHERE:** The appropriate regional Labour office (*Úřad Práce*) (Czech): <http://portal.mpsv.cz/kontakty>.

**WHEN:** After losing a job.

**ATTENTION:** They need to have acquired at least 12 months of pension insurance in last two years and their previous contract was not finished due to serious violation of employee's responsibilities.

**GOOD TO KNOW:** For foreigners with permanent residence, asylum or subsidiary protection, the unemployment benefits are available under the same conditions as for Czech citizens.

### 2.1.7 c unemployment support

**TITLE:** Unemployment support (*Podpora v nezaměstnanosti*)

**WHAT:** A job seeker can apply for unemployment support. S/he must meet the basic condition: who has obtained a pension insurance period under a special legal regulation of at least 12 months prior to the inclusion in the register of





jobseekers by employment or other gainful activity.

**WHO:** A job seeker.

**HOW:** You must fill in two forms: an application for employment assistance (*Žádost o zprostředkování zaměstnání*) and an application for unemployment benefits (*Žádost o podporu v nezaměstnanosti*), if applicable (Czech): <http://portal.mpsv.cz/forms>.

Steps how to request (Czech): <http://portal.mpsv.cz/sz/obcane/formulareobcana>.

**WHERE:** The appropriate regional Labour office (*Úřad Práce*) (Czech): <http://portal.mpsv.cz/kontakty>.

**WHEN:** At any time after the end of your employment, but if you do so in 3 business days, you will be registered as of immediately following the termination of the employment, with no gap.

**ATTENTION:** Support cannot be provided to beneficiaries of old age pension.

**GOOD TO KNOW:** For the first three months the amount of the support is 50 % of the previous income, 45 % for the next three months. The amount of the support will be 60 % during the period of retraining.

#### 2.1.7 d other unemployment support

**TITLE:** Health insurance (*Zdravotní pojištění*)

**WHAT:** State pay health insurance during registering as unemployed. Health insurance is fully paid by the state only at the time of registration at the Labour office (*Úřad Práce*). You must be registered at the Labour office (*Úřad Práce*) to be covered by health insurance (Czech): [http://www.cssz.cz/cz/casopis-narodni-pojisteni/archiv-vydanych-cisel/clanky/zdravotni\\_pojisteni\\_a\\_urad\\_prace.htm](http://www.cssz.cz/cz/casopis-narodni-pojisteni/archiv-vydanych-cisel/clanky/zdravotni_pojisteni_a_urad_prace.htm)

**WHERE:** The appropriate regional Labour office (*Úřad Práce*) (Czech): <http://portal.mpsv.cz/kontakty>.

**TITLE:** The right to extra earnings

**WHAT:** At the time of registering a person at the Labour office (*Úřad Práce*) extra earnings may not exceed half the minimum wage (*Minimální mzda*) and take up more than 20 hours a week. Minimum wage (*Minimální mzda*) is now 11 thousand CZK (440 EUR in 2017). Actual information about minimum wage at (Czech): <http://www.mpsv.cz/cs/870>

**WHERE:** Contact your employer.

**TITLE:** Retraining (*Rekvalifikace*)

**WHAT:** The Labour office (*Úřad Práce*) can offer retraining if this is essential for the job seeker's future employment. The amount of retraining aid is 60% of the average monthly net earnings earned by the job seeker in his last job. You must be registered at the Labour office (*Úřad Práce*) (Czech): <https://portal.mpsv.cz/sz/obcane/rekvalifikace>

**WHERE:** The appropriate regional Labour office (*Úřad Práce*) (Czech): <http://portal.mpsv.cz/kontakty>

Labour Office (*Úřad Práce*)

Dobrovského 1278/25

170 00 Praha 7

Tel.: + 420 950 180 111

Email: [posta@uradprace.cz](mailto:posta@uradprace.cz)





(Czech): <http://portal.mpsv.cz/soc/ssp/local>.

### 2.1.7 e state's unemployment schemes

**TITLE:** State's unemployment schemes

**WHAT:** Active labour market policies (*Aktivní politika zaměstnanosti*) (ALMPs).

Part of the state employment policy is to support the creation of new jobs by providing employers with contributions to the employment of jobseekers, as well as to candidates themselves. These are in particular the following measures (instruments) of active employment policy: retraining, investment incentives, public works, socially meaningful jobs, contribution for incorporation and contribution to the transition to a new business program. Part of the active employment policy is also counseling.

**WHO:** Jobseekers and employers.

**HOW:** Retraining, Investment incentives, Community service, Socially beneficial jobs, Contribution to the introduction of worker and upon a switch to a new business programme.

**WHERE:** Labour Office (*Úřad Práce*)

Dobrovského 1278/25

170 00 Praha 7

Tel.: + 420 950 180 111

Email: [posta@uradprace.cz](mailto:posta@uradprace.cz)

Ministry of Labour and Social Affairs (*Ministerstvo práce a sociálních věcí*)

Na Poříčnickém právu 1/376

128 01 Praha 2

Tel.: + 420 950 191 111

Email: [posta@mpsv.cz](mailto:posta@mpsv.cz).

(Czech and English): <http://www.mpsv.cz/en/1604#almp>

### 2.1.8 CAREER COUNSELING

#### 2.1.8 a National Employment service's programmes and other State body programmes

**TITLE:** The Ministry of Labour and Social Affairs (*Ministerstvo práce a sociálních věcí*)

**WHAT:** Active labour market policies (*Aktivní politika zaměstnanosti*). Retraining, Investment incentives, Community service, Socially beneficial jobs, Contribution to the introduction of worker and upon a switch to a new business programme.

**WHERE:** Ministry of Labour and Social Affairs (*Ministerstvo práce a sociálních věcí*)  
(English): [http://portal.mpsv.cz/sz/zahr\\_zam/prociz/vmciz](http://portal.mpsv.cz/sz/zahr_zam/prociz/vmciz)

**TITLE:** The Labour office (*Úřad práce*)

**WHAT:** Active labour market policies (*Aktivní politika zaměstnanosti*). The Labor Office of the Czech Republic is an administrative authority that performs tasks in the area of employment, the area of protection of employees in the event of the insolvency of the employer and in the field of state social support.



**WHERE:** Labour office (*Úřad Práce*), employers and other institutions (Czech, English, German, French, Spanish, Ukrainian and Russian) : <https://portal.mpsv.cz/sprava/multilang> and [http://portal.mpsv.cz/sz/obcane/zpr\\_prace](http://portal.mpsv.cz/sz/obcane/zpr_prace)

### 2.1.8 b private initiatives and CSOs/NGOs

**TITLE:** People in need (*Člověk v tísní*)

**WHAT:** Social integration and career counselling.

**WHERE:** Various places all over the Czech Republic. (English and Czech): <https://www.clovekvtisni.cz>

Šafaříkova

120 00 Praha 2

Tel.: + 420 226 200 400

Email: [mail@clovekvtisni.cz](mailto:mail@clovekvtisni.cz)

**TITLE:** The Centre for Integration of Foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Social and career counselling.

**WHERE:** Various places all over the Czech Republic. (English and Czech): <http://www.cicpraha.org/en/socialni-poradenstvi/kontakty-socialniho-poradenstvi.html>

Pernerova 32,

186 00 Praha 8 – Karlín

Tel.: + 420 222 360 452

Email: [info@cicpraha.org](mailto:info@cicpraha.org)

**TITLE:** Centre for the Support of the Integration of Foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social consulting and outreach programmes.

**WHERE:** Various places all over the Czech Republic.

(Czech, English, Mongolian, Vietnamese and Russian): <http://www.integracnicentra.cz/PoskytovaneSluzby/PoradenskaAIInformacniCinnost.aspx>

Lhotecká 7

143 01 Praha 12

Tel.: +420 252 543 846

Email: [jvesecky@suz.cz](mailto:jvesecky@suz.cz)

## 2.1.9 WORKERS RIGHTS

### 2.1.9 a overview of most important workers' rights according to national legislation

**TITLE:** Overview of most important workers' rights

**WHAT:**

- ▶ The employer is required to pay for you social insurance (*sociální pojištění*). It comprises health insurance entitling you to sick pay (*nemocenská*), for pension insurance (*penzijní pojištění*).
- ▶ The employer is required to pay health insurance (*zdravotní pojištění*). The health insurance rate for an employer is 9 %, an employee pays 4.5 %, amounting to a total of 13.5% of gross wages.
- ▶ When employed, you have the right to equal treatment as other staff and you must not be discriminated against by anyone.



- ▶ Working time 40 hours per week.
- ▶ Working hours and rest a break at least 30 minutes at work for food and rest after a maximum of 6 hours of uninterrupted work.
- ▶ Holiday per year are 20 days.
- ▶ Trial period is max. 3 or 6 months.
- ▶ For termination of contract are valid statutory rules in case of employment termination and notice period (minimum of 2 months).
- ▶ Minimum monthly wage in the CR is 11.000 CZK.
- ▶ Maternity leave (*mateřská*) for persons who have lost their income due to pregnancy, childbirth and subsequent child care, lasts 28 weeks.
- ▶ Maternity allowance (*rodičovský příspěvek*) starts after maternity leave and may last until 3 years of the child. For some foreigners, the law requires you to stay in the CR for an uninterrupted period of one year.
- ▶ Sick leave (*nemocenská*), sickness benefits when in temporarily incapable of work due to sickness, pregnancy, maternal responsibilities, or when must take care of a family member. Foreigners are required to pay sickness insurance premiums.

**WHERE:** More information at Czech Chamber of Commerce (*Česká hospodářská komora*) Na Florenci 2116/15

110 00 Praha 1

Tel.: +420 266 721 300

Email: [office@komora.cz](mailto:office@komora.cz)

(in Czech and English): <http://www.komora.cz/>

## 2.1.10 LABOUR EXPLOITATION

### 2.1.10 a list of the most common labour exploitation examples

**TITLE:** list of the most common labour exploitation examples

**WHAT:**

- ▶ Lack of information about work. You have no proper information about work, wage, health insurance etc.
- ▶ Illegal work. You have no statutory protection and insurance.
- ▶ No employment insurance. You have limited access to health care and sick or injury protection.

**WHERE:** More information at State Labour Inspection Authority (*Státní úřad inspekce práce*)

Kolářská 451/13

746 01 Opava

Tel.: +420 950 179 101

Email: [opava@suip.cz](mailto:opava@suip.cz)

(in Czech and English): <http://www.suip.cz/english-documents/>, European agency for Safety and Health at Work (in English) <https://osha.europa.eu/en/about-eu-osha/national-focal-points/czech-republic> and La Strada (Czech, English, Romanian, Russian, Vietnamese and Bulgarian): <http://www.strada.cz/en/looking-for-help>.



## 2.1.11 REGULATED PROFESSIONS

### 2.1.11 a regulated professions

**TITLE:** Regulated professions (*Uznání odborné kvalifikace*)

**WHAT:** A profession is regulated if you have to hold a specific degree, do special exams, or register with a professional body before you can practise it.

**WHO:** Citizen of any member state of the EU, EEA and Switzerland.

**HOW:**

1. Obtain the application form (Czech): <http://www.businessinfo.cz/cs/online-nastroje/formulare/uznani-odborne-kvalifikace-120.html>
2. Fill in the application and submit the requested documents.
3. The filled-in application form must be submitted to the competent recognition authority.

**WHERE:** (English): [https://uok.msmt.cz/uok/ru\\_list.php?lang=en&dl=en](https://uok.msmt.cz/uok/ru_list.php?lang=en&dl=en)

**ATTENTION:** Within EU and EEA countries only.

**GOOD TO KNOW:** Ministry of Education, Youth and Sports (*Ministerstvo školství, mládeže a tělovýchovy*)

Karmelitska 7

118 12 Prague 1

Tel.: +420 234 811 579

Email: [qualifications@msmt.cz](mailto:qualifications@msmt.cz)

(Czech and English): <http://www.msmt.cz/eu-and-international-affairs/uzitecne-kontakty-odkazy-a-dokumenty>

## 2.2 BUSINESS

### 2.2.1 PLANNING BUSINESS

#### 2.2.1 a legal forms of business enterprise

**TITLE:** Sole entrepreneur (*Živnost*)

**WHAT:** Sole entrepreneur is a continuous business activity run independently, on its own behalf and on its own responsibility for profit. A person or legal person who want to operate a trade must obtain a trade license (*živnostenský list*) for the activity in question.

**WHERE:** At all Trade License Office (*Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html>.

**TITLE:** Limited Liability Company (*Společnost s ručením omezeným (s.r.o.)*)

**WHAT:** Limited Liability Company (*Společnost s ručením omezeným (s.r.o.)*) is the legal structure for a private limited company in the Czech Republic. The company is responsible for violating its obligations with its entire property.

**WHERE:** The company established upon entry in the Commercial Register (*Obchodní Rejstřík*): (Only in Czech): <https://or.justice.cz/ias/ui/podani>

**TITLE:** Joint Stock Company (*Akciová společnost (a.s.)*)

**WHAT:** The joint stock company (*Akciová společnost (a.s.)*) is a legal entity. It belongs to a group of capital companies. The joint-stock company can also be



founded by one founder. Establishing a company means signing a founding covenant or a founding charter. The minimum registered capital is set at CZK 2,000,000.

**WHERE:** Only in Czech: <http://www.akciovaspolecnost.com/>

**TITLE:** Unlimited Partnership (*Veřejná obchodní společnost (v.o.s.)*)

**WHAT:** Unlimited Partnership (*Veřejná obchodní společnost (v.o.s.)*) is a company of at least two persons involved in its business or management of its assets and is liable for its debts jointly and severally. Companion cannot be the one whose property was in the last 3 years declared bankrupt. Before a company is established, a social contract must be signed. The company is established only on the date of entry in the Commercial Register (*Obchodní Rejstřík*).

**WHERE:** The company established upon entry in the Commercial Register (*Obchodní Rejstřík*): (Only in Czech): <https://or.justice.cz/ias/ui/podani>

**TITLE:** Limited Partnership Partnership (*Komanditní společnost (k.s.)*)

**WHAT:** Limited Partnership Partnership (*Komanditní společnost (k.s.)*) is a substantially mixed trading company that includes the elements of an unlimited partnership (*Veřejná obchodní společnost (v.o.s.)*) and a limited liability company (*Společnost s ručením omezeným (s.r.o.)*). There must be at least two people, including Commanders (*komandista*) and Complementarians (*kompletáři*), to set up a limited partnership.

**WHERE:** The company established upon entry in the Commercial Register (*Obchodní Rejstřík*): (Only in Czech): <https://or.justice.cz/ias/ui/podani>

**TITLE:** Cooperative (*Družstvo*)

**WHAT:** Cooperative (*Družstvo*) is a community of uncommitted number of people established for the purpose of mutual support of its members or third parties, possibly for the purpose of doing business. Cooperative must have at least 3 members. When setting up a cooperative, it is necessary to lay down statutes that are valid for the duration of its existence.

**WHERE:** Only in Czech: <http://business.center.cz/business/pravo/formypodn/druzstvo/>

**TITLE:** Social Cooperative (*Sociální družstvo*)

**WHAT:** Social Cooperative (*Sociální družstvo*) is a cooperative that continuously develops community-based activities aimed at promoting social cohesion for the purpose of labor and social integration of disadvantaged persons into society, with priority being given to meeting local needs and using local resources according to the place of residence and the competence of the social cooperative, especially in the field of job creation, And health, education, housing and sustainable development.

**WHERE:** Only in Czech: <http://business.center.cz/business/pojmy/p2690-socialni-druzstvo.aspx>

## 2.2.1 b plan your business

**TITLE:** Plan your business

**WHAT:** First of all, it is essential to choose a type of corporation that is convenient to the business plan or preferences of the founders.



**STEP 1:** First thoughts

- ▶ What are my personal goals?
- ▶ What are my technical capabilities?
- ▶ Do I have a business licence (*Živnostenský list*)?
- ▶ Is there a market for my idea?
- ▶ Which business structure is appropriate?
- ▶ Do I need employees? Where will this business be located?
- ▶ What investments will be needed?
- ▶ Do I need facility permits from the authorities?

**STEP 2:** A Business plan is a written company concept. It contains all the steps you plan to implement. The business plan includes:

- ▶ Executive Summary
- ▶ Company description
- ▶ Product/services description
- ▶ Marketing and communication
- ▶ Strategy and implementation
- ▶ Organization and management team
- ▶ Financial plan and projections

**STEP 3:** Marketing and market

- ▶ Analyse the situation: concentrate in internal and external conditions. Do SWOT analysis.
- ▶ Objectives and strategies: based on the analysis of the situation, you can define the marketing objectives. Set clear goals. Don't aim for only one goal.
- ▶ Plan and implement measures: once marketing strategy is defined, you have to consider the ways how to achieve your goals.

**STEP 4:** Funding

- ▶ Own capital:
  - Own money: resources, bank deposit, credits,
  - Own resources (what you can do yourself)
  - Informal donors (relatives, friends...)
  - Business angels
  - Crowdfunding
  - Venture Capital
  - Initial public offering
- ▶ Outside capital:
  - Bank
  - Investment loan
  - Bank guarantee

**GOOD TO KNOW:** Information available in English language: [www.doingbusiness.cz](http://www.doingbusiness.cz), [www.czechinvest.org](http://www.czechinvest.org).

**2.2.1 c business incubators**

**TITLE:** Business incubators (*Podnikatelské inkubátory*)

**WHAT:** The incubation is possibility for supporting the establishment and



development of businesses.

**WHO:** For innovative businesses, particularly small and medium-sized enterprises.

**HOW:** Support is provided mostly in the form of favourable rental of office and preferentially priced consulting services, training, retraining and other services.

**WHERE:** Czech Invest

Štěpánská 15

120 00 Praha

Tel.: +420 296 342 579

Email: [fdi@czechinvest.org](mailto:fdi@czechinvest.org)

(Czech, English, German, Japanese, Korean and Chinese): <http://www.czechinvest.org/en/incubators>

**ATTENTION:** A lease agreement is usually concluded for a period of three years.

## 2.2.2 SETTING UP BUSINESS

### 2.2.2 a setting up a private limited company/unlimited company

**TITLE:** Setting up a private limited company/unlimited company

**WHAT:** Czech law enables foreigners (not valid for asylum seekers and undocumented migrants) to conduct trade activities under the same conditions and to the same extent as Czech entrepreneurs. Detailed summary how to set up a new private limited company/unlimited company in Czech Republic:

**STEP 1:** Check the uniqueness of the company's name (Czech): <https://or.justice.cz/ias/ui/rejstrik>

**STEP 2:** Notarize Articles of Association and Lease Agreement

(Czech): <http://www.justice.cz/Justice2/Soud/soud.aspx?o=197&j=207&k=1970&d=351780>

**STEP 3:** Obtain confirmation of the administrator of the capital contribution, along with the confirmation of the bank that the capital contribution is held in the company's special bank account (Czech and English): [https://apl.cnb.cz/apljerrsdad/JERRS.WEB07.INTRO\\_PAGE?p\\_lang=en](https://apl.cnb.cz/apljerrsdad/JERRS.WEB07.INTRO_PAGE?p_lang=en)

(Czech): <http://www.czechpoint.cz/public/>

**STEP 5:** Register in the Business Registry of the Regional Commercial Court through a notary

(Czech): <http://www.justice.cz/Justice2/Uvod/Soudy.aspx>

**STEP 6:** Register for taxes, social security and for health insurance:

Tax Office (*Finanční Úřad*) (Czech and English): <http://www.financnisprava.cz/en/e-tax>, Social Security Administration (*Správa sociálního zabezpečení*)

(Czech and English): <http://www.cssz.cz/en/forms>, Health Insurance companies (*Zdravotní pojišťovny*) [http://www.mzcr.cz/Cizinci/obsah/health-insurance-companies\\_2652\\_23.html](http://www.mzcr.cz/Cizinci/obsah/health-insurance-companies_2652_23.html).

**WHERE:** At the relevant regional, district or local authority.

**GOOD TO KNOW:**

(in English): <http://www.doingbusiness.org/data/exploreeconomies/czech-republic/starting-a-business>

### 2.2.2 b self-employed business and/or trade licence

**TITLE:** Self-employed business and/or trade licence





**WHAT:** A trade licence / business licence (*živnostenský list*) allows its holder to work in the CR on a self-employed basis i.e. as an independent contractor/freelance worker without a working contract (English): <https://www.mpo.cz/en/business/licensed-trades/guide-to-licensed-trades/>

**STEP 1:** A trade licence application form is filed at any of the Trade Licence Offices (*Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html> or <http://www.czechpoint.cz/public/>

**STEP 2:** Select trades that are relevant for focus of your work.

**STEP 3:** Prepare the following documents: passport, confirmation of a business seat, a criminal record check. Registration fee is 1 000 CZK. A trade licence is usually issued within 15 days (the authority has 30 days).

**STEP 4:** Register for taxes, social security and for health insurance.

**WHERE:** At all Trade License Office (*Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html>.

**ATTENTION:** Who is eligible: You must be at least 18 years, to be legally able to enter into a contract.

### 2.2.2 c setting up a social enterprise

**TITLE:** Setting up a social enterprise (*sociální podnikání*)

**WHAT:** Social enterprise means business activities beneficial for the society and the environment. When setting up a social enterprise, it is important to make a decision on which legal form you choose: Business Companies, Social Co-operative, Benevolent Society, Institute, Church Corporation, Unincorporated Association.

**GOOD TO KNOW:** (Czech): <http://www.ceske-socialni-podnikani.cz/en/kdo-poradi/poradenske-organizace>

### 2.2.2 d applying for specialised statuses

**TITLE:** Applying for specialised statuses

**WHAT:** Special statuses (farmers, artist, authors) belong to freelancers, (*OSVČ – osoby samostatně výdělečně činné*). As farmer you must register to Register of agricultural entrepreneurs (*Evidence zemědělských podnikatelů*) (Czech and English): <http://eagri.cz/public/web/mze/farmar/EZP/> to relevant local authority.

**STEP 1:** A application form is filed at any of the Trade Licence Offices *Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html>

**STEP 2:** Prepare the following documents: passport, confirmation of a business seat, a criminal record check. Registration fee is 1 000 CZK. A registration is usually issued within 15 days.

**STEP 3:** Register for taxes, social security and for health insurance.

**WHERE:**

At all Trade License Office *Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html>.

**GOOD TO KNOW:**

(Czech and English): <http://eagri.cz/public/web/mze/farmar/EZP/formulare-k-podani/>

### 2.2.2 e obtaining digital certificates for citizens

**TITLE:** Obtaining digital certificates for citizens

**WHAT:** You can use a digital certificate/electronic signature as individual.



Electronic signature you can use for: electronic communication with the state administration - regional, municipal and municipal authorities; submission of the VAT return; applications for social benefits; submission of applications for EU subsidies; applications and sickness insurance applications; submission of the income and expenditure report to the self-employed; electronic communication with health insurance companies; electronic signature of emails; electronic signing of invoices and other PDF documents; submission of the pension sheet; electronic communications with the Securities Commission; submission of the property tax return and submission of road tax admission.

**GOOD TO KNOW:** Information available in English language: <http://www.mvcr.cz/mvcren/article/electronic-signature-773488.aspx?q=Y2hudW09Mw%3d%3d>

#### 2.2.2 f obtaining digital certificates for business

**TITLE:** Obtaining digital certificates for business

**WHAT:** If you are the authorized person of a legal entity, founder of a legal entity or any of its parties that is required to own and use a digital certificate/electronic signature. Electronic signature you can use for: Electronic communication with the state administration - regional, municipal and municipal authorities; submission of the VAT return; applications for social benefits; submission of applications for EU subsidies; applications and sickness insurance applications; submission of the income and expenditure report to the self-employed; electronic communication with health insurance companies; electronic signature of emails; electronic signing of invoices and other PDF documents; submission of the pension sheet; electronic communications with the Securities Commission; submission of the property tax return and submission of road tax admission.

**GOOD TO KNOW:** Information available in English language: <http://www.mvcr.cz/mvcren/article/electronic-signature-773488.aspx?q=Y2hudW09Mw%3d%3d>

#### 2.2.2 g self-employed business and/or trade licence

**TITLE:** Self-employed business and/or trade licence

**WHAT:** A trade licence / business licence (*živnostenský list*) allows its holder to work in the CR on a self-employed basis i.e. as an independent contractor/freelance worker without a working contract (English): <https://www.mpo.cz/en/business/licensed-trades/guide-to-licensed-trades/>

**STEP 1:** A trade licence application form is filed at any of the Trade Licence Offices (*Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html> or <http://www.czechpoint.cz/public/>

**STEP 2:** Select trades that are relevant for focus of your work.

**STEP 3:** Prepare the following documents: passport, confirmation of a business seat, a criminal record check. Registration fee is 1 000 CZK. A trade licence is usually issued within 15 days (the authority has 30 days).

**STEP 4:** Register for taxes, social security and for health insurance.

**WHERE:** At all Trade License Office (*Živnostenský úřad*) (English): <http://www.rzp.cz/eng/index.html>.

**ATTENTION:** Who is eligible: You must be at least 18 years, to be legally able to enter into a contract.

#### 2.2.2 h setting up a partnership (OG) or a limited partnership (KG)

**TITLE:** Limited Partnership Partnership (*Komanditní společnost (k.s.)*)



**WHAT:** Limited Partnership Partnership (*Komanditní společnost (k.s.)*) is a substantially mixed trading company that includes the elements of an unlimited partnership (*Veřejná obchodní společnost (v.o.s.)*) and a limited liability company (*Společnost s ručením omezeným (s.r.o.)*). There must be at least two people, including Commanders (*komandista*) and Complementarians (*kompletář*), to set up a limited partnership.

**STEP 1:** It must be signed by a social contract as well as a limited liability company. However, the form of a notarial record is not required.

**STEP 2:** After it is written, it is necessary to secure the right to do business - most often through a trade license or concession. Once this entitlement has been granted, it will decide to set up a company and pay off deposits.

**STEP 3:** Within 90 days, shareholders have time to file an application for entry in the Commercial Register. Once the company is registered, it can work in its field. If the proposal is not submitted within 90 days, the trade authorization will be revoked and the whole process will have to be reopened.

**WHERE:** The company established upon entry in the Commercial Register (*Obchodní Rejstřík*): (Only in Czech): <https://or.justice.cz/ias/ui/podani>

**GOOD TO KNOW:** A limited partnership is not a common form of business in the Czech Republic. Creating a limited partnership will take you about a week to 14 days. Prepare a fee for the notary, the trade license and also the entry in the Commercial Register.

## 2.2.3 DOING BUSINESS

### 2.2.3 a taxes

**TITLE:** Corporate income tax (*Daň s příjmu*)

**WHAT:** The subject of the Corporate income tax is income from all activities and from the handling of all property. It's 19,0 %.

**WHERE:** The Corporate income tax is filed with the tax office (*Finanční úřad*) (in Czech): <http://www.financnisprava.cz/cs/dane/dane/dan-z-prijmu/pravnicke-osoby/obecne-informace>

**TITLE:** Social security contributions (*Příspěvek na sociální zabezpečení*)

**WHAT:** Social security contributions include sickness insurance, pension and state employment policy contributions.

**WHERE:** Social security contributions must be paid at The Czech Social Security Administration (*Česká správa sociálního zabezpečení*) (in Czech): (in Czech): <http://www.cssz.cz/cz/pojistne-na-socialni-zabezpeceni>

**TITLE:** Sickness insurance (*Nemocenské pojištění*)

**WHAT:** The purpose of sickness insurance benefits is to financially secure economically active citizens when they lose short-term earnings due to illness or maternity.

Participation in employee sickness insurance is legally enforceable and mandatory. Self-employed persons can pay sickness insurance voluntarily. It's 2,3 %.

**WHERE:** The Sickness insurance must be paid at The Czech Social Security Administration (*Česká správa sociálního zabezpečení*) (in Czech): <http://www.cssz.cz/cz/nemocenske-pojisteni/>



**TITLE:** Property transfer tax (*Daň z převodu nemovitosti*)

**WHAT:** Property transfer tax is paid at the moment when there is a creation, liquidation or change of ownership rights to real estate. It's 4,0 %.

**WHERE:** Property transfer tax must be paid at The Financial Administration (*Finanční zpráva*) (in Czech): [http://www.financnisprava.cz/cs/danove-tiskopisy/databaze-aktualnich-danovych-tiskopisu.aspx?rok=2013&tiskdruh=TDFU&dan=T\\_WEB09](http://www.financnisprava.cz/cs/danove-tiskopisy/databaze-aktualnich-danovych-tiskopisu.aspx?rok=2013&tiskdruh=TDFU&dan=T_WEB09)

**TITLE:** Health insurance (*Zdravotní pojištění*)

**WHAT:** Health insurance is used to cover basic health care. It is obligatory for all employees, self-employed persons and non-taxable persons who live permanently in the Czech Republic. The employer pays part of the health insurance, part paid by the employee from his salary. It's 9,0 %.

**WHERE:** Health insurance must be paid at health insurance company (*zdravotní pojišťovny*) where you are registered. They are 7 health insurance companies in the Czech Republic. List of in Czech Republic (in Czech): [https://www.mzcr.cz/dokumenty/zdravotni-pojistovny\\_945\\_839\\_1.html](https://www.mzcr.cz/dokumenty/zdravotni-pojistovny_945_839_1.html)

**TITLE:** Value added tax (VAT) (*Daň z přidané hodnoty DPH*)

**WHAT:** There are three VAT rates in the Czech Republic: 21,0 %, 15% and 10%. Value Added Tax (VAT) is paid for almost all goods and services. Under the VAT Act, it has to be paid by suppliers and registered VAT payers, who, of course, remit it to their buyers - consumers.

**WHERE:** Value added tax (VAT) is paying everyone when buying most of the goods and services. More information at (in Czech): <http://www.financnisprava.cz/cs/dane/dane/dan-z-pridane-hodnoty>

### 2.2.3 b social security and insurance of employees

**TITLE:** Social security and insurance of employees

**WHAT:** The social security and insurance taxes that the employer pays monthly, allow the employee to have access to social security benefits such as doctor/hospital visits, pension insurance or insurance in the case of unemployment.

Companies have to register a worker to health insurance company where the employee has a contract (*Zdravotní pojišťovny*) and at Czech Social Security Administration (*Česká správa sociálního zabezpečení*). The employer is obliged to make an employee's registration at the latest within 8 days of the employment. The registration can be done online.

**WHERE:** Czech Social Security Administration (*Česká správa sociálního zabezpečení*) (Czech): <http://www.cssz.cz/cz/kontakty>

Overview of health insurance companies (Czech): [https://www.mzcr.cz/dokumenty/zdravotni-pojistovny\\_945\\_839\\_1.html](https://www.mzcr.cz/dokumenty/zdravotni-pojistovny_945_839_1.html)

### 2.2.3 c health and work safety

**TITLE:** Health and work safety (*Bezpečnost a ochrana zdraví při práci*) (HSW)

**WHAT:** An employee is entitled to refuse the performance of work which reasonably concerned may immediately and seriously threaten life or health, or the life or health of other persons.

**WHO:** Employee or employer

**WHERE:** (Czech, English, German, Polish, Bulgarian, Romanian, Vietnamese and



Russian): <http://www.suip.cz/english-documents/>

**ATTENTION:** If you fail to comply with your obligations in the area of HSW, you are at risk from being dismissed and being obliged to compensate your employer for damages!

**GOOD TO KNOW:** The employer is controlled by state authorities. You can make a complaint to these bodies (Czech, English, French, Spanish and Russian):

<http://www.businessinfo.cz/en/psc/run-your-business/health-and-safety-obligations.html>

### 2.2.3 d change of company's registration data

**TITLE:** Change of company's registration data

**WHAT:** If you want to change company's registration data you must use "intelligent form".

(Czech): <https://or.justice.cz/ias/ui/podani>

**STEP 1:** Applications to amend existing registrations may be submitted only on the forms: (Czech): <http://portal.justice.cz/justice2/uvod/uvod.aspx>.

**STEP 2:** Prepare the documents to prove changing information.

**STEP 3:** Access from electronic intelligent form is .pdf file which must be send – electronic or via post – to relevant Regional Commercial Court (*Obchodní soud*).

**WHERE:** Only in Czech language: <http://portal.justice.cz/justice2/uvod/uvod.aspx>

**GOOD TO KNOW:** (Czech): <https://or.justice.cz/ias/ui/napoveda>

### 2.2.3 e public procurement

**TITLE:** Public procurement (PP) (*veřejné zakázky*)

**WHAT:** If you have a company that might offer services to the government, you can participate in the public procurement procedure in which the government hire services or goods to private companies. Public procurement in the CR is stipulated by the Act on Public Procurement.

**WHO:** Public procurement orders are placed by the so called public, subsidised and sector procurer.

**HOW:** Orders are divided by subject and the assumed level of fulfilment.

**WHERE:** (Czech and English): <https://www.uohs.cz/en/public-procurement.html>

**ATTENTION:** The oversight over PP is carried out by the Office for the protection of competition (*Úřad pro ochranu hospodářské soutěže*).

### 2.2.3 f court enforced payment

**TITLE:** Court enforced payment

**WHAT:** Court enforced payment is performed by the executor nominated by the entitled party.

**WHO:** A creditor whose claim is not satisfied by a debtor.

**HOW:** The entitled party may lodge a motion for an execution warrant if the obligated party does not voluntarily comply with the requirement.

**WHERE:** Competent court (Czech): <http://www.justice.cz/Justice2/Uvod/Soudy.aspx>

**ATTENTION:** The judicial executor is entitled to a fee for execution action.

**GOOD TO KNOW:** (Czech, English, Polish, German and Polish): <http://www.czechlegislation.com/en/99-1963-sb>.



## 2.2.4 EMPLOYING STAFF

### 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties

**TITLE:** Job contract (*Pracovní smlouva*)

**WHAT:** The employment contract is a document signed by the employer and the worker that states the conditions, rights, duties and responsibilities of a job position. In employment contract it should be included the personal information of the worker and the information of the company, the starting and ending date (if applicable), the gross salary, days of holidays and period of notification for termination of the contract. Also should be specified if the contract has been written following the regulation of a certain collective agreement.

**WHERE:** Ministry of Labour and Social Affairs (*Ministerstvo práce a sociálních věcí*)  
(in Czech): [https://portal.mpsv.cz/sz/obcane/insolvence/ins\\_prava](https://portal.mpsv.cz/sz/obcane/insolvence/ins_prava)

### 2.2.4 b legal duties and conditions

**TITLE:** Legal duties and conditions

**WHAT:** When you start working in a company, your employer needs to register you to the health insurance, income-related taxes and social insurance.

**WHERE:** Registration: at the tax office (*Finanční Úřad*) for income-related taxes, at the social office (*Česká správa sociálního zabezpečení*) (as organisation), at the one or more of the public health care providers (*Zdravotní pojišťovna*) (as organisation), at the cooperative health insurance (*Zdravotní pojišťovna*) (for company liability). Work Permit, Visa for employment purposes: Visa and Work Permit need to be renewed (extended) at the Ministry of the Interior – Asylum and Migration Policy Division (*Ministerstvo vnitra – Oddělení azylové a migrační politiky*). For a renewal a 3rd-Country National does not have to go to an embassy abroad.

### 2.2.4 c termination of labour contract

**TITLE:** Termination of labour contract

**WHAT:** Your employment can be terminated only by: mutual agreement, notice, immediate termination, termination during trial period, when a finite-term employment contract expires.

The employment of a foreigner can also end at the day your legal stay in the Czech Republic expires.

**WHO:** Employee or employer

**HOW:** The termination of labour contract must be in writing.

**ATTENTION:** You are entitled to get severance pay: if you were given notice because of organizational reasons, if you are immediately terminating employment because your employer has not paid your salary. The amount of severance pay is depending on duration of your employment.

**GOOD TO KNOW:** The employer may give notice of termination to an employee only for the legal reasons.

## 2.2.5 CLOSING DOWN BUSINESS

### 2.2.5 a closing down a business

**TITLE:** Closing down a business

**WHAT:** Closing down a business means ending all the economical or logistical





activities that keep a business running. The closing down needs to follow a procedure.

**STEP 1:** In order to closing down a business, you must first apply for the cancellation of a trade license at the relevant Trades Licensing Office (*Živnostenský úřad*).

**STEP 2:** You must also inform your tax administrator (*Finanční Úřad*). Therefore, you must submit your tax return to the appropriate tax office by the end of March (until the end of June if you have a tax advisor).

**STEP 3:** Additional obligations to terminate your trade are with your health insurance company (*zdravotní pojišťovna*) and the Social Security Administration (*Správa sociálního zabezpečení*). You must report this fact within 8 days after the end of the calendar month in which the trade ended.

**WHERE:**

Social Security Administration (*Česká správa sociálního zabezpečení*)

Křížová 1292/25,

150 00 Praha 5-Smíchov-Smíchov

Tel: + 420 257 061 111

Email: [posta.xa@cssz.cz](mailto:posta.xa@cssz.cz)

Financial Administration (*Finanční Úřad*)

Lazarská 15/7

117 22 Praha 1

Tel.: +420 296 852 222

Email: [podatelna@fs.mfcr.cz](mailto:podatelna@fs.mfcr.cz)

(Czech, English): <http://www.financnisprava.cz/>

**WHEN:** You should do all these steps during the 30 days following conclusion of your business activities.

**GOOD TO KNOW:** These proceedings are general for all types of companies. It might happen that the form of company you own has different specifications. It's highly recommended to consult the competent authorities and expertise in advance.

### 2.2.5 b closing down a limited company

**TITLE:** Closing down a limited company

**WHAT:** It is necessary to differentiate two basic terms – dissolution and termination.

**STEP 1:** The dissolution of a company without liquidation is generally understood as its smooth transition to its legal successor.

**STEP 2:** Liquidation refers to such activities of a business corporation that follow the decision on the termination of its business activities.

**WHERE:** Information available in Czech language: <http://www.businessinfo.cz/cs/clanky/obchodni-korporace-zruseni-ppbi-50445.html#!&chapter=6>

**ATTENTION:** (Czech, English, French and Russian): <http://obcanskyzakonik.justice.cz/index.php/home/zakony-a-stanoviska/preklady>

### 2.2.5 c closing down an unlimited company





**TITLE:** Closing down an unlimited company

**WHAT:** It is similar to closing down a limited company. Information available in Czech language: <http://www.businessinfo.cz/cs/clanky/obchodni-korporace-zruseni-ppbi-50445.html#!&chapter=7>

**WHERE:** Information available in Czech language: <http://www.businessinfo.cz/cs/clanky/obchodni-korporace-zruseni-ppbi-50445.html#!&chapter=6>

**ATTENTION:** (Czech, English, French and Russian): <http://obcanskyzakonik.justice.cz/index.php/home/zakony-a-stanoviska/preklady>

#### 2.2.5 d closing down a self-employed status

**TITLE:** Closing down a self-employed status

**WHAT:** When the freelancer want to close down a self-employed status or leaves the CR, the trading licence must be cancelled.

**STEP 1:** A Request for cancellation of trade licence is filed at any of the Trade Licence Offices (*Obchodní rejstřík*) (Czech and English): <http://www.rzp.cz/eng/index.html>. A trade licence is usually cancelled within 30.

**STEP 2:** Notify cancellation to: Tax Office (*Finanční Úřad*) (Czech and English): <http://www.financnisprava.cz/en/e-tax>. Within 8 days to: Social Security Administration (*Česká správa sociálního zabezpečení*) (Czech and English): <http://www.cssz.cz/en/forms>. Health Insurance companies (*Zdravotní pojišťovna*) (Czech, English, Vietnamese, Spanish, French and Russian): [http://www.mzcr.cz/Cizinci/obsah/health-insurance-companies\\_2652\\_23.html](http://www.mzcr.cz/Cizinci/obsah/health-insurance-companies_2652_23.html)

**WHERE:** At all Trade License Office (*Obchodní Rejstřík*) (Czech and English): <http://www.rzp.cz/eng/index.html> or <http://www.czechpoint.cz/public/>

#### 2.2.5 e going bankrupt

**TITLE:** Going bankrupt (*Bankrot*)

**WHAT:** Bankruptcy is the most frequent method of dealing with a debtor's insolvency.

**STEP 1:** Bankruptcy proceeding only initiate the proposal of creditor or debtor to the competent court.

**STEP 2:** Submit the application for starting the bankruptcy proceedings.

**STEP 3:** The bankruptcy proceedings are initiated by the court and with the opening of the insolvency file on the Internet publicly. The court the court decides on bankruptcy.

**STEP 4:** Court assigns a liquidator who will take control over all assets.

**STEP 5:** Submitting a restructuring plan controlled by the administrator/ liquidator.

**WHERE:** Competent court (Czech): <http://www.justice.cz/Justice2/Uvod/Soudy.aspx>

**GOOD TO KNOW:** The fundamental legislation that falls upon bankruptcy is available in English on: <http://obcanskyzakonik.justice.cz/index.php/home/zakony-a-stanoviska/preklady>

#### 2.2.5 f selling an individual enterprise

**TITLE:** Selling an individual enterprise

**WHAT:** The selling of a company represents a transfer of an organised set of assets.

**WHO:** The owner and the purchaser

**HOW:** The basic rules for the purchase of the enterprise are as follows: Former



owner and new owner have to sign agreement. The seller guarantees the repayment of the debt. The purchaser acquires the ownership right to the enterprise as a whole. The application for registration of the new owner in the commercial registration has to be submitted to the competent court. The application has to be certified with the signature of both former and new owner.

**WHERE:** The following portals offer information and useful services (Czech and English):

<http://portal.gov.cz/portal/eng/index.html>, <http://www.ckom.cz/index.php/en/ckom>.

**GOOD TO KNOW:** (Czech, English, French and Russian): <http://obcanskyzakonik.justice.cz/index.php/home/zakony-a-stanoviska/preklady>

## 2.3 TAXES

### 2.3.1 TAX NUMBER

#### 2.3.1 a registering for a tax number

**TITLE:** Registering for a tax number

**WHAT:** Czech Republic uses Tax Identification Numbers (*Daňové identifikační číslo*) for identifying its taxpayers.

**WHO:** Registration for tax purposes is obligatory only for VAT and arises from the Czech VAT Act.

**HOW:** There is a specific form (Czech): [https://adisepo.mfcr.cz/adistc/adis/idpr\\_pub/dpr/uvod.faces](https://adisepo.mfcr.cz/adistc/adis/idpr_pub/dpr/uvod.faces)

**WHERE:** (Czech and English): <http://www.financnisprava.cz/en/financial-administration/financial-administration-bodies>

**WHEN:** The calendar year or the fiscal year.

**ATTENTION:** You will be responsible for paying taxes in accordance with the tax legislation in force CR.

**GOOD TO KNOW:** The administration and collection of the individual taxes falls under the Ministry of Finance (*Ministerstvo Financí*) (Czech and English): <http://www.mfcr.cz/en/themes/taxes> and tax authorities (*Finanční Úřad*) (Czech and English): (<http://www.financnisprava.cz/en/>).

### 2.3.2 OVERVIEW OF TAXES

#### 2.3.2 a overview of taxes

**TITLE:** Income taxes (*Daně z příjmu*)

**WHAT:** They are more income taxes:

- ▶ Income tax of natural persons (*daň z příjmu fyzických osob*) - flat rate of 15%
- ▶ Corporate income tax (*daň z příjmu právnických osob*)- flat rate of 19%
- ▶ pension and investment funds corporate tax (*daň z příjmu z penzijních a investičních fondů*) - flat rate of 5%
- ▶ Inheritance and gift tax (*darovací daň*)

**WHERE:** Financial Administration (*Finanční správa*), you can find the office responsible for your place of residence here (in Czech): <http://www.financnisprava.cz/cs/dane/dane/dan-z-prijmu>

**TITLE:** Value added tax (*Daň z přidané hodnoty - DPH*)



**WHAT:** Value added tax is an indirect tax. Taxation added to every service and good at any point of the production. Everybody needs to pay this tax and is normally included in the final price of the goods or services.

**WHERE:** Financial Administration (*Finanční správa*), you can find the office responsible for your place of residence here (in Czech): <http://www.financnisprava.cz/cs/dane/dane/dan-z-pridane-hodnoty>

**TITLE:** Property tax consists of land tax and building and apartment tax (*Daň z nemovitostí*)

**WHAT:** If you own a building or a land, you have to pay this tax. There is a difference between lands, agricultural fields and forest and buildings. The owner of the land and/or building has to pay the tax regardless of his/her financial or personal situation. This is paid once per year.

**WHERE:** Financial Administration (*Finanční správa*), you can find the office responsible for your place of residence here (in Czech): <http://www.financnisprava.cz/cs/dane/dane/dan-z-nemovitych-veci>

**TITLE:** Immoveable property transfer tax (*Daň z převodu nemovitostí*)

**WHAT:** Taxation on the purchase from real estate. In this case purchaser need to pay the tax. It needs to be paid in the moment of the purchase. The tax rate is 4 %.

**WHERE:** Financial Administration (*Finanční správa*), you can find the office responsible for your place of residence here (in Czech): <http://www.financnisprava.cz/cs/dane/dane/dd-darovaci-a-z-prevodu-nemovitosti>

### 2.3.3 INTERNATIONAL TAXATION

#### 2.3.3 a procedure to avoid double taxation

**TITLE:** Procedure to avoid double taxation (*Zamezení dvojího zdanění*)

**WHAT:** Elimination of double taxation is available under the relevant double tax treaty.

**WHO:** Resident companies / Individuals who have their permanent residence or habitual in the CR. If you live in one country and work or develop economical activities in another country, you might find that you have to pay certain taxes in both countries if, for example:

- ▶ You live in one EU country but work in another (cross-border commuter)
- ▶ You're posted abroad for a short assignment
- ▶ You're living and looking for work abroad and have transferred unemployment benefits from your home country
- ▶ You have retired to one country and receive a pension from another
- ▶ You live in one country, but you develop an economical activity in another (e.g. entrepreneurs, self-employed)

**HOW:** The exact method of double taxation prevention must be determined by reference to the actual treaty between the CR and the other country.

**WHERE:** (Czech and English): <http://www.financnisprava.cz/en/financial-administration/financial-administration-bodies>

**ATTENTION:** (Czech and English): <http://www.mfcr.cz/en/themes/taxes/double-taxation>

**GOOD TO KNOW:** If your country doesn't have a double taxation agreement with



Czech Republic, there are still possibilities to avoid double taxation. The local office of the Ministry of Finance will give you more information about it

### 2.3.3 b country agreements on double taxation

**TITLE:** Country agreements on double taxation

**WHAT:** The Czech Republic has treaties to prevent double taxation with many countries.

**WHO:** Resident companies / Individuals who have their permanent residence or habitual in the CR.

**HOW:** List of tax treaties (Czech and English): <http://www.financnisprava.cz/en/international-tax-affairs/double-taxation>

**WHERE:** (Czech and English): <http://www.financnisprava.cz/en/financial-administration/financial-administration-bodies>

**WHEN:** The calendar year or the fiscal year.

**ATTENTION:** Double taxation treaties cover taxes on dividends, interests and royalties.

**GOOD TO KNOW:** (English, Spanish, French, Portuguese and Arabic): [http://ec.europa.eu/taxation\\_customs/individuals/personal-taxation/treaties-avoidance-double-taxation-concluded-member-states\\_en](http://ec.europa.eu/taxation_customs/individuals/personal-taxation/treaties-avoidance-double-taxation-concluded-member-states_en)

## 2.4 SUPPORT SERVICES FOR MIGRANTS

### 2.4 a list of support services and projects regarding employment

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).

**WHERE:** (in Czech, English, Russian, Ukrainian, Vietnamese, Mongolian and Arabian): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846

**TITLE:** Caritas, Archdiocese of Prague, Counselling Centre for Migrants and Refugees (*Arcidiecézní Charita Praha*)

**WHAT:** The aim of the project is to facilitate the contact of third-country nationals, especially with state institutions, authorities, courts, etc. Providing professional social and legal advice and free assistance to foreigners living in Prague and Central Bohemia.

**WHERE:**(in Czech and English): <http://praha.charita.cz>

Londýnská 44, 120 00 Praha 2, tel.: 224 246 573

**TITLE:** Association for inter-cultural co-operation (*Asociace pro interkulturní spolupráci*)

**WHAT:** The mission of the Association for intercultural work is to promote the



development of intercultural work and contribute to a harmonious and just coexistence in a culturally diverse society.

**WHERE:** (in Czech, English and Russian): [www.interkulturniprace.cz](http://www.interkulturniprace.cz)

Londýnská 55, 130 00 Praha 3, tel.: 224 946 635

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, English, Vietnamese and Russian): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01 Kladno; tel: 222 360 452, 702 150 630

**TITLE:** The Diaconia of the Evangelical Church of Czech Brethren (DECCB), Centre for national programmes and services (*Diakonie Českobratrské církve evangelické Praha*)

**WHAT:** Individual assistance to families and individuals from the ranks of migrants and refugees.

**WHERE:** (in Czech, English, Bulgarian, Romanian and Ukrainian): [www.scps.diakonie.cz](http://www.scps.diakonie.cz)

Čajkovského 1640/8, 130 00 Praha 3, tel: 222 968 754, 724 039 455

**TITLE:** INFO-DRÁČEK

**WHAT:** Helping bridge the communication barriers of all ages and through various activities to help the Vietnamese population integrate fully into the Czech society.

**WHERE:** (in Czech): <http://info-dracek.cz>

Registered office: Libušská 319, 142 00 Praha 4 Office: Máchova 23, 120 00 Praha 2, tel. 778 050 186

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary life in Czech society. We help them to find accommodation, job or school. Therefore they help to foreigners to live satisfying life in the Czech Republic.



**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Opletalova 6, 110 00 Praha 1 (entrance from Opletalka Arcade), tel: 603 281 269 (social department), 603 807 567 (legal department)

**TITLE:** Counselling Centre for Citizenship, Civil and Human Rights (*Poradna pro občanství, občanská a lidská práva*)

**WHAT:** The mission of the Counselling Centre for Citizenship is to help clients better orient themselves in their rights and responsibilities to effectively express their needs and wishes and to find a solution to their situation in cooperation with counseling or through a network of available services. Employees support every person who is in an unfavorable social situation or is in danger of such a situation and does not know how to deal with this situation. Employees support independence and independence of clients. This mission is fulfilled by providing information, advice, active help and assistance.

**WHERE:** (in Czech and English): [www.poradna-prava.cz](http://www.poradna-prava.cz)

Ječná 7, 120 00 Praha 2, tel: 270 003 280

**TITLE:** Association for Integration and Migration (*Sdružení pro integraci a migraci*)

**WHAT:** They provide free legal, social and psychosocial counseling to foreigners living in the Czech Republic.

**WHERE:** (in Czech and English): [www.migrace.com](http://www.migrace.com)

Baranova 33, 130 00 Praha 3, tel: 224 224 379, 603 547 450 (legal department) 605 253 994 (social department)

**TITLE:** Diocese Charity Brno Celsuz – Services for foreigners (*Diecezni Charita Brno Celsuz*)

**WHAT:** Advice on social security and retirement benefits; looking for a job; looking for accommodation; filling-in various forms; finding your way round different types of residence possibilities; applying for citizenship; looking for medical care and information about health insurance possibilities; looking for a kindergarten, school, university; recognition of your degrees and qualifications from abroad (nostrification); retraining programmes (requalification); personal assistance during appointments with municipal and state authorities, including OAMP (Department of Asylum and Migration Policy); information about asylum policy; looking for a Czech language tutor; looking for free-time activities for children.

**WHERE:** (in Czech, Vietnamese and Russian): <http://celsuz.cz/>

tř. Kpt. Jaroše 9, 602 00 Brno, tel: 538 700 943

**TITLE:** The Diaconia of the Evangelical Church of Czech Brethren (DECCB) – West Bohemia Centre (*Diakonie Českobratrské církve evangelické Západ*)

**WHAT:** Labor-law and social counseling in the field of employment and alien issues (unpaid wages, retained wages, detention of documents, forced labor etc.). Escorts in dealing with institutions (Department of Asylum and Migration Policy, Alien Police, OSSZ, WP, Labor Inspectorate, Doctor, Health Insurance Company, etc.). Escorts when dealing with employers. Preparation of documents for the action, instigation to the labor inspectorate. Preparation of documents for visa applications, temporary and permanent residence. Preparation of documents for state social support benefits, material emergency benefits, sickness benefits etc. Solution of the situation when the





documents are lost or when the deadline expires. Interpreting Bulgarian, Romanian, Russian, English.

**WHERE:** (in Czech): [www.diakoniezapad.cz](http://www.diakoniezapad.cz)

Americká 29, 301 00 Plzeň, tel: 371 709 610, 371 720 486

**TITLE:** Centre for support of the integration of foreigners – Ústí Region (*Centrum na podporu integrace cizinců v Ústeckém kraji*)

**WHAT:** Centre provides social help, legal advice, language courses and cultural guidance to foreigners in the Ústecký region. The Foreigners' Center aims to solve problems common for foreigners. We offer guidance to foreigners with questions concerning regional and local government structures, the activities of the foreign police, taxation and trade licensing.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.centrumcizincu.cz](http://www.centrumcizincu.cz)

Velká Hradební 33, 400 01 Ústí nad Labem, tel: 475 216 536

#### **2.4 b list of support services and projects regarding business**

**TITLE:** Association of Small and Medium Enterprises and Tradesmen of the Czech Republic (*Asociace malých a středních podniků a živnostníků ČR*)

**WHAT:** Association that gives counselling and support to someone that would like to start a business in Czech Republic.

**WHERE:** (in Czech and English): <http://amsp.cz/>

Sokolovská 100/94

186 00 Praha 8

Tel.: +420 236 080 454

Email: [amsp@amsp.cz](mailto:amsp@amsp.cz)

#### **2.4 c list of online resources regarding business**

**TITLE:** <http://www.ipodnikatel.cz/>

**WHAT:** Web page where you can find information about doing buisnesses in Czech Republic.

**WHERE:** (in Czech): <http://www.ipodnikatel.cz/>

#### **2.4 d list of support services and projects regarding taxes**

**TITLE:** Financial Administration (Finanční Úřad)

**WHAT:** Financial Administration in charge of the budget and tax policies.

**WHERE:** Financial Administration (*Finanční Úřad*)

Lazarská 15/7

117 22 Praha 1

Tel.: +420 296 852 222

Email: [podatelna@fs.mfcr.cz](mailto:podatelna@fs.mfcr.cz)

(Czech, English): <http://www.financnisprava.cz/>





## 3 LEARNING LOCAL LANGUAGE

### 3.1 STATE SUPPORTED PROGRAMS

#### 3.1 a list of state supported programmes

**TITLE:** Integration centre Prague (*Integrační centrum Praha*)

**WHAT:** Integration centre Prague (*Integrační centrum Praha*) offers Czech language courses for free.

**WHERE:** You can find information at: (in English, Russian, Ukrainian, Vietnamese, Mongolian and Arabic): <http://www.icpraha.com/>

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců CIC*)

**WHAT:** Centre for integration of foreigners (*Centrum pro integraci cizinců CIC*) offers paid Czech language courses.

**WHERE:** You can find information at: (in English, Russian, and Vietnamese): <http://www.cicpraha.org/>

**TITLE:** Civic Association KLUB HANOI /SEA-L (*Občanské sdružení KLUB HANOI*)

**WHAT:** Civic Association KLUB HANOI /SEA-L (*Občanské sdružení KLUB HANOI*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and Vietnamese): <http://www.klubhanoi.cz/>

**TITLE:** Association for Opportunities of Young Migrants – META (*Společnost pro příležitosti mladých migrant META*)

**WHAT:** Association for Opportunities of Young Migrants – META (*Společnost pro příležitosti mladých migrant META*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech, English and Russian): <http://www.meta-ops.cz/>

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <https://www.opu.cz/cs/>

**TITLE:** Counselling Centre for Integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration (*Poradna pro integraci*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech and English): <http://p-p-i.cz/>

**TITLE:** Diocesan Charity České Budějovice (*Diecézní Charita České Budějovice*)

**WHAT:** Diocesan Charity České Budějovice (*Diecézní Charita České Budějovice*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://cizincicb.charita.>



[cz/](#)

**TITLE:** South Moravia Regional Centre to Support the Integration of Foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** South Moravia Regional Centre to Support the Integration of Foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech, English and Russian): <http://www.cizincijmk.cz/>

**TITLE:** Support for EU Citizens in the South Moravian Region (*Integrace cizinců v Jihomoravském kraji*)

**WHAT:** South Support for EU Citizens in the South Moravian Region (*Integrace cizinců v Jihomoravském kraji*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://cizinci-eu.webnode.cz/>

**TITLE:** Diocesan Charity Hradec Králové (*Diecézní Charita Hradec Králové*)

**WHAT:** Diocesan Charity Hradec Králové (*Diecézní Charita Hradec Králové*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://cizincihradec.cz/>

**TITLE:** ŽEBŘÍK - CENTRE FOR SUPPORT OF FOREIGNERS (*ŽEBŘÍK – Křesťanská sociální práce*)

**WHAT:** ŽEBŘÍK - CENTRE FOR SUPPORT OF FOREIGNERS (*ŽEBŘÍK – Křesťanská sociální práce*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech, Russian, Vietnamese and English): <http://www.procizince.cz/>

**TITLE:** Diocesan Charity in Plzeň (*Diecezní Charita Plzeň*)

**WHAT:** South Diocesan Charity in Plzeň (*Diecezní Charita Plzeň*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech, Russian, Vietnamese, Mongolian, Bulgarian and English): <http://www.dchp.cz/>

**TITLE:** MOST PRO

**WHAT:** MOST PRO offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech, Vietnamese, Bulgarian, Romanian, Russian, Mongolian and English): <http://www.mostlp.eu/>

**TITLE:** Counselling Centre for Integration (PPI) (*Poradna pro integraci Ústí nad Labem*)

**WHAT:** Counselling Centre for Integration (PPI) (*Poradna pro integraci Ústí nad Labem*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech and English): <http://p-p-i.cz/>



**TITLE:** Centre for Multicultural Education (*Centrum multikulturního vzdělávání*)  
**WHAT:** Centre for Multicultural Education (*Centrum multikulturního vzdělávání*) offers Czech language courses for free.  
**WHERE:** You can find information at: (in Czech): <http://www.centrumjihlava.cz/>

## 3.2 COMMERCIAL PROGRAMS

### 3.2 a commercial programmes

**TITLE:** Commercial Czech courses

**WHAT:** A relatively wide range of paid language courses provided by language schools is available in the Czech Republic. Such language schools are independent business entities or are established in state secondary schools, which are semi-budgetary state organisations.

**WHO:** Czech language courses are provided mainly by language schools (*Jazyková škola*) all over Czech Republic. The price includes a certified exam or a final certificate of completion of the course. Czech language courses for foreigners take into account not only the learner's initial level of knowledge, but primarily the language family which the learner's native language falls under.

**HOW:** The following is a list of criteria which it is advisable to follow when selecting a paid Czech language course for foreigners. When choosing a school, be self-dependent and cautious!

Criteria for selecting a suitable Czech language course:

- ▶ What is the initial level of knowledge for the course?
- ▶ What age group is the course for?
- ▶ What is the hourly rate for the course?
- ▶ How often will lessons take place and at what times?
- ▶ What is the maximum number of students on the course?
- ▶ Who will the course teacher be?
- ▶ How will the course end – with a certificate of completion or a certified language exam?

**WHERE:** The widest offer of language schools is in Prague and other major towns. We recommend looking on the internet to see what is on offer. Advice on making a choice can be found from workers of non-profit organisations which provide help for immigrants and often offer Czech language courses for foreigners free of charge.

**GOOD TO KNOW:** When choosing a commercial language course, be as independent and cautious as possible. Insist on a trial lesson before paying for the course.

## 3.3 LANGUAGE COURSES FOR CHILDREN

### 3.3 a list of language courses for children

**TITLE:** Integration centre Prague (*Integrační centrum Praha*)

**WHAT:** Integration centre Prague (*Integrační centrum Praha*) offers Czech language courses for free.

**WHERE:** You can find information at: (in English, Russian, Ukrainian, Vietnamese, Mongolian and Arabic): <http://www.icpraha.com/>



**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců CIC*)

**WHAT:** Centre for integration of foreigners (*Centrum pro integraci cizinců CIC*) offers Czech language courses for free.

**WHERE:** You can find information at: (in English, Russian, and Vietnamese): <http://www.cicpraha.org/>

**TITLE:** Civic Association KLUB HANOI /SEA-L (*Občanské sdružení KLUB HANOI*)

**WHAT:** Civic Association KLUB HANOI /SEA-L (*Občanské sdružení KLUB HANOI*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and Vietnamese): <http://www.klubhanoi.cz/>

**TITLE:** Association for Opportunities of Young Migrants – META (*Společnost pro příležitosti mladých migrant META*)

**WHAT:** Association for Opportunities of Young Migrants – META (*Společnost pro příležitosti mladých migrant META*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech, English and Russian): <http://www.meta-ops.cz/>

**TITLE:** Counselling Centre for Integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration (*Poradna pro integraci*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech and English): <http://p-p-i.cz/>

**TITLE:** Diocesan Charity Hradec Králové (*Diecézní Charita Hradec Králové*)

**WHAT:** Diocesan Charity Hradec Králové (*Diecézní Charita Hradec Králové*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://cizincihradec.cz/>

**TITLE:** South Moravia Regional Centre to Support the Integration of Foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** South Moravia Regional Centre to Support the Integration of Foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech, English and Russian): <http://www.cizincijmk.cz/>

**TITLE:** Associations of Citizens Involved with Emigrants (SOZE) (*Sdružení občanů zabývajících se migranty*)

**WHAT:** Associations of Citizens Involved with Emigrants (SOZE) (*Sdružení občanů zabývajících se migranty*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://www.soze.cz/>

**TITLE:** MOST PRO

**WHAT:** MOST PRO offers Czech language courses for free.



**WHERE:** You can find information at: (in Czech, Vietnamese, Bulgarian, Romanian, Russian, Mongolian and English): <http://www.mostlp.eu/>

**TITLE:** Counselling Centre for Integration (PPI) (*Poradna pro integraci Ústí nad Labem*)

**WHAT:** Counselling Centre for Integration (PPI) (*Poradna pro integraci Ústí nad Labem*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://p-p-i.cz/>

**TITLE:** Centre for Multicultural Education (*Centrum multikulturního vzdělávání*)

**WHAT:** Centre for Multicultural Education (*Centrum multikulturního vzdělávání*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech): <http://www.centrumjihlava.cz/>

## 3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP

### 3.4 a list of local language exams for qualification and citizenship

**TITLE:** CHARLES UNIVERSITY IN PRAGUE, Institute for Language and Preparatory Studies Fund (UK - ÚJOP) (*Univerzita Karlova, Ústav jazykové a odborné přípravy*)

**WHAT:** Czech language exams from level A1 to B1 in the Common European Framework of Reference. Exams can be taken at the UK - ÚJOP.

**WHERE:** Centre and dates: <http://ujop.cuni.cz/zkousky/>

**TITLE:** Language School of the Capital City of Prague with Accreditation for State Language Examinations (JŠ - HMP) (*Jazyková škola s právem státní jazykové zkoušky Hlavního města Prahy*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the JŠ - HMP.

**WHERE:** Centre and dates: <http://www.sjs.cz/zkousky-a-certifikaty.html>

**TITLE:** Secondary Technical School of Mechanical Engineering and Language School with Accreditation for State Language Examinations, Kolín (SPŠJŠ - Kolín) (*Střední průmyslová škola strojírenská a jazyková škola s právem státní jazykové zkoušky Kolín*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the SPŠJŠ - Kolín.

**WHERE:** Centre and dates: <http://strojarna7.webnode.cz/studium/jazykova-skola/>

**TITLE:** Business Academy, Higher School of Economics and Language School with Accreditation for State Language Examinations, Mladá Boleslav (OAVOŠJŠ - Mladá Boleslav) (*Obchodní akademie a vyšší odborná škola ekonomická a jazyková škola s právem státní jazykové zkoušky Mladá Boleslav*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OAVOŠJŠ - Mladá Boleslav.

**WHERE:** Centre and dates: <https://www.oamb.cz/index.php?index=cjprocizince&lan>



[g=czech](#)

**TITLE:** Secondary Vocational School of Veterinary Medicine, Mechanisation and Horticulture and Language School with Accreditation for State Language Examinations (SOŠ – České Budějovice) (*SOŠ veterinární, mechanizační a zahradnická a Jazyková škola s právem státní jazykové zkoušky České Budějovice*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the SOŠ – České Budějovice.

**WHERE:** Centre and dates: <http://www.soscb.cz/jazykovka/index.htm>

**TITLE:** Secondary School and Language School with Accreditation for State Language Examinations, Volyně (SŠ a JŠ – Volyně) (*Střední škola a jazyková škola s právem státní jazykové zkoušky Volyně*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the SŠ a JŠ – Volyně.

**WHERE:** Centre and dates: <http://sos-sou.volynce.cz/cestina-pro-cizince>

**TITLE:** Secondary School of Commerce, Services and Crafts and Language School with Accreditation for State Language Examinations, Tábor (SŠ a JŠ – Tábor) (*Střední škola obchodu, služeb a řemesel a Jazyková škola s právem státní jazykové zkoušky Tábor*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the SŠ a JŠ – Tábor.

**WHERE:** Centre and dates: <http://www.ssj-tabor.cz/studium/jazykova-skola/cestina-pro-cizince/zkouska-a1-pro-cizince/>

**TITLE:** Business Academy of T. G. Masaryk and Language School with Accreditation for State Language Examinations, Jindřichův Hradec (OA a JŠ – Jindřichův Hradec) (*Obchodní akademie a Jazyková škola s právem státní jazykové zkoušky Jindřichův Hradec*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OA a JŠ – Jindřichův Hradec.

**WHERE:** Centre and dates: <http://www.oa-jhradec.cz/cestina-pro-cizince.html>

**TITLE:** University of South Bohemia in České Budějovice, Faculty of Education (JU, PedFak – České Budějovice) (*Jihočeská univerzita, Pedagogická fakulta České Budějovice*).

**WHAT:** Czech language exams from level B1 in the Common European Framework of Reference. Exams can be taken at the JU, PedFak – České Budějovice.

**WHERE:** Centre and dates: <http://www.pf.jcu.cz/education/zkobc.php>

**TITLE:** Language School with Accreditation for State Language Examinations, Brno, Kotlářská, Semi-Budgetary Organisation (SJŠ – Brno) (*Jazyková škola s právem státní jazykové zkoušky Brno*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the SJŠ – Brno.





**WHERE:** Centre and dates: <http://www.sjs-brno.cz/detail-zkousky/cestina-pro-cizince>

**TITLE:** Grammar School and Language School with Accreditation for State Language Examinations, Břeclav (GJŠ – Břeclav) (*Gymnázium a Jazyková škola s právem státní jazykové zkoušky Břeclav*):

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the GJŠ – Břeclav.

**WHERE:** Centre and dates: <http://www.gbv.cz/web/index.php/jazykovka/etina-pro-cizince>

**TITLE:** Grammar School, Business Academy and Language School with Accreditation for State Language Examinations, Hodonín (AOGJŠ – Hodonín) (*Gymnázium, Obchodní akademie a Jazyková škola s právem státní jazykové zkoušky Hodonín*):

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the AOGJŠ – Hodonín.

**WHERE:** Centre and dates: [http://www.goah.cz/?obsah=js\\_kurzy&vpravo=aktuality](http://www.goah.cz/?obsah=js_kurzy&vpravo=aktuality)

**TITLE:** Masaryk University, Faculty of Arts, Department of Czech for Foreigners (MU, FF – Brno) (*Masarykova univerzita, Filosofická fakulta Brno*).

**WHAT:** Czech language exams from level B1 and B2 in the Common European Framework of Reference. Exams can be taken at the MU, FF – Brno.

**WHERE:** Centre and dates: [http://www.phil.muni.cz/wff/index\\_html/view?set\\_language=cs](http://www.phil.muni.cz/wff/index_html/view?set_language=cs)

**TITLE:** Business Academy, Higher School of Tourism and Language School with Accreditation for State Language Examinations, Karlovy Vary (OAKV – Karlovy Vary) (*Obchodní akademie, Vyšší odborná škola cestovního ruchu a jazyková škola s právem státní jazykové zkoušky Karlovy Vary*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OAKV – Karlovy Vary.

**WHERE:** Centre and dates: <http://www.oakv.cz/jazykova-skola/informace-o-zkousce-z-ceskeho-jazyka>

**TITLE:** Business Academy, Secondary Vocational School and Language School with Accreditation for State Language Examinations (OASOŠJŠ – Hradec Králové) (*Obchodní akademie, Střední odborná škola a Jazyková škola s právem státní jazykové zkoušky Hradec Králové*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OASOŠJŠ – Hradec Králové.

**WHERE:** Centre and dates: <http://www.oahk.cz/jazykova-skola/zkouska-cj-pro-cizince/>

**TITLE:** Business Academy and Language School with Accreditation for State Language Examinations (OAJŠ – Liberec) (*Obchodní akademie a Jazyková škola s právem státní jazykové zkoušky Liberec*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OAJŠ – Liberec.





**WHERE:** Centre and dates: <http://www.oalib.cz/oalib2/index.php/cestina-pro-cizince.html>

**TITLE:** Hladnov Secondary School and Language School with Accreditation for State Language Examinations, Semi-Budgetary Organisation (GJŠ – Hladnov) (*Gymnázium Hladnov a Jazyková škola s právem státní jazykové zkoušky*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the GJŠ – Hladnov.

**WHERE:** Centre and dates: <http://www.hladnov.info/index.php/cz/aktuality-js>

**TITLE:** Secondary Industrial School, Business Academy and Language School with Accreditation for State Language Examinations (SOŠOAJŠ – Frýdek-Místek) (*Střední průmyslová škola, Obchodní akademie a Jazyková škola s právem státní jazykové zkoušky*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the SOŠOAJŠ – Frýdek-Místek.

**WHERE:** Centre and dates: <http://www.spsoafm.cz/web/jazykova-skola-3>

**TITLE:** University of Ostrava, Faculty of Arts (OU, FF – Ostrava) (*Ostravská Univerzita, Filisofická fakulta*).

**WHAT:** Czech language exams from level B1 in the Common European Framework of Reference. Exams can be taken at the OU, FF – Ostrava

**WHERE:** Centre and dates: <http://ujop.cuni.cz/zkousky/>

**TITLE:** Edicca, s.r.o

**WHAT:** Czech language exams from level A2, B1, B2 and C1 in the Common European Framework of Reference. Exams can be taken at the Edicca, s.r.o.

**WHERE:** Centre and dates: <http://www.js-eddica.cz/skola/ecl/ecl-testy.html>

**TITLE:** VŠB – Technical University of Ostrava (VSB – Ostrava) (*Vysoká škola báňská*).

**WHAT:** Czech language exams from level A2, B1, B2 and C1 in the Common European Framework of Reference. Exams can be taken at the VSB – Ostrava

**WHERE:** Centre and dates: <https://www.vsb.cz/712/cs/jazykova-zkouska-ecl/>

**TITLE:** Emanuel Pötting Secondary and Tertiary School for Medical Staff and Language School with Accreditation for State Language Examinations, Olomouc (EPOL – Olomouc) (*Střední zdravotnická škola, a Vyšší odborná škola zdravotnická Emanuela Pöttinga a Jazyková škola s právem státní jazykové zkoušky*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the EPOL – Olomouc.

**WHERE:** Centre and dates: <http://www.epol.cz/jazykova-skola/jazykove-kurzy/zkouska-a1-pro-trvaly-pobyt>

**TITLE:** Business Academy and Language School with Accreditation for State Language Examinations (OAJŠ – Přerov) (*Obchodní akademie a Jazyková škola s právem státní jazykové zkoušky*).

**WHAT:** Czech language exams from level A1 in the Common European Framework



of Reference. Exams can be taken at the OAJŠ – Přerov.

**WHERE:** Centre and dates: <http://www.oaprerov.cz/index.php/cestina-pro-cizince>

**TITLE:** Faculty of Arts, Palacký University Olomouc (UP FF Olomouc) (*Univerzita Palackého, Filisofická fakulta*).

**WHAT:** Czech language exams from level A2, B1, B2 and C1 in the Common European Framework of Reference. Exams can be taken at the UP FF Olomouc.

**WHERE:** Centre and dates: [http://www.kal.upol.cz/certifikaty\\_ecl/jazykova\\_zkouska\\_ecl.html](http://www.kal.upol.cz/certifikaty_ecl/jazykova_zkouska_ecl.html)

**TITLE:** Business Academy and Language School with Accreditation for State Language Examinations (OAJŠ – Pardubice) (*Obchodní akademie a Jazyková škola s právem státní jazykové zkoušky*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OAJŠ – Pardubice.

**WHERE:** Centre and dates: <http://wordpress.oapce.cz/cestina-pro-cizince/>

**TITLE:** Grammar School and Language School with Accreditation for State Language Examinations, Svitavy (GJŠ – Svitavy) (*Gymnázium a Jazyková škola s právem státní jazykové zkoušky Svitavy*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the GJŠ – Svitavy.

**WHERE:** Centre and dates: <http://www.gy.svitavy.cz/stale-clanky/cestina-pro-cizince>

**TITLE:** Regional Centre of Education and Language School Providing State Language Exams (KCVJŠ – Plzeň) (*Krajské centrum vzdělávání a Jazyková škola s právem státní jazykové zkoušky Plzeň*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the GJŠ – Plzeň.

**WHERE:** Centre and dates: <http://kcvjs.cz/ekcvjs/js?cestinaCizinci.jsp>

**TITLE:** Higher Vocational School, Business Academy, Secondary Medical School and Language School with Accreditation for State Language Examinations (VOŠ a SZŠ – Klatovy) (*Vyšší odborná škola, Obchodní akademie, Střední zdravotnická škola a Jazyková škola s právem státní jazykové zkoušky Klatovy*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the VOŠ a SZŠ – Klatovy.

**WHERE:** Centre and dates: [http://www.oakt.cz/jazyk/cestina\\_pro\\_cizince.php](http://www.oakt.cz/jazyk/cestina_pro_cizince.php)

**TITLE:** Faculty of Education, University of West Bohemia in Plzeň (ZU PF Plzeň) (*Západočeská univerzita, Pedagogická fakulta*).

**WHAT:** Czech language exams from level B1 in the Common European Framework of Reference. Exams can be taken at the ZU PF Plzeň.

**WHERE:** Centre and dates: <http://ujop.cuni.cz/zkousky/>

**TITLE:** Business Academy and Language School with Accreditation for State Language Examinations (OAJŠ – Ústí nad Labem) (*Obchodní akademie a Jazyková*



*škola s právem státní jazykové zkoušky Ústí nad Labem).*

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OAJŠ – Ústí nad Labem.

**WHERE:** Centre and dates: <http://www.oaulpar.cz/jazykova-skola-2015/cizinec.html>

**TITLE:** Business Academy, Secondary Medical School, Secondary Vocational School for Services and Language School with Accreditation for State Language Examinations (OZS – Jihlava) (*Obchodní akademie, Střední zdravotnická škola, Střední odborná škola služeb a Jazyková škola s právem státní jazykové zkoušky Jihlava*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OZS – Jihlava.

**WHERE:** Centre and dates: <http://www.ozs-ji.cz/clanek-81-trvalypobyt.html>

**TITLE:** Business Academy of Dr. Albín Bráf, Hotel School and Language School with Accreditation for State Language Examinations, Třebíč (OAHŠ – Třebíč) (*Obchodní akademie, Hotelová škola a Jazyková škola s právem státní jazykové zkoušky Třebíč*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the OAHŠ – Třebíč.

**WHERE:** Centre and dates: <http://www.oahstrebic.cz/>

**TITLE:** Grammar School and Language School with Accreditation for State Language Examinations, Zlín (GJŠ – Zlín) (*Gymnázium a Jazyková škola s právem státní jazykové zkoušky Zlín*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the GJŠ – Zlín.

**WHERE:** Centre and dates: <http://www.gjszlin.cz/js/>

**TITLE:** Integrated Secondary School – Centre of Practical Training and Language School with Rights of State Language Exams in Valašské Meziříčí (ISŠ-COP – Valašské Meziříčí) (*Integrovaná střední škola, Centrum odborné přípravy a Jazyková škola s právem státní jazykové zkoušky Valašské Meziříčí*).

**WHAT:** Czech language exams from level A1 in the Common European Framework of Reference. Exams can be taken at the ISŠ-COP – Valašské Meziříčí.

**WHERE:** Centre and dates: <http://www.isscopvm.cz/skola/jazykova-skola/zkouska-z-ceskeho-jazyka-pro-cizince/>

## 3.5 SUPPORT SERVICES FOR MIGRANTS

### 3.5 a list of support services and projects regarding local language courses

**TITLE:** Integration centre Prague (*Integrační centrum Praha*)

**WHAT:** Integration centre Prague (Integrační centrum Praha) offers Czech language courses for free.

**WHERE:** You can find information at: (in English, Russian, Ukrainian, Vietnamese,



Mongolian and Arabic): <http://www.icpraha.com/>

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců CIC*)

**WHAT:** Centre for integration of foreigners (*Centrum pro integraci cizinců CIC*) offers paid Czech language courses.

**WHERE:** You can find information at: (in English, Russian, and Vietnamese): <http://www.cicpraha.org/>

**TITLE:** Association for Opportunities of Young Migrants – META (*Společnost pro příležitosti mladých migrant META*)

**WHAT:** Association for Opportunities of Young Migrants – META (*Společnost pro příležitosti mladých migrant META*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech, English and Russian): <http://www.meta-ops.cz/>

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <https://www.opu.cz/cs/>

**TITLE:** Counselling Centre for Integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration (*Poradna pro integraci*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech and English): <http://p-p-i.cz/>

**TITLE:** Diocesan Charity České Budějovice (*Diecézní Charita České Budějovice*)

**WHAT:** Diocesan Charity České Budějovice (*Diecézní Charita České Budějovice*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://cizincicb.charita.cz/>

**TITLE:** South Moravia Regional Centre to Support the Integration of Foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** South Moravia Regional Centre to Support the Integration of Foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech, Russian and English): <http://www.cizincijmk.cz/>

**TITLE:** Support for EU Citizens in the South Moravian Region (*Integrace cizinců v Jihomoravském kraji*)

**WHAT:** South Support for EU Citizens in the South Moravian Region (*Integrace cizinců v Jihomoravském kraji*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://cizinci-eu.webnode.cz/>



**TITLE:** Diocesan Charity in Hradec Králové (*Diecezní Charita Hradec Králové*)

**WHAT:** South Diocesan Charity in Hradec Králové (*Diecezní Charita Hradec Králové*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech, Russian, Vietnamese and English): <http://cizincihradec.cz/>

**TITLE:** ŽEBŘÍK - CENTRE FOR SUPPORT OF FOREIGNERS (*ŽEBŘÍK – Křesťanská sociální práce*)

**WHAT:** ŽEBŘÍK - CENTRE FOR SUPPORT OF FOREIGNERS (*ŽEBŘÍK – Křesťanská sociální práce*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech, Russian, Vietnamese and English): <http://www.procizince.cz/>

**TITLE:** Associations of Citizens Involved with Emigrants (SOZE) (*Sdružení občanů zabývajících se emigranty*)

**WHAT:** Associations of Citizens Involved with Emigrants (SOZE) (*Sdružení občanů zabývajících se emigranty*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech and English): <http://www.soze.cz/?lang=en>

**TITLE:** MOST PRO

**WHAT:** MOST PRO offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech, Vietnamese, Bulgarian, Romanian, Russian, Mongolian and English): <http://www.mostlp.eu/>

**TITLE:** Counselling Centre for Integration (PPI) (*Poradna pro integraci Ústí nad Labem*)

**WHAT:** Counselling Centre for Integration (PPI) (*Poradna pro integraci Ústí nad Labem*) offers paid Czech language courses.

**WHERE:** You can find information at: (in Czech and English): <http://p-p-i.cz/>

**TITLE:** Centre for Multicultural Education (*Centrum multikulturního vzdělávání*)

**WHAT:** Centre for Multicultural Education (*Centrum multikulturního vzdělávání*) offers Czech language courses for free.

**WHERE:** You can find information at: (in Czech): <http://www.centrumjihlava.cz/>

### 3.5 b list of online resources

**TITLE:** Online practice test

**WHAT:** Online practice exercises at different levels (A1 – B2).

**WHERE:** (in English and Czech): <http://www.jc-correct.com/czech-language-placement-test>

**TITLE:** Online model examination of Czech language

**WHAT:** Interactive sample examination for permanent residence in Czech Republic

**WHERE:** (in English and German) <http://trvaly-pobyt.cestina-pro-cizince.cz/?p=zkouska-nanecisto>



**TITLE:** Czech for foreigners

**WHAT:** Czech as a second language taught through learning videos, preparation for A1 and A2 examinations

**WHERE:** (in Czech, English, French, Russian, Ukrainian, Vietnamese, Mongolian, Chinese and Arabian): <http://cestina-pro-cizince.cz/>

**TITLE:** Tuition as preparation for entrance examinations. Tuition for pupils of basic schools and students of secondary schools - individual and group tuition, preparation for entrance examinations to secondary schools and universities

**WHAT:** Web portal for search for tutors by subject and place of residence

**WHERE:** (in Czech): <http://www.tutorings.cz/cs/map>, <http://www.kvalitni-doucovani.cz/>



## 4 EDUCATION

### 4.1 PRESCHOOL EDUCATION

#### 4.1 a description of the system

**TITLE:** Preschool education and childcare

**WHAT:** Preschool education is optional in the Czech Republic (except for the last year in kindergarten) and is usually intended for children from three to six years of age. Its task is to promote the development of the personality of the child, to participate in his / her healthy emotional, intellectual and physical development and to adopt the basic rules of behavior, basic values of life and interpersonal relationships. There are three forms of preschool childcare:

- ▶ Nursery (*Jesle*): Nursery is institution that aim to care for and care for toddlers aged one to three years, thereby enabling their parents to engage in other activities such as employment. They are run all day (usually from 6.30 am to 5 pm). At the beginning of the day, the parent leaves the child and the staff take care of him at the time of his stay until the parent recovers him. This is a paid service.
- ▶ Kindergarten (*Mateřské školy*): Kindergarten are intended for children from the age of 3 until the beginning of compulsory school attendance. They have a full-day programme (usually from 6.30 am to 5 pm). All children must be admitted to the compulsory pre-school education, which is provided in Kindergarten, year preceding the entry into primary school. However, this year can be fulfilled by individual domestic education.
- ▶ Child care and service (*Dětská skupina*): The child care and care service in the children's group consists of regular care for a child between the age of six months and the beginning of compulsory schooling outside the household of the child in a group of children. The service does not provide for the education of a child, but the child is provided with educational care aimed at developing its abilities and cultural and hygienic habits appropriate to its age, in line with the concept of childcare and care.
- ▶ Babysitters: They need to have a contract and an accident insurance for the working hours.

**WHO:** Families with children between 1 and 5 years of age. It's compulsory to enrol a child into pre-school when a child turns 5.

**HOW:** Registration is done directly at the education institution. You have to register at the childcare institution.

#### 4.1 b admission/registration

**TITLE:** Registration at the preschool education centre

**HOW:** You must contact the appropriate pre-school care provider.

[www.kinderbetreuung.at/search/](http://www.kinderbetreuung.at/search/)

**WHERE:** List of all Kinderkarten (*Mateřské školy*) in Czech Republic (in Czech): <http://www.seznamskol.eu/typ/materska-skola/>. List of all Child care and service (*Dětská skupina*) (in Czech): <http://www.dsmpsv.cz/index.php/najdete-si-svou-ds/>

**GOOD TO KNOW:** Sometimes it can be difficult to find an available place for a child. It's better to ask in advance especially in cities (as soon as possible).





#### 4.1 c subsidized meals

**TITLE:** Subsidized meals

**WHAT:** All Kindergarten (*Mateřské školy*) in the Czech Republic are equipped with Kindergarten canteens established by the state, the region, the municipality or the voluntary union of municipalities to provide lunch to the school pupils. In the case of boarding schools all means of the day are provided (breakfast, snack, lunch, afternoon snack, dinner).

**HOW:** The meals for the Kindergarten canteens are prepared by school dinner factories seated in the schools or, in exceptional cases, the meal preparation is outsourced and the meals are delivered. The meals must meet the criteria for children meals at school defined by the decree.

**WHERE:** Meals are served in school canteens, usually situated in the school building.

**WHEN:** The meals are dispensed in the usual lunch time - for example between 11:30 am and 1:00 pm.

**ATTENTION:** Boarders with restrictive diet prescribed for their health condition by their attending general practitioner in paediatrics may be provided special meals corresponding to their diet ("dietary meals"), in the case of a school dinner factory according to its internal rules and in the case of outsourced meal provider according to the contract for the meal provision executed with it.

#### 4.1 d tax deduction for families with children

**TITLE:** Tax benefit to parents with children (*Daňové zvýhodnění na děti*)

**WHAT:** The first child is CZK 13 404 per year. Secondly, a parent can deduct CZK 17,004, third and every other child CZK 20,604 per year.

**WHERE:** Self-employed will apply the tax benefit to parents with children retrospectively for the entire year in the tax return, and employees are subtracted monthly by the employer. The condition for using the discount is that it is a so-called dependent child living with a taxpayer in a common household. More information at Financial Administration (*Finanční Správa*) (in Czech and English): <http://www.financnisprava.cz/en/>

## 4.2 PRIMARY SCHOOL (Základní škola)

### 4.2 a description of the system

**TITLE:** Description of the primary school system

**WHAT:** Compulsory basic education length in the Czech Republic is 9 years, from 6 to 15 years of age. The basic education is compulsory for citizens of the Czech Republic and citizens of other EU Member States residing in the Czech Republic for more than 90 days. The compulsory basic education also applies to other foreigners authorised to reside in the Czech Republic permanently or temporarily for more than 90 days and to parties to the proceeding on grant of international protection.

School year - the school year begins on 1 September and ends on 30 June of the following calendar year and is divided to two five-month terms. The first term starts on 1 September and end on 31 January of the following calendar year. The second term starts on 1 February and ends on 30 June. The pupils receive their school certificate at the end of each term.



**WHO:** The Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*) further details with executive decrees (in Czech and English): <http://www.msmt.cz/dokumenty-3/vyhlasaky-ke-skolskemu-zakonu> Schools may be searched on the web site of the Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*) (in Czech): <https://profa.uiv.cz/rejskol/>

**WHEN:** Compulsory education begins at the beginning of the school year following after the day of the child's 6th birthday, unless a postponement is approved for the child. The child with its 6th birthday in the period between 1 September and 30 June of the respective school year may be admitted in the same school year if adequately mature physically and mentally and if its custodian applies for the admittance. The conditions for admittance of a child born between September and December (inclusive) of the current school year for school attendance in the same school year pursuant to sentence two above include a recommending statement of a school advisory office, while admittance of a child born between January and June (inclusive) of the current school year is conditioned by an affirmative statement of the school advisory office plus a specialist physician to be attached to the application by the child's custodian.

## 4.2 b admission/registration

**TITLE:** Registration

**WHAT:** The custodian is liable to apply for enrolment of the child in basic school.

The place and time of the enrolment for the first form of basic school is specified by the school headmaster in compliance with announcement in the manner usual in the locality. The school headmaster also decides about the child's admittance.

**STEP 1:** The child's custodian is liable to apply for the child's enrolment for compulsory school education in the period between 1 and 30 April of the calendar year in which the child is to begin its compulsory school attendance.

If the child is not physically or mentally mature for school attendance commencement and if its custodian applies in writing at the time of the school enrolment period pursuant, then school headmaster may postpone the child's compulsory school attendance commencement by one year, on condition that the application is supported by the attached assessment of the competent school advisory office and a specialised physician or clinical psychologist. The beginning of compulsory school attendance may not be postponed more than to the beginning of the school year of the child's 8th birthday.

**STEP 2:** The following documents must be submitted for the purpose of the child's enrolment:

- ▶ Identity card of the child's custodian, and permanent residence permit, where applicable
- ▶ Child's birth certificate
- ▶ Other documents required by the headmaster of the respective school

**WHEN:** Between 1 and 30 April of the calendar year in which the child is to begin its compulsory school attendance.

**WHERE:** The enrolment shall take place in the school the custodian wants the child to attend. For the basic school selection see the register on the web site of the Ministry of Education (*Ministerstvo školství, mládeže a tělovýchovy*) (in Czech): <https://profa.uiv.cz/rejskol/>

## 4.2 c transport to school



**TITLE:** Transport to school – Reduced fare for pupils and students

**WHAT:** Schools providing compulsory basic education are usually within walking distance from the child's place of permanent residence. If the distance is longer than transport of the children to school must be provided by public transport means, or some school - for example the special schools for handicapped children or some private schools - organize collection of the children and their transport to school by in-house minibuses - this information is provided on the web site of the respective school. Another option is transport of the child to school by the private car of its parents.

**WHO:** The school takes over responsibility for the child after its arrival in the school building, before that the responsibility is with the child's custodian including solution of the child's transport to school.

Public transport in the Czech Republic is relatively dense and well organised by timetables for the children to be able to comfortably travel to/from school. There is no unified fare for school children in the Czech Republic and as each region may specify its own fare there are differences between different parts of the country. The reason is that some regions fully and others partly subsidise the children's fare for commuting to/from school. The fare information is available on the web sites of the individual regions (in Czech and English): <https://seznam.gov.cz/ovm/regionList.do?ref=obcan>

**HOW:** The child's transport to/from school is the sole responsibility of its custodian with the options of: on foot, by family car, by public (city) transport - bus, tram, metro, train - or by school bus, where applicable.

**WHERE:** Child's commuting to school means transport of the child from the place of its permanent residence to the basic school.

**WHEN:** The commuting is to be arranged by the child's custodian for the child to be at school before 8 am and then to be collected from school or from the school nursery after school day end.

**GOOD TO KNOW:** The school takes over responsibility for the child after its arrival in the school building, meaning that the parent/custodian is responsible for the child during its travel to/from school. The parent/custodian must therefore decide whether the child will walk travel to school alone or with his/her accompaniment.

#### **4.2 d before and after school care**

**TITLE:** Afternoon school care and school club (*školní družina a školní klub*)

**WHAT:** Afternoon school care (*školní družina*) are school facilities that provide interest-based education to pupils from one or several elementary schools according to their own educational program, which enables them to profoundly differentiate themselves according to the interests and needs of pupils. The afternoon school care (*školní družina*) serves education, training, recreational, sporting and leisure activities of pupils at a time outside the classroom. It is primarily intended for the youngest pupils (1st to 5th grade) or for children in the preparatory class of one or more elementary schools and for children in the preparatory stage of one or more specialized elementary schools. There is a wide range of interest-taking activities in the classroom in a familiar setting that gives children a sense of security and is affordable for parents.

School club (*školní klub*) are educational facilities for leisure education and provide interest-based education to pupils of one or several schools according to their own school educational program, based on the interests and needs of individual pupils. From the school club, the club differs mainly from the older age of participants and



different forms of activity. The activities of school clubs are primarily intended for primary school pupils, pupils with a lower grade of six years or eight-year grammar schools and corresponding years of an eight-year educational programme of the Conservatory. The student may also be a pupil of the first grade of a primary school who is not admitted to a afternoon school care (*školní družina*).

**WHO:** Afternoon school care and school club are intended for children attending the school.

**HOW:** the usual programme of the afternoon school care is from 6.30 am to the beginning of the class and after the class is over until 5 pm. School clubs are usually open after classes until 5 pm. An application form must be fill up by the parents to the address of the school their child attends. Price for afternoon school care and school club is usually between 1 500 CZK and 2 500 CZK per school year.

**WHERE:** Generally, the activities take place at the child's school.

**WHEN:** Afternoon school care and school club are offered through the entire academic year.

#### **4.2 e subsidized school meals**

**TITLE:** Subsidized meals

**WHAT:** All basic schools in the Czech Republic are equipped with school canteens established by the state, the region, the municipality or the voluntary union of municipalities to provide lunch to the school pupils. In the case of boarding schools all means of the day are provided (breakfast, snack, lunch, afternoon snack, dinner).

**HOW:** The meals for the school canteens are prepared by school dinner factories seated in the schools or, in exceptional cases, the meal preparation is outsourced and the meals are delivered. The meals must meet the criteria for children meals at school defined by the decree.

**WHERE:** Meals are served in school canteens, usually situated in the school building.

**WHEN:** The meals are dispensed in the usual lunch time - for example between 11:30 am and 1:00 pm.

**ATTENTION:** Boarders with restrictive diet prescribed for their health condition by their attending general practitioner in paediatrics may be provided special meals corresponding to their diet ("dietary meals"), in the case of a school dinner factory according to its internal rules and in the case of outsourced meal provider according to the contract for the meal provision executed with it.

#### **4.2 f children with special needs**

**TITLE:** Children with special needs

**WHAT:** Support of basic education of children with special learning needs is provided in the Czech Republic in collaboration with the Ministry of Education, Youth and Sport

and the Ministry of Labour and Social Affairs with the aim to provide full education with regard to their limitations and with the effort of their maximum possible inclusion among the standard population.

**WHERE:** Education of pupils with special learning needs in the Czech Republic is provided by the school system and partly by special institutions. The parents (custodians) of the child must decide which education system they want to choose for their child - whether education in a standard basic school - i.e. integration, or in the school system specifically established for handicapped pupils - the special



schools. There are three forms of special education: individual integration, group integration or education in a separate school for the handicapped (special school) or a combination of the above. At present inclusive education is more and more prioritised.

The list of directly governed organisations - special schools of the Ministry of Education, Youth, and Sport (*Ministerstvo školství, mládeže a tělovýchovy*) (in Czech and English): <http://www.msmt.cz/vzdelavani/socialni-programy/pro>

The list of special schools in the capital city of Prague (in Czech): [http://www.praha.eu/jnp/cz/o\\_meste/vybrane\\_mestske\\_organizace/skoly\\_a\\_skolska\\_zarizeni\\_zrizovana\\_hmp/specialni\\_skoly/index.html](http://www.praha.eu/jnp/cz/o_meste/vybrane_mestske_organizace/skoly_a_skolska_zarizeni_zrizovana_hmp/specialni_skoly/index.html)

Special schools can be searched for in the school register on (in Czech): <https://profa.uiv.cz/rejskol/>

The list of the school advisory offices (in Czech): <http://www.msmt.cz/vzdelavani/socialni-programy/pedagogicko-psychologicke-poradny>

The database of special pedagogy centres (in Czech): [http://www.prvnikrok.cz/www\\_old/adresar.php?kat=e02](http://www.prvnikrok.cz/www_old/adresar.php?kat=e02)

**GOOD TO KNOW:** The school advisory system in the Czech Republic is based on the following two pillars:

- ▶ The activity of the school advisers is sometimes called a “school advisory office”, but it is neither a legal entity nor an independent organisational unit within the school.
- ▶ The school advisory office in its basic form includes a school methodologist of prevention and a school advisor. In its extended form it includes a methodologist of prevention and a school advisor, compulsory for every school, plus a special pedagogue or psychologist. Some schools even employ both specialists (a school psychologist and a special pedagogue) either from in-house resources or from various EU grants and subsidies.
- ▶ The second pillar of the advisory system in education is represented by the school advisory offices. They include pedagogical and psychological consultancy rooms and special pedagogy centres. These establishments provide services to children, pupils, students and their custodians, schools and school-like facilities. They also cooperate with the social protection bodies, healthcare facilities, courts of justice etc.

## 4.2 g school holidays

**TITLE:** School holidays

**WHAT:** List of school holidays in Czech Republic:

- ▶ Mid-year holidays: They are one day long, always on a Friday, and fall within the period from 29 January to 4 February.
- ▶ Spring holidays: They are a week long and specified by a decree of the region where the school is domiciled within the range from the first complete February week to the last complete week of the month of March. Reference to the decree (in Czech): <http://www.msmt.cz/file/38823?highlightWords=jarn%C3%AD+pr%C3%A1zdny>
- ▶ Easter holidays: On the Thursday and the Friday before the Easter Monday.
- ▶ Summer holidays: From 1 July to 31 August
- ▶ Autumn holidays: Two-day-long and attached to the public holiday on 28 October. Their dates are specified annually by the Ministry of Education, Youth and Sport



- ▶ Christmas holiday: From 32 December to 2 January of the following calendar year.
- ▶ Headmaster's holidays: For serious reasons, especially organisational and technical the school headmaster may announce free days for school children, up to the maximum number of five per school year.

#### 4.2 h school attendance and absence

**TITLE:** Measures against school absence

**WHAT:** Compulsory basic education length in the Czech Republic is 9 years. Absence from school must be excused. The reasons for the child's absence from school may include for example illness, a necessary medical examination, serious family reasons (such as a death in the family) etc. The relevant School Rules (*školní řád*) defined the way the child must be excused in the case of absence.

**WHO:** Every school has a rule of excusing absence of the child at school by its parents or custodians.

**HOW:** The custodians of children and minor pupils are liable:

- ▶ To assure proper school attendance of their child,
- ▶ On request of the headmaster personally attend a discussion about serious issues of their child's education,
- ▶ Inform the school or the education provider about change of health condition, health problems of the child and other serious facts that might affect the progress of the child's education,
- ▶ Document reasons for the child's absence from school in harmony with the conditions defined in the School Rules,

**GOOD TO KNOW:** In the case of recurrent absence of a child from school the school is entitled to report this fact to the social care and youth health protection department of the village with extended powers, who will start family investigation for the purpose of finding causes and subsequent help and care.

The custodian of a minor foreigner is liable to assure compliance of the child with its compulsory school attendance liability. Violation of this liability is an offence of the child's custodian pursuant, as amended (sanction: fine in the amount up to CZK 3,000).

Violation of the same liability in a larger extent, i.e. failure to assure the child's compulsory school attendance, may even meet the facts of the criminal act of threatening moral upbringing of children and youth pursuant.

#### 4.2 i support for participation in school activities

**TITLE:** Financial support for participation in school activities

**WHAT:** Child benefit (*přídavek na dítě*) is a basic, long-term benefit provided to families with children that helps them to cover the costs associated with the upbringing and nutrition of unpaid children. Entitled to the benefit is a dependent child living in a family whose income does not exceed 2.4 times the subsistence level in the "previous" calendar year.

**WHO:** Families in need who fulfill the conditions for granting this benefit.

**WHERE:** You have to submit a written request for parental allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence. (in Czech): <http://portal.mpsv.cz/soc/ssp>





## 4.2 j support in local language as a second language

**TITLE:** support in local language as a second language

**WHAT:** META o.p.s. is a nonprofit organization that has supported foreigners in education and labour integration since 2004. They also offer support for teachers and schools that work with the special needs of children and pupils with a different mother tongue. For foreigners, we offer educational and job counselling, organize Czech language courses and, thanks to volunteers, we offer tutoring. They provide also methodological support for teachers who are teaching foreigners. They can help also with language support in local language as a second language.

**HOW:** Contact META

**WHERE:** (in Czech, English and Russian): [www.meta-ops.cz](http://www.meta-ops.cz)

Contact address: Ječná 17, 120 00 Praha 2; services for foreigners: V Tůních 10, 120 00 Praha 2, tel: 222 521 446, 773 304 464, 773 639 395, 775 339 003, 773 304 544

## 4.2 k migrant children's mother tongue tuition

**TITLE:** Language support in mother tongue

**WHAT:** META o.p.s. is a nonprofit organization that has supported foreigners in education and labour integration since 2004. They also offer support for teachers and schools that work with the special needs of children and pupils with a different mother tongue. For foreigners, we offer educational and job counselling, organize Czech language courses and, thanks to volunteers, we offer tutoring. They provide also methodological support for teachers who are teaching foreigners. They can help also with language support in mother tongue.

**HOW:** Contact META

**WHERE:** (in Czech, English and Russian): [www.meta-ops.cz](http://www.meta-ops.cz)

Contact address: Ječná 17, 120 00 Praha 2; services for foreigners: V Tůních 10, 120 00 Praha 2, tel: 222 521 446, 773 304 464, 773 639 395, 775 339 003, 773 304 544

## 4.3 SECONDARY SCHOOL

### 4.3 a description of the system

**TITLE:** Secondary Education system in Czech Republic

**WHAT:** The system of secondary schools and conservatories in the Czech Republic includes both state and private institutions.

There are two types of secondary schools in the Czech Republic:

- ▶ The grammar school providing general education completed with a school-leaving examination and designed to prepare the students for their higher or university education. The length of the study is usually 4 years.
- ▶ The eight-year grammar school providing general education completed by a school-leaving examination and designed to prepare the students for their higher or university education. The length of the study is usually 4 years.
- ▶ Secondary technical school providing complete secondary technical education completed by a school-leaving examination with the following subjects: technical and economic, health, pedagogical and other subjects. The length of the study is usually 4 years.
- ▶ Secondary apprentice schools provide secondary education completed by





a school-leaving apprentice examination. The length of the study is usually 2 - 3 years. The completed education is marked by apprenticeship certificate providing qualification of labour and similar professions. The apprentices can also continue with their studies at higher secondary schools with school-leaving examination.

- ▶ Conservatories - provide general education and preparation of the students for performing demanding performing professions in music, dance, singing and stage drama. Successful completion of conservatory studies leads to two levels of completed education: secondary with school-leaving examination and higher professional education in performing arts. The length of the study is 6 - 8 years.

**WHO:** The network of state and private secondary schools and conservatories is approved and all related legislative measures are taken by the Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*). Education provided by state (public) secondary schools is free of charge, and education provided by private secondary schools is charged in the amount published on the web sites of the individual private schools.

**HOW:** Entrance examinations to secondary schools and conservatories (in Czech): <http://www.msmt.cz/vzdelavani/stredni-vzdelavani/informace-o-prijimacim-rizeni-ke-strednimu-vzdelavani-podle>

Successful completion of the relevant study programme leads to obtaining the following education levels:

- ▶ Secondary education – after successful completion of a 1-year or 2-year intramural study programme,
- ▶ Secondary education with apprenticeship certificate – after successful completion of a 2-year or 3\_year intramural or abbreviated study programme for secondary education with apprenticeship certificate grant,
- ▶ Secondary education with school-leaving examination – after successful completion of a study programme of a six-year or eight-year grammar school, a study programme in the length of 4 years of intramural study, a higher secondary level study programme in the length of 2 years of intramural study or abbreviate study programme for obtaining secondary education with school-leaving examination pass.

**WHERE:** All information about entrance examinations to secondary schools and conservatories is provided on the web site of the Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*)

(in Czech): <http://www.msmt.cz/vzdelavani/stredni-vzdelavani/prijimani-na-stredni-skoly-a-konzervatore>

including the secondary school register (in Czech): <https://profa.uiv.cz/rejskol/>

Ministry of Education, Youth and Sports (*Ministerstvo školství, mládeže a tělovýchovy*)

Karmelitska 7

118 12 Prague 1

Tel.: +420 234 811 579

Email: [qualifications@msmt.cz](mailto:qualifications@msmt.cz)

**WHEN:**

After successful completion of basic education or after covering the compulsory school attendance the child may continue his/her studies at a secondary school. The spectrum of secondary schools is broad, including state and private schools



providing professional preparation, preparing for university studies (grammar schools), special schools for handicapped students, schools with extended language learning etc. The selection of secondary school is the sole responsibility of the student and his/her parents/custodians.

**GOOD TO KNOW:** The secondary school may absolve a foreigner of the entrance test in the Czech language or replace it with an interview. Most secondary schools, however, require at least basic knowledge of the Czech language.

In the Czech Republic secondary school may also be attended by students with other than permanent stay in the country (long-term stay permit, family members of an EU citizen, asylum seekers and holders of accessory protection status etc.) or individuals about to ask for a permit to stay for more than 90 days on the basis of successful entrance examination to a secondary school, not yet staying in the Czech Republic.

### **4.3 b admission/registration**

**TITLE:** Admission/registration to compulsory secondary education

**WHAT:** Secondary schools (established by the state and local self-governing bodies) admit applicants for study by the law. Non-state secondary schools hold their entrance proceedings on other dates published on their respective web sites.

Foreign applicants must submit their permit for stay and an equivalent basic education certificate. To be usable in the Czech Republic the document on completed education must be provided with super-legalisation by the embassy of the Czech Republic accredited for the country issuing the certificate. The super-legalisation requirement does not apply to countries with the relevant bilateral agreement executed with the Czech Republic or signatories of the Haag Convention on cancellation of the requirement for legalisation of foreign documents. The relevant authority and the Ministry of Foreign Affairs of the respective country legalises the document and the Embassy of the Czech Republic subsequently provides the super-legalisation. The list of the embassies is available on the web site of the Ministry of Foreign Affairs (*Ministerstvo Vnitra*) (in Czech and English): [www.mzv.cz](http://www.mzv.cz)

If the state issuing the document is a party to the Haag Convention then the final legalisation of the document is provided by Apostille signed by the relevant authority of that state. (in English and French): [www.hcch.net](http://www.hcch.net). Signatories of the Haag convention include but are not limited to Albania, Australia, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, France, Croatia, Italy, Japan, Kazakhstan, Kyrgyzstan, Moldova, Germany, United States of America, Spain, Sweden and Great Britain. The complete list of signatories of the Haag convention (in Czech): [www.justice.cz](http://www.justice.cz) (Legalisation of documents for their use abroad).

The pupil ending his/her compulsory basic education and interested in study at a secondary school fills out the required form in the year of his/her basic education completion and submits the form to the selected secondary school via his/her school headmaster. The deadline for the application submission to the headmaster of the school where the pupil completes his/her basic education by 20 February and the deadline for filing the application by the school headmaster by 15 March.

In the case of non-state secondary schools, the applications are submitted by the



date published on the web site of the respective school.

The applicant not attending basic school at the moment of the application filing must submit his/her application personally.

Just one application for secondary school study may be filed for the first round of the admission proceedings.

Entrance examination - the invitation to the entrance examination is delivered by the school headmaster to the applicants at least 14 days before the entrance examination date; the invitation must include requirements for the entrance examination.

**WHERE:** You can find more in the web site of the Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*) (in Czech): [http://www.msmt.cz/uploads/O21/O211/prijimaci\\_zkousky/Informace\\_MSMT\\_4552\\_2017\\_3.pdf](http://www.msmt.cz/uploads/O21/O211/prijimaci_zkousky/Informace_MSMT_4552_2017_3.pdf)

### 4.3 c transport to school

See “Education” – “Primary education” - “Transport to school”

### 4.3 d subsidized school meals

**TITLE:** Subsidized meals

**WHAT:** All basic schools in the Czech Republic are equipped with school canteens established by the state, the region, the municipality or the voluntary union of municipalities to provide lunch to the school pupils. In the case of boarding schools all means of the day are provided (breakfast, snack, lunch, afternoon snack, dinner).

**HOW:** The meals for the school canteens are prepared by school dinner factories seated in the schools or, in exceptional cases, the meal preparation is outsourced and the meals are delivered. The meals must meet the criteria for children meals at school defined by the decree.

**WHERE:** Meals are served in school canteens, usually situated in the school building.

**WHEN:** The meals are dispensed in the usual lunch time - for example between 11:30 am and 1:00 pm.

**ATTENTION:** Boarders with restrictive diet prescribed for their health condition by their attending general practitioner in paediatrics may be provided special meals corresponding to their diet (“dietary meals”), in the case of a school dinner factory according to its internal rules and in the case of outsourced meal provider according to the contract for the meal provision executed with it.

### 4.3 e school holidays

**TITLE:** School holidays

**WHAT:** List of school holidays in Czech Republic:

- ▶ Mid-year holidays: They are one day long, always on a Friday, and fall within the period from 29 January to 4 February.
- ▶ Spring holidays: They are a week long and specified by a decree of the region where the school is domiciled within the range from the first complete February week to the last complete week of the month of March. Reference to the decree (in Czech): <http://www.msmt.cz/file/38823?highlightWords=jarn%C3%AD+pr%C3%A1zdny>
- ▶ Easter holidays: On the Thursday and the Friday before the Easter Monday.



- ▶ Summer holidays: From 1 July to 31 August
- ▶ Autumn holidays: Two-day-long and attached to the public holiday on 28 October. Their dates are specified annually by the Ministry of Education, Youth and Sport
- ▶ Christmas holiday: From 32 December to 2 January of the following calendar year.
- ▶ Headmaster's holidays: For serious reasons, especially organisational and technical the school headmaster may announce free days for school children, up to the maximum number of five per school year.

### 4.3 f final exams

**TITLE:** Final exams

**WHAT:** Successful completion of the relevant study programme leads to obtaining the following education levels:

- ▶ Secondary education – after successful completion of a 1-year or 2-year intramural study programme,
- ▶ Secondary education with apprenticeship certificate – after successful completion of a 2-year or 3\_year intramural or abbreviated study programme for secondary education with apprenticeship certificate grant,
- ▶ Secondary education with school-leaving examination – after successful completion of a study programme of a six-year or eight-year grammar school, a study programme in the length of 4 years of intramural study, a higher secondary level study programme in the length of 2 years of intramural study or abbreviate study programme for obtaining secondary education with school-leaving examination pass. Secondary education programmes are closed by a final examination. The final examination certificate is a document on completed secondary education.
- ▶ Apprenticeship programmes are closed by a final examination. The final examination certificate and the apprenticeship certificate are documents on completed apprenticeship.
- ▶ Secondary education programmes with school-leaving examination are closed by the school-leaving examination. The school-leaving examination certificate is a document on completed secondary education with school-leaving examination.
- ▶ The final and the school-leaving examination certificates are provided with a clause on completed secondary education.

**WHERE:** Information about final and school-leaving examinations is provided on the web site of the respective school and on the web site of the Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*) (in Czech): <http://www.msmt.cz/vzdelavani/skolstvi-v-cr/statni-maturita>

**GOOD TO KNOW:** Evaluation of foreign students in the subject of Czech language and literature takes into consideration the student's level of knowledge of the Czech language. The found language insufficiency is an objective reason for non-classification of the first-year student. The secondary study completion is governed by the relevant legislation on study completion.

### 4.3 g scholarships and grants

**TITLE:** Scholarship (*Stipendium*)



**WHAT:** Talented children and children with special needs and parentless children with better mean school marks than 2:0 may apply for scholarships to subsidise their secondary school and university studies in the Czech Republic.

**WHERE:** Good Will Committee – Olga Havlová Foundation (*Výbor dobré vůle – Nadace Olgy Havlové (VDV)*) (in Czech and English): <http://www.vdv.cz/>

## 4.4 HIGHER EDUCATION

### 4.4 a description of the system

**TITLE:** Post-secondary and university education

**WHAT:** Universities in the Czech Republic provide bachelor, master and doctoral courses. Universities may be public, private and state schools. State universities include military and police academy. Public and state universities may be attended by foreigners with short-term, long-term or permanent stay permit in the Czech Republic. Foreigners take their university course in the Czech Republic under the same conditions as citizens of the Czech Republic if they are able to study in the Czech language. Where Czech students are not charged for their study the foreigners are not charged either.

Foreigners about to study a university in the Czech Republic in a language other than Czech must pay the school fee.

Private schools charge for their courses, the charges must be paid by Czech citizens as well as by foreigners.

The network of state and private universities is approved and all related legislative measures are taken by the Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*). University courses are intramural (with day attendance of the lectures and seminars in the enrolled subjects), extramural (school attendance on selected days of the month, extramural student may also be employed if the employer agrees with the study) and combined (intra/extramural)

**GOOD TO KNOW:** Applications for study may be filed with more universities simultaneously.

### 4.4 b admission of students from EU/EEA member states and Switzerland

**TITLE:** Admission of EU/EEA Member States and Switzerland's students

**WHAT:** Admission for a bachelor or master course is conditioned by completed secondary education with school-leaving examination passed, and admission for a doctoral course is conditioned by graduation from a master course, or academic degree in the case of art studies. Art studies may also be applied for by graduated from conservatories as higher secondary education schools. Applicants for master course must have duly completed their bachelor or another university course.

**STEP 1:** Foreigners must attach to their application for university studies a document on completion of equivalent secondary education. To be usable in the Czech Republic the document on completed education must be provided with super-legalisation by the embassy of the Czech Republic accredited for the country issuing the certificate. This liability is based on Section 52 of Act no 97/1963 Coll., on international private and process law, as amended. The super-legalisation requirement does not apply to countries with the relevant bilateral agreement executed with the Czech Republic or signatories of the Haag Convention on



cancellation of the requirement for legalisation of foreign documents. The relevant authority and the Ministry of Foreign Affairs of the respective country legalises the document and the Embassy of the Czech Republic subsequently provides the super-legalisation. The list of the embassies is available on the web site of the Ministry of Foreign Affairs (*Ministerstvo zahraničních věcí*) (in Czech and English): [www.mzv.cz](http://www.mzv.cz)

If the state issuing the document is a party to the Haag Convention then the final legalisation of the document is provided by Apostille signed by the relevant authority of that state. ([www.hcch.net](http://www.hcch.net)).

Signatories of the Haag convention include but are not limited to Albania, Australia, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, France, Croatia, Italy, Japan, Kazakhstan, Kyrgyzstan, Moldova, Germany, United States of America, Spain, Sweden and Great Britain. The complete list of signatories of the Haag convention is available on (in Czech): [www.justice.cz](http://www.justice.cz) (Legalisation of documents for their use abroad).

Bilateral agreements on mutual recognition of education credentials have also been signed between the Czech Republic and Hungary, Poland, Slovenia and Germany. Holders of Hungarian, Polish, Slovenian or German credentials to which the above mentioned agreements apply may submit them without administrative legalisation (original with authorised translation) for the purpose of application for university study (in Czech): <http://www.msmt.cz/mezinarodni-vztahy/a-postup-podle-ekvivalencnich-dohod-madarsko-polsko?lang=1>

**STEP 2:** Entrance proceeding is commenced by delivery of an application for university study to the faculty providing the selected course. The application must include the name(s) and surname of the applicant, his/her birth certificate number, if any, and address of permanent residence in/outside the Czech Republic. Foreign applicants must enter their birth date, gender, place of residence in the Czech Republic and nationality/citizenship. The applicant alone is party to the entrance proceeding.

**STEP 3:** The university or faculty publishes the report on the progress of the entrance examinations and the decision about admitting/rejecting the applicant in 15 days after their completion. The applicant receiving a positive notice of admission is entitled to be enrolled for the study. The applicants are enrolled on dates published by the university or faculty.

**WHERE:** Enrolment proceeding takes place at the university or faculty providing the selected course.

**GOOD TO KNOW:** The proceeding in the case of application for recognition of foreign credentials in the Czech Republic, the “nostrification”, and acknowledgement of study at foreign universities for the purpose of social security and health insurance in the Czech Republic (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/ekvivalence-ceskeho-a-zahranicniho-vzdelani>

#### **4.4 c admission of third country students**

**TITLE:** Admission of third-country students

**WHAT:** Admission for a bachelor or master course is conditioned by completed secondary education with school-leaving examination passed, and admission for a doctoral course is conditioned by graduation from a master course, or academic degree in the case of art studies. Art studies may also be applied for by graduated from conservatories as higher secondary education schools. Applicants for master course must have duly completed their bachelor or another university course.





**STEP 1:** Foreigners must attach to their application for university studies a document on completion of equivalent secondary education. To be usable in the Czech Republic the document on completed education must be provided with super-legalisation by the embassy of the Czech Republic accredited for the country issuing the certificate. This liability is based on Section 52 of Act no 97/1963 Coll., on international private and process law, as amended. The super-legalisation requirement does not apply to countries with the relevant bilateral agreement executed with the Czech Republic or signatories of the Haag Convention on cancellation of the requirement for legalisation of foreign documents. The relevant authority and the Ministry of Foreign Affairs of the respective country legalises the document and the Embassy of the Czech Republic subsequently provides the super-legalisation. The list of the embassies is available on the web site of the Ministry of Foreign Affairs (*Ministerstvo zahraničních věcí*) (in Czech and English): [www.mzv.cz](http://www.mzv.cz)

If the state issuing the document is a party to the Haag Convention then the final legalisation of the document is provided by Apostille signed by the relevant authority of that state. ([www.hcch.net](http://www.hcch.net)).

Signatories of the Haag convention include but are not limited to Albania, Australia, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, France, Croatia, Italy, Japan, Kazakhstan, Kyrgyzstan, Moldova, Germany, United States of America, Spain, Sweden and Great Britain. The complete list of signatories of the Haag convention is available on (in Czech): [www.justice.cz](http://www.justice.cz) (Legalisation of documents for their use abroad).

**STEP 2:** Entrance proceeding is commenced by delivery of an application for university study to the faculty providing the selected course. The application must include the name(s) and surname of the applicant, his/her birth certificate number, if any, and address of permanent residence in/outside the Czech Republic. Foreign applicants must enter their birth date, gender, place of residence in the Czech Republic and nationality/citizenship. The applicant alone is party to the entrance proceeding.

**STEP 3:** The university or faculty publishes the report on the progress of the entrance examinations and the decision about admitting/rejecting the applicant in 15 days after their completion. The applicant receiving a positive notice of admission is entitled to be enrolled for the study. The applicants are enrolled on dates published by the university or faculty.

**WHERE:** Enrolment proceeding takes place at the university or faculty providing the selected course.

**GOOD TO KNOW:** The proceeding in the case of application for recognition of foreign credentials in the Czech Republic, the “nostrification”, and acknowledgement of study at foreign universities for the purpose of social security and health insurance in the Czech Republic (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/ekvivalence-ceskeho-a-zahranicniho-vzdelani>

#### 4.4 d subsidized school meals

**TITLE:** Subsidized meals

**WHAT:** The Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*) provides subsidies for university development and for board and lodging of students on Higher Education Institutions, amending other acts (Higher Education Act)

For details see here (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/>





#### [pravidla-pro-poskytovani-prispevku-a-dotaci-verejnym-vs](#)

**WHO:** Individual universities establish and manage catering facilities for students providing discounted meals to students (the prices of these meals are specified on the basis of overhead and operation costs).

**HOW:** Individual universities have their own rules and conditions for catering and price calculation.

**WHERE:** Details on catering options are published on the web sites of individual universities (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/prehled-vysokych-skol-v-cr-3>

**WHEN:** The right for discounted meals belongs to a student enrolled at the university and showing his/her student card.

#### **4.4 e university holidays**

**TITLE:** University holidays

**WHAT:** Summer holidays for university students are specified in the academic calendar of the university. Summer holidays are announced by the rector. Some holidays are shortened by various compulsory practices. In the course of the summer holidays students may sit for examinations in alternative deadlines (corrective).

**WHERE:** The summer holidays usually begin after elapse of the summer term examination period in the former half of July and end in mid September by enrolment to the next year of study.

#### **4.4 f scholarships and grants**

**TITLE:** Social allowance for university students (*sociální stipendium*)

**WHAT:** Social allowance for university students provided in the event of a difficult social situation of the student and in cases of special consideration worthy.

**WHERE:** (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/socialni-stipendium-1>

**TITLE:** Scholarship (*stipendium*)

**WHAT:** Scholarship for outstanding learning outcomes, for excellence in development and innovation, artistic, or other creative results contributing to deepening knowledge, research, development and innovation.

**WHERE:** (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/studenti-stipendia-a-podpora-studentu>

**TITLE:** Accommodation scholarship (*ubytovací stipendium*)

**WHAT:** The accommodation scholarship is intended for students of full-time study programmes who study in the first-degree programme or in a study programme related to it and who have not passed the standard period of study.

**WHERE:** (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/studenti-stipendia-a-podpora-studentu>

**TITLE:** Private scholarship (*stipendium*)

**WHAT:** The Scholarship programme supports the most talented students with the ambition to attend a bachelor or master course at a prestigious foreign university.



**WHERE:** (in Czech and English): [www.bakalafoundation.org](http://www.bakalafoundation.org)

#### 4.4 g accommodation subsidies

**WHAT:** The Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*) provides subsidies for university development and for board and lodging of students on the basis of the Rules for Contributions and Subsidies for Public Universities.

**WHO:** Individual universities establish and manage accommodation facilities for students (student dormitories) providing discounted accommodation to students. Not all university students are entitled for accommodation at a student dormitory. The university considers the distance the student would have to commute and the accommodation availability. If a student does not meet the criteria for accommodation provision he/she must find accommodation in private.

**HOW:** Individual universities have their own rules and conditions for accommodation provision and price calculation. The usual price of student dormitory accommodation in CZK 2,500 - 5,000 per bed.

**WHERE:** Details on accommodation options are published on the web sites of individual universities (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/prehled-vysokych-skol-v-cr-3> and (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/pravidla-pro-poskytovani-prispevku-a-dotaci-verejnym-vs>

**WHEN:** Details on accommodation options and application for student dormitory accommodation are received by the student at the moment of admission for the university course.

**GOOD TO KNOW:** University students in the Czech Republic often resolve their accommodation by a joint rent of an apartment which in some cities may be cheaper than student dormitory accommodation.

#### 4.4 h other options of higher education

### 4.5 APPRENTICESHIP

#### 4.5 a apprenticeship possibilities

**TITLE:** Apprenticeship (*učňovské obory*)

**WHAT:** An apprenticeship is a system of training a practitioners of a trade or profession. It also enables to gain a license to practice in a regulated profession.

**WHO:** graduate elementary school

**HOW:** (in Czech and English): <http://www.msmt.cz/areas-of-work/tertiary-education>

**WHERE:** Only in Czech language: <http://www.ucebniobory.com/prehled-skol-3/>

**GOOD TO KNOW:** Apprentices spend about 30-60% of their time in companies and the rest in formal education.

### 4.6 ADULT EDUCATION

#### 4.6 a primary and secondary school programmes for adults

**TITLE:** Distance learning course of basic education (*Kurz pro získání základního vzdělání*)



**WHAT:** Study of the distance learning course of basic education is free of charge. Candidates do not take any entrance examinations. The course is intended for teenagers and adults who have completed elementary school less than 9 years of age and have not obtained basic education.

**HOW:** Students will submit a written application for study or a completed application form (through a legal representative before the age of 18) and will attach a copy of the latest certificate. Due to the limited capacities of the school, it is advisable to apply as soon as possible (the school opens 1 class, the highest number of pupils in the class is 24). All students of distance learning take at the end of the course examinations of the subjects specified in the school curriculum for the last year of basic education, except for subjects of optional and optional.

**WHERE:** The courses of basic education are offered all over Czech Republic. Contact any elementary school in your area.

#### **4.6 b vocational training**

**TITLE:** Vocational training (*Odborné vzdělání*)

**WHAT:** Vocational training in the Czech Republic is devoted many private education agencies and secondary vocational schools. If you are an employee, the employer you can pay you for training. Another option is retraining (*rekvalifikace*) for the purpose of getting a job paid to you by the Labor Office (*Úřad práce*).

**HOW:** Log in to the course of your choice or contact the Labor Office (*Úřad práce*) to help you find the most appropriate retraining course and help ensure the necessary formalities.

**WHERE:** For the retraining course contact the Labour Office (*Úřad Práce*) of the place of your residence (in Czech): <http://portal.mpsv.cz/soc/ssp>

#### **4.6 c courses for retirees**

**TITLE:** Courses for retirees - University of the Third Age (*Univerzita třetího věku*)

**WHAT:** In the Czech Republic offers training for seniors several universities in the programmes of the University of the Third Age:

**WHO:** You can take part in these courses if you're retired and/or in pension.

**HOW:** The registration depends on the university that offers the course.

**WHERE:** This type of education offers almost all universities in the Czech Republic, for example:

Charles University Prague (*Karlova Univerzita*) (in Czech and English): <http://www.cuni.cz/UK-51.html>

Czech Agriculture University (*česká zemědělská Univerzita*) (in Czech): <https://e-senior.czu.cz/>

Colegge of Economics Prague (*Vysoká škola ekonomická*) (in Czech): <http://u3v.vse.cz/>

## **4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS**

### **4.7 a nostrification/recognition of education**

**TITLE:** Nostrification basic, secondary and higher education schools (*Nostrifikace*)



**WHAT:** Nostrification - basic, secondary and higher education schools in the Czech Republic Recognitions of diplomas and certificates of basic and secondary schools and higher education institutes provide the Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*). If the state where the diploma or school certificate was issued has executed an international agreement on recognition of education credentials then a certificate or decision on recognition of the credentials is issued. The document on the credential recognition is the nostrification clause. The application for nostrification is charged - the fee is CZK 1,000. The authorised person then assesses the extent to which the subject composition and their scope are similar to the corresponding Czech course. In the case of major differences there is the nostrification examination to be sat for at a selected secondary school. Only after passing the nostrification examination the applicant is provided with the nostrification clause together with the decision or certificate. These documents then confirm validity of a foreign diploma in the Czech Republic. This service is usually charged (in Prague by CZK 200).

**WHERE:** The application for foreign credential recognition is filed at the education departments of the regional councils according to the registered place of residence of the applicant in the Czech Republic (in Czech): [https://portal.gov.cz/portal/obcan/situace/196/207/6044\\_full.html#obsah](https://portal.gov.cz/portal/obcan/situace/196/207/6044_full.html#obsah)

For the list of regions of the Czech Republic see (in Czech) <https://seznam.gov.cz/ovm/regionList.do?ref=cizinec>  
<https://www.statnisprava.cz/rstsp/ciselniky.nsf/i/d0045>

**TITLE:** Nostrification of foreign university credentials (*Nostrifikace*)

**WHAT:** Nostrification in the Czech Republic. For details of the nostrification proceeding see (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/nostrifikace>

**WHERE:** In the case of verification of eligibility of a university diploma, the holder must address directly the public university providing a course with a similar content. For the list of universities and other higher education providers see (in Czech): <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/prehled-vysokych-skol-v-cr-3>

In the case of university education at a military academy the application for nostrification is filed with the Ministry of Defence (*Ministerstvo obrany*) (in Czech): <http://www.mocr.army.cz/scripts/detail.php?id=5203>, or in the case of security education with the Ministry of the Interior (*Ministerstvo vnitra*) (in Czech): <http://www.mvcr.cz/clanek/dotazy.aspx>

**TITLE:** Equivalence and assessment (*Rovnocennost*)

**WHAT:** Job seeking - The main strategic instrument of employment support in the Czech Republic is the Employment Policy until 2020 (in Czech): [https://portal.mpsv.cz/sz/politikazamest/strateg\\_zam\\_2020](https://portal.mpsv.cz/sz/politikazamest/strateg_zam_2020). In the case of job seeking there is wide state administrative, NGO and web portal support provided in the Czech Republic. Another form of employment support is provision of re-qualification courses. All these activities are free of charge for job seekers.

In the case of unemployment and on condition of meeting the relevant conditions and criteria there is social allowance provided in the Czech Republic (in Czech): <http://socialni-davky-2014.eu/podpora-v-nezamestnanosti-2014/>

Free employment consultancy focused on finding the right area for job application, orientation on the Czech job market, assistance in preparation of a structured CV in Czech, writing motivating letters, advertising, professional profile compilation,



preparation for a job interview in Czech, search for an appropriate re-qualification course, assistance in credential recognition (nostrification)

**WHERE:** Labour Office of the Czech Republic (*Úřad práce*) (in Czech):

<https://portal.mpsv.cz/sz/obcane/vmjedno>

[https://portal.mpsv.cz/sz/zahr\\_zam/prociz](https://portal.mpsv.cz/sz/zahr_zam/prociz)

or different NGOs (in Czech, English, Russian, Ukrainian, Vietnamese, Mongolian and Romanian): [www.domavcr.cz](http://www.domavcr.cz), [www.cicpraha.org](http://www.cicpraha.org), [www.migrace.com](http://www.migrace.com), [www.integracnicentra.cz](http://www.integracnicentra.cz), <http://www.meta-ops.cz/pracovni-poradenstvi>

Re-qualification courses (in Czech): <https://portal.mpsv.cz/sz/obcane/rekvalifikace>

Unemployment support is dealt with by the Labour Offices (*Úřad práce*) (in Czech): <https://portal.mpsv.cz/upcr/kp>, <http://socialni-davky-2014.eu/socialni-davky-pro-nezamestnane/>

## 4.7 b vocational qualifications

**TITLE:** Vocational qualification

**WHAT:** National system of qualifications. The National System of Qualifications is a continuously built, state supported and citizen and employer usable register of professional qualifications available on the Czech job market. It allows interested parties to obtain a nationally recognised certificate of their professional qualifications without the necessity to sit down at school desk. The system helps all who have entered the path towards better jobs with the aim to obtain full qualification and better chances on the job market.

Register of qualifications recognised in the Czech Republic. A survey of qualifications nationally recognised in the Czech Republic. A detailed description of requirements for individual qualifications allowing their recognition. What is important is actual knowledge and skills, not the way they were obtained (in Czech and English): <http://www.narodnikvalifikace.cz/>

**WHERE:** Ministry of Education, Youth and Sport (*Ministerstvo školství, mládeže a tělovýchovy*) (in Czech): <http://www.msmt.cz/vzdelavani/dalsi-vzdelavani/pro-uchazece-o-uznani-dilci-kvalifikace>

## 4.8 SUPPORT SERVICES FOR MIGRANTS

### 4.8 a list of support services and projects regarding education

**TITLE:** Czech for foreigners

**WHAT:** Czech as a second language taught through learning videos, preparation for A1 and A2 examinations

**WHERE:** (in Czech, English, French, Russian, Ukrainian, Vietnamese, Mongolian, Chinese and Arabian): <http://cestina-pro-cizince.cz/>

**TITLE:** Tuition as preparation for entrance examinations. Tuition for pupils of basic schools and students of secondary schools - individual and group tuition, preparation for entrance examinations to secondary schools and universities

**WHAT:** Web portal for search for tutors by subject and place of residence

**WHERE:** (in Czech): <http://www.tutorings.cz/cs/map>, <http://www.kvalitni-doucovani.cz/>  
<http://www.zkousky-nanecisto.cz/>



**TITLE:** META o.p.s. Association for Young Migrant Opportunities (*META Společnost pro příležitosti mladých migrantů*)

**WHAT:** META o.p.s. is a nonprofit organization that has supported foreigners in education and labour integration since 2004. They also offer support for teachers and schools that work with the special needs of children and pupils with a different mother tongue. For foreigners, we offer educational and job counselling, organize Czech language courses and, thanks to volunteers, we offer tutoring. They provide also methodological support for teachers who are teaching foreigners.

**WHERE:** (in Czech, English and Russian): [www.meta-ops.cz](http://www.meta-ops.cz)

Contact address: Ječná 17, 120 00 Praha 2; services for foreigners: V Tůních 10, 120 00 Praha 2, tel: 222 521 446, 773 304 464, 773 639 395, 775 339 003, 773 304 544

**TITLE:** Talent Foundation of Josef, Marie and Zdenka Hlávkas (*Nadace "Nadání Josefa, Marie a Zdeňky Hlávkových"*)

**WHAT:** Foundation contributions in the form of scholarships to exceptional individuals as travel, scientific or art scholarship provided by public universities and other institutions managed by the Ministry of Education, Youth and Sport of the Czech Republic and the Academy of Science of the Czech Republic.

**WHERE:** <http://www.hlavkovanadace.cz/>

**TITLE:** Sophia Foundation (*Nadace Sophia*)

**WHAT:** Foundation support for educational events, seminars and training courses, provision of scholarships, support for scholarship programmes and scholarships in the Czech Republic and abroad, support for publication activities, support for research and creative activities and grant provisions

**WHERE:** (in Czech): <http://www.nadacesophia.cz/>

**TITLE:** Good Will Committee – Olga Havlová Foundation *Výbor dobré vůle- Nadace Olgy Havlové*)

**WHAT:** Provision of scholarships and special aids for handicapped students and individuals and families in difficult life situations

**WHERE:** Good Will Committee – Olga Havlová Foundation <http://www.vdv.cz/>

#### **4.8 b list of online resources regarding education**

**TITLE:** Online practice test

**WHAT:** Online practice exercises at different levels (A1 – B2).

**WHERE:** (in English and Czech): <http://www.jc-correct.com/czech-language-placement-test>

**TITLE:** Czech for foreigners online

**WHAT:** Online multimedia form of Czech language learning with a focus on the basic online course (levels A1 and A2) and the so-called Survival Czech, a specialised course of professional medical Czech, information needed by students of medicine, foreigners working in healthcare and citizens of border areas wanting to work in the Czech Republic

**WHERE:** (Czech, English, Deutch, Spanish, Polish a Slovakian): <http://mluvtecesky>.





[net/cs](#)

**TITLE:** Czech for foreigners

**WHAT:** Czech as a second language taught through learning videos, preparation for A1 and A2 examinations

**WHERE:** (in Czech, English, French, Russian, Ukrainian, Vietnamese, Mongolian, Chinese and Arabian): <http://cestina-pro-cizince.cz/>

**TITLE:** Tuition as preparation for entrance examinations. Tuition for pupils of basic schools and students of secondary schools - individual and group tuition, preparation for entrance examinations to secondary schools and universities

**WHAT:** Web portal for search for tutors by subject and place of residence

**WHERE:** (in Czech): <http://www.tutorings.cz/cs/map>, <http://www.kvalitni-doucovani.cz/>  
<http://www.zkousky-nanecisto.cz/>

**TITLE:** META o.p.s. Association for Young Migrant Opportunities (*META Společnost pro příležitosti mladých migrantů*)

**WHAT:** META o.p.s. is a nonprofit organization that has supported foreigners in education and labour integration since 2004. They also offer support for teachers and schools that work with the special needs of children and pupils with a different mother tongue. For foreigners, we offer educational and job counselling, organize Czech language courses and, thanks to volunteers, we offer tutoring. They provide also methodological support for teachers who are teaching foreigners.

**WHERE:** (in Czech, English and Russian): [www.meta-ops.cz](http://www.meta-ops.cz)

Contact address: Ječná 17, 120 00 Praha 2; services for foreigners: V Tůních 10, 120 00 Praha 2, tel: 222 521 446, 773 304 464, 773 639 395, 775 339 003, 773 304 544

**TITLE:** Talent Foundation of Josef, Marie and Zdenka Hlávkas

**WHAT:** Foundation contributions in the form of scholarships to exceptional individuals as travel, scientific or art scholarship provided by public universities and other institutions managed by the Ministry of Education, Youth and Sport of the Czech Republic and the Academy of Science of the Czech Republic.

**WHERE:** <http://www.hlavkovanadace.cz/>

**TITLE:** Sophia Foundation

**WHAT:** Foundation support for educational events, seminars and training courses, provision of scholarships, support for scholarship programmes and scholarships in the Czech Republic and abroad, support for publication activities, support for research and creative activities and grant provisions

**WHERE:** (in Czech): <http://www.nadacesophia.cz/>

**TITLE:** Good Will Committee – Olga Havlová Foundation *Výbor dobré vůle- Nadace Olgy Havlové*

**WHAT:** Provision of scholarships and special aids for handicapped students and individuals and families in difficult life situations

**WHERE:** Good Will Committee – Olga Havlová Foundation <http://www.vdv.cz/>





## 5 EVERYDAY LIFE

### 5.1 HOUSING

#### 5.1.1 RENTING

##### 5.1.1 a procedure check list

**TITLE:** Renting a property in the Czech Republic

**WHAT:** To rent a property, you can contact the owner of the property directly (e.g. by using real estate web browsers) or find a property through real estate agencies. Before moving-in you will be required to sign a written contract (tenancy agreement) that typically includes the following information:

- ▶ Your personal information, personal information of other tenants over 18 years of age and personal information of the owner of the property
- ▶ Specification of rented property (location, size, purpose of property, etc.)
- ▶ The duration of renting and conditions for ceasing tenancy agreement
- ▶ Specification of all costs of renting, including tax and utility costs (electricity, water, gas, etc.)
- ▶ Amount of the deposit
- ▶ Rights and responsibilities of the tenant and the owner

**WHO:** Anyone over 18 years of age.

**STEP 1:** Contact the owner directly or contact a real estate agency

**STEP 2:** Set up an appointment with the owner and/or agency to inspect the property and discuss the conditions of renting. The price will typically depend on the size, quality and location of the property.

**STEP 3:** Carefully read the contract before signing.

**STEP 4:** Register your new address at Foreign Police. The owner of the flat is obliged to sign a form that confirms your tenancy at that address.

**WHEN:** It can take a lot of time to find a suitable accommodation. Start looking for accommodation early, especially in large cities.

**GOOD TO KNOW:** Real estate agencies usually charge an extra fee to cover the costs of the procedures. Rents are generally lower at smaller towns, country side and certain (esp. peripheral) regions.

##### 5.1.1 b real estate search

**TITLE:** Online markets for renting properties

**WHAT:** Online portals with offers on rental properties (usually offer services of real estate agencies).

**WHERE:**

(in Czech, English, Russian) <https://www.sreality.cz/>

(in Czech) <https://www.bezrealitky.cz/>

(in Czech) <http://www.ceskereality.cz/pronajem/byty/?sff=1>

(in Czech) <https://reality.idnes.cz/s/pronajem/byty/>

(in Czech) <https://www.reality.cz/>



## 5.1.2 BUYING

### 5.1.2 a procedure check list

**TITLE:** Buying a property

**WHAT:** In the Czech Republic, same rules apply for Czech citizens as for foreigners, when buying a property.

**WHO:** Anyone legally competent (in general anyone over 18 years of age).

**HOW:** Once you know which property you'd like to buy, make a formal offer in writing to the real estate agent or the owner. There are additional costs related to the transaction cost that need to be paid along to the cost of the property (e.g. property transfer tax, registration duty, notary fee).

Make sure that the person selling the property is the real owner of the property or is legally entitled by the owner to sell the property on his behalf.

It is common that a sale contract is drawn by a notary. When the contract is signed, you are generally expected to pay the owner a deposit, while you put the rest of the payment into safekeeping to a notary, lawyer or a bank until the property is officially transferred to you. The transfer is legally secured at the local cadastral office, where you should notify the transfer of property and pay the transaction fees. You will need to submit the required documents:

- ▶ Contract (or other relevant document which allows the cadastral office to transfer the property)
- ▶ Letter of attorney (in case that some of the transaction parties authorize someone else to act on its behalf)
- ▶ Extract from trade registry (in case that some of the transaction parties has a form of juridical person)
- ▶ Request for approval (depending on the authority: application form or informal request)
- ▶ Officially certified translation of contract (or other relevant document which allows the cadastral office to transfer the property) in case that the contract is not written in Czech language

**WHERE:** The official transaction of the property takes place at local cadastral office. You can find the competent office for your place of residence here (in Czech): <http://www.cuzk.cz/Urady/Katastralni-urady/Seznam-vsech-KU-a-KP.aspx>.

**GOOD TO KNOW:** It is essential to make sure, that the property is not subject to some external burden (e.g. used as collateral for unpaid mortgage, loan, or that any other entity has some sort of rights to the property). In that case you should seriously consider the transaction and deal with the burden in the contract. If you aren't buying with the help of a real estate agency, be especially cautious to collect all relevant data concerning the legal status of the property. In case of any doubts, you are advised to contact a lawyer.

### 5.1.2 b real estate search

**TITLE:** Online markets for buying properties

**WHAT:** Online portals that offer information on properties (usually offer services of real estate agencies).

**WHERE:**

(in Czech, English, Russian) <https://www.sreality.cz/>

(in Czech) <https://www.bezrealitky.cz/>

(in Czech) <http://www.ceskereality.cz/pronajem/byty/?sff=1>



(in Czech) <https://reality.idnes.cz/s/pronajem/byty/>

(in Czech) <https://www.reality.cz/>

### 5.1.3 WASTE MANAGEMENT

#### 5.1.3 a national rules and fines

**TITLE:** Waste management

**WHAT:** You should separate your waste and contribute to recycling of certain materials such as paper, plastic, metals, organic waste and glass. Waste management is regulated by municipalities so it differs from place to place. You pay a fee for collecting and disposal of your general waste, while recycled waste is generally free of charge.

There are also specialized centres that gather large-scale, toxic, recycled and other waste, which cannot be disposed at your local bins for general and recycled waste.

**WHO:** Every resident in the Czech Republic has to recycle the waste properly, dispose it at designated places and is obliged to produce as little waste as possible.

**HOW:** It can be different in every municipality. Generally, it's expected that you separate paper, plastic, and glass at home and dispose it in the correct container. At some places, you should also recycle organic waste, clothing, metals, etc.

Electronic devices, batteries and other toxic waste (e.g. cleaning chemicals) can be only disposed at designated places (usually at recycling centres or at stores selling those items). Some municipalities regularly distribute containers for large-scale waste (such as old furniture) throughout the area. In general you can dispose large-scale waste at recycling centres.

**WHERE:** The competent authority for waste management is the municipality (*Obec*) (in Czech): <http://mesta.obce.cz/>.

You can find the recycling centre (*sběrný dvůr*) near to you here (in Czech): <http://www.sberne-dvory.cz/>

**GOOD TO KNOW:** At some places you pay fees for collection and disposal of general waste according to amount of general waste, you have produced, or your fees are reduced by bonuses for proper recycling. Therefore it is also financially beneficial for you to recycle. Failure to dispose waste properly may lead to fines up to 50 000 CZK.

## 5.2 SOCIAL SUPPORT

### 5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL ASSISTANCE

#### 5.2.1 a assistance for families and children

**TITLE:** Parental allowance (*Rodičovský příspěvek*)

**WHAT:** The parental allowance is intended for parents who personally, all day long and properly care for the youngest child in the family. Every parent can use up to 220,000 CZK under the age of 4 year. Entitled to parental allowance is also considered to be the person who has been entrusted with the custody of the child by the decision of the competent authority, the person caring for the adopted child or the child whose parents have died, and the person caring for the husband's child.



**WHERE:** You have to submit a written request for parental allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** New-born aid (*Porodné*)

**WHAT:** New-born aid is a benefit that a low-income family contributes one-off to the costs associated with the birth of the first or second live child. When receiving this type of support, the family income is examined. Childbirth is fixed amounting to CZK 13,000 for the first live birth and CZK 10,000 for the second live birth.

**WHERE:** You have to submit a written request for parental allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Child benefit (*přídavek na dítě*)

**WHAT:** Child benefit (*přídavek na dítě*) is a basic, long-term benefit provided to families with children that helps them to cover the costs associated with the upbringing and nutrition of unpaid children. Entitled to the benefit is a dependent child living in a family whose income does not exceed 2.4 times the subsistence level in the “previous” calendar year.

**WHO:** Families in need who fulfill the conditions for granting this benefit.

**WHERE:** You have to submit a written request for parental allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Maternity allowance (*Mateřská*)

**WHAT:** Maternity allowance replaces lost income for mothers during maternity leave. Maternity benefits can be paid starting with eight weeks before giving birth. A woman who gave birth to one child may stay on maternity leave 28 weeks. If she gave birth to more than one child, the maternity leave is 37 weeks long. Maternity allowance is similar like a sickness insurance benefit (*nemocenské pojištění*). Employer is obliged to pay for employed women, but is not compulsory for others (self-employed). For self-employed, it is advisable to pay sickness insurance (*nemocenské pojištění*) voluntarily to entitlement maternity allowance.

**WHERE:** Maternity allowance is paid by the Social Security Administration. If you are employed, you need to have your doctor, gynecologist, fill in the application form and hand it over to your employer. If you are self-employed, you must put forward the application directly to the Social Security Administration (*Správa sociálního zabezpečení*), before you will give birth. (in Czech, French, English and German): <http://www.cssz.cz/cz/nemocenske-pojisteni/>

**TITLE:** Tax benefit to parents with children (*Daňové zvýhodnění na děti*)

**WHAT:** Tax benefit in 2017 for first child is CZK 13 404 per year, for two children is CZK 17,004 CZK third and every other child CZK 20,604 per year.

**WHERE:** Self-employed will apply the tax benefit to parents with children retrospectively for the entire year in the tax return, and employees are subtracted



monthly by the employer. The condition for using the discount is that it is a so-called dependent child living with a taxpayer in a common household. More information at Financial Administration (*Finanční Správa*) (in Czech and English): <http://www.financnisprava.cz/en/>

#### 5.2.1 b death and assistance

**TITLE:** Widow(er) pension (*Vdovský důchod*)

**WHAT:** A widow/widower is entitled to a widow's/widower's pension after a wife/husband who was a beneficiary of a retirement or disability pension or who, on the date of death, has completed the necessary insurance period for entitlement to an invalidity or old age pension. A widower's/widow's pension also always belongs to the wife or husband of the person who died in an accident at work.

**WHERE:** Contact staff of Social Security Administration (*Správa sociálního zabezpečení*), (in Czech, French, English and German): <http://www.cssz.cz/cz>

**TITLE:** Orphan pension (*Sírotčí důchod*)

**WHAT:** An orphan pension is entitled to a dependent child if the child's parent (adopter) or a person who has taken the child into care replacing parental care is dying.

An orphaned dependent child, after fulfilling these conditions, is entitled to an orphan's pension after each of the above persons. In addition, the deceased must be a beneficiary of an old-age or invalidity pension, or must meet at least half of the period of insurance required to qualify for an invalidity pension or meet the conditions for entitlement to a retirement pension or die as a result of an accident at the time of death.

**WHERE:** Contact staff of Social Security Administration (*Správa sociálního zabezpečení*), (in Czech, French, English and German): <http://www.cssz.cz/cz>

**TITLE:** Funeral allowance (*Pohřebné*)

**WHAT:** A person who has arranged for the funeral. The person who carried out the funeral allowance is entitled to the funeral of the child or to the person who was the parent of the child on the condition that the deceased person (with the exception of the stillborn child) had permanent residence on the territory of the Czech Republic on the day of death. The amount of the funeral allowance is a fixed sum 5,000 CZK (200 EUR in 2017).

**WHERE:** You have to submit a written request for funeral allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

#### 5.2.1 c financial assistance for housing

**TITLE:** Housing allowance (*Příspěvek na bydlení*)

**WHAT:** The housing allowance contributes to cover housing costs for families or low-income individuals. Providing a contribution is subject to family income testing for the calendar quarter. Income is also parental allowance (*rodičovský příspěvek*). The amount of the allowance is gradually decreasing as the income increases and the lowest amount is 50 CZK per month.

**WHERE:** You have to submit a written request for parental allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.



(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Extra Charge Housing allowance (*Doplatek na bydlení*)

**WHAT:** Extra charge housing allowance helps to pay reasonable housing costs. The amount of the extra charge housing allowance is set so that the amount of living will be left to the person or family after paying the reasonable housing costs (rent, housing and energy costs). An entitlement to a housing allowance is a condition for entitlement to a living allowance. A housing supplement may also be granted to a person who has not been granted a living allowance because his / her income / income has exceeded the livelihoods of the person / persons jointly assessed, but has not exceeded 1,3 times that amount.

**WHERE:** You have to submit a written request for parental allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

#### 5.2.1 d low income assistance

**TITLE:** Subsistence allowance (*Příspěvek na živobytí*)

**WHAT:** It is a basic benefit in material need, which addresses insufficient income persons / persons assessed together. Entitlement to a subsistence allowance arises to a person or family if, after deduction of reasonable housing costs, the income of that person or family of subsistence is not reached. The amount of support is determined for everyone individually, based on an assessment of their efforts and possibilities.

**WHERE:** You have to submit a written request for low income assistance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Extraordinary immediate assistance (*Mimořádná okamžitá pomoc*)

**WHAT:** Extraordinary immediate assistance can be provided in situations of an unfavorable and extraordinary nature, where assistance is needed immediately. It is possible to define four situations where you may receive this benefit: due to a lack of funding when there is a serious risk of injury; a serious emergency where the social and property circumstances of that person do not allow her to overcome her own, such as flood, storm, earthquake, fire or other destructive event, environmental or industrial accident; a situation where a person does not have sufficient resources in respect of income and overall social and property conditions; to pay the administrative fee for proven loss of personal documents; a person released from prison, after termination of treatment of addictions, released from a health facility, a psychiatric hospital or treatment facility for ill health, or released from the exercise of constitutional or protective education, or from foster care after reaching the age of majority.

**WHERE:** You have to submit a written request for extraordinary immediate assistance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

#### 5.2.1 e unemployment assistance

**TITLE:** Unemployment benefits (*Podpora v nezaměstnanosti*)





**WHAT:** Anyone who wants to receive unemployment benefits must be classified and registered as job seekers. Unemployment benefit is received only by a jobseeker who has paid at least 12 months in the last two years before registering the pension insurance (through his/her employer or a by himself as self-employed person).

**WHERE:** Ask the regional office of the Labor Office (*Úřad Práce*) in which you are registered as job seeker. On the day of granting unemployment benefits you may not be the beneficiary of a retirement pension (in Czech): <http://portal.mpsv.cz/soc/ssp>

## 5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID

### 5.2.2 a aid in food, clothes etc.

**TITLE:** The Salvation Army in Czech Republic (*Armáda Spásy v České republice*)

**WHAT:** The Salvation Army in the Czech Republic provides food and clothes aid.

**WHERE:** You can find the closest office of The Salvation Army in Czech Republic (*Armáda Spásy v České republice*) (in Czech and English): <http://armadaspasy.cz/>

**TITLE:** Caritas Czech Republic (*Charita*)

**WHAT:** Caritas Czech Republic provides food and clothes aid.

**WHERE:** You can find the closest office of Caritas Czech Republic (*Charita*) (in Czech, Vietnamese, Mongolian and English): <http://www.charita.cz/>

**TITLE:** Naděje

**WHAT:** Naděje provides food and clothes aid.

**WHERE:** You can find the closest office of Naděje (in Czech and English): <http://www.nadeje.cz/>

## 5.2.3 LEGAL AID

### 5.2.3 a state pro bono legal aid

**TITLE:** Free legal assistance provided by the state.

**WHAT:** In the Czech Republic, the state provides pro bono legal aid for adults only in criminal proceedings. However, unified legislation, unlike other EU countries, is lacking in civil and administrative procedures. Some lawyers provide these services, but an overview of these lawyers is not available, and it is best to contact the law firm directly.

In the case of prosecutions allocates pro bono legal aid (lawyer ex officio) the court. For civilian and administrative management, this assistance from the state in the Czech Republic does not exist, but you can apply for advice from The Czech Bar Association (*Česká advokátní komora*). State pro bono legal aid in the area of child protection is provided by the local authorities (*Městské úřady a Úřady městských částí*).

**WHERE:** Each court, The Czech Bar Association (*Česká advokátní komora*) and the authorities of child protection (*orgány sociálně právní ochrany – OSPOD*) at municipalities. In the case of criminal proceedings, it depends on the court. They are in the Czech Republic in each district city.

(in Czech) <http://www.cak.cz/scripts/detail.php?id=326>.

The Czech Bar Association (*Česká advokátní komora*)





Národní 16  
110 00 Praha 1  
tel.: +420 273 193 111  
e-mail: [sekr@cak.cz](mailto:sekr@cak.cz)  
<https://goo.gl/maps/X4qCurhUoPp>

**TITLE:** Child protection (*Sociálně právní ochrana dětí*)

**WHAT:** State pro bono legal aid in the area of child protection is provided by the local authorities (*Městské úřady a Úřady městských částí*).

**WHERE:** Child Protection Authorities (*Orgány sociálně právní ochrany dětí – OSPOD*) are at municipalities with extended powers (*Obce s rozšířenou působností*). List of municipalities with extended powers (in Czech): <http://portal.uur.cz/spravni-usporadani-cr-organy-uzemniho-planovani/obce.asp>

**TITLE:** The Public Defender of Rights (*Veřejný ochránce práv*)

**WHAT:** The Public Defender of Rights (*Veřejný ochránce práv*) protects people against the conduct of authorities and other institutions if the conduct is against the law, does not correspond to the principles of a democratic legal state and the principles of good administration, or the authorities are inactive. The Public Defender of Rights also carries out preventive systematic visits to places where people are restricted in their freedom and seeks to ensure that their rights are respected. The Defender also contributes to promotion of the right to equal treatment and protection against discrimination.

**WHERE:** The Public Defender of Rights (*Veřejný ochránce práv*)

Údolní 39  
602 00 Brno  
Tel.: +420 542 542 888  
Email: [podatelna@ochrance.cz](mailto:podatelna@ochrance.cz)  
(in Czech and English): <https://www.ochrance.cz/>

### 5.2.3 b other pro bono legal aid

**TITLE:** Civic Counselling (*Občanské poradny*)

**WHAT:** Civic counselling provides pro bono legal counselling in the following areas: social benefits, social assistance, insurance, labour relations and employment, housing, family and interpersonal relationships, property law and damages, financial and budgetary issues and many others.

**WHERE:** Contact your nearest Civic Counseling (*Občanské poradny*). List of Civic Counseling centers (in Czech): <http://www.obcanskeporadny.cz/index.php?Itemid=8>

### 5.2.3 c other legal aid

**TITLE:** Legal assistance provided by the commercial sector.

**WHAT:** Legal aid in the Czech Republic is offered by a wide range of subjects. Only persons with legal education have the right to provide this type of assistance. The conditions for the provision of legal aid should be agreed in advance.

**HOW:** Contact a lawyer, it is recommended if is on the list The Czech Bar Association (*Česká advokátní komora*).

**WHERE:** The Czech Bar Association (*Česká advokátní komora*) has the electronic



contact list on its website <http://www.cak.cz/scripts/detail.php?id=326>.

**GOOD TO KNOW:** In case of problems with legal aid provided by lawyer which is on the list, it is possible to turn to The Czech Bar Association.

Národní 16  
110 00 Praha 1  
tel.: +420 273 193 111  
e-mail: [sekr@cak.cz](mailto:sekr@cak.cz)

## 5.2.4 PSYCHOSOCIAL SUPPORT

### 5.2.4 a programmes by state social services

**TITLE:** Social affairs departments (*Odbory sociálních věcí, Obce s rozšířenou působností*)

**WHAT:** Social workers can help you to mediate psychosocial help provided mainly by non-profit organizations.

**WHERE:** Contact your nearest Social affairs department (*Odbory sociálních věcí, Obce s rozšířenou působností*), which is on each municipalities with extended powers (*Obce s rozšířenou působností*). List of municipalities with extended powers (in Czech): <http://portal.uur.cz/spravni-usporadani-cr-organy-uzemniho-planovani/obce.asp>

**TITLE:** Crisis Centres (*Krizová centra*)

**WHAT:** Crisis Centres provide emergency, barrier-free and non-disciplinary psychiatric care. They provide various forms of crisis intervention (telephone, face to face) as well as short-term stay on a bed with an intensive therapeutic program.

**WHERE:** You can contact the nearest crisis centre (in Czech): [http://www.remedium.cz/vzdelavaci-programy/adresar-krizovych-sluzeb/zobrazit\\_krizova\\_centra.php](http://www.remedium.cz/vzdelavaci-programy/adresar-krizovych-sluzeb/zobrazit_krizova_centra.php)

### 5.2.4 b programmes by NGOs

**TITLE:** Counselling for family, marriage and interpersonal relationships (*Poradny pro rodinu, manželství a mezilidské vztahy*)

**WHAT:** Marriage and family counselling provide professional social counselling to individuals, couples and families in major life situations that anyone can experience as a result of unexpected changes and increased life expectancy. They help solve relationship disagreements, divorce issues, but also several other relationship or personal difficulties.

**WHERE:** You can contact the nearest counselling for family, marriage and interpersonal relationships (in Czech): <http://www.mpsv.cz/files/clanky/2663/adresar.pdf>

### 5.2.4 c counselling for families and children

**TITLE:** Counselling for family, marriage and interpersonal relationships (*Poradny pro rodinu, manželství a mezilidské vztahy*)

**WHAT:** Marriage and family counselling provide professional social counselling to individuals, couples and families in major life situations that anyone can experience as a result of unexpected changes and increased life expectancy. They provide psychotherapy, psychosocial assistance and consultancy in different problems. They help solve relationship disagreements, divorce issues, but also



several other relationship or personal difficulties.

**WHERE:** You can contact the nearest counselling for family, marriage and interpersonal relationships (in Czech): <http://www.mpsv.cz/files/clanky/2663/adresar.pdf>

## 5.2.5 CHILD AND FAMILY PROTECTION

### 5.2.5 a safe houses for women and children

**TITLE:** Asylum Homes (*Azylové domy*)

**WHAT:** Asylum Homes help mothers with children to bridge the crisis life situation endangering the functioning of the family. The Asylum House offers accommodation for mothers and their children and offers professional assistance. Each Asylum Home must be registered in the social service list which is administered by the Ministry of Labour and Social Affairs (*Ministerstvo práce a sociálních věcí*).

**WHO:** Women and children experiencing family violence

**HOW:** You can contact the Asylum Home by yourself, or you can do this through the social workers at municipalities.

**WHERE:** Asylum Homes are in every region of the Czech Republic, some are specializing in specific problems. <http://iregistr.mpsv.cz/>

**WHEN:** If you suffer from violence in your household, you need to seek help immediately.

**ATTENTION:** If the problem involves children and youth, the Child Protection Authority (*Orgán sociálně právní ochrany dětí*) must be involved.

### 5.2.5 b counselling for families and children

**TITLE:** Counselling for family, marriage and interpersonal relationships (*Poradny pro rodinu, manželství a mezilidské vztahy*)

**WHAT:** Marriage and family counselling provide professional social counselling to individuals, couples and families in major life situations that anyone can experience as a result of unexpected changes and increased life expectancy. They provide psychotherapy, psychosocial assistance and consultancy in different problems. They help solve relationship disagreements, divorce issues, but also several other relationship or personal difficulties.

**WHERE:** You can contact the nearest counselling for family, marriage and interpersonal relationships (in Czech): <http://www.mpsv.cz/files/clanky/2663/adresar.pdf>

### 5.2.5 c helplines

**TITLE:** Bílý Kruh Bezpečí

**WHAT:** Bílý Kruh Bezpečí offers professional, cost-free and discreet support to victims and witnesses of crime.

**WHERE:** Tel. + 420 116 006 (free cost line)  
(in Czech and English): <https://www.bkb.cz/en/>

**TITLE:** Dona linka

**WHAT:** Dona linka is specialized emergency telephone helpline for people at risk of domestic violence.

**WHERE:** Tel. + 420 251 51 13 13



(in Czech): <http://www.donalinka.cz/>

**TITLE:** Magdalenium

**WHAT:** Magdalenium is helpline for victims of domestic violence.

**WHERE:** Tel. + 420 776 718 456

(in Czech): <http://www.magdalenium.cz/>

**TITLE:** Persefona

**WHAT:** Persefona is helpline for victims of domestic violence, sexual abuse and rape.

**WHERE:** Tel. + 420 737 834 345, + 420 545 245 996

(in Czech and English): <http://www.persefona.cz/>

**TITLE:** Linka bezpečí

**WHAT:** Linka bezpečí is helpline for children and young people in crisis situations.

**WHERE:** Tel. + 420 116 111 (free cost line)

(in Czech): <http://www.linkabezpeci.cz/>

**TITLE:** List of helplines in the Czech Republic

**WHAT:** A complete list of all helplines in the Czech Republic.

**WHERE:** (in Czech): <http://www.capld.cz/linky-duvery-cr>

#### 5.2.5 d legal representations of unaccompanied minors

**TITLE:** Legal representations of unaccompanied minors are in the Czech Republic

**WHAT:** Only the Child Protection Authorities (*Orgán sociálně právní ochrany dětí*) can provide legal representations of an unaccompanied minor (All children under 18 years of age who arrive to Czech Republic without an adult person).

**HOW:** All responsible institutions (Police, Courts, Public Prosecutors, NGOs, etc.) have contact for the Child Protection Authorities (*Orgán sociálně právní ochrany dětí*). Or you can contact the Child Protection Authorities by yourself.

**WHERE:** Child Protection Authorities are in every municipality with extended competence. List of municipalities with extended powers (in Czech): <http://portal.uur.cz/spravni-usporadani-cr-organy-uzemniho-planovani-obce.asp>

**GOOD TO KNOW:** The competent authority of the municipality with extended competence must be known in order to contact the Child Protection Authority.

## 5.3 DRIVING AND TRANSPORT

### 5.3.1 DRIVING LICENCE

#### 5.3.1 a steps to get a driving licence

**TITLE:** How to get a driving licence

**WHAT:** Conditions for obtaining Driving license vary depending on category of Driving license. Following steps show how to obtain Driving License Category B, which entitled to drive: motor vehicles whose maximum weight does not exceed 3 500 kg, with a maximum of 8 seats in addition to the driver's seat and trailer.



**STEP 1:** You must prove that they have permanent or usual residence in the Czech Republic. While holders of Permanent Residence Permit can apply for driving license immediately, other migrants must prove, that they spend at least 185 days annually in the Czech Republic for personal reasons by following options:

- ▶ Temporary Residence Permit
- ▶ Confirmation of student status
- ▶ Rental agreement (to housing where applicant stays)
- ▶ Extract from the real estate cadastre (Proof of ownership of housing where applicant stays)
- ▶ Confirmation of employment or Extract from Trade Registry

**STEP 2:** Applicants have to file a written application (provided by driving schools or public authorities) and undergo a medical check.

**STEP 3:** Applicants have to take driving lessons and driving test at a driving school. At least 28 driving lessons (45 minutes each) are required. Driving school is concluded by driving test, which consists of the written test, oral technical and the driving test. Migrants who don't speak Czech fluently can hire interpreters to provide them necessary translation during driving school and driving test.

**STEP 4:** Applicants who successfully concluded driving tests take stamped Driving License Application from driving school to submit it at any municipal authority of the municipality with extended powers.

**WHERE:** The Driving License Application has to be submitted at any municipal authority of the municipality with extended powers (in Czech): <http://ridicske-prukazy.info/obecni-urady-obci-s-rozsirenou-pusobnosti.html>. Information Publication for Foreigners Czech Republic (in English, Ukrainian, Russian, Vietnamese, Mongolian): <http://www.mvcr.cz/mvcren/article/information-for-foreigners-in-the-czech-republic.aspx>

## 5.3.2 INTERNATIONAL DRIVING LICENCE

### 5.3.2 a validity of international driving licence

**TITLE:** Validity of international driving licence

**WHAT:** International driving license is necessary only if your driving license does not comply with conditions specified in the Convention on Road Traffic (see links below). If you have a permanent or temporary residence permit (exceeding 1 year), you have to replace your driving license with a Czech driving license within 3 months of the issuance of your residence permit even if you possess international driving license. International driving license is supplement document for the national driving license. Therefore, you always need to carry both documents to be permitted to drive.

**HOW:** In case, that your driving license does not comply with conditions specified in the Convention on Road Traffic, you need to obtain an international driving license or Czech driving license. International driving license can be issued only by the authorities of the country, which issued your original driving license. Therefore, you need to obtain it in your home country (or country where your driving license has been issued) before going to the Czech Republic.

**WHERE:** International driving license can be issued only by the authorities of the country, which issued your original driving license. Information Publication for Foreigners Czech Republic (in English, Ukrainian, Russian, Vietnamese and Mongolian): <http://www.mvcr.cz/mvcren/article/information-for-foreigners-in-the-czech-republic.aspx>



### 5.3.2 b validity of foreign driving licence

**TITLE:** Validity of foreign driving licence

**WHAT:** If you are holding driving license issued by non EU/EFTA state can use your license in the Czech Republic only if it complies with conditions specified in the Convention on Road Traffic. In that case, you can drive motor vehicles in the Czech Republic in you have a short or long-term visa or a long-term residence permit (up to 1 year). If your driving license does not comply with conditions specified in the Convention on Road Traffic, you need an international driving license or Czech driving license. If you have a permanent or temporary residence permit (exceeding 1 year), you have to replace your driving license with a Czech driving license within 3 months of the issuance of your residence permit.

**HOW:** In case, that you have a short or long-term visa or a long-term residence permit (up to 1 year), you should make sure, that your driving license complies with conditions specified in the Convention on Road Traffic (see link below). If it complies, you can use it. If not, you should obtain an international driving license or Czech driving license.

If you have a permanent or temporary residence permit (exceeding 1 year), you have to replace your driving license with a Czech driving license within 3 months of the issuance of your residence permit. The replacement can only be carried out with those driving licenses issued by the foreign country that comply with the standard of driving licenses specified by the Convention on Road Traffic Vienna 1968 and Geneva 1949. If your driving license does not comply with the standard of driving licenses specified by the Convention on Road Traffic, you have to take the courses and training in a driving school, pass driving tests and then apply for issuance of a driving license (see chapter 5.3.1.a steps to get driving licence).

**WHERE:** The Driving License Application or application for replacement of driving license has to be submitted to the applicable municipal authority of a municipality with extended powers according to the place of permanent residence (in Czech): <http://ridicke-prukazy.info/obecni-urady-obci-s-rozsirenou-pusobnosti.html>

**GOOD TO KNOW:** Driving and driving license requirement is regulated by Civil Code (*Občanský zákoník*), Act No. 361/2000 (in Czech): <https://www.zakonyprolidi.cz/cs/2000-361>

Summary of validity of foreign driving license provides Ministry of Interior (*Ministerstvo vnitra*) (Czech and English): <http://www.mvcr.cz/mvcren/article/third-country-nationals-is-my-license-valid-in-the-cr-may-i-do-i-have-to-replace-it-with-a-czech-driving-license.aspx> Information Publication for Foreigners Czech Republic (in English, Ukrainian, Russian, Vietnamese and Mongolian): <http://www.mvcr.cz/mvcren/article/information-for-foreigners-in-the-czech-republic.aspx>

## 5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION

### 5.3.3 a vehicle registration

**TITLE:** Vehicle registration

**WHAT:** All vehicles in Czech Republic must be registered at any municipal authority of the municipality with extended powers – Vehicle register (*Úřad obce s rozšířenou působností – Registr vozidel*).

**HOW:** You will be asked to submit the following documents:

- ▶ A large technical license (*Velký technický průkaz*)
- ▶ Vehicle registration certificate (*Malý technický průkaz*)
- ▶ Vehicle registration check protocol not older than 30 days





- ▶ Valid green card as proof of insurance for the vehicle (*Zelená karta*)
- ▶ Personal identification document and a valid driving licence
- ▶ Contract of sales with your name on it
- ▶ Consent of the owner of the vehicle, officially certified if it is different from operator of the vehicle (power of attorney)

The registration of the vehicle costs 800 CZK.

**WHERE:** At any municipal authority of a municipality with extended powers. List of municipalities with extended powers (in Czech): <http://portal.uur.cz/spravni-uzporadani-cr-organy-uzemniho-planovani/obce.asp>

**WHEN:** After purchasing a car and after the registration expires.

**GOOD TO KNOW:** Information Publication for Foreigners Czech Republic (in English, Ukrainian, Russian, Vietnamese and Mongolian): <http://www.mvcr.cz/mvcren/article/information-for-foreigners-in-the-czech-republic.aspx>

Vehicle operation and registration is regulated by Civil Code, Act No. 56/2001: <https://portal.gov.cz/app/zakony/zakon.jsp?page=0&nr=56-2F2001~20Sb.&rpp=15#seznam> (in Czech, see §6 for list of documents necessary for registration)

You can use services of private companies specializing on registering imported vehicles.

### 5.3.3 b registration of a vehicle with foreign country's registration plates

**TITLE:** Vehicle registration

**WHAT:** Every person who intends to use their vehicle in the Czech Republic and whose stay in the Czech Republic last longer than 185 days in the applicable calendar year, has to register it at the applicable municipal authority of a municipality with extended powers. Road vehicles registered in the Czech Republic have to have a vehicle insurance contract, they are subject to regular technical examinations checking the technical condition of the vehicle, with regular emission measurement. In general, it is not allowed to register imported cars older than 8 years in the Czech Republic.

**HOW:** Motor vehicles imported from non EU/EFTA countries have to undergo technical examination (Roadworthiness test) prior to their registration in the Czech Republic (see chapter 5.3.3.b Technical examination). You have to get a Vehicle Liability Insurance prior to car registration. File an application.

**WHERE:** At any municipal authority of a municipality with extended powers. List of municipalities with extended powers (in Czech): <http://portal.uur.cz/spravni-uzporadani-cr-organy-uzemniho-planovani/obce.asp>

**WHEN:** If you stay more than 185 days of residence in Czech Republic.

**GOOD TO KNOW:** Information Publication for Foreigners Czech Republic (in English, Ukrainian, Russian, Vietnamese and Mongolian): <http://www.mvcr.cz/mvcren/article/information-for-foreigners-in-the-czech-republic.aspx>

Vehicle operation and registration is regulated by Civil Code, Act No. 56/2001: <https://portal.gov.cz/app/zakony/zakon.jsp?page=0&nr=56-2F2001~20Sb.&rpp=15#seznam> (in Czech, see §6 for list of documents necessary for registration)

You can use services of private companies specializing on registering imported vehicles.

### 5.3.3 c technical examination

**TITLE:** Technical examination

**WHAT:** Every motor vehicle registered in the Czech Republic has to regularly





undergo a technical examination. New personal car has to undergo technical examination not later than 4 years after their first registration, older vehicle has to undergo technical examination every 2 years.

**HOW:** Bring your car to officially recognized vehicle testing centre to undergo Roadworthiness test.

**WHERE:** At officially recognized vehicle testing centers (*Stanice technické kontroly*), see list (Czech) <http://www.seznam-stk.cz/>

**WHEN:** The period to pass a technical examination is determined by the date of the first registration of the vehicle. New personal car has to undergo technical examination not later than 4 years after their first registration, older vehicle has to undergo technical examination every 2 years.

**GOOD TO KNOW:** Vehicle operation and registration is regulated by Civil Code (*Občanský zákoník*), Act No. 56/2001: <https://portal.gov.cz/app/zakony/zakon.jsp?page=0&nr=56-2F2001-20Sb.&rpp=15#seznam> (in Czech, see §6 for list of documents necessary for registration)

It is helpful to hire auto mechanic to get your car through technical examination.

### 5.3.3 d insurance

**TITLE:** Insurance

**WHAT:** All motor vehicles operated in the Czech Republic has to have the Vehicle Liability Insurance (*Povinné ručení*). If you are going to register your car in the Czech Republic, you need to get Vehicle Liability Insurance from local insurance companies.

**HOW:** Contact an insurance company and discuss the terms and conditions. You need to be at least 18 years old to sign an insurance policy. You will need to submit a personal identification document, the driving licence, the old insurance policy (if applicable) and the vehicle licence (if applicable).

**WHERE:** At insurance companies, or insurance agents. There are several private insurance companies in Czech Republic that provide vehicle insurance. You can obtain the insurance online, by phone or visit the insurance company personally.

**GOOD TO KNOW:** Although Vehicle Liability Insurance prices are usually not very high, you can save some money by using services of insurance agents, who compare offers of insurance companies for you.

## 5.3.4 PUBLIC TRANSPORT

### 5.3.4 a means of public transport

**TITLE:** Bus (within the city and suburbs)

**WHAT:** Bus service is operated by numerous companies across the country. Private companies operate international, long distance and regional connections, while public transit companies operate bus service in cities. Every municipality is connected by bus service (if not by train service). You can find more information about travelling with the bus or other means of transport on the webpages of different transport companies:

Student Agency (in Czech): <https://www.studentagency.cz/>

Flexi Bus (in Czech any many other languages): <https://www.flixbus.cz/>

ICOM transport (in Czech): <http://www.icomtransport.cz/autobusova-doprava/linkova-doprava>

CSAD Liberec (in Czech): <http://www.csadlb.cz/>



**TITLE:** Municipal transit

**WHAT:** More populated cities (population of 20 000 and more) usually operate their own municipal transit companies, which serve the city and its vicinity by bus service, trolleybus service, tram service (bigger cities), metro (Prague), and other modes (ferries, funiculars). Same tickets apply for all transit modes operated by municipal transit companies, in case of integration of municipal transit into regional ITS also for regional transit. Municipal transport in Prague is operated by Transport Company of the Capital City of Prague (in Czech, German and English): <http://www.dpp.cz/>

**TITLE:** Integrated (regional) transport systems (*Integrovaný dopravní systém*)

**WHAT:** Integrated transport systems (ITS) are developing throughout territories of regional authorities. It is carefully organized system of rail, bus, municipal transit and other transit modes (e.g. ferries). At most developed regional ITS, same tickets are valid in relevant abovementioned transit modes integrated into ITS. Prague integrated transport and integrated transport systems of regional authorities. ITS in Prague is operated by Transport Company of the Capital City of Prague (in Czech, German and English): <http://www.dpp.cz/>

Regio Jet (Czech, Slovak, German and English): <https://www.regiojet.cz/>

Leo Express (Czech, Slovak, German, Ukrainian, Polish and English): <https://www.le.cz/>

**TITLE:** Train

**WHAT:** Vast majority of trains are operated by national operator Ceske Drahy (in Czech, German and English): <https://www.cd.cz/> , however some railways and trains are operated by private companies using separate tickets. Basic categories: Eurocity (EC) – international connection; R – long distance connection; Sp – regional fast connection; Os – regional connection. Almost everywhere where there are rail tracks. Other train private company: Regio Jet (Czech, Slovak, German and English): <https://www.regiojet.cz/>

Leo Express (Czech, Slovak, German, Ukrainian, Polish and English): <https://www.le.cz/>

**TITLE:** Taxi

**WHAT:** Taxi service is provided throughout the country, however it is concentrated in bigger cities (it is costly and time consuming to order taxi service to remote places). Taxi fares are officially regulated, however it is common practice to deal with taxi drivers about fares before stepping into the vehicle. Recently some alternative services are at work (e.g. Uber, and other non-official taxi-like services). Bigger cities, but provided everywhere on demand (order by phone or via internet and social networks).

**TITLE:** Airlines

**WHAT:** Although Airlines provide predominantly international connection, regular flight connection is operated between Prague and Ostrava by Czech Airlines (Czech and English): <https://www.csa.cz/cz-cs/>

**TITLE:** Ferries, boats



**WHAT:** Ferries operate at some rivers and dams (especially where there is no bridge nearby). Ferries carry mostly passengers or bicycles only, but some ferries are for cars as well. There are boat lines and cruises as well, but mainly for tourism purposes. Vltava and Labe river, large scale dams.

**TITLE:** Car pulling

**WHAT:** You can connect with drivers/passengers travelling the same route and share travel expenses. This is a common and safe way of travelling in Czech Republic. Look for offers to share a ride on these web pages:

(in Czech) <https://www.blablacar.cz/>

(in Czech) <https://www.jizdaspolu.cz/>

## 5.4 PERSONS WITH SPECIAL NEEDS

### 5.4.1 FINANCIAL AND OTHER ASSISTANCE

#### 5.4.1 a list of financial assistance

**TITLE:** Mobility allowance (*Příspěvek na mobilitu*)

**WHAT:** The mobility allowance is a recurring benefit, which is 400 CZK monthly paid to a person older than 1 year, unable to cope with basic needs in terms of mobility or orientation, which is repeatedly transported and which is not provided with residential social services or in a health care institution. Except in cases of special consideration.

**WHERE:** You have to submit a written request for a mobility allowance on the prescribed form to the Labour Office (*Úřad Práce*) in the place of your residence.  
(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Special aid allowance (*Příspěvek na zvláštní pomůcky*)

**WHAT:** Entitlement to this allowance have a person with severe disability, hearing or visual impairment (the health condition lasts or will last for more than 1 year).

**WHERE:** You have to submit a written request for a mobility allowance on the prescribed form to the Labour Office (*Úřad Práce*) in the place of your residence.  
(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Vehicle buying allowance (*Příspěvek na zakoupení motorového vozidla*)

**WHAT:** The allowance is intended for people with disabilities who are transported repeatedly in the calendar month and who are able to drive or are transported by the vehicle.

**WHERE:** You have to submit a written request for a mobility allowance on the prescribed form to the Labour Office (*Úřad Práce*) in the place of your residence.  
(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Disability pension (*Invalidní důchod*)

**WHAT:** If you aren't able to work due to an accident, severe illness or mental problems, you can apply for disability pension. You are entitled to a disability pension if you have not reached the age of 65 and become disabled and gained the necessary insurance time. If you don't have Czech citizenship you need to apply to the Social Security Administration (*Správa sociálního zabezpečení*),



which will contact the medical insurance of your country of origin. Both medical insurances will evaluate your situation and decide accordingly about the amount of disability pension and how it will be covered.

**WHERE:** You have to fill the application form to the Social Security Administration (*Správa sociálního zabezpečení*). (in Czech, French, English and German): <http://www.cssz.cz/cz/nemocenske-pojisteni/>

#### 5.4.1 b other means of assistance

**TITLE:** Pass for people with disabilities (*Karta ZTP, ZTP/P*)

**WHAT:** Holders of the pass for people with disabilities may be granted a discount on admission to cultural and sporting events. These passes are also tied to other benefits.

**WHERE:** You have to submit a written request for Pass for people with disabilities (*Karta ZTP, ZTP/P*) on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Parking card for people with disabilities (*Parkovací karty pro osoby se zdravotním postižením*)

**WHAT:** Parking card for people with disabilities and reserved parking space.

**WHERE:** Contact your nearest Social affairs department, which is on each municipal authority of a municipality with extended powers. List of municipalities with extended powers (in Czech): <http://portal.uur.cz/spravni-usporadani-cr-organy-uzemniho-planovani/obce.asp>

**TITLE:** Tax and fee concessions

**WHAT:** Building tax exemption, income tax relief, refund of value-added tax - purchase of a car financed by a special utility allowance, administrative charges, highway and expressway tax, natural gas, phone and electricity discounts. Discounts at Czech Railway comp and etc.

**WHERE:** In the case of taxes, please contact the tax office (*Finanční úřad*) (Czech and English): <http://www.financnisprava.cz/cs/financni-sprava/organy-financni-spravy/financni-urady> at place of your residence. For further discounts, contact your service provider.

**TITLE:** Social services

**WHAT:** You can be beneficiary of different services if you have special needs. The services available and the requirements will be different according the Social affairs department (*Odbor sociálních věcí*), which is on each municipal authority of a municipality with extended powers (*Obce s rozšířenou působností*). You can apply for itinerant services (e.g. itinerant meals), outpatient service, social service (e.g. day care centres, personal assistance etc.) or inpatient service (e.g. elderly and nursing homes).

**WHERE:** Contact your nearest Social affairs department, which is on each municipal authority of a municipality with extended powers. List of municipalities with extended powers (in Czech): <http://portal.uur.cz/spravni-usporadani-cr-organy-uzemniho-planovani/obce.asp>

**TITLE:** Assisting dogs



**WHAT:** There are specially trained guide dogs for blind and visually impaired people to ensure a safe orientation in familiar and foreign environment. To adopt a trained dog, you need to contact directly dogs' training centre

**WHERE:** Contact one of the NGOs that practice assistant dogs:

(in Czech): <http://www.helpnet.cz/telesne-postizeni/sluzby/asistencni-psi>

#### 5.4.1 c carer's allowance

**TITLE:** Carer's allowance (*Příspěvek na péči*)

**WHAT:** The carer's allowance is intended for persons who, due to a long-term adverse health condition, need the assistance of another person in caring for them and in securing self-sufficiency.

**WHO:** You can apply for this financial aid if you have long-term adverse health condition, you need the assistance of another natural person in managing the basic life needs within the extent determined by the degree of dependence. These degrees of dependence are assessed according to the number of basic life needs that this person is unable to handle without help.

**HOW:** You have to submit a written request for a Carer's allowance on the prescribed form to the Labour Office (*Úřad Práce*) in the place of your residence.

**WHERE:** You have to submit a written request for Carer's allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

### 5.4.2 RIGHTS

#### 5.4.2 a rights and employment

**TITLE:** Rights and employment of people with special needs

**WHAT:** Disabled people have the right to increased health protection at work and special working conditions.

**WHERE:** You can find more information about access to employment for people with special needs (in Czech): <http://www.praceprozp.cz/>

#### 5.4.2 b rights and education

**TITLE:** Rights and education of people with special needs

**WHAT:** Inclusion of children with special educational needs. The law in the Czech Republic guarantees, for children with special educational needs, the right of education in the normal system of elementary and secondary schools. The Czech Republic financially supports inclusion. Every child with special needs in the class is entitled to a teacher assistant. If a child has special tools (such as a cart, assistant dog, etc.), each school is obligatory to ensure access to the child's education with these aids.

**WHERE:** Contact any school to get the necessary information.

### 5.4.3 CHILDREN WITH SPECIAL NEEDS

#### 5.4.3 a assistance for children with special needs

**TITLE:** Carer's allowance (*Příspěvek na péči*)

**WHAT:** The carer's allowance is intended for persons who, due to a long-term adverse health condition, need the assistance of another person in caring for them and in securing self-sufficiency.



**WHERE:** You have to submit a written request for carer's allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** School assistance for children with special needs (*Asistent pedagoga*)

**WHAT:** School assistance for children with special needs, providing each school with inclusive programmes.

**WHERE:** Contact any school to get the necessary information.

**TITLE:** Personal assistance for children with special needs (*Osobní asistence*)

**WHAT:** Personal assistance for children with special needs is provided through social services based on an order with their providers. Providers are often specialized in diverse types of disability.

**WHERE:** Contact a provider of personal assistance near your place of residence (in Czech): <http://iregistr.mpsv.cz/>

**TITLE:** Early care for children with special needs (*Raná péče*)

**WHAT:** Early care is aimed at supporting the family and supporting the development of the child (until 7 year of age) with respect to its specific needs. The service assists in realizing the right to education for children with disabilities, supports the integration of these children and their families into society.

**WHERE:** Contact a provider of early care near your place of residence (in Czech): <http://iregistr.mpsv.cz/>

**TITLE:** Vehicle buying allowance (*Příspěvek na zakoupení motorového vozidla*)

**WHAT:** The allowance is intended also for people who take care of child with special needs who are transported repeatedly in the calendar month and who are able to drive or are transported by the vehicle. You have to submit a written request for a mobility allowance on the prescribed form to the Labour Office (*Úřad Práce*) in the place of your residence.

**WHERE:** You have to submit a written request for parental allowance on a specific form and submit it to the Labour Office (*Úřad Práce*) of the place of your residence.

(in Czech): <http://portal.mpsv.cz/soc/ssp>

#### 5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS

##### 5.4.4 a assistance for persons with special needs

**TITLE:** Personal assistance (*Osobní asistence*)

**WHAT:** Personal assistance for persons with special needs is provided through social services based on an order with their providers. Providers are often specialized in diverse types of disability.

**WHERE:** Contact a provider of personal assistance near your place of residence (in Czech): <http://iregistr.mpsv.cz/>

**TITLE:** Nursing service (*Ošetřovatelská služba*)

**WHAT:** Nursing service is service provided to persons who have reduced self-





sufficiency due to age, chronic illness or disability and families with children whose situation requires the assistance of another natural person.

**WHERE:** Contact a provider of nursing service near your place of residence (in Czech): <http://iregistr.mpsv.cz/>

**TITLE:** Help with finding jobs for people with special needs

**WHAT:** There are NGOs that offer help with finding job places for people with different kind of special needs.

**WHERE:** Portál Portál pomoc na dvanáctce (in Czech): <http://p12.helpnet.cz/zamestnani>, Endowment Fund for the Promotion of the Employment of People with Disabilities (*Nadační fond pro podporu zaměstnávání osob se zdravotním postižením*) (in Czech): <http://www.nfozp.cz/chci-pomoci/zamestnavani-ozp/nabidka-zamestani-ozp/>, OZP Práce (in Czech): <http://www.ozpprace.cz/>

## 5.5 PARTICIPATING IN SOCIETY

### 5.5.1 MIGRANTS' ADVISORY BODIES

#### 5.5.1 a list of advisory bodies

**TITLE:** The Committee for the Rights for Foreigners (*Výbor pro práva cizinců*)

**WHAT:** The Government Council for Human Rights is a permanent consultative body of the Government of the Czech Republic for the protection of human rights and fundamental freedoms of persons within the jurisdiction of the Czech Republic. It monitors the observance and fulfillment of the Constitution of the Czech Republic, the Charter of Fundamental Rights and Freedoms and other legal norms governing the protection and observance of human rights and fundamental freedoms. The Council has set up several committees, including the Committee for the Rights for Foreigners.

**WHERE:** (in Czech and English) <https://www.vlada.cz/cz/ppov/rlp/vybory/pro-prava-cizincu/uvod-55935/>

Nábřeží Edvarda Beneše 4

118 01 Prague 1- Malá Strana (Czech Republic)

Tel.: +420 224 002 111

[machacka.jakub@vlada.cz](mailto:machacka.jakub@vlada.cz)

**TITLE:** The European Migration Network (*Evropská migrační síť*)

**WHAT:** It is a network of organizations dealing with migration in the EU Member States and Norway. The main objective of the European Migration Network (EMN) is to collect, exchange and analyze data and information on asylum and migration. It prepares annual reports, studies on various topics, responds to EMN Member States' questions, organizes conferences and takes part in other activities under the agreed work program.

**WHERE:** (in Czech and English) <http://www.emncz.eu/>

Nad Štolou 3

170 34 Prague 7 (Czech Republic)

Tel.: +420 974 832 465/845/869, +420 603 191 731

[emncz@mvcr.cz](mailto:emncz@mvcr.cz)





**TITLE:** Centres for the support of the integration of foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** The aim of the project is to create a space for long-term and conceptual support for the integration of foreigners, following the governmental material "The Concept of the Integration of Foreigners". Centres for the support of the integration of foreigners are the initiator, organizer and promoter of activities supporting the social, legal and linguistic emancipation of foreigners in these regions.

**WHERE:** It operates in almost all regions of the Czech Republic, more information at (in Czech, Vietnamese, Russian, Mongolian and English): <http://www.integracnicentra.cz/Default.aspx>

**TITLE:** Counselling Centre for Integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration is a non-governmental non-profit organization - a registered institute. Main goal Counselling Centre for Integration is to help foreigners integrate into ordinary life in Czech society, to find housing, work or school; So living a happy life in the Czech Republic.

**WHERE:** (in Czech and English) <http://p-p-i.cz/en/>

Opletalova 6,  
110 00 Prague 1 (Czech Republic)

Tel.: +420 603 281 269

[paha@p-p-i.cz](mailto:paha@p-p-i.cz)

**TITLE:** The Integration Centre Prague (*Integrační centrum Praha, o.p.s.*)

**WHAT:** The Integration Centre Prague is focusing on this goals: elimination of exploitation of a disadvantaged position of foreigners in various aspects of life, minimization of risk of creation of excluded immigrant communities, creation of the concept of integration of foreigners in the region of the City of Prague, support of civic society development, reduction of tension between foreigners and Prague's citizens, coordination and management of cooperation of stakeholders in the field of integration of foreigners and involvement of foreigners into integration and decision-making processes as well as into public life.

**WHERE:** (in Czech, Vietnamese, Russian, Ukrainian, Mongolian, Arabic and English) <http://www.icpraha.com/en/>

Žitná 1574/51,  
110 00 Prague 1 (Czech Republic)

Tel.: +420 252 543 846

[info@icpraha.com](mailto:info@icpraha.com)

## 5.5.2 CIVIC ASSOCIATIONS

### 5.5.2 a procedure for establishing civic associations

**TITLE:** Procedure for establishing civic associations

**WHAT:** The most appropriate form of association of citizens driven by a common interest is establishing an "association" in the Czech Republic. Establishing of association consists of two basic steps: to set up a new association and its registration.

**STEP 1:** At least three people set up an association to agree on the content of the draft of statutes on constituent meeting.



**STEP 2:** The association occurs on registration in the Public register (*Veřejný rejstřík*). The application for entry into the league's founders made a public register or a person appointed by the constituent meetings. Required to signs a draft of statutes of founders were officially verified. The draft of statutes must contain required information and annexes: [https://or.justice.cz/ias/ui/download/prilohy\\_spolky.pdf](https://or.justice.cz/ias/ui/download/prilohy_spolky.pdf) (in Czech).

**STEP 3:** The application for entry into the Public register (*Veřejný rejstřík*) shall be submitted by specific form (in Czech): <https://or.justice.cz/ias/iform/index.html?0>, and <https://or.justice.cz/ias/ui/podani>.

**WHERE:** The appropriate register court: <https://or.justice.cz/ias/ui/soudy> (in Czech).

**GOOD TO KNOW:** The status of association in the Czech Republic is regulated by Civil Code (*Občanský zákoník*), Act No. 89/2012: <http://www.czechlegislation.com/en/89-2012-sb>.

Browsing in the Public register is available at: <https://or.justice.cz/ias/ui/rejstrik> (in Czech).

### 5.5.3 RELIGION

#### 5.5.3 a registering a religious organization

**TITLE:** Registering a religious organization

**WHAT:** The registration of a religious organization precedes its establishment, the establishment of a preparatory committee and the collection of at least 300 signatures on prescribed signature sheets.

**STEP 1:** Write down the registration proposal, which will contain all the required details and 5 defined annexes.

**STEP 2:** Submit an application for registration on behalf of the "Preparatory Committee" consisting of at least three full rights adult persons.

**STEP 3:** The application for registration shall be submitted in writing in duplicate in the Czech language. All documents in a language other than Czech must be translated into the Czech language and these translations must be officially verified.

**WHERE:** You can obtain more information regarding the registration procedure at the Ministry of Culture (*Ministerstvo kultury*) (in Czech): <https://www.mkcr.cz/contacts-6.html?lang=en>. Detailed procedure is available on (in Czech): <https://www.mkcr.cz/navrh-na-registraci-cirkve-a-nabozenske-spolecnosti-401.html>

**GOOD TO KNOW:** The fundamental legislation that falls upon religious organization is available on (in Czech): <https://www.mkcr.cz/zakon-c-3-2002-sb-o-cirkvich-a-nabozenskyh-spolecnostech-396.html>

#### 5.5.3 b list of recognized religious organizations

**TITLE:** Legally recognized churches and religious associations

**WHAT:** Ministry of culture (*Ministerstvo kultury*) is registering and collecting information about churches and religious societies in Czech Republic.

**WHERE:** You can find the list of legally recognized churches and religious associations in Czech Republic here (in Czech): <https://www.mkcr.cz/rejstriky-registrovanych-cirkvi-a-nabozenskyh-spolecnosti-a-dalsich-pravnickyh-osob-467.html>



## 5.5.4 VOTING RIGHTS

### 5.5.4 a active voting right

**TITLE:** EU Parliament (*Evropský parlament*)

**WHAT:** The directly elected parliamentary institution of the European Union, election are every 5 years. European Union citizens aged 18 or over who are registered in the register of citizens for at least 45 days before polling day, unless a statutory limitation is imposed for reasons of protection of health or withdrawal or legal capacity.

**TITLE:** National Parliament (*Parlament České republiky*)

**WHAT:** The Chamber of Deputies (*Poslanecká Sněmovna*), every 4 years, and The Senate (*Senát*) every 6 years. Every citizen, who is at least 18 or over, unless a statutory limitation is imposed for reasons of protection of health or withdrawal or legal capacity is entitled to vote for candidates to the House of Parliament and the Senate.

**TITLE:** Regional elections (*Krajské volby*)

**WHAT:** Regional elections (*Krajské volby*), elections are every 4 years. Every citizen of the region, who is at least 18 or over, unless a statutory limitation is imposed for reasons of protection of health or withdrawal or legal capacity is entitled to vote to the Regional Council (*Krajská zastupitelstva*).

**TITLE:** Local (municipal) elections (*Komunální volby*)

**WHAT:** Local (municipal) elections (*Komunální volby*), elections are every 4 years. Every citizen of the municipality and citizen of a foreign state registered for permanent residence in the given municipality, who is at least 18 or over, unless a statutory limitation is imposed for reasons of protection of health or withdrawal or legal capacity is entitled to vote to the Municipal Council (*Obecní zastupitelstva*).

**TITLE:** Presidential election (*Prezidentské volby*)

**WHAT:** Presidential election (*Prezidentské volby*), elections are every 5 years. Every citizen, who is at least 18 or over, unless a statutory limitation is imposed for reasons of protection of health or withdrawal or legal capacity is entitled to vote for President.

### 5.5.4 b passive voting right

**TITLE:** EU Parliament (*Evropský parlament*)

**WHAT:** The directly elected parliamentary institution of the European Union, election are every 5 years. European Union citizens, who is entitled to vote and is at least 21 years of age and registered in the register of citizens for at least 45 days before polling day, can be elected to the European Parliament.

21 members for the Czech Republic are elected through a proportional representation system to serve 5-year terms

**TITLE:** National Parliament, The Chamber of Deputies (*Parlament České republiky, Poslanecká Sněmovna*)

**WHAT:** Every citizen of the Czech Republic, who is entitled to vote and is at least 21



years of age, can be elected to the House of Parliament. 200 members are elected through a flexible-list proportional representation system to serve 4-year terms.

**TITLE:** National Parliament, The Senate (*Parlament České republiky, Senát*)

**WHAT:** Every citizen of the Czech Republic, who is entitled to vote and is at least 40 years old, can be elected to the Senate. 81 members are elected by absolute majority vote in single-member constituencies to serve 6-year terms

**TITLE:** Regional elections (*Krajské volby*)

**WHAT:** Every citizen of the municipality, who is entitled to vote and is at least 18 years of age, can be elected to the Municipal Council. Members of the Municipal Council (*Krajská zastupitelstva*) are elected through a proportional representation system to serve 4-year terms.

**TITLE:** Local (municipal) elections (*Komunální volby*)

**WHAT:** Every citizen of the municipality, who is entitled to vote and is at least 18 years of age, can be elected to the Municipal Council (*Obecní zastupitelstva*). Members of the Municipal Council are elected through a proportional representation system to serve 4-year terms.

**TITLE:** Presidential election (*Prezidentské volby*)

**WHAT:** The President is the head of state and the supreme commander of the armed forces. The candidates must meet the conditions for the position of the president, which are similar to those for a senator, i. e. Czech citizenship and age above 40. The presidential elections are based on a secret, general, equal and direct voting right.

## 5.6 HOLIDAYS AND FREE TIME

### 5.6.1 PUBLIC HOLIDAYS

#### 5.6.1 a list of public holidays

**TITLE:** Public holidays

**WHAT:**

- ▶ **1<sup>st</sup> January:** Restoration Day of the Independent Czech State.
- ▶ **Easter holidays:** different each year according to lunar calendar, Good Friday (*Velký pátek*) (Commemoration of Jesus Christ crucifixion, part of the Easter holiday). Easter have no fixed date. It falls on the first Sunday after first spring astronomical full moon (between 22 March and 25 April) and Easter Monday (*Velikonoční pondělí*) (Commemoration of Jesus Christ resurrection, part of the Easter holiday). Same calendar rules apply as for Good Friday.
- ▶ **1<sup>st</sup> May:** National holiday, Labour Day, Rallies of political (especially left-wing) parties, Burning witches tradition held on the Eve of previous day (especially in the countryside)
- ▶ **8<sup>th</sup> May:** Liberation Day (The end of World War II in Europe), Commemoration of liberation by Soviet and U.S. army across the country, military engagement reconstruction with historical equipment (for show) take place at some places
- ▶ **5<sup>th</sup> July:** St Cyril and Methodius Day (Slavic missionaries Cyril (Constantine) and Metod (Methodius) came to Great Moravia), Commemoration of beginning of



Christianization of the Bohemian-Moravian territory, Church Masses across the country, Pilgrimage at Velehrad, Moravia

- ▶ **6<sup>th</sup> July:** Jan Hus Day (The anniversary of the martyrdom of Jan Hus – reformer of the Church), Commemoration of the life and martyrdom of the main Czech church reformer
- ▶ **28<sup>th</sup> September:** St Wenceslaus Day (The anniversary of the martyrdom of St Wenceslaus – Czech Patron), Day of the Czech statehood
- ▶ **28<sup>th</sup> October:** Foundation of the independent Czechoslovak State, Official state celebrations (e.g. Ceremonial at the Prague Castle – Presidential seat)
- ▶ **17<sup>th</sup> November:** Struggle of students for Freedom and Democracy (Commemorating demonstrations in 1939 and 1989), Sometimes student and other demonstrations take place
- ▶ **24<sup>th</sup> December:** Christmas Eve, Christmas presents are opened in the evening on Christmas Eve, Church masses commemorating birth of Jesus Christ take place in the evening (the most traditional is „midnight service “)
- ▶ **25<sup>th</sup> December** Christmas, Church masses take place, general public uses Christmas holydays to have a rest in family circle
- ▶ **26<sup>th</sup> December:** Saint Stephan, Church masses take place, general public uses Christmas holydays to have a rest in family circle

More information (in Czech): <http://www.mpsv.cz/cs/74>

#### 5.6.1 b school holidays

**TITLE:** School holidays

**WHAT:** School holidays in Czech rRpublic.

- ▶ **1<sup>st</sup> January**
- ▶ **Semester Break:** One day of school holydays following end of semester at the turn of January/February
- ▶ **Spring Holidays:** One week of school holidays taking place between early February until mid-March according to place of school (every region has its own Spring Holidays one week term).
- ▶ **Easter holidays:** One day of school holidays preceding Good Friday (so school holidays last from Maundy Thursday until Easter Monday). For indicative date, see chapter 5.6.1.a.
- ▶ **1<sup>st</sup> May**
- ▶ **8<sup>th</sup> May**
- ▶ **Summer Holidays:** July 01<sup>st</sup> – August 31<sup>st</sup>
- ▶ **28<sup>th</sup> September**
- ▶ **28<sup>th</sup> October**
- ▶ **Autumn Holidays:** Usually take place for two days around October 28<sup>th</sup> (so children have 3 days of holidays altogether)
- ▶ **17<sup>th</sup> November**
- ▶ **Christmas Holidays:** December 23<sup>rd</sup> – January 1<sup>st</sup>

More information (in Czech): <http://www.msmt.cz/vzdelavani/skolstvi-v-cr/organizace-skolniho-roku-2015-2016>

#### 5.6.1 c holidays services

**TITLE:** Holiday services



**WHAT:** The leisure time and holidays services depend on the regions. Therefore, there are differences of offers, prices and duration. For more detailed information, ask the responsible organisation (business companies and non-profit organisations). Examples of the most common holiday services:

- ▶ “Suburban” camps (for children) (*Příměstské tábory*)- Daytime care for children of school or pre-school age (in general of age 4 to 14) during school holidays. Offered only in some cities and for limited period of time. Some camps are subsidized and aimed at children from low-income households.
- ▶ Summer camps (*Letní tábory*) - Summer camps are offered by various organizations aimed at free time children activities. They usually last 1-3 weeks. Some camps take place at natural environment (children camp in tents at remote places), while other use permanent structures. Some camps are subsidized and aimed at children from low-income households.
- ▶ Sport training camps (*Sportovní soustředění*)- Sport clubs training children offer training camps, which might last up to several weeks.
- ▶ Low-threshold clubs (*Nízkoprahové kluby*)- Low-threshold clubs are aimed especially at children and youth from low-income households to offer them place to actively spend their free time under supervision of trained social workers. It is subsidized and its clients usually does not have to pay for services. Low-threshold clubs are operated only at some cities.
- ▶ Junák - Czech Scouting - Czech organization for Boy Scouts and Girl Scouts. Operates in towns and cities and offers a wide range of year-round activities for children and teenagers including summer camps. See (in Czech and English): <http://www.skaut.cz/english/about-us>
- ▶ Pionýr - Operates in towns and cities and offers a wide range of year-round activities for children and teenagers including summer camps. See (in Czech and English): <http://www.pionyr.cz/en>
- ▶ Czech Sokol Movement (*Sokol*)- Traditional gymnastics organization offering physical training in gymnastics and other athletics for all age groups, including children. Its branches are located throughout the country. See (in Czech): <http://www.sokol.eu/>

## 5.6.2 USEFUL SOCIAL NETWORKS

### 5.6.2 a list of social networks groups

**TITLE:** Social networks

**WHAT:** Social networks are a useful and fast way to communication in Czech Republic. You can contact many organisations and institutions through social networks.

- ▶ Facebook: it's one of the most used social network tool. You can find groups with different aims like accommodation, job markets or groups of foreigners living in Czech Republic: <https://www.facebook.com/groups/134269863329043/?fref=ts> or <https://www.facebook.com/groups/praguexpat/?fref=ts> or <https://www.facebook.com/groups/756371687794313/?fref=ts>
- ▶ Twitter: Twitter is a well-known social network and many organizations and institutions have an active account with updated information. Expats. cz - tips to Expats living in the Czech Republic: <https://twitter.com/foreignerscz?lang=en>
- ▶ LinkedIn: LinkedIn is a professional social network where professionals meet





and discuss their occupational interests. In the Czech Republic it is very popular. Managers, consultants and experts from various fields are among the users. Businesses also have their accounts on LinkedIn.

- ▶ Youtube: It's a video-sharing website. The site allows users to upload, view, rate, share, add to favourites, report and comment on videos. Available content includes music videos, short and documentary films, audio recordings, movie trailers and other content such as video blogging or educational videos.

## 5.7 SUPPORT SERVICES FOR MIGRANTS

### 5.7 a list of support services and projects regarding housing

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).

**WHERE:** (in Czech, Vietnamese, Russian, Ukrainian, Mongolian, Arabian and English): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, Vietnamese, Russian and English): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01 Kladno; tel: 222 360 452, 702 150 630

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary





life in Czech society. We help them to find accommodation, job or school. Therefore they help to foreigners to live satisfying life in the Czech Republic.

**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Opletalova 6, 110 00 Praha 1 (entrance from Opletalka Arcade), tel: 603 281 269 (social department), 603 807 567 (legal department)

**TITLE:** Centre for support of the integration of foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Almost in every region in Czech Republic.

**TITLE:** Diocese Charity České Budějovice, Counselling for Foreigners and Migrants (*Diecezni Charita Brno*)

**WHAT:** The mission of the Counseling Center for Foreigners and Migrants is to provide free professional social and legal counseling in the territory of the Diocese of České Budějovice to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counseling center is also a positive influence on the relations between foreigners and the majority society.

**WHERE:** (in Czech): <http://cizincicb.charita.cz>

Kanovnická 16, 370 01 České Budějovice, tel: 386 351 125, 734 435 344

**TITLE:** MOST PRO

**WHAT:** Professional social counseling, free interpreting, assistance with a doctor, at the offices, help the entire family, Multiplex under Mostem – work. Learning Czech for foreign children, individual tutoring of children of foreigners, assistance in schools for foreign children, free time activities and education - Czech courses in Pardubice and the Pardubice Region. Civic counselling and clinic for foreigners Hlinsko - we help people in a difficult life situation.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian, Romanian and English): [www.mostlp.eu](http://www.mostlp.eu)

17. listopadu 216, 530 02 Pardubice, tel: 467 771 170

**TITLE:** South Moravia regional centre for support of the integration of foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** The Centre's activities support the integration of foreigners into Czech society. The main objective is to ensure equal access to integration services and qualified integration support.

**WHERE:** (in Czech, Russian and English): [www.cizincijmk.cz](http://www.cizincijmk.cz)

Mezírka 1, 602 00 Brno, tel: 533 433 540

**TITLE:** Diocese Charity Hradec Králové, Counselling for Foreigners and Refugees (*Diecezni Charita Hradec Králové*)

**WHAT:** Integration centre for foreigners, social counselling and assistance services.



interest and other projects to help foreigners and refugees.

**WHERE:** (in Czech): <http://hk.caritas.cz/>

Velké náměstí 37/46, 500 01 Hradec Králové, tel: 495 063 135

**TITLE:** Diocese Charity Pilsen, Counselling for Foreigners and Refugees Pilsen  
(*Diecezni Charita Plzeň*)

**WHAT:** The mission of a counselling center for foreigners and refugees is to provide social and legal counselling in the territory of the Pilsen Diocese to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counselling center is also to develop and develop relations between foreigners and the majority society and to increase their awareness.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian and English): [www.dchp.cz](http://www.dchp.cz)

Cukrovarská 16, 301 00 Plzeň, tel: 377 441 736, 731 433 096

### **5.7 b list of online resources regarding housing**

**TITLE:** State Housing Development Fund (*Státní fond rozvoje bydlení*)

**WHAT:** Website use information from multiple sources. This includes information from ministries, local authorities, other institutions and housing associations. They also cooperate with real estate agencies, lawyers and news monitoring at the Czech Press Office (*Česká tisková kancelář*).

**WHERE:** (in Czech) <http://www.portalobydleni.cz/o-portalu/o-zdrojich-informaci/>

### **5.7 c list of support services and projects regarding social support**

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).

**WHERE:** (in Czech, Vietnamese, Russian, Ukrainian, Mongolian, Arabian and English): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, Vietnamese, Russian and English): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01



Kladno; tel: 222 360 452, 702 150 630

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary life in Czech society. We help them to find accommodation, job or school. Therefore they help to foreigners to live satisfying life in the Czech Republic.

**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Opletalova 6, 110 00 Praha 1 (entrance from Opletalka Arcade), tel: 603 281 269 (social department), 603 807 567 (legal department)

**TITLE:** Centre for support of the integration of foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Almost in every region in Czech Republic.

**TITLE:** Diocese Charity České Budějovice, Counselling for Foreigners and Migrants (*Diecezni Charita Brno*)

**WHAT:** The mission of the Counseling Center for Foreigners and Migrants is to provide free professional social and legal counseling in the territory of the Diocese of České Budějovice to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counseling center is also a positive influence on the relations between foreigners and the majority society.

**WHERE:** (in Czech): <http://cizincicb.charita.cz>

Kanovnická 16, 370 01 České Budějovice, tel: 386 351 125, 734 435 344

**TITLE:** MOST PRO

**WHAT:** Professional social counseling, free interpreting, assistance with a doctor, at the offices, help the entire family, Multiplex under Mostem – work. Learning Czech for foreign children, individual tutoring of children of foreigners, assistance in schools for foreign children, free time activities and education - Czech courses in Pardubice and the Pardubice Region. Civic counselling and clinic for foreigners Hlinsko - we help people in a difficult life situation.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian, Romanian and English): [www.mostlp.eu](http://www.mostlp.eu)



17. listopadu 216, 530 02 Pardubice, tel: 467 771 170

**TITLE:** South Moravia regional centre for support of the integration of foreigners  
(*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** The Centre's activities support the integration of foreigners into Czech society. The main objective is to ensure equal access to integration services and qualified integration support.

**WHERE:** (in Czech, Russian and English): [www.cizincijmk.cz](http://www.cizincijmk.cz)  
Mezírka 1, 602 00 Brno, tel: 533 433 540

**TITLE:** Diocese Charity Hradec Králové, Counselling for Foreigners and Refugees  
(*Diecezni Charita Hradec Králové*)

**WHAT:** Integration centre for foreigners, social counselling and assistance services, interest and other projects to help foreigners and refugees.

**WHERE:** (in Czech): <http://hk.caritas.cz/>  
Velké náměstí 37/46, 500 01 Hradec Králové, tel: 495 063 135

**TITLE:** Diocese Charity Pilsen, Counselling for Foreigners and Refugees Pilsen  
(*Diecezni Charita Plzeň*)

**WHAT:** The mission of a counselling center for foreigners and refugees is to provide social and legal counselling in the territory of the Pilsen Diocese to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counselling center is also to develop and develop relations between foreigners and the majority society and to increase their awareness.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian and English): [www.dchp.cz](http://www.dchp.cz)  
Cukrovarská 16, 301 00 Plzeň, tel: 377 441 736, 731 433 096

**TITLE:** Diocese Charity Brno Celsuz – Services for foreigners (*Diecezni Charita Brno Celsuz*)

**WHAT:** Advice on social security and retirement benefits; looking for a job; looking for accommodation; filling-in various forms; finding your way round different types of residence possibilities; applying for citizenship; looking for medical care and information about health insurance possibilities; looking for a kindergarten, school, university; recognition of your degrees and qualifications from abroad (nostrification); retraining programmes (requalification); personal assistance during appointments with municipal and state authorities, including OAMP (Department of Asylum and Migration Policy); information about asylum policy; looking for a Czech language tutor; looking for free-time activities for children.

**WHERE:** (in Czech, Vietnamese, Russian and English): <http://celsuz.cz/>  
tř. Kpt. Jaroše 9, 602 00 Brno, tel: 538 700 943

**TITLE:** Diocese Charity České Budějovice, Counselling for Foreigners and Migrants  
(*Diecezni Charita České Budějovice*)

**WHAT:** The mission of the Counseling Center for Foreigners and Migrants is to provide free professional social and legal counseling in the territory of the Diocese of České Budějovice to foreigners who find themselves in a personal situation that



they cannot solve by themselves and from their own resources. The mission of the counseling center is also a positive influence on the relations between foreigners and the majority society.

**WHERE:** (in Czech): <http://cizincicb.charita.cz>

Kanovnická 16, 370 01 České Budějovice, tel: 386 351 125, 734 435 344

### **5.7 d list of online resources regarding social support**

**TITLE:** Information of Ministry Labour and Social Affair (*Portál Ministerstva práce a sociálních věcí*)

**WHAT:** You can find different subsidies, allowances and financial aids given by Czech state.

**WHERE:** (in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Portal Ministry Labour and Social Affair (*Portál Ministerstva vnitra*)

**WHAT:** Web page of the Ministry of the Interior with information for migrants (in Czech, Russian and English). Here you can find basic information for foreigners in Czech Republic.

**WHERE:** (in Czech, English and Russian): <http://www.mvcr.cz/clanek/sluzby-pro-verejnost-informace-pro-cizince-informace-pro-cizince.aspx>

**TITLE:** Integrated Portal of the Ministry of Labour and Social Affairs of the Czech Republic (*Integrovaný Portál Ministerstva vnitra*)

**WHAT:** Integrated Portal of the Ministry of Labour and Social Affairs of the Czech Republic with information for migrants of employment, social security and legalization of residence in the Czech Republic (in Czech, English, German, French, Spanish, Ukrainian and Russian).

**WHERE:** (in Czech, English, German, French, Spanish, Ukrainian and Russian): <https://portal.mpsv.cz/sprava/multilang>

### **5.7 e list of support services and projects regarding driving and transport**

**TITLE:** Centre for support of the integration of foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Almost in every region in Czech Republic.

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).



**WHERE:** (in Czech, Vietnamese, Russian, Ukrainian, Mongolian, Arabian and English): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, Vietnamese, Russian and English): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01 Kladno; tel: 222 360 452, 702 150 630

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary life in Czech society. We help them to find accommodation, job or school. Therefore they help to foreigners to live satisfying life in the Czech Republic.

**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Opletalova 6, 110 00 Praha 1 (entrance from Opletalka Arcade), tel: 603 281 269 (social department), 603 807 567 (legal department)

**TITLE:** Diocese Charity České Budějovice, Counselling for Foreigners and Migrants (*Diecezni Charita České Budějovice*)

**WHAT:** The mission of the Counseling Center for Foreigners and Migrants is to provide free professional social and legal counseling in the territory of the Diocese of České Budějovice to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counseling center is also a positive influence on the relations between foreigners and the majority society.

**WHERE:** (in Czech): <http://cizincicb.charita.cz>

Kanovnická 16, 370 01 České Budějovice, tel: 386 351 125, 734 435 344

**TITLE:** MOST PRO

**WHAT:** Professional social counseling, free interpreting, assistance with a doctor,





at the offices, help the entire family, Multiplex under Mostem – work. Learning Czech for foreign children, individual tutoring of children of foreigners, assistance in schools for foreign children, free time activities and education - Czech courses in Pardubice and the Pardubice Region. Civic counselling and clinic for foreigners Hlinsko - we help people in a difficult life situation.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian, Romanian and English): [www.mostlp.eu](http://www.mostlp.eu)

17. listopadu 216, 530 02 Pardubice, tel: 467 771 170

**TITLE:** Diocese Charity Hradec Králové, Counselling for Foreigners and Refugees (*Diecezni Charita Hradec Králové*)

**WHAT:** Integration centre for foreigners, social counselling and assistance services, interest and other projects to help foreigners and refugees.

**WHERE:** (in Czech): <http://hk.caritas.cz/>

Velké náměstí 37/46, 500 01 Hradec Králové, tel: 495 063 135

**TITLE:** Diocese Charity Pilsen, Counselling for Foreigners and Refugees Pilsen (*Diecezni Charita Plzeň*)

**WHAT:** The mission of a counselling center for foreigners and refugees is to provide social and legal counselling in the territory of the Pilsen Diocese to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counselling center is also to develop and develop relations between foreigners and the majority society and to increase their awareness.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian and English): [www.dchp.cz](http://www.dchp.cz)

Cukrovarská 16, 301 00 Plzeň, tel: 377 441 736, 731 433 096

## 5.7 f list of online resources regarding driving and transport

**TITLE:** IDOS.cz

**WHAT:** Online search portal focused on public transport in Czech republic and Europe.

**WHERE:** (in Czech, English a German): <http://jizdnirady.idnes.cz/vlakyaubusymhdvse/spojeni/>

**TITLE:** Driving licence (*Řidičský průkaz*)

**WHAT:** The application for the replacement of a driving license can be submitted online.

**WHERE:** The Driving License Application has to be submitted at any municipal authority of the municipality with extended powers (in Czech): <http://ridicske-prukazy.info/obecni-urady-obci-s-rozsirenou-pusobnosti.html>.

## 5.7 g list of support services and projects addressing persons with special needs

**TITLE:** Centre for support of the integration of foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural





courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Almost in every region in Czech Republic.

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).

**WHERE:** (in Czech, Vietnamese, Russian, Ukrainian, Mongolian, Arabian and English): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, Vietnamese, Russian and English): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01 Kladno; tel: 222 360 452, 702 150 630

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary life in Czech society. We help them to find accommodation, job or school. Therefore they help to foreigners to live satisfying life in the Czech Republic.

**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Opletalova 6, 110 00 Praha 1 (entrance from Opletalka Arcade), tel: 603 281 269 (social department), 603 807 567 (legal department)



**TITLE:** MOST PRO

**WHAT:** Professional social counseling, free interpreting, assistance with a doctor, at the offices, help the entire family, Multiplex under Mostem – work. Learning Czech for foreign children, individual tutoring of children of foreigners, assistance in schools for foreign children, free time activities and education - Czech courses in Pardubice and the Pardubice Region. Civic counselling and clinic for foreigners Hlinsko - we help people in a difficult life situation.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian, Romanian and English): [www.mostlp.eu](http://www.mostlp.eu)

17. listopadu 216, 530 02 Pardubice, tel: 467 771 170

**TITLE:** South Moravia regional centre for support of the integration of foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** The Centre's activities support the integration of foreigners into Czech society. The main objective is to ensure equal access to integration services and qualified integration support.

**WHERE:** (in Czech, Russian and English): [www.cizincijmk.cz](http://www.cizincijmk.cz)

Mezírka 1, 602 00 Brno, tel: 533 433 540

**TITLE:** Diocese Charity Hradec Králové, Counselling for Foreigners and Refugees (*Diecezni Charita Hradec Králové*)

**WHAT:** Integration centre for foreigners, social counselling and assistance services, interest and other projects to help foreigners and refugees.

**WHERE:** (in Czech): <http://hk.caritas.cz/>

Velké náměstí 37/46, 500 01 Hradec Králové, tel: 495 063 135

**TITLE:** Diocese Charity Pilsen, Counselling for Foreigners and Refugees Pilsen (*Diecezni Charita Plzeň*)

**WHAT:** The mission of a counselling center for foreigners and refugees is to provide social and legal counselling in the territory of the Pilsen Diocese to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counselling center is also to develop and develop relations between foreigners and the majority society and to increase their awareness.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian and English): [www.dchp.cz](http://www.dchp.cz)

Cukrovarská 16, 301 00 Plzeň, tel: 377 441 736, 731 433 096

**TITLE:** Diocese Charity České Budějovice, Counselling for Foreigners and Migrants (*Diecezni Charita České Budějovice*)

**WHAT:** The mission of the Counseling Center for Foreigners and Migrants is to provide free professional social and legal counseling in the territory of the Diocese of České Budějovice to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counseling center is also a positive influence on the relations between foreigners and the majority society.

**WHERE:** (in Czech): <http://cizincicb.charita.cz>

Kanovnická 16, 370 01 České Budějovice, tel: 386 351 125, 734 435 344



### 5.7 h list of online resources regarding people with special needs

**TITLE:** Information of Ministry Labour and Social Affair (*Portál Ministerstva práce a sociálních věcí*)

**WHAT:** You can find different subsidies, allowances and financial aids given by Czech state.

**WHERE:** (in Czech): <http://portal.mpsv.cz/soc/ssp>

**TITLE:** Integrated Portal of the Ministry of Labour and Social Affairs of the Czech Republic (*Integrovaný Portál Ministerstva vnitra*)

**WHAT:** Integrated Portal of the Ministry of Labour and Social Affairs of the Czech Republic with information for migrants of employment, social security and legalization of residence in the Czech Republic (in Czech, English, German, French, Spanish, Ukrainian and Russian).

**WHERE:** (in Czech, English, German, French, Spanish, Ukrainian and Russian): <https://portal.mpsv.cz/sprava/multilang>

**TITLE:** Helpnet.cz

**WHAT:** Information portal for people with special needs. The Helpnet.cz is portal for people with special needs facilitates orientation in the issue of disability. Annotations with links to Czech web resources are categorized according to basic groups of disabilities - visual impairment, hearing impairment, mental disability, physical disability, internal illness, mental health. These main target groups are complemented by parents of children with disabilities and the elderly people.

**WHERE:** (in Czech): <http://www.helpnet.cz/>

### 5.7 i list of support services and projects regarding participating in society

**TITLE:** Centre for support of the integration of foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Almost in every region in Czech Republic.

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).

**WHERE:** (in Czech, Vietnamese, Russian, Ukrainian, Mongolian, Arabian and English): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846



**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, Vietnamese, Russian and English): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01 Kladno; tel: 222 360 452, 702 150 630

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary life in Czech society. We help them to find accommodation, job or school. Therefore they help to foreigners to live satisfying life in the Czech Republic.

**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Opletalova 6, 110 00 Praha 1 (entrance from Opletalka Arcade), tel: 603 281 269 (social department), 603 807 567 (legal department)

**TITLE:** MOST PRO

**WHAT:** Professional social counseling, free interpreting, assistance with a doctor, at the offices, help the entire family, Multiplex under Mostem – work. Learning Czech for foreign children, individual tutoring of children of foreigners, assistance in schools for foreign children, free time activities and education - Czech courses in Pardubice and the Pardubice Region. Civic counselling and clinic for foreigners Hlinsko - we help people in a difficult life situation.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian, Romanian and English): [www.mostlp.eu](http://www.mostlp.eu)

17. listopadu 216, 530 02 Pardubice, tel: 467 771 170

**TITLE:** South Moravia regional centre for support of the integration of foreigners (*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** The Centre's activities support the integration of foreigners into Czech society. The main objective is to ensure equal access to integration services and qualified integration support.

**WHERE:** (in Czech, Russian and English): [www.cizincijmk.cz](http://www.cizincijmk.cz)

Mezířka 1, 602 00 Brno, tel: 533 433 540



**TITLE:** Diocese Charity Hradec Králové, Counselling for Foreigners and Refugees  
(*Diecezni Charita Hradec Králové*)

**WHAT:** Integration centre for foreigners, social counselling and assistance services, interest and other projects to help foreigners and refugees.

**WHERE:** (in Czech): <http://hk.caritas.cz/>

Velké náměstí 37/46, 500 01 Hradec Králové, tel: 495 063 135

**TITLE:** Diocese Charity České Budějovice, Counselling for Foreigners and Migrants  
(*Diecezni Charita České Budějovice*)

**WHAT:** The mission of the Counseling Center for Foreigners and Migrants is to provide free professional social and legal counseling in the territory of the Diocese of České Budějovice to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counseling center is also a positive influence on the relations between foreigners and the majority society.

**WHERE:** (in Czech): <http://cizincicb.charita.cz>

Kanovnická 16, 370 01 České Budějovice, tel: 386 351 125, 734 435 344

### **5.7 j list of online resources regarding participating in society**

**TITLE:** The Center for Community Work (*Centrum pro komunitní práci, CpKP*)

**WHAT:** The Center for Community Work is a nonprofit organization focusing on the issue of involving the public in key decisions in the municipality, city or region.

**WHERE:** (in Czech): <http://www.cpkp.cz/>

**TITLE:** Agora Central Europe

**WHAT:** The mission of the Agora CE is to strengthen the process of democratization of our society. Long-term commitment of Agora CE is to improve communication and cooperation between citizens and town halls, and encourage citizens interested in public affairs with the aim of increasing the political culture in the country.

**WHERE:** (in Czech and English): <https://www.agora-ce.cz/>

### **5.7 k list of support services and projects regarding holidays and free time**

**TITLE:** Centre for support of the integration of foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** Professional social counseling, Czech language courses, socio-cultural courses and educational events.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Almost in every region in Czech Republic.

**TITLE:** Integrační centrum Praha, o.p.s.

**WHAT:** Social counseling (among others: information about residence in the Czech Republic, education, family matters, health care, social security), assistance



while dealing with the authorities, employment advisory (help with writing a CV, orientation in job offers, preparation for a job interview, information about rights and duties of employees and employers), seminars about topics related to residence and employment, drop-in Czech language courses (for more information see the Czech courses section).

**WHERE:** (in Czech, Vietnamese, Russian, Ukrainian, Mongolian, Arabian and English): [www.icpraha.com](http://www.icpraha.com)

Žitná 1574/51, 110 00 Praha 1, tel.: 252 543 846

**TITLE:** Centre for integration of foreigners (*Centrum pro integraci cizinců*)

**WHAT:** Providing social advice to immigrants: permanent and long-term residents and those with international/supplementary protection. Providing employment consultancy and developing programmes and activities for immigrants, all focused on immigrants' entry into the job market. Offering drop-in, open courses in Czech, as well as other specialized courses of Czech for foreigners, including the development of new and progressive methods of education, etc.

**WHERE:** (in Czech, Vietnamese, Russian and English): [www.cicpraha.org](http://www.cicpraha.org)

Pernerova 32/10, 186 00, Praha 8; Kolín: Zahradní 46, 280 02 Kolín; Mladá Boleslav: Dukelská 1093 (Dům kultury), 293 01 Mladá Boleslav; Kladno: Severní 2952, 272 01 Kladno; tel: 222 360 452, 702 150 630

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** The main activities of the organization include the provision of free legal and social counseling to applicants for international protection and other foreigners in the Czech Republic, the organization of educational programmes for the lay and professional public and other activities aimed at supporting the integration of foreigners. One of the objectives of the OPU is the fight against xenophobia and racial and ethnic intolerance.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** Counselling for integration (*Poradna pro integraci*)

**WHAT:** Counselling Centre for Integration help foreigners to integrate to ordinary life in Czech society. We help them to find accommodation, job or school. Therefore they help to foreigners to live satisfying life in the Czech Republic.

**WHERE:** (in Czech and English): [www.p-p-i.cz](http://www.p-p-i.cz)

Opletalova 6, 110 00 Praha 1 (entrance from Opletalka Arcade), tel: 603 281 269 (social department), 603 807 567 (legal department)

**TITLE:** MOST PRO

**WHAT:** Professional social counseling, free interpreting, assistance with a doctor, at the offices, help the entire family, Multiplex under Mostem – work. Learning Czech for foreign children, individual tutoring of children of foreigners, assistance in schools for foreign children, free time activities and education - Czech courses in Pardubice and the Pardubice Region. Civic counselling and clinic for foreigners Hlinsko - we help people in a difficult life situation.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian, Bulgarian, Romanian and English): [www.mostlp.eu](http://www.mostlp.eu)



17. listopadu 216, 530 02 Pardubice, tel: 467 771 170

**TITLE:** South Moravia regional centre for support of the integration of foreigners  
(*Jihomoravské regionální centrum pro podporu integrace cizinců*)

**WHAT:** The Centre's activities support the integration of foreigners into Czech society. The main objective is to ensure equal access to integration services and qualified integration support.

**WHERE:** (in Czech, Russian and English): [www.cizincijmk.cz](http://www.cizincijmk.cz)  
Mezírka 1, 602 00 Brno, tel: 533 433 540

**TITLE:** Diocese Charity Hradec Králové, Counselling for Foreigners and Refugees  
(*Diecezni Charita Hradec Králové*)

**WHAT:** Integration centre for foreigners, social counselling and assistance services, interest and other projects to help foreigners and refugees.

**WHERE:** (in Czech): <http://hk.caritas.cz/>  
Velké náměstí 37/46, 500 01 Hradec Králové, tel: 495 063 135

**TITLE:** Diocese Charity České Budějovice, Counselling for Foreigners and Migrants  
(*Diecezni Charita České Budějovice*)

**WHAT:** The mission of the Counseling Center for Foreigners and Migrants is to provide free professional social and legal counseling in the territory of the Diocese of České Budějovice to foreigners who find themselves in a personal situation that they cannot solve by themselves and from their own resources. The mission of the counseling center is also a positive influence on the relations between foreigners and the majority society.

**WHERE:** (in Czech): <http://cizincicb.charita.cz>  
Kanovnická 16, 370 01 České Budějovice, tel: 386 351 125, 734 435 344





## 6 HEALTH

### 6.1 PUBLIC HEALTH CARE

#### 6.1 a description of the system

**TITLE:** Public healthcare in Czech Republic

**WHAT:** In the Czech Republic there are both state-run and private health facilities. Virtually all facilities have a valid contract for the provision and payment of healthcare with a health insurance company and provide healthcare to patients insured by the relevant health insurance company without direct payment. Medical services are provided by a system of outpatient care facilities, institutional care facilities, occupational medicine facilities, emergency care facilities, facilities for the transport of the sick, wounded and expectant mothers, spa care facilities and facilities providing medicine, medical equipment and dental products. The public health system receives people with health insurance. In the Czech Republic, it is obligatory for every person to be covered by valid individual health insurance.

Take out health insurance at any health insurance company and then search for a medical facility which has a valid contract with your health insurance company. Your health insurance company can provide you with a list of contracted medical facilities. People can benefit from the public health system as long as they are insured. All persons permanently residing in the Czech Republic must be covered by valid health insurance.

**WHERE:** A list of medical facilities can be found on the web application of the National Register of Healthcare Providers Take out health insurance at your selected health insurance company. A list of health insurance companies can be found on the website of the Ministry of Health of the Czech Republic (*Ministerstvo zdravotnictví*): (in Czech): [www.mzcr.cz/dokumenty/zdravotni-pojistovny\\_945\\_839\\_1.html](http://www.mzcr.cz/dokumenty/zdravotni-pojistovny_945_839_1.html).

**GOOD TO KNOW:** Choose medical facilities which have a contract with your health insurance company. Inform your attending physician in advance whether all treatment will be covered by your health insurance company. This information you can find on (in Czech): [eregpublicsecure.ksrzis.cz/Registr/NRPZS/ZdravotnickeZarizeni](http://eregpublicsecure.ksrzis.cz/Registr/NRPZS/ZdravotnickeZarizeni).

#### 6.1 b steps to get medical aid

**TITLE:** Get medical aid

**WHAT:** All persons in the Czech Republic should have a general practitioner (GP) (*Praktický lékař*) (a paediatrician for children) (*Dětský lékař*) who they can see in case of health problems. The GP will recommend visiting a specialist on the basis of an examination. Emergency services may be used in urgent cases.

**STEP 1:** Find the nearest GP medical facility which has a contract with your health insurance company

**STEP 2:** Arrange a registration date

**STEP 3:** Go and register. Take your health insurance card and any medical documentation which you have at home along with you. When registering, inform the doctor truthfully about your health and any difficulties you may have.

**STEP 4:** If necessary, your GP will refer you to a special.



**STEP 5:** Contact the recommended specialist and arrange an appointment. Find out whether the specialist has a contract with your health insurance company or how much individual tasks cost.

**STEP 6:** Visit the specialist for your arranged appointment. Take your health insurance card and a written request for examination (*Žádanka o vyšetření*) from your GP along with you.

**WHERE:** Your health insurance company will provide you with a list of contracted medical facilities. You can make a doctor's appointment by telephone, in person and, in some, even cases online (in Czech): [eregpublicsecure.ksrzis.cz/Registr/NRPZS/ZdravotnickeZarizeni](http://eregpublicsecure.ksrzis.cz/Registr/NRPZS/ZdravotnickeZarizeni)

## 6.2 HEALTH INSURANCE

### 6.2 a state compulsory system

**TITLE:** Compulsory health insurance (*povinné zdravotní pojištění*)

**WHAT:** In cases of illness, the policyholder's health insurance covers the necessary healthcare to the extent stipulated by law.

- ▶ Health insurance (*Zdravotní pojištění*) is mandatory for all persons permanently resident in the Czech Republic. Insurance may be paid by employers, policyholders themselves or, in certain cases, the government.
- ▶ Health insurance is established on the date of birth (for persons with permanent residence in the Czech Republic) or the day on which a person not permanently in the Czech Republic becomes an employee or a permanent resident in the Czech Republic.
- ▶ If you are in employment, your employer will pay your insurance for you.
- ▶ Self-employed persons must pay their health insurance themselves. Insurance may also be covered by the government.
- ▶ The government pays health insurance for dependent children, retired persons, women on maternity leave, persons on parental leave, recipients of parental allowance, job seekers, persons receiving assistance in material need, persons dependent on the care of another person, applicants for international protection and persons granted a visa for tolerated stay exceeding 90 days.

**WHERE:** A list of health insurance companies can be found on the website of the Ministry of Health of the Czech Republic (*Ministerstvo zdravotnictví*): (in Czech): [www.mzcr.cz/dokumenty/zdravotni-pojistovny\\_945\\_839\\_1.html](http://www.mzcr.cz/dokumenty/zdravotni-pojistovny_945_839_1.html).

**GOOD TO KNOW:** Health insurance cover in the Czech Republic is mandatory. In the event that you are in employment, check with your health insurance company that your employer is paying your health insurance. Failure to pay your health insurance on time and in the correct amount will result in a debt which your health insurance company will enforce including a fine. Any arrears on insurance whatsoever are serious circumstances for assessing a possible later application for Czech citizenship.

### 6.2 b health insurance card

**TITLE:** Health insurance card (*Průkaz pojištěnce*)

**WHAT:** The Health insurance card is a personal card. It serves as evidence of your health insurance. It authorizes the use of medical care by doctors who have a contract with a given sickness insurance company. According to your status, you will



have different access to health insurance:

- ▶ Applicant for international protection: Type of insurance - Public insurance (Insurance paid for by the government or an employer)
- ▶ Persons granted international protection: Type of insurance - Public insurance (Insurance paid for by an employer, the policyholder or, in certain cases, by the government.)
- ▶ European Union citizens: Type of insurance - Public insurance (Insurance paid for by an employer, the policyholder or, in certain cases, by the government)
- ▶ Persons with permanent residence: Type of insurance - Public insurance (Insurance paid for by an employer, the policyholder or, in certain cases, by the government)
- ▶ Holders of a visa for a stay of tolerance exceeding 90 days: Type of insurance - Public insurance (Insurance paid for by the government or an employer)
- ▶ Holders of a visa for up to 90 days and holders of a visa for up to 90 days – without employment: Type of insurance - Commercial insurance (Foreigners take out basic insurance for the length of their stay in the Czech Republic themselves)
- ▶ Holders of a visa for up to 90 days – in employment: Type of insurance - Public insurance (Insurance is paid for by an employer)
- ▶ Long-term stay - without employment: Type of insurance - Commercial insurance (Foreigners take out comprehensive insurance for the length of their stay in the Czech Republic themselves)
- ▶ Long-term stay - in employment: Type of insurance - Public insurance (Insurance is paid for by an employer)
- ▶ Persons with a temporary residence permit for a family member of an EU citizen – without employment: Type of insurance - Commercial insurance (Foreigners take out comprehensive insurance for the length of their stay in the Czech Republic themselves)
- ▶ Persons with a temporary residence permit for a family member of an EU citizen – in employment: Type of insurance - Public insurance (Insurance is paid for by an employer)

**WHERE:** You can obtain your health insurance card at your health insurance company (in Czech): [www.mzcr.cz/dokumenty/zdravotni-pojistovny\\_945\\_839\\_1.html](http://www.mzcr.cz/dokumenty/zdravotni-pojistovny_945_839_1.html). If your doctor has a contract with your health insurance company, you can find here (in Czech): [eregpublicsecure.ksrzis.cz/Registr/NRPZS/ZdravotnickeZarizeni](http://eregpublicsecure.ksrzis.cz/Registr/NRPZS/ZdravotnickeZarizeni)

**TITLE:** Pregnancy card (*Těhotenský průkaz*)

**WHAT:** The Pregnancy card is a document given to every pregnant woman in Czech Republic, regardless their origin or legal status in the country. It's issued by your doctor when you do the first health examination of the pregnancy and has a track record of your pregnancy. In the Pregnancy Card, the doctor records all important data (including personal and family history of pregnancy) and complements them at each visit of a future mother in the pregnancy counseling center.

**WHERE:** To obtain more information, you can contact the office from your health insurance (in Czech): [www.mzcr.cz/dokumenty/zdravotni-pojistovny\\_945\\_839\\_1.html](http://www.mzcr.cz/dokumenty/zdravotni-pojistovny_945_839_1.html).

## 6.2 c private insurance



**TITLE:** Private insurance

**WHAT:** Comprehensive health insurance ensures healthcare coverage to an extent approaching that of public health insurance. Insurance applies to care provided by facilities under contract with the insurance company only. In acute cases, however, any medical facility may be used. Insurance premiums vary from company to company and depend upon sex, age and, in some cases, the selected insurance option. As well as standard options, insurance companies also offer special insurance options, e.g. for pregnancy and childbirth with cover for the newborn baby.

**WHO:** Commercial health insurance cover is mandatory for foreigners with a long-term visa or residence permit who are not employed by an employer based in the Czech Republic and for foreigners with a temporary residence permit for a family member of an EU citizen. You are obliged to pay health insurance during your stay in the Czech Republic. You are required to provide proof of health insurance with an application for a residence permit, for extending a residence permit, or in the case of an inspection of your residence permit.

**HOW:** Find a commercial health insurance company which operates on the Czech market. After comparing companies, sign a contract with your chosen insurance company. Keep the contract, proof of payment and your health insurance card, if the insurance company issues one, in a safe place.

**WHERE:** In person on the commercial insurance company's premises or online. Inquire at different insurance companies before you take out insurance. For more information, visit the website of the Ministry of the Interior of the Czech Republic (*Ministerstvo vnitra*) (in Czech and English): [www.mvcr.cz/clanek/doklad-o-cestovnim-zdravotnim-pojistenim-pri-pobytu-delsim-nez-90-dnu.aspx](http://www.mvcr.cz/clanek/doklad-o-cestovnim-zdravotnim-pojistenim-pri-pobytu-delsim-nez-90-dnu.aspx)

**WHEN:** You are required to provide proof of health insurance with an application for a residence permit/visa, for extending a residence permit, or in the case of an inspection of your residence permit. You must have valid health insurance cover for the duration of your stay in the Czech Republic.

**GOOD TO KNOW:** Coverage of healthcare costs from comprehensive insurance is always limited by the terms and conditions of the contract. For this reason, you should study the insurance conditions carefully beforehand, particularly "exemptions from insurance". Exemption from insurance means that the insurance company does not cover a specific situation or illness. Be well informed on the start date of insurance benefits and any potential waiting times.

## 6.3 PRIVATE HEALTHCARE

### 6.3 a description of private healthcare

**TITLE:** Private healthcare

**WHAT:** The private healthcare sector is a form of healthcare paid for directly by the patient. It primarily concerns private clinics, spa facilities or individual specialist outpatient departments which do not have a contract with any of the health insurance companies.

**WHO:** The private healthcare sector is intended for persons without health insurance or persons who are insured, but who require extra care or care which is not covered by their health insurance. Private healthcare in the Czech Republic is often used by foreign tourists. All citizens can access private healthcare (if they pay for it).



**HOW:** Look for a medical facility on the internet or at the recommendation of your GP. First of all, arrange an appointment for an examination by phone or in person at the medical facility. List of private healthcare centres (in Czech): [soukromekliniky.cz/](http://soukromekliniky.cz/)

**GOOD TO KNOW:** Always seek information on the medical procedure and the price of the examination in advance.

## 6.4 EMERGENCY

### 6.4 a emergency medical attention

**TITLE:** Emergency medical attention

**WHAT:** Medical emergency services provide outpatient care to the necessary extent as a follow-up to the services and organisation of Rapid Emergency Medical Services, in the event of a sudden change in health or the worsening of an illness occurring outside the regular opening hours of outpatient facilities. Medical emergency services are not intended for ordinary investigative or curative procedures which can be requested during a medical facility's regular daytime opening hours.

**HOW:** You can transport yourself to the medical emergency service if your health permits it. If you experience a sudden change in your health and require urgent medical care, call for an ambulance by dialling 155.

**GOOD TO KNOW:** A regulatory fee of CZK 90.00 is charged for the use of medical emergency services. This fee shall not be charged if the investigating doctor providing emergency services finds that the condition of the policyholder requires hospitalisation.

### 6.4 b dental first aid

**TITLE:** Dental first aid

**WHAT:** Outpatient dental clinics provide treatment for patients with swelling, bleeding and facial injuries including tooth injuries. It only concerns urgent conditions and is performed through basic and the most simple treatments, e.g. drilling, opening of inflammatory deposits, tooth extraction, etc. Under no circumstances can definitive treatment such as dental fillings be expected. Such treatments shall be subsequently carried out by a registered dentist. Emergency dental services are not used for treating patients who are not put at risk by delaying treatment (toothache without swelling or loose fillings or dental crowns)

**HOW:** Locate an emergency dental clinic in your town or region. We recommend first contacting the clinic by telephone to ensure that a doctor is available at that particular time. List of dental first aid centres in Czech Republic on the website is on the Czech Dental Chamber (*Česká stomatologická komora*) (in Czech): <https://www.dent.cz/aktualita/412-prehled-zubnich-pohotovosti-v-cr/>

**GOOD TO KNOW:** A regulatory fee of CZK 90.00 is charged for the use of emergency services.

### 6.4 c on duty pharmacies in large cities

**TITLE:** On duty pharmacies

**WHAT:** In the larger cities, there are pharmacies with all day emergency pharmaceutical service.

**WHERE:** Here you can find which pharmacy is on duty (in Czech and English):



<http://www.sukl.cz/modules/apotheke/search.php>

## 6.5 PRO BONO HEALTH SERVICE

### 6.5 a description and a list of pro bono health services

No system for providing pro bono healthcare exists in the Czech Republic.

## 6.6 INTERPRETERS

### 6.6 a list of different services

**TITLE:** Centre for support of the integration of foreigners (*Centra na podporu integrace cizinců*)

**WHAT:** Free interpreting services provided by intercultural workers (*interkulturní pracovníci*). Persons granted international protection, persons with a long-term visa, long-term residence permit, permanent residence permit and foreigners from third world countries with a temporary residence permit.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** Applicants for international protection and persons granted international protection. Free interpreting services.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)  
Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** INBÁZE BERKAT Community Centre

**WHAT:** Persons granted international protection, persons with a long-term visa, long-term residence permit, permanent residence permit and foreigners from third world countries with a temporary residence permit. Free interpreting services.

**WHERE:** (in Czech, English, Russian, Vietnamese, French, Spanish, Mongolian and Arabian): [www.inbaze.cz](http://www.inbaze.cz)  
Legerova 357/50, 120 00 Praha 2, tel.: tel. 224 941 415  
739 037 353, 739 578 343

**TITLE:** Refugee Facilities Administration (*Správa uprchlických zařízení*)

**HAT:** Applicants for international protection living in residential centres and persons granted international protection under the State Integration Programme. Free interpreting services.

**WHERE:** (in Czech, English and Russian): <http://www.suz.cz/>

**TITLE:** Register of Interpreters (*Registr soudních překladatelů*)

**HAT:** Suitable for all types of residence status. Paid interpreting services.

**WHERE:** (in Czech, English and Russian): [www.justice.cz](http://www.justice.cz)





## 6.7 PATIENTS' RIGHTS

### 6.7 a list of the most important rights

**TITLE:** Rights of the patients and advocacy

**WHAT:** The patients have certain rights that must be respected by the health institutions.

- ▶ The right to healthcare
- ▶ The right to respect, dignified treatment, consideration and respect of privacy
- ▶ The right of persons to be informed of their health condition and proposed individual treatment procedures
- ▶ The right of persons to refuse treatment and, at the same time, to be informed of the health consequences of their decision
- ▶ The right to choose a provider authorized to provide health services
- ▶ The right to the continuous presence of a legal representative for minors
- ▶ The right to the presence of a close person or a person designated by the patient
- ▶ The right to be informed in advance of the cost of the health services provided
- ▶ The right to refuse the presence of persons not directly involved in the provision of health services
- ▶ The right to designate persons who may be informed about the patient's health
- ▶ The right to file a complaint

**WHERE:** If you think that your rights as patient are being violated, you can contact them to obtain legal counselling and representation free of charge.

Ombudsman for Health ([Ombudsman pro zdraví](#))

Národní 9

110 00 Prague 1

Tel.: + 420 222 075 103

Email: [ochrance@ombudsmanprozdravi.cz](mailto:ochrance@ombudsmanprozdravi.cz)

Czech Association of Patients ([Svaz pacientů České republiky](#))

Email: [dna@pacienti.cz](mailto:dna@pacienti.cz)

Czech Medical Chamber (*Česká lékařská komora*)

Lékařská 2/291

150 00 Prague 5

Tel.: +420 257 211 329, +420 257 217 226, +420 257 216 810

Email: [recepce@clkcr.cz](mailto:recepce@clkcr.cz)

Czech Dental Chamber (*Česká stomatologická komora*)

Slavojova 270/22

128 00 Prague 2

Tel.: + 420 234 709 611





Email: [info@dent.cz](mailto:info@dent.cz)

Czech Chamber of Pharmacists ([Česká lékarnická komora](#))

Rozárčina 1422/9

140 02 Prague 4

Tel.: +420 241 090 661

Email: [venclova@lekarnici.cz](mailto:venclova@lekarnici.cz)

Coalition for Health (*Koalice pro zdraví*)

5. května 65

140 21 Prague 4

Tel.: +420 261 174 079

Email: [info@koaliceprozdravi.cz](mailto:info@koaliceprozdravi.cz)

Fair Hospital (*Férová nemocnice*)

Burešova 6

602 00 Brno

Tel.: +420 545 210 446

Email: [poradna@ferovanemocnice.cz](mailto:poradna@ferovanemocnice.cz)

Control Department of the Ministry of Health of the Czech Republic and Patient Ombudsman of the Ministry of Health of the Czech Republic (*Ministerstvo zdravotnictví, kontrolní oddělení, patientský ombudsman*)

Palackého nám. 4

128 01 Prague 2

Tel.: +420 224 971 111

Email: [kon@mzcr.cz](mailto:kon@mzcr.cz), [ombudsman@mzcr.cz](mailto:ombudsman@mzcr.cz)

Patient Ombudsman of the Ministry of Health of the Czech Republic (*Ministerstvo zdravotnictví, kontrolní oddělení*)

Palackého nám. 4

128 01 Prague 2

Tel.: +420 224 971 111

Email: [kon@mzcr.cz](mailto:kon@mzcr.cz)

## 6.8 SUPPORT SERVICES FOR MIGRANTS

### 6.8 a list of support services and projects regarding health

**TITLE:** Centre for support of the integration of foreigners

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are free.

**WHERE:** (in Czech, Vietnamese, Russian, Mongolian and English): [www.integracnicentra.cz](http://www.integracnicentra.cz)

Almost in every region in Czech Republic.



**TITLE:** Refugee aid organisations (*Organizace pro pomoc uprchlíkům*)

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are free.

**WHERE:** (in Czech and English): [www.opu.cz](http://www.opu.cz)

Kovářská 4, 190 00 Praha 9, tel: 730 158 779, 739 413 983

**TITLE:** INBÁZE BERKAT Community Centre

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are free.

**WHERE:** (in Czech, English, Russian, Vietnamese, French, Spanish, Mongolian and Arabian): [www.inbaze.cz](http://www.inbaze.cz)

Legerova 357/50, 120 00 Praha 2, tel.: tel. 224 941 415

739 037 353, 739 578 343

**TITLE:** Ombudsman for Health (*Ombudsman pro zdraví*)

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are free.

**WHERE:** Národní 9

110 00 Prague 1

Tel.: + 420 222 075 103

Email: [ochrance@ombudsmanprozdravi.cz](mailto:ochrance@ombudsmanprozdravi.cz)

**TITLE:** Czech Association of Patients (*Svaz pacientů České republiky*)

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are free.

**WHERE:** Email: [dna@pacienti.cz](mailto:dna@pacienti.cz)

**TITLE:** Coalition for Health (*Koalice pro zdraví*)

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are free.

**WHERE:** 5. května 65

140 21 Prague 4

Tel.: +420 261 174 079

Email: [info@koaliceprozdravi.cz](mailto:info@koaliceprozdravi.cz)

**TITLE:** Fair Hospital (*Férová nemocnice*)

**WHAT:** You can contact this organisation if you need interpreting in the medical field. The services are free.

**WHERE:** Burešova 6

602 00 Brno

Tel.: +420 545 210 446

Email: [poradna@ferovanemocnice.cz](mailto:poradna@ferovanemocnice.cz)

## 6.8 b list of online resources regarding health



**TITLE:** Ministry of Health of the Czech Republic (*Ministerstvo zdravotnictví*)

**WHAT:** Official information about health care system in Czech Republic.

**WHERE:** (in Czech, english, Russian, French, German, Spanish, and Vietnamese):  
<https://www.mzcr.cz/>

**TITLE:** Fair Hospital (*Férová nemocnice*)

**WHAT:** Website provides clear and comprehensive information about patients' rights and medical law.

**WHERE:** (in Czech): <http://ferovanemocnice.cz/>



# Danube Compass Germany (English version)

## OTHER LANGUAGES CHOSEN:

- ▶ German
- ▶ Polish
- ▶ Romanian
- ▶ French

## RESPONSIBLE PARTNER:

City of Munich, Department of Labour and Economic Development, Local Employment and Qualification Policy



# Structure

<b>1</b>	<b>ARRIVAL AND STAY .....</b>	<b>516</b>
1.1	VISA .....	516
1.2	ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION .....	517
1.3	TEMPORARY WORK MOBILITY .....	519
1.4	TEMPORARY IMMIGRATION .....	522
1.5	LONG TERM IMMIGRATION .....	530
1.6	CITIZENSHIP .....	531
1.7	IRREGULAR/UNDOCUMENTED SITUATION .....	533
1.8	PERSONAL DOCUMENTS .....	534
1.9	CERTIFICATES .....	535
1.10	VERIFICATION OF DOCUMENTS .....	536
1.11	JUDICIAL TRANSLATIONS .....	537
1.12	REGISTRATION OF ADDRESS .....	537
1.13	SUPPORT SERVICES FOR MIGRANTS .....	538
<b>2</b>	<b>WORK .....</b>	<b>541</b>
2.1	EMPLOYMENT .....	541
2.2	BUSINESS .....	561
2.3	TAXES .....	574
2.4	SUPPORT SERVICES FOR MIGRANTS .....	577
<b>3</b>	<b>LEARNING LOCAL LANGUAGE .....</b>	<b>584</b>
3.1	STATE SUPPORTED PROGRAMS .....	584
3.2	COMMERCIAL PROGRAMS .....	584
3.3	LANGUAGE COURSES FOR CHILDREN .....	585
3.4	LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP .....	585
3.5	SUPPORT SERVICES FOR MIGRANTS .....	586

<b>4</b>	<b>EDUCATION .....</b>	<b>588</b>
4.1	PRESCHOOL EDUCATION .....	588
4.2	PRIMARY SCHOOL .....	589
4.3	SECONDARY SCHOOL .....	593
4.4	HIGHER EDUCATION AND UNIVERSITY .....	596
4.5	APPRENTICESHIP .....	600
4.6	ADULT EDUCATION .....	601
4.7	NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS .....	602
4.8	SUPPORT SERVICES FOR MIGRANTS .....	603
<b>5</b>	<b>EVERYDAY LIFE .....</b>	<b>608</b>
5.1	HOUSING .....	608
5.2	SOCIAL SUPPORT .....	611
5.3	DRIVING AND TRANSPORT .....	621
5.4	PERSONS WITH SPECIAL NEEDS .....	626
5.5	PARTICIPATING IN SOCIETY .....	631
5.6	HOLIDAYS AND FREE TIME .....	634
5.7	SUPPORT SERVICES FOR MIGRANTS .....	636
<b>6</b>	<b>HEALTH .....</b>	<b>646</b>
6.1	PUBLIC HEALTH CARE .....	646
6.2	HEALTH INSURANCE .....	648
6.3	PRIVATE HEALTHCARE .....	649
6.4	EMERGENCY .....	649
6.5	PRO BONO HEALTH SERVICE .....	651
6.6	INTERPRETERS .....	651
6.7	PATIENTS' RIGHTS .....	652
6.8	SUPPORT SERVICES FOR MIGRANTS .....	653





# 1 ARRIVAL AND STAY

## 1.1 VISA

### 1.1 a types of visas

**TITLE:** Visa C (Schengen Visa)

**WHAT:** It is a short-term visa, which allows you to stay in Germany a maximum of 90 days in a 180 days period. It's valid for all Schengen Member States. The European Community has abolished visa requirements for a number of states. A visa is not required for visits of up to 90 days in an 180-day period for nationals of those countries.

**HOW:** Visas have to be applied for prior to entry at the German mission abroad covering the place of residence of the applicant. You can download visa application forms here (in English): [http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03\\_Visabestimmungen/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html)

**WHEN:** As a rule, missions require between two and ten working days to decide on an application for a short stay visa. Applications for visas entitling the holder to a longer stay or to take up gainful employment may take several months to process. During the peak travel season there may be a waiting period for making an application to a German mission. Persons requiring a visa to enter Germany should therefore submit their applications in good time.

**WHERE:**

Addresses of German missions around the world (in English): [http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)

You can find an overview of visa requirements/exemptions for entry into the Federal Republic of Germany here: [http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/03\\_Visabestimmungen/Visumerleichterungsabkommen\\_node.html](http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visumerleichterungsabkommen_node.html)

**TITLE:** Visa D (National Visa)

**WHAT:** This visa is granted to certain persons who study, work or stay permanently in a Schengen State. The national visa entitles the holder to a one-time entry and is issued to persons who have to stay in a Schengen state for a certain time for a certain purpose and then return to their home country.

You should also apply for this visa if you are in the process of obtaining a temporary residence permit.

**HOW:** Visas have to be applied for prior to entry at the German mission abroad covering the place of residence of the applicant. You can download visa application forms here: [http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03\\_Visabestimmungen/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html)

**WHERE:** Addresses of German missions around the world: [http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)





## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

### 1.2 a types of protection

**TITLE:** Refugee protection

**WHAT:** Refugee protection is more extensive than entitlement to asylum and is based on the Geneva Refugee Convention. You are applicable for refugee protection if you are outside your country of origin and fear of being persecuted by state or non-state players for reasons of race, nationality, political opinion, fundamental religious conviction, or membership of a particular social group.

**HOW:** The procedure is the same as for asylum. You must report to and ask for protection at a state organisation on arrival or immediately thereafter. You can do this as soon as you reach the border or later within the country. If you are already reporting as seeking asylum on entry you can report to the border authority. Anyone who does not make a request for asylum until they are in Germany can report to a security authority (such as the police), an immigration authority, a reception facility or directly to an arrival centre.

The staff of the Federal Office for Migration and Refugees (BAMF) in the branch offices and arrival centres carries out all necessary steps for the asylum procedure. This includes the medical examination by the *Länder*, the recording of the personal data and the identity check, the application and the interview. Finally, the Federal Office decides about the asylum application on the basis of the German Asylum Act (*Asylgesetz*) as to which form of protection applies to you. If an entitlement to protection exists, you receive a positive notice. If you are applicable for refugee protection you receive a residence permit for three years and you are entitled to privileged family reunification.

**WHERE:** The entire asylum process takes place under one roof in the arrival centres where the asylum proceedings are broken down into “clusters” depending on the applicant’s country of origin. People who have very good prospects to remain and applicants from safe countries of origin whose prospects to remain tend to be slight, can be interviewed on the spot and their asylum application decided on within a few days.

Here you find all the addresses in Germany (in English): <http://www.bamf.de/EN/DasBAMF/Aufbau/Standorte/Ankunftscentren/ankunftscentren-node.html>

**TITLE:** Entitlement to asylum (*Asyl*)

**WHAT:** If you have been persecuted on political grounds and you would be subject to a serious human rights violation should you return to your country of origin you are entitled to asylum. The right of asylum in Germany has constitutional status as a fundamental right.

**HOW:** You must report to and ask for protection at a state organisation on arrival or immediately thereafter. You can do this as soon as you reach the border or later within the country. If you are already reporting as seeking asylum on entry you can report to the border authority. Anyone who does not make a request for asylum until they are in Germany can report to a security authority (such as the police), an immigration authority, a reception facility or directly to an arrival centre.

The staff of the Federal Office for Migration and Refugees (BAMF) in the branch offices and arrival centres carries out all necessary steps for the asylum procedure. This includes the medical examination by the *Länder*, the recording of the personal



data and the identity check, the application and the interview. Finally, the Federal Office decides about the asylum application on the basis of the German Asylum Act (*Asylgesetz*) as to which form of protection applies to you. If an entitlement to protection exists, you receive a positive notice.

If you are applicable for the entitlement of asylum you receive a residence permit for three years and you are entitled to privileged family reunification.

**WHERE:** The entire asylum process takes place under one roof in the arrival centres where the asylum proceedings are broken down into “clusters” depending on the applicant’s country of origin. People who have very good prospects to remain and applicants from safe countries of origin whose prospects to remain tend to be slight; can be interviewed on the spot and their asylum application decided on within a few days.

Here you find all the addresses in Germany (in English): [http://www.bamf.de/EN/ DasBAMF/Aufbau/Standorte/Ankunftscentren/ankunftscentren-node.html](http://www.bamf.de/EN/DasBAMF/Aufbau/Standorte/Ankunftscentren/ankunftscentren-node.html)

**TITLE:** Subsidiary protection (*Subsidiärer Schutz*)

**WHAT:** Subsidiary protection applies to you when neither refugee protection nor an entitlement to asylum can be granted and serious harm is threatened in the country of your origin.

**HOW:** You must report to and ask for protection at a state organisation on arrival or immediately thereafter. You can do this as soon as you reach the border or later within the country. If you are already reporting as seeking asylum on entry you can report to the border authority. Anyone who does not make a request for asylum until they are in Germany can report to a security authority (such as the police), an immigration authority, a reception facility or directly to an arrival centre.

The staff of the Federal Office for Migration and Refugees (BAMF) in the branch offices and arrival centres carries out all necessary steps for the asylum procedure. This includes the medical examination by the *Länder*, the recording of the personal data and the identity check, the application and the interview. Finally, the Federal Office decides about the asylum application on the basis of the German Asylum Act (*Asylgesetz*) as to which form of protection applies to you. If an entitlement to protection exists, you receive a positive notice.

If you are applicable for the entitlement of asylum you receive a residence permit for three years and you are entitled to privileged family reunification.

If you are applicable for subsidiary protection you receive a residence permit for one year which can be extended to two more years in each case. Privileged family reunification is not possible during a transitional period of two years during your residence in Germany.

**WHERE:** The entire asylum process takes place under one roof in the arrival centres where the asylum proceedings are broken down into “clusters” depending on the applicant’s country of origin. People who have very good prospects to remain and applicants from safe countries of origin whose prospects to remain tend to be slight, can be interviewed on the spot and their asylum application decided on within a few days.

Here you find all the addresses in Germany (in English): <http://www.bamf.de/EN/ DasBAMF/Aufbau/Standorte/Ankunftscentren/ankunftscentren-node.html> (English)

**TITLE:** National ban on deportation (*Nationales Abschiebungsverbot*)

**WHAT:** If you are neither refugee, entitled to asylum or given subsidiary protection,



a ban on deportation can be issued if specific grounds apply.

**HOW:** If you are seeking protection you may not be returned if return to the destination country constitutes a breach of the European Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR) a considerable concrete danger to life, limb or liberty exists in that country a return would cause life-threatening or serious diseases to become much worse. The process is the same as mentioned in the categories before. Once your asylum proceedings have been completed and the Federal Office for Migration and Refugees has decided that none of the three forms of protection (refugee protection, entitlement to asylum, subsidiary protection) applies to you, you may remain in Germany on the basis of a ban on deportation. In case a national ban on deportation is issued, a person may not be returned to the country to which this ban on deportation applies. You receive a residence permit for at least one year with a possibility for repeated extension. You are not entitled to privileged family reunification and employment is only possible with permission by the immigration authority.

**WHERE:** The entire asylum process takes place under one roof in the arrival centres where the asylum proceedings are broken down into “clusters” depending on the applicant’s country of origin. People who have very good prospects to remain and applicants from safe countries of origin whose prospects to remain tend to be slight, can be interviewed on the spot and their asylum application decided on within a few days.

Here you find all the addresses in Germany: <http://www.bamf.de/EN/DasBAMF/Aufbau/Standorte/Ankunftscentren/ankunftscentren-node.html> (English)

## 1.3 TEMPORARY WORK MOBILITY

### 1.3 a posted workers from a third country company

**TITLE:** Posted workers (*entsandter Arbeitnehmer*)

**WHAT:** A “posted worker” is an employee that is sent by the company to work in a country other than his/her usual country of employment for a limited period of time.

**WHO:** As a posted worker your employer remains the company that have sent you abroad. In this way you are still part of the legislation of the sending country although your employer needs to also follow employment regulations of the country you have been posted to.

Basically, you may only be employed, if this is allowed by your residence title. However, you can find some exceptions here (in English): [http://www.zoll.de/EN/Businesses/Work/Foreign-domiciled-employers-posting/Residence-title/Nationals-of-third-countries/nationals-of-third-countries\\_node.html](http://www.zoll.de/EN/Businesses/Work/Foreign-domiciled-employers-posting/Residence-title/Nationals-of-third-countries/nationals-of-third-countries_node.html)

**HOW:** Foreign-domiciled employers posting workers to Germany to carry out work or to provide a service must comply with a number of rules for giving notification of their posted workers. Since 1 January 2017 when the new Ordinance on Minimum Wage Reporting Obligations (*Mindestlohnmeldeverordnung*) has entered into force, employers domiciled outside Germany are required to submit notifications of workers posted to Germany online using the Minimum Wage Notification Portal. The same applies to businesses that use workers leased from an agency domiciled outside Germany. When posted, you are granted certain rights within the labour law.

Usually, individuals who are employed in Germany must be registered in Germany



for social insurance. In case you are posted temporarily to Germany and are still in a direct employment relationship abroad you don't have to be registered for statutory health, care, pension, unemployment, or accident insurance. However, the deduction bodies (the health insurance schemes) determine whether there is an insurance obligation.

In construction, employment permit is always required, no matter the duration of the posting. The posting and employment permit don't give the right to residence.

**WHERE:** The notification portal can be accessed via the German Customs website [www.zoll.de](http://www.zoll.de) (under the "Services and databases" section) or directly at [www.meldeportal-mindestlohn.de](http://www.meldeportal-mindestlohn.de). Sending notifications by fax is no longer possible. <https://www.meldeportal-mindestlohn.de/Meldeportal/form/display.do?%24context=D0B3E399CC814156BF77> (in English, German, French)

**GOOD TO KNOW:**

Information, contacts and help on posting of workers you will find on the German Customs website (in English): [http://www.zoll.de/EN/Businesses/Work/Foreign-domiciled-employers-posting/Obligatory-notification-workers-posted/obligatory-notification-workers-posted\\_node.html;jsessionid=56180710EAFAB5F68CC563F6FE7C3954.live4401](http://www.zoll.de/EN/Businesses/Work/Foreign-domiciled-employers-posting/Obligatory-notification-workers-posted/obligatory-notification-workers-posted_node.html;jsessionid=56180710EAFAB5F68CC563F6FE7C3954.live4401)

### 1.3 b posted workers from EEA Member State's company

**TITLE:** Posted workers (*entsandter Arbeitnehmer*)

**WHAT:** A posted worker is an employee who is sent by his employer to carry out a service in another EU Member State on a temporary basis.

**WHO:** As a posted worker you are still employed by the sending company and under the employment regulations of the sending country, but you are also entitled to a set of rights that are part of employment regulations of a country where you have been posted. If you are a citizen of the European Economic Area (EEA) States, of Switzerland, or of the European Union you don't require a residence title or a work permit.

**HOW:** Foreign-domiciled employers posting workers to Germany to carry out work or to provide a service must comply with a number of rules for giving notification of their posted workers. Since 1 January 2017 when the new Ordinance on Minimum Wage Reporting Obligations (*Mindestlohnmeldeverordnung*) has entered into force, employers domiciled outside Germany are required to submit notifications of workers posted to Germany online using the Minimum Wage Notification Portal. The same applies to businesses that use workers leased from an agency domiciled outside Germany.

When posted, you are granted certain rights within the labour law.

In the context of social security systems, the legislation of only one EU Member State is applicable at any time. If you are temporarily (not more than 24 months) posted to work in another state of the European Economic Area (EEA) your applicable social insurance legislation does not change. The employer informs the competent social insurance institution (in Germany this is done by the employee's statutory health insurance scheme) of the posting of his employee. The social insurance institution then issues an A1 certificate to show which social insurance legislation is applicable.

The rules of only one EEA state's social security legislation apply also to employees who regularly work in more than one country. For all concerns regarding legislation the *German Health Insurance Liaison Office - International Division (Deutsche Verbindungsstelle Krankenversicherung - Ausland (DVKA))* is the competent body.



In construction, employment permit is always required, no matter the duration of the posting. The posting and employment permit don't give the right to residence.

**WHERE:** The notification portal can be accessed via the German Customs website [www.zoll.de](http://www.zoll.de) (under the "Services and databases" section) or directly at [www.meldeportal-mindestlohn.de](http://www.meldeportal-mindestlohn.de). Sending notifications by fax is no longer possible. <https://www.meldeportal-mindestlohn.de/Meldeportal/form/display.do?%24context=D0B3E399CC814156BF77> (English)

**GOOD TO KNOW:** Information, contacts and help on posting of workers you will find here (in English): [http://www.zoll.de/EN/Businesses/Work/Foreign-domiciled-employers-posting/Obligatory-notification-workers-posted/obligatory-notification-workers-posted\\_node.html;jsessionid=56180710EAFAB5F68CC563F6FE7C3954.live4401](http://www.zoll.de/EN/Businesses/Work/Foreign-domiciled-employers-posting/Obligatory-notification-workers-posted/obligatory-notification-workers-posted_node.html;jsessionid=56180710EAFAB5F68CC563F6FE7C3954.live4401)

### 1.3 c transnational hiring out of workers

**TITLE:** Transnational hiring out of workers

**WHAT:** Temporary work is a form of employment where workers are employed by agencies (temporary work agencies) which in turn hire them out to a third party (the client company) where they work temporarily under the client company's direction and supervision. The temporary worker is considered an employee of the temporary work agency, not of the hiring company. During his employment relationship the temporary worker can be hired out to several client companies. Once such work is performed cross-border, it represents a transnational temporary work agency.

**WHO:** A person who is hired by a temporary work agency outside Germany to work for a client company in Germany.

**HOW:** Employers (temporary work agencies) must have a licence if they supply workers as part of their business activities.

The provision of a temporary worker can be for a limited period only; the client company must not have the same worker for more than 18 consecutive months.

Between the employer and the temporary worker must have been established an employment relationship based on an employment contract.

The employer has to make a written application for a licence to the competent employment agency. Which Employment Agency is competent depends on the location of the company's registered office. There are special rules that apply to companies registered abroad.

You can find some exceptions where no licence is required here (in English, German, French): [http://www.zoll.de/EN/Businesses/Work/Foreign-domiciled-employers-posting/Temporary-work-temporary-worker-assignment/Requirements/requirements\\_node.html](http://www.zoll.de/EN/Businesses/Work/Foreign-domiciled-employers-posting/Temporary-work-temporary-worker-assignment/Requirements/requirements_node.html)

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500 (Employees), Tel: + 49 (0)8004 555520 (Employers)

**GOOD TO KNOW:** Overall, temporary work in Germany is governed by federal laws, regulations in collective agreements as well as agreements between the works committee and management. The most important body of laws regulating temporary work agencies on federal-level is the Temporary Agency Work Act (*Arbeitnehmerüberlassungsgesetz, AÜG*). Collective agreements regulate specific pay and working conditions. Furthermore, the works agreement may include establishment-specific rules for the use of temporary agency workers.

The German Federal Employment Agency (*Bundesagentur für Arbeit, BA*) is the





supervisory authority of all temporary work agencies operating in Germany.

### 1.3 d seasonal workers

**TITLE:** seasonal workers

**WHAT:** Workers who come to Germany to perform fixed term jobs in selected sectors (agriculture, tourism), usually at certain periods of the year.

**WHO:** If you are coming to do seasonal work in Germany you need to apply for employment permit.

**HOW:** To carry out seasonal work in Germany, you must obtain a visa to enter Germany.

Once in Germany, you must obtain a residence permit allowing for seasonal work.

A bilateral agreement must have been concluded between the German Public Employment Service and employment agencies in your country of origin.

Seasonal work means work for a minimum of 30 hours per week (six hours a day) and for a maximum of six months per calendar year in the following areas:

- ▶ the agricultural sector
- ▶ hotel and restaurant business
- ▶ in fruit and vegetable processing
- ▶ in sawmills.

Seasonal work may also involve persons working in fairs for not more than nine months per calendar year.

There are no restrictions for citizens of the EU with respect to residence and work permits in Germany (freedom of residence inside the EU). However, you must apply for a residence permit for formal reasons. Seasonal workers are allowed to work for three months per year in agriculture, forestry, in the hotel and catering industry, in the vegetable and fruit industry and in sawmills.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500 (Employees), Tel: + 49 (0)8004 555520 (Employers)

## 1.4 TEMPORARY IMMIGRATION

### 1.4 a Temporary residence permits for workers

**TITLE:** Temporary residence permits for workers

**WHAT:** If you have a firm offer of employment and meet the general requirements for issuing a residence title, you can receive a residence permit for the purpose of employment which permits you to work in Germany in accordance with section 18 of the Residence Act.

**WHO:** As a citizen of the European Union (EU) or Switzerland, Iceland, Liechtenstein or Norway you enjoy unlimited freedom of movement in the Federal Republic of Germany and do not need a residence permit for a permanent stay for employment purposes.

Nationals of non-EU countries who want to work in Germany will normally be granted a temporary residence permit, if the following requirements are met:

- ▶ recognized foreign university degree or a foreign university degree comparable to a German university degree
- ▶ specific job offer



- ▶ the Federal Employment Agency (BA) consents to the employment relationship.

Certain professional groups are excluded from the need for approval by the Federal Employment Agency. These are managers and those engaged in scientific, research and development activities. Find more information for these groups in the entries below.

**HOW:** You can apply for a visa for employment at the German foreign representation (embassy, consul general) of your country. Upon your arrival in Germany, the relevant aliens department is responsible for converting your visa and issuing a temporary residence permit for the purpose of employment. To this end, please make an appointment with the relevant Public authority as soon as possible. When your permit is due to expire, it can be extended temporarily if the conditions for a permanent residence permit are not yet met.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

**GOOD TO KNOW:** The Federal Employment Agency offers an overview of professions in which the employment of third-country nationals in Germany is basically possible (on a legal basis). You can find more information about this so called Whitelist here (in English, in German): <https://www3.arbeitsagentur.de/web/content/EN/WorkingandJobSeeking/WorkinginGermany/Whitelist/index.htm>

Also, the Federal Employment agency offers a Migration check, as a first orientation whether you will be able to obtain a work permit in Germany (in English, in German): <https://www3.arbeitsagentur.de/web/content/EN/WorkingandJobSeeking/WorkinginGermany/MigrationCheck/index.htm>

## 1.4 b highly-qualified workers

**TITLE:** residence permits for highly-qualified workers

**WHAT:** Highly-qualified individuals from non-EU countries may receive a permanent residence permit upon arrival. This residence permit is also known as “settlement permit” in accordance with section 19 of the Residence Act.

**WHO:** Highly-qualified foreigners, under the Residence Act, are in particular scientists with special technical knowledge, as well as teaching personnel and scientific personnel in prominent positions.

**HOW:** As a highly-qualified foreigner, you can receive a settlement permit for employment, immediately after your arrival in Germany. Therefore, the following preconditions must be met:

- ▶ proof of a firm job offer
- ▶ evidence that your livelihood in Germany is guaranteed without public assistance (however, no proof of minimum income is required).

If you fulfil these requirements, you can apply for a settlement permit at the relevant aliens department, providing the necessary documents, including evidence of your special qualification (e.g. scientific awards, international reputation, references of scientific institution or organisation).

Then, this permit allows you to live and work in Germany, without time or geographic restrictions.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen





Ausländerangelegenheiten, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

### 1.4 c researchers

**TITLE:** residence permit for researchers

**WHAT:** Scientists can obtain a residence permit for research purposes in accordance with section 20 of the Residence Act. The residence title entitles the holder to pursue an employment with the research institution mentioned in the admission agreement and to pursue activities in teaching.

**WHO:** You are eligible for such a residence title if you fulfil the following requirements:

- ▶ A research facility (recognized by the Federal Office for Migration and Refugees) has concluded a valid hosting agreement with you or a similar contract to implement a research project
- ▶ Your livelihood is secured by a specific minimum monthly net income. This can be documented by salary, grants or your own savings.

The research institution will forward the completed admission agreement to the foreign representation for the issue of a visa. The residence permit for the purpose of the research is granted for at least one year.

**HOW:** You will be issued with a residence title for research purposes, if you wish to work at a German research organisation only or if you will be researching in other EU Member States too, but will be spending most of your overall EU residence period in Germany.

If you have already been issued with a residence title under the Directive on conditions of entry and residence in another EU Member State, you may come to Germany and research here without applying for a German residence title. This means, you spend most of your research period in another EU Member State and work at a German research organisation for a maximum of 180 days within a 360-day period. To do this short-term mobility in Germany, the host research organisation in Germany needs to send a notification to the National Contact Point at the Federal Office for Migration and Refugees.

If you want to stay in Germany for a prolonged period (more than 180 days), you may apply for a separate residence title for this purpose, known as the residence permit for mobile researchers.

**WHERE:** City of Munich, Department of Public Law and Order (Kreisverwaltungsreferat), Hauptabteilung II Einwohnerwesen  
Ausländerangelegenheiten, Service-Center für internationale Fachkräfte,  
Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

**ATTENTION:** The residence permit for researchers is granted for at least one year, unless the research project is of a shorter duration.

**GOOD TO KNOW:** Find more detailed information about the residence permit for researchers at the website of the Federal Office for Migration and Refugees: <http://www.bamf.de/EN/Migration/Arbeiten/BuergerDrittstaat/Forscher/forscher-node.html>

### 1.4 d self-employed

**TITLE:** residence permit for self-employed persons

**WHAT:** Business operators who are from non-EU countries and who manage their company on location in Germany as a self-employed person require a residence



permit for the purpose of self-employment in accordance with section 21 of the Residence Act.

**WHO:** You are considered to be self-employed if you are, for example:

- ▶ Sole trader (including freelance professions)
- ▶ Partner in a partnership
- ▶ Managing partner and are no employee of the company

**HOW:** A residence permit for the purpose of self-employment may be issued if an economic interest or regional need for the activity exists, the business is likely to generate a positive effect on the economy and if financing is secured.

The local immigration office individually assesses whether these requirements are met, depending on the following criteria:

- ▶ Viability of the underlying business idea
- ▶ Business experience of the applicant
- ▶ Amount of initial investment
- ▶ Effects on the regional employment and (employee) training level
- ▶ Contribution towards innovation, research and development in Germany

Therefore also the local trade office and the local trade and business associations, like the Chamber of Industry and Commerce will be consulted.

If you have graduated from a German higher education institution or have a residence permit to work as researcher or academic employee, you may be granted a residence permit in order to engage in self-employed activity. The intended activity must be connected with the knowledge acquired in the university education or with the previous activity as an academic or researcher.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Service-Center für internationale Fachkräfte, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

**GOOD TO KNOW:** If you have successfully implemented your business idea and your livelihood is secured, a permanent residence permit can be issued after three years.

## 1.4 e job-seekers

**TITLE:** residence permit to seek employment

**WHAT:** University graduates or graduates of the vocational training can apply for a visa to enable them to seek employment in Germany which is limited for a certain period of time.

**WHO:** You can receive a residence permit with the purpose of seeking employment if you

- ▶ have graduated from a German higher education institution or
- ▶ have successfully completed professional vocational training or
- ▶ have a German higher education qualification or a foreign higher education qualification that is comparable to a German one
- ▶ if your livelihood is secured and
- ▶ you have adequate health insurance coverage for the duration of your stay in Germany.

**HOW:** If you recently have graduated from a higher education institution in Germany, your residence permit can be extended for up to 18 months to look for a suitable job which corresponds to your university degree. During this period of



searching for a job you may engage in gainful employment without any restrictions. If you have a foreign higher qualification that is recognized in Germany or comparable to a German one you can get a residence permit limited to 6 months to look for a suitable job in Germany. During this time you are not allowed to work. Once your search was successful the residence permit can be converted into a residence permit for the purpose of employment. If you don't find a suitable job within the 6 months, you must remain abroad for 6 months before starting a new job search in Germany.

If you have successfully completed a professional qualification training programme it is possible to extend your residence permit for up to one year to find employment. Employment is permitted during this time.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Service-Center für internationale Fachkräfte, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

## 1.4 f family reunification

**TITLE:** Family reunification – Residence permit for family members (*Familienangehörige*)

**WHAT:** The temporary residence permit to enable foreigners to be joined by foreign dependants so that they can live together as a family (subsequent immigration of dependants) shall be granted and extended to protect marriage and the family in accordance with Article 6 of the Basic Law.

**WHO:** Your family members can apply for this permit when you are a German citizen, a third-country citizen with a permanent residence in Germany, refugee or holder of “EU Blue Card”.

Family members are a spouse, registered partner and unmarried children (including adoptive and stepchildren). Spouses and civil partners usually must be at least 18 years old.

**HOW:** Family reunification is possible if the family member in Germany is able to provide sufficient living space, healthcare insurance and sufficient means of subsistence for him- or herself and the family members.

Your spouse and children should apply in the German Embassy or Consulate in your home country for a residence title for the purpose of family reunification for Germany. Since this process can take some time, please familiarise yourself with the documents needed for the application in good time and apply early.

Once your family has arrived in Germany, register your family members with the residence registration office and with the competent immigration authority. In order to do so, you need to collect the passports, birth certificates and wedding certificates, salary or tax certificates as well as evidence of tenancy and possibly other documents, depending on your specific family circumstances.

As a rule, spouses must have a basic knowledge of German (level A1) in most cases to be issued with a residence title and/or successfully attend language and orientation courses in the framework of the integration course after their arrival in Germany.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

**GOOD TO KNOW:** If you have an EU Blue Card or work in Germany as a highly-



qualified person, a researcher or self-employed person and were already married when you moved to Germany, your spouse might be granted a residence permit even if they do not have any knowledge of German prior to entering the country. In addition, spouses are immediately entitled to take up dependent and independent employment without any restrictions.

## 1.4 g Blue Card

**TITLE:** The EU Blue Card

**WHAT:** The EU Blue Card (*Blaue Karte EU*) is a residence title for academics outside the EU who wish to work in an EU member state. It is issued for the duration of the employment contract plus three months, but for a maximum period of four years. To obtain an EU Blue Card, applicants are required to have a university degree and a work contract which meets the minimum gross salary requirement.

**WHO:** You can apply for a Blue Card if you fulfil the requirements:

- ▶ a German or recognised foreign or comparable foreign higher educational qualification,
- ▶ submission of an employment contract or a binding job offer,
- ▶ as a matter of principle proof of a minimum annual gross salary of 50.800 Euro
- ▶ and proof of accommodation in Germany.

**HOW:** If you are already living in Germany under a different residence title and would like to apply for an EU Blue Card, you should contact the immigration authority responsible for your place of residence. If you are living in a non-European country you must first apply for a visa with the purpose of employment in Germany in the competent German Embassy in your home country.

You can apply in person to the competent immigration authority in Munich, when you fulfill the requirements mentioned above and bring along the necessary documents for the application. Also there are some exceptions which may apply to you:

- ▶ A lower salary threshold of 39.624 Euro is applied for EU Blue Cards issued to scientists, mathematicians and engineers, as well as to doctors and IT specialists.
- ▶ If the employment contract is shorter than four years, the residence title is issued for a period that is limited to the term of the employment contract, plus three months.

Holders of an EU Blue Card are to be issued with an unlimited settlement permit if they have held their employment as a highly-qualified person for more than 33 months, they can demonstrate that they have made obligatory contributions in this period or show other proof of expenditure to obtain an entitlement to insurance benefits which are comparable to those from statutory pensions insurance, and the other prerequisites generally necessary for issuing a settlement permit are met.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Service-Center für internationale Fachkräfte, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

**WHEN:**

- ▶ As a general rule, citizens of non-EU countries need to apply for any residence permit in advance, before entering Germany.
- ▶ An exception is made for nationals of countries such as Australia, Canada, Israel, Japan, the Republic of Korea, New Zealand and the United States, who



may enter Germany without a visa and apply for an EU Blue Card within three months.

- ▶ Third-country nationals who have held an EU Blue Card issued by another EU Member State for at least 18 months can enter the country without a visa in order to take up highly-qualified employment. An application must be submitted for an EU Blue Card for Germany within one month of entering the country.

**ATTENTION:** A change of job within the first two years of employment must be notified to the competent immigration authority, which has issued your BlueCard and in turn issues their written consent.

## 1.4 h students

**TITLE:** Students

**WHAT:** As a foreign student enrolled as a regular student at German university you are entitled to temporary residence permit in accordance with section 16 of the Residence Act. In order to study in Germany, you need a so-called "Hochschulzugangsberechtigung" (HZB), or higher education entrance qualification. Depending on the type of higher education institution, this can be the Hochschulreife (general school-leaving qualification permitting tertiary study, which is the Abitur) or the technical school-leaving certificate (Fachhochschulreife).

**WHO:** If you're a regular student from an EU country, Liechtenstein, Iceland, Norway or Switzerland, you have equal rights to access education as German students.

If you're a student from a third country, your international higher education entrance qualification lets you study at a German university, provided that the international certificate of education is recognised as higher education entrance qualification in Germany.

You can also study in Germany as a foreign student under the framework of bilateral international programmes, as well as spend a period studying in Germany through the ERASMUS+ programme.

**HOW:** You have to apply firstly to the higher education institution for a university place. It's important that you inform yourself properly at the institution of your choice about the requirements and deadlines necessary for the university application. This also includes the recognition of your qualification certificates. The German Academic Exchange Service offers a database where you can check which of your documents are recognised as a higher education entrance qualification in Germany (in English, in German): <https://www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/6017-admission-requirements/>

If your international higher education entrance qualification does not directly qualify you for admission to study in Germany, you can participate in a preparatory course at a German university. The "Studienkolleg" (preparatory course) websites for the German universities provide all the information you need (in English, in German): <http://www.uni-assist.de/preparatory-courses.html>

Also, you must be able to demonstrate an adequate knowledge of German in order to participate in the courses. Exceptions are made for students in international courses, post-graduate courses or if you want to study in Germany for one or two semester only. You can find more information about the language skills here (in English, in German): <https://www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/6221-german-language/>

Once you have been accepted to study at a state or state-recognized institute of higher learning you will receive the letter of acceptance. This proves your admission



and with it you can apply for a residence permit for the purpose of studying. This residence permit is valid for a period of at least one and at the most two years. Studying must be the primary purpose of the stay; evening or weekend courses or correspondence courses therefore do not qualify. Limited employment as well as spare-time student employment is permitted.

If you have not been accepted at a higher education institution yet, you can be issued a residence permit for up to nine months in order to apply for a study place in Germany.

**WHERE:** Every university or University of Applied Sciences in Germany has an Akademisches Auslandsamt (AAA) or International Office (IO). It is the central contact for international students and those interested in applying for a course. Here you can get answers to all your questions related to recognition of documents, the application process, visas and work permits. You can search for the International Offices at Munich's universities at the website of the German Academic Exchange Service (in English, in German): <https://www.daad.de/deutschland/in-deutschland/hochschule/en/9147-the-first-port-of-call/>

**WHEN:** Each university has different deadlines. Please find out your universities' deadlines as early as possible. Some universities also have different deadlines for applicants from EU and non-EU countries, and they may even differ from course to course.

**GOOD TO KNOW:** In Bavaria there are no tuition fees to study at universities. But you must pay semester contributions, including contribution to the student union and the costs of a compulsory semester ticket which allows the use of public transport at a reduced price. Private institutions usually charge considerably higher fees. Students can claim state training support (Bafög) if they fulfil certain conditions and apply for scholarships or student loans.

## 1.4 i Au-pair

**TITLE:** Residence permit for Au-pairs

**WHAT:** Au-pair is a young person who spends a limited period of time in a foreign country to live with a family in exchange for help the family with the children and house chores, receiving in exchange accommodation, food and a payment.

**WHO:** A young person between 18 and 26 years from a Non-EU country (between 17 and 30 years from a member state of the EU), who hasn't been employed as Au-pair in Germany before and can prove a minimum level of German language.

**HOW:** Once you have chosen a host family for your stay as Au-pair in Germany, you need to make a written Au-pair contract with them. The contract should include:

- ▶ **Working hours:** maximum of 30 hours per week (usually up to six hours a day)
- ▶ **Leisure time:** at least one free day per week; exemption for language courses, religious exercises, cultural events and excursions; paid holiday of four weeks (per year)
- ▶ **Pocket money:** appropriate allowance, at least around 260€ per month

If you are coming from an EU member state you just need a valid passport or ID to enter Germany. Upon your arrival you need to register your place of residence at the registration office. Therefore you need a signed Au-pair contract from your host family.

If you are a third-country citizen you need a visa to enter Germany as an Au-pair. Therefore you need the signed Au-pair contract and an invitation letter from your host family in order to apply for a visa at the German Embassy in your home





country. Ask the competent Embassy in your home country which additional documents you need for the visa application. The planned length of stay must be at least 6 months. Upon your arrival you need to register your place of residence at the registration office at your host family's place of residence. Since 2011 Au-pair in Germany also have to apply for an electronic residence permit at the local immigration office, the so called "eAufenthaltstitel".

**WHERE:**

You can apply to the nearest German Embassy in your country (in English): [http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)

## 1.5 LONG TERM IMMIGRATION

### 1.5 a permanent residence permit

**TITLE:** settlement permit

**WHAT:** As a third country national, you are entitled to a settlement permit in accordance with section 9 of the Residence Act. The settlement permit is unlimited in time and entitles the holder to engage in gainful employment.

**WHO:** You can apply for a permanent residence permit if you are a third-country citizen and have had a residence permit in Germany for the last five years without interruptions.

**HOW:** You have to fulfill the following requirements:

- ▶ You can secure your livelihood without needing public assistance
- ▶ You have made mandatory contributions to the statutory pension insurance in Germany for at least 60 months
- ▶ You have sufficient German language skills (at least B1)
- ▶ You have a basic knowledge of German society, as well as of the social and legal order in Germany
- ▶ You have a work permit
- ▶ Your residence does not jeopardize public safety and social order
- ▶ You have sufficient living space for you and the family members living with you

To take up permanent residence, you must register your address within two weeks of your arrival at the Residence Registration Office in Munich, the so-called "Bürgerbüro".

To get your permanent residence permit issued, you have to apply personally at the competent aliens department at your place of residence. To prove that you fulfill the requirements mentioned above you need to bring various documents, including salary statements, employer confirmation, proof of health insurance, rental contract or purchase contract with indication of the size of the apartment, proof of the current amount of the monthly costs for the apartment, monthly housing allowance.

**WHERE:** City of Munich, Department of Public Law and Order (Kreisverwaltungsreferat), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Ruppertstraße 19, 80337 München  
Phone: +49 (0)89 233-96010

**GOOD TO KNOW:** Please arrange an appointment and bring your passport and confirmation of registration with you.





## 1.5 b EU permit for permanent residence

**TITLE:** Long term residence permit (*Daueraufenthalt – EU*)

**WHAT:** If you have been staying in the Federal Territory under a residence title for the last five years, you are entitled to an EU permit for permanent residence. This permit is largely equivalent to the settlement permit. However, the permanent EU residence permit also entitles the holder to mobility within the European Union by granting a right to a limited residence title in the other Member States.

**WHO:** You can apply for a permanent residence permit if you are a third-country citizen and have had a residence permit in Germany for the last five years without interruptions.

For the EU permit for permanent residence and for above mentioned permanent residence permit, a settlement permit can already be issued after shorter periods in the following cases:

- ▶ **Graduates of German universities:** entitled to a residence permit after only two years
- ▶ **Highly-skilled persons:** eligible for a settlement permit immediately after arrival
- ▶ **Owner of an EU Blue Card:** entitled to a settlement permit after 33 months of highly qualified employment (after 21 months if you can show B1 German language skills)
- ▶ **Self-employed persons:** entitled to a settlement permit after three years when successfully implemented your business
- ▶ **Family members of a German citizen:** entitled to a settlement permit after possession of a residence permit for three years

**HOW:** You have to fulfill the following requirements:

- ▶ Your livelihood and that of your family members entitled to support are secured through fixed and regular income
- ▶ You have sufficient knowledge of the German language
- ▶ You have a basic knowledge of German society, as well as of the social and legal order in Germany
- ▶ Your residence does not jeopardize public safety and social order
- ▶ You have sufficient living space for you and the family members living with you

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

**GOOD TO KNOW:** The proof of adequate German-language skills required for a settlement permit and a permanent EU residence permit can be obtained by attending an integration course and passing the exam.

## 1.6 CITIZENSHIP

### 1.6 a naturalization

**TITLE:** Acquisition by naturalization (*Einbürgerung*)

**WHAT:** If you are living in Germany permanently, you can become naturalised under certain circumstances.



**WHO:** You have to turn 16. Parents must make the application on behalf of children and young people under the age of 16.

**HOW:** You must submit an application. You have a right to naturalisation if you fulfil the following conditions:

- ▶ you have an unrestricted right of residence at the time of being naturalised,
- ▶ you have passed the naturalisation test (knowledge of the legal and social system, as well as living conditions in Germany),
- ▶ your habitual, lawful place of residence has been in Germany for eight years (this period can be reduced to seven years if you attend an integration course successfully, and can be reduced to as few as six years in the case of special integration measures),
- ▶ you have independent means of securing a living (including for family members entitled to maintenance) without resorting to welfare payments and unemployment benefit II,
- ▶ you have adequate German-language skills
- ▶ you do not have any convictions on account of a criminal offence,
- ▶ you are committed to the free democratic constitutional order of the Basic Law of the Federal Republic of Germany, and
- ▶ you have lost or given up your former nationality (exceptions apply with regard to this point, depending on the country of origin; please contact the naturalisation authority). You can obtain application forms from the responsible Department of Public Order (Kreisverwaltungsreferat or KVR).

**WHERE:** Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung II Einwohnerwesen Staatsangehörigkeit, Einbürgerung, Bavariastraße 7a, 80336 München, Tel.: + 49 (0) 89 115, Fax: + 49 (0) 89 233-24503

**ATTENTION:** Naturalisation costs EUR 255 per person. A fee of EUR 51 applies to minors who are to be naturalised with their parents. Minors who are to be naturalised without their parents must also pay EUR 255. If you are on a low wage or have several children who will be naturalised at the same time as you, the fee can be reduced, or payment in instalments can be agreed.

**GOOD TO KNOW:** Please make an appointment.

## 1.6 b acquiring citizenship by birth

**TITLE:** Acquisition of citizenship by birth

**WHAT:** Children can become German citizens at the time of their birth if the parent(s) are German.

**HOW:** Children born in Germany have an automatic right to German nationality if their mother, their father or both parents are German. Children of foreign nationals take German nationality if they are born in Germany if, at the time of their birth, Germany has been the habitual, lawful place of residence of at least one parent for eight years and that parent has unlimited right of residence. Children must decide when they are aged between 18 and 23 whether they wish to take German nationality or retain the nationality of their parents.

**WHERE:** City of Munich, Department of Public Law and Order (Kreisverwaltungsreferat), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

## 1.6 c other types of naturalization



**TITLE:** other types of naturalization

**WHAT:** In Germany, there are some more types of naturalization:

- ▶ **discretionary naturalization:** Discretionary naturalization rests not on entitlement derived from law but on a decision made at the legal discretion of the relevant authority. Persons who wish to become naturalized but are not yet legally eligible to do so may, under circumstances defined in Section 8 of the Nationality Act, become naturalized citizens at the discretion of the authorities.
- ▶ **derivative naturalization:** Spouses who are not yet eligible for naturalization and minor children may apply for naturalization along with their eligible spouse or parent, which gives families of foreigners the possibility of acquiring German citizenship together. Apart from the minimum residence requirement, the requirements for derivative naturalization are the same as for naturalization on the basis of legal entitlement.

**WHERE:**

Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung II Einwohnerwesen Staatsangehörigkeit, Einbürgerung, Bavariastraße 7a, 80336 München, Tel.: + 49 (0) 89 115, Fax: + 49 (0) 89 233-24503

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

### 1.7 a visa/permit overstay

**TITLE:** Visa overstay

**WHAT:** Visa only permits to stay a certain time. But you can apply for an extension. If you stay longer than permitted you have to contact immediately a foreigner's office. Otherwise you would have to face the judicial consequences.

**WHERE:** Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Ruppertstraße 19, 80337 München, Tel.: +49 (0) 89 115, Fax: +49 (0) 89 233-27501

### 1.7 b undocumented migrant worker

**TITLE:** Undocumented migrant worker

**WHAT:**

- E) If you're working without a legal contract but with a residence permit
- F) If you're working without a legal contract and you don't have a residence permit

**HOW:** Working without legal contract is illegal in Germany. If you are detected working illegally in you may have to leave. If you do not leave voluntarily, you may be returned and could be prohibited from coming back to the EU. You may also face other penalties depending on the circumstances. Your employer must verify before you are recruited that you have the right papers and must keep a copy or record of this authorisation during your employment. She/he must also notify the national authorities that you are being employed. An employer who complies with these obligations will not be punished unless she/he knew that you presented fake documents.

**WHERE:**

City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung I Sicherheit und Ordnung. Gewerbe, Gewerbeangelegenheiten,



Gewerbeüberwachung, Ruppertstraße 11, 80337 München, Phone: +49 (0) 89 233-44671, please

## 1.8 PERSONAL DOCUMENTS

### 1.8 a important personal documents

**TITLE:** ID Card (*Personalausweis*)

**WHAT:** If you're from a European Union Member, it can be used as identification card and it allows you to travel within the EU and Schengen Member States.

If you're from a third-country, you'll need to show also your passport, visa or residence permit.

**TITLE:** Passport (*Reisepass*)

**WHAT:** Passports are normally issued by the authorities from your origin country.

Be aware of the expiring date of the passport. If you're visiting Germany with a visa, make sure you always have it with you.

**WHERE:** The passport will be issued by the competent authorities in your country.

**TITLE:** Residence card

**WHAT:** You always need to have it with you. Be aware of the expiring date of the card and make sure to apply for the next residence permit on time.

**WHERE:** You can apply to the nearest German Embassy in your country.

**TITLE:** Health insurance card

**WHAT:** You always need to have it with you. You can get one, once you have found a job in Germany and the company has insured you in the state medical insurance. After working one year in Germany, you can get the European Health Card that will ensure your health insurance coverage throughout EU. If you have a private health insurance, make sure to have policy number and contact information always with you.

**TITLE:** Driving licence (*Führerschein*)

**WHAT:** If you're from an EU/EEA Member State or Switzerland, you don't need anything else to drive in Germany. If you're a third-country citizen, you need to get an international driving license that will be valid for a year if your driving license isn't translated to German.

**TITLE:** Student card

**WHAT:** You will have to show the student card at special occasions (entrance fees etc.) and at the campus (libraries etc.). If you're student, with this card you may have access to some discounts in cultural events, public transport or student facilities.

**TITLE:** Vaccination record

**WHAT:** Vaccinations effectively protect people against diseases caused by bacteria and viruses. You may already have a vaccination document that records which vaccinations you have already received. If you do not yet have a vaccination



document, you will receive a vaccination record (*Impfweis*) after a vaccination by the doctor or, alternatively, an immunisation certificate as a substitute.

## 1.9 CERTIFICATES

### 1.9 a important certificates

**TITLE:** Birth certificate (*Geburtsurkunde*)

**WHAT:** It's an official document issued to record a person's birth and includes

- ▶ The name of the child
- ▶ The name of the parents
- ▶ The sex of the child
- ▶ Time and place of birth

You need to register the new born in the first 7 days.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Bürgerbüro, Ruppertstraße 19, 80337 München, Phone: + 49 (0) 89 233-96000

**TITLE: Marriage certificate** (*Heiratsurkunde*)

**WHAT:** It's an official document issued to record a legal marriage and includes

- ▶ Family names before and after the marriage
- ▶ Academic degree / civil status
- ▶ Day and place of birth
- ▶ The day and place of marriage

You can get an international marriage certificate translated to different languages.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Bürgerbüro, Ruppertstraße 19, 80337 München, Phone: + 49 (0) 89 233-96000

**TITLE:** Death certificate (*Sterbeurkunde*)

**WHAT:** It's an official document issued to certify the decease and includes

- ▶ Name and surname of the deceased
- ▶ Gender
- ▶ Last residence
- ▶ Time, date and place of registration of birth
- ▶ Time and place of death
- ▶ Last partner information

A doctor has to examine the body. After the examination, a close family member will receive the death certificate from the registry office.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Bürgerbüro, Ruppertstraße 19, 80337 München, Phone: + 49 (0) 89 233-96000

**TITLE:** Proof of nationality (*Staatsbürgerschaftsnachweis*)

**WHAT:** It's an official confirmation that a person has a certain citizenship and



includes

- ▶ Name and surnames
- ▶ Date and place of birth
- ▶ Authority that issues it
- ▶ Place and date of issuance

The issuance authority can ask for several documents like birth certificate, the registration of address, official identification, marriage certificate and proof of nationality of the parents.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Bürgerbüro, Ruppertstraße 19, 80337 München, Phone: + 49 (0) 89 233-96000

**TITLE:** Certificate of criminal record (*Führungszeugnis*)

**WHAT:** The criminal record certificate is a document containing all of a person's registered convictions (if there are any). It includes

- ▶ Name and surname
- ▶ Date and place of birth
- ▶ Address
- ▶ Court, file number and date of the decision

It's required for certain jobs and it can't be older than 3 months. You might need it for the residence permit application.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Bürgerbüro, Ruppertstraße 19, 80337 München, Phone: + 49 (0) 89 233-96000

**TITLE:** Power of attorney (*Vollmacht*)

**WHAT:** It's a legal binding document that authorizes to act for another person in specified or all legal or financial matters. It includes

Name and signature of the power of attorney

Name of the authorized person

Date of issue of the power of attorney

Description of the powers of the authorized person or the transaction for which the power of attorney is granted

It might need notarial authentication. It finishes with the death of the authorized person or it can be limited for a certain period of time.

**WHERE:** Any lawyers' office.

## 1.10 VERIFICATION OF DOCUMENTS

### 1.10 a types of verification

**TITLE:** Legalisation (*Beglaubigung*)

**WHAT:** The legalization is used to confirm that a document is authentic.

The legalisation is only necessary for the countries that didn't sign the Hague Convention (in English): [www.internationalapostille.com/hague-apostille-member-countries/](http://www.internationalapostille.com/hague-apostille-member-countries/)



If your country signed it, please read directly about the apostille.

To get the legalisation you need to pay a fee.

**WHERE:** In the case, that the documents are from your country of origin but you need them in Germany, first you need to legalize them at the Ministry of Foreign Affairs of your country. Once you have this legalization, go to the German embassy to finish the process and get the legalisation there too.

**TITLE:** Apostille

**WHAT:** It's a legalization of a document, to verify its authenticity. It's a sheet stamped by the competent authority that it's added to the original documents.

The apostille is used by the countries that signed the Hague Convention (in English): [www.internationalapostille.com/hague-apostille-member-countries/](http://www.internationalapostille.com/hague-apostille-member-countries/). If your country didn't sign it, please read about legalization.

To get the apostille you need to pay a fee.

**WHERE:** Each country has different competent authorities that do the apostille. You can ask your embassy about the delegation of the government in charge of it.

## 1.11 JUDICIAL TRANSLATIONS

### 1.11 a judicial translations

**TITLE:** City of Munich

**WHAT:** The website of the City of Munich offers a table of official translators.

**WHERE:** Use the service page for finding translation services (in English): <http://www.muenchen.de/int/en/themen.html>

## 1.12 REGISTRATION OF ADDRESS

### 1.12 a registration of address

**TITLE:** registration of address

**WHAT:** When moving to a place to take up permanent residence (staying for more than three months), you must register your address within two weeks of your arrival.

**WHO:** German citizens or with residence permit

**HOW:** You need to register in person or you may give another person a letter of authorisation to register on your behalf. For the registration you need your valid passport or identification card. In addition you need to present a written confirmation by your landlord or property owner. This so-called "Wohnungsgeberbestätigung" has to be filled out and signed by the landlord or property owner of your accommodation. If you authorise another person they have to present your authorisation letter, their passports or identity cards, your passport or identity card, the Registration Form filled out and signed by you and the so-called "Wohnungsgeberbestätigung", filled out and signed by the landlord or owner of your accommodation. You will receive a written confirmation of registration. This proof of registration is often required by other institutions or authorities.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Ruppertstraße 19, 80337 München, Phone: +49 (0)89





233-96010

**GOOD TO KNOW:** Please arrange an appointment and bring your passport and confirmation of registration with you.

## 1.13 SUPPORT SERVICES FOR MIGRANTS

### 1.13 a list of support services and projects regarding arrival and stay

**TITLE:** Munich Foreigners Office

**WHAT:** The official local aliens' authority for the city of Munich to provide information about and execute the alien's law.

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Ruppertstraße 19, 80337 München, Phone: +49 (0) 89 115, (in English) [https://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Foreigners-Office.html](https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Foreigners-Office.html)

**TITLE:** Help for Refugees

**WHAT:** A point of contact by the City of Munich to provide basic information for refugees.

**WHERE:** Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung II Einwohnerwesen, Ausländerangelegenheiten, Asylangelegenheiten, Ruppertstraße 19, 80337 München, Tel.: +49 (0) 89 233-45238, <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Fluechtlinge/Informationen-fuer-Fluechtlinge.html>

**TITLE:** Association for legal aid

**WHAT:** Rechtshilfe für Ausländer/innen München e.V. supports foreign fellow citizens who have difficulties because of their status as migrants in the Federal Republic of Germany.

**WHERE:** Rechtshilfe für Ausländer/innen München e.V., im EineWeltHaus, Schwanthalerstr. 80, 80336 München, Tel. +49 (0)89 – 85 63 75 21, Contact: Anna Regina Mackowiak, E-Mail: [rechtshilfe@einewelthaus.de](mailto:rechtshilfe@einewelthaus.de)

**TITLE:** International Service Center

**WHAT:** Service Center for migrants and foreigners run by the City of Munich, NGO and welfare associations.

**WHERE:** Internationales Informations- und Beratungszentrum, Goethestraße 53, 80336 München, Phone: +49 (0)89 54424715

**TITLE:** Tür an Tür

**WHAT:** It is an association to support and promote integration projects for migrants on a local level.

**WHERE:** Tür an Tür, Wertachstraße 29, 86153 Augsburg, Phone: 0821/907 99-0, E-Mail: [info@tuerantuer.de](mailto:info@tuerantuer.de) , <https://tuerantuer.de/> (in German)



**TITLE:** MigraNet

**WHAT:** MigraNet - the IQ Landesnetzwerk Bayern is part of the funding programme "Integration through Qualification (IQ)" and works closely with the relevant labour market actors in Bavaria to ensure the professional integration of people with a migration background.

**WHERE:** Regional Coordination Munich: Landeshauptstadt München, Sozialreferat, Amt für Wohnen und Migration (Office for Housing and Migration), Streitfeldstr. 23, 81673 München, Phone: +49 (0) 89 233-67139 , [www.migranet.org](http://www.migranet.org) (in German)

**TITLE:** BAVF - Bayerisches Netzwerk für Beratung und Arbeitsmarktvermittlung für Flüchtlinge

**WHAT:** The BAVF, Bavarian network for counselling and labour market placement for refugees works for a structural improvement in the labour market integration of asylum seekers, those who are tolerated and refugees. It was initiated by the Tür an Tür Integrationsprojekte charitable limited liability company (gGmbH).

**WHERE:** Tür an Tür – Integrationsprojekte gGmbH, Thomas Wilhelm, Wertachstrasse 29, 86153 Augsburg, Phone: 0821 – 90799-38, E-Mail: [bleiberecht@tuerantuer.de](mailto:bleiberecht@tuerantuer.de), <https://tuerantuer.de/bavf/> (in German)

**TITLE:** German Academic Exchange Service DAAD (Deutsche Akademischer Auslandsdienst)

**WHAT:** The German Academic Exchange Service e. V. is a community institution of the German universities and student organizations to support their international relations and the studies of German and international students und researchers.

**WHERE:** Headquarters in Germany: Kennedyallee 50, 53175 Bonn, Phone: +49 228 882-0, E-Mail: [postmaster@daad.de](mailto:postmaster@daad.de), (in English, in German): <https://www.daad.de/en/>

You may find one of the many regional offices and information centres in your country here: (in English, in German)

<https://www.daad.de/der-daad/kontakt/en/29344-addresses-telephone-numbers/>

**TITLE:** German Trade and Invest (GTAI)

**WHAT:** Germany Trade & Invest (GTAI) is the economic development agency of the Federal Republic of Germany. It offers information about funding a business in Germany and the necessary legal requirements.

**WHERE:** Friedrichstraße 60, 10117 Berlin, Phone: +49 30 200 099-0  
(in English) <http://www.gtai.de/GTAI/Navigation/EN/Invest/Investment-guide/coming-to-germany.html>

### **1.13 b list of online resources regarding arrival and stay**

**TITLE:** Database of German Embassies

**WHAT:** Information on German embassies. If there isn't any German Embassy in your country, contact the Ministry of Foreign Affairs and ask which Schengen State represents Germany where you live.

[http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)



**TITLE:** General Information for Refugees in Munich

**WHAT:** The City of Munich provides an internet information service with important hints and information for refugees, especially on the asylum process.

<https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Fluechtlinge/Verfahrensablauf.html> (in German)

**TITLE:** Munich International Resources

**WHAT:** Munich support for expats, foreign professionals and families

[https://www.muenchen.de/rathaus/wirtschaft\\_en/international-resources.html](https://www.muenchen.de/rathaus/wirtschaft_en/international-resources.html)

**TITLE:** The Federal Office for Migration and Refugees (BAMF)

**WHAT:** The official German authority about all concerns, including research and many other activities in the field of asylum, migration, integration and support to the return. <http://www.bamf.de/EN/Startseite/startseite-node.html>

**TITLE:** International Placement Services (Zentrale Auslands- und Fachvermittlung - ZAV)

**WHAT:** by the Federal Employment Agency

<https://www3.arbeitsagentur.de/web/content/EN/Detail/index.htm?dfContentId=L6019022DSTBAI609149>

**TITLE:** Whitelist of the Federal Agency of Employment

**WHAT:** The service of the Federal Employment Agency offers an overview for foreign skilled workers about professions in which the employment of third-country nationals in Germany is basically possible (on a legal basis).

(in English, in French, in German): <https://www3.arbeitsagentur.de/web/content/EN/WorkingandJobSeeking/WorkinginGermany/Whitelist/index.htm>

**TITLE:** Migration Check of the Federal Agency of Employment

**WHAT:** This online service offered by the Federal Agency of Employment provides a first orientation as to whether you will be able to obtain a work permit in Germany.

(in English, in French, in German): <https://www3.arbeitsagentur.de/web/content/EN/WorkingandJobSeeking/WorkinginGermany/MigrationCheck/index.htm>

**TITLE:** Fresh Start in Germany

**WHAT:** This is where asylum seekers can find out all they need to know about asylum procedure, labour-market access, recognition of qualifications and assistance in Germany. (in English, in German):

<http://www.bmas.de/EN/Our-Topics/Fresh-start-in-germany/fresh-start-in-germany.html>

**TITLE:** Just landed

**WHAT:** Information tool about entry, live, work, education, health and more in Germany and other countries in nine languages.

<https://www.justlanded.com/english/Germany>



## 2 WORK

### 2.1 EMPLOYMENT

#### 2.1.1 JOB SEARCH

##### 2.1.1 a searching for a job

**TITLE:** International Placement Service (ZAV)

**WHAT:** The ZAV is part of the Federal Employment Agency and finds skilled workers for the international employment market. If you are still abroad, you can use the ZAV to look for vacancies that match your profile.

**WHERE:** [www.zav.de](http://www.zav.de) (in German)

**TITLE:** Federal Employment Agency

**WHAT:** The Federal Employment Agency (*Bundesagentur für Arbeit - BA*) is the largest provider of labour market services in Germany with an office in every city nationwide. The main tasks are job and training placement, career counselling and providing benefits replacing employment income.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500 (Employees),

**TITLE:** Jobbörse

**WHAT:** Online job portal on the website of the Employment Agency. There you can search for specific jobs.

**WHERE:** [www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de) (in German)

**TITLE:** Make it in Germany

**WHAT:** "Make it in Germany" is the multilingual online portal for international skilled workers. It was implemented by the Federal Ministry of Economics and Energy. The online portal contains current job vacancies and information about the industries looking for skilled workers. It also introduces international skilled workers who already have successful careers in Germany.

**WHERE:** [www.make-it-in-germany.com](http://www.make-it-in-germany.com) (in German and English)

**TITLE:** Migration and Labor Information Center

**WHAT:** The Migration and Labor Information Center in Munich is an advisory project for migrants from southern Europe who are looking for work.

**WHERE:** Sonnenstr. 12a, 2. Aufgang, 1. OG, 80331 München, Phone: Tel.:+49 (0)89 - 513 999 - 29 / - 32

**TITLE:** Jobs and careers in Munich

**WHAT:** Job portal of the City of Munich.

**WHERE:** <http://www.muenchen.de/leben/job.html> (in German)

**TITLE:** Munich Employment and Qualification Programme (MBQ)



**WHAT:** The MBQ programme helps unemployed persons with a range of special tailored projects for certain target groups, for instance long-term unemployed persons, people with migration background, single parents, career re-entrants, refugees under 25, refugees over 25.

**WHERE:** Landeshauptstadt München, Kommunale Beschäftigungspolitik und Qualifizierung  
Herzog-Wilhelm-Straße 15, 80331 München, [www.muenchen.de/mbq](http://www.muenchen.de/mbq) (in German)

**TITLE:** AMIGA

**WHAT:** AMIGA project helps qualified migrants to enter the Munich labour market and find employment in keeping with their qualifications.

**WHERE:** Tulbeckstraße 32, 80339 München, Phone: +49 (0) 89/51919873

E-mail: [barboni@amiga-muenchen.de](mailto:barboni@amiga-muenchen.de), [www.muenchen.de/rathaus/home\\_en/Department-of-Labor-and-Economic-Development/labormarket-policy/AMIGA/project-information.html](http://www.muenchen.de/rathaus/home_en/Department-of-Labor-and-Economic-Development/labormarket-policy/AMIGA/project-information.html)

**TITLE:** Do work you love

**WHAT:** Coaching, Training, Education, networks for job seekers.

**WHERE:** (in English): [www.do-work-you-love.com](http://www.do-work-you-love.com)

**TITLE:** Chamber of Trade Munich

**WHAT:** Information, networks, trainings and searching for apprenticeships.

**WHERE:** Handwerkskammer für München und Oberbayern, Max-Joseph-Straße 4, 80333 München, Phone: +4989 5119-0, E-Mail: [info@hwk-muenchen.de](mailto:info@hwk-muenchen.de), [www.hwk-muenchen.de](http://www.hwk-muenchen.de) (in German)

**TITLE:** Other job portals on the internet

**WHAT:** Portals for finding Job vacancies.

**WHERE:** (in German)

[www.jobs-für-münchen.de](http://www.jobs-für-münchen.de)

[www.jobpilot.de](http://www.jobpilot.de)

[www.jobscout.de](http://www.jobscout.de)

[www.jobware.de](http://www.jobware.de)

[www.jobworld.de](http://www.jobworld.de)

[www.kimeta.de](http://www.kimeta.de)

[www.monster.de](http://www.monster.de)

[www.online-stellenmarkt.net](http://www.online-stellenmarkt.net)

[www.stellenanzeigen.de](http://www.stellenanzeigen.de)

[www.stellenmarkt.de](http://www.stellenmarkt.de)

[www.stellen-online.de](http://www.stellen-online.de)

[www.stepstone.de](http://www.stepstone.de)

### 2.1.1 b apprenticeship

**TITLE:** Training/Apprenticeship

**WHAT:** Vocational training is undertaken for many professions within the



framework of a dual system in Germany. This means that you learn through practical work in a company and learn the theory at a vocational school. The training lasts between two and three and a half years.

**WHO:** You need a minimum of a leaving certificate from the Hauptschule (vocational secondary school; 5-9th grade) to qualify for vocational training.

**HOW:** You can do vocational training in many companies, and almost all professional areas. Finding a place on a vocational training course is just like finding a job. You also have to write an application and in most cases you are paid some money during your vocational training in a company. Training is also available in professions you can learn more quickly, for instance childcare, caring for the elderly, catering or cosmetics.

The Career Information Centre (BIZ) at the Employment Agencies in Munich will provide you with information about the different professions in Germany, the work and the necessary qualifications. In addition, the employees at the Employment Agency will advise you and help you to look for a suitable training place or job.

Also, you will find many advice on how to choose or apply for the right training in the "Training in Germany" guide. There is also information about funding programmes or how to improve your command of the German language whilst you are still in your home country: <http://www.make-it-in-germany.com/en/for-qualified-professionals/training-learning/training/guide-to-vocational-training>

**WHERE:** You can find information and free apprenticeships at several points in Munich:

- ▶ **Careers information centres (BIZ) at the employment agencies (Agenturen für Arbeit):** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München
- ▶ **Chamber of Trade Munich:** [www.hwk-muenchen.de](http://www.hwk-muenchen.de) (in German)
- ▶ **IHK Chamber of industries and commerce:** <https://www.ihk-muenchen.de/de/> (in German)

**GOOD TO KNOW:** After getting the certificate, you're qualified to work in that profession, or you can continue to study at university or university of applied sciences.

If you hold a vocational qualification or a graduate degree, your documents can be reviewed to be recognised. The Federal Office for Migration and Refugees (BAMF) can help you with the recognition of your qualifications. (Phone: +49 30-1815-1111).

## 2.1.2 TYPES OF EMPLOYMENT

### 2.1.2 a employment for indefinite period of time

**TITLE:** Employment for indefinite period of time

**WHAT:** In Germany, it's necessary that workers sign written employment contract with their employer. The contract should clearly state the conditions, rights, responsibilities and duties of the worker and the employer. When the contract is indefinite, the ending date of employment is not specified.

**WHO:** As citizens of the EU, Iceland, Liechtenstein, Norway or Switzerland you have unrestricted access to the German labour market. Third-country citizens can obtain a residence permit which allows access to labour market.

For more information on different kinds of residence permit see entries 1.4 and 1.5.

**HOW:** Once you have found a job you need several documents for your employer. As a worker employed by a German employer you are subject to German social insurance, including health insurance. Therefore you need to get a proof that you have this as well as a health insurance card from your health insurance company.



Also, you need to receive a social security card, a social security number and a tax code.

If you have collected all important documents you will get a work contract. It is most unusual for a work contract to be delivered orally in Germany. This is why serious employers will always send you a written contract. Read the contract thoroughly from start to finish before signing it. You can ask the employer to give you the contract in advance to make sure you read it thoroughly. Once agreed, both the employer and worker should sign it. Job contract for indefinite period of time can be a full time or part time. A full-time job in Germany usually means 40 working hours per week. However there can be agreements for fewer hours. You are considered a part-time employee if your weekly working time is shorter than that of a comparable full-time employee.

**WHERE:** At the employer of your choice.

**ATTENTION:** Your employer has to report your employment to the social-security authorities, in particular to your health insurance provider, with the first following payroll accounting, but no later than six weeks after the start of the employment.

**GOOD TO KNOW:**

Every work contract should contain the following information:

- ▶ **Name and address:** Yours and that of the company
- ▶ **Date on which the contract starts**
- ▶ **Term of contract:** Period of time for which the contract is valid.
- ▶ **Duration of trial period:** This is the period during which you or the company can terminate the contract relatively quickly.
- ▶ **Place of work:** If you are to work in different places, this should be stated in the contract.
- ▶ **Job description**
- ▶ **Remuneration:** Your gross salary. From this, certain amounts will be deducted for tax and social contributions. Any supplements of bonuses the company will pay you are stated here as well.
- ▶ **Working hours** (per week)
- ▶ **Holiday** (days per year)
- ▶ **Notice period:** Period of time to notify in advance the terminating the contract (valid for both, you and the company).
- ▶ **Collective bargaining agreements and works agreements:** often, in addition to the work contract, special regulations also apply. For example, in many branches of industry, employer associations and trades unions have reached collective bargaining agreements or special agreements of employers with their Employee Councils, which represent the interests of the employees.

### 2.1.2 b flexible forms of work

**TITLE:** Fixed-term contracts

**WHAT:** Job contracts with a defined date of the beginning and ending of employment.

The fixed-term contracts can be part time or full time.

The expiry date must always be set down in writing. If that is not done, the employment contract is deemed to be open-ended.

**TITLE:** Training contracts





**WHAT:** Before the vocational training starts, a written training contract is signed with the company at which the training is to be provided. This contract sets out the content and goals to be achieved in the training. Young people who require financial support during their training can apply for vocational training assistance (*Berufsausbildungsbeihilfe*) from the Employment Agency.

**TITLE:** 450 Euro mini jobs/marginal employment

**WHAT:** A minijob is a minor occupation. That means that there are certain limits for earning and/or time. The wage threshold is 450 euros per month. You have the same rights as the other workers and also the nationwide minimum wage of at least 8.84€/ hour applies to you.

You do not have to pay taxes and you can choose not to pay contributions towards the state pension, however you can supplement the employer's contribution with your own voluntary contributions. Employers bear the bulk of the taxes for 450-euro minijobs. These include flat-rate contributions to health and pension insurance and statutory accident insurance.

You can get more details here: [https://www.minijob-zentrale.de/DE/00\\_home/node.html](https://www.minijob-zentrale.de/DE/00_home/node.html) (in German)

**TITLE:** Contract for work and service

**WHAT:** Contract in which you are hired per hours to do a specific job. The amount of hours per week and shifts are negotiated with the hiring company. The company doesn't have to pay insurance (except accident insurance) because you are considered self-employed.

**TITLE:** Student work

**WHAT:** As a student you can be freed from some social security contributions and thus save money, as long as the study has priority over the job. Under some conditions you are considered a so called working student.

- ▶ If, as a student, you have long term employment for which you do not earn more than 450€ per month, the so called mini-job rule applies: (see above). In this case the family insurance scheme through the parents continues.
- ▶ If your monthly income doesn't exceed 425€ per month you can also remain in the family insurance scheme. The health insurance company advises on the individual case.
- ▶ The student regulation applies only to students who do not work more than 20 hours a week during the lecture period.
- ▶ Usually, if you regularly earn more than 450 Euro per month in your job, you will need an income tax number and certain deductions will be made automatically from your salary.
- ▶ As a student however, you can get back your paid income tax with your tax return form as long as your work allowance is below the annual basic amount (2017: 8.820€).
- ▶ Working during term holidays ("lecture-free time"): Jobs taken on during the term holidays are subject to income tax but normally students get back the taxes they have paid at the end of the year via the income tax return. If the job is carried out only during lecture-free time students do not have to pay any additional health insurance contributions, even if they work more than 20 hours a week. During term holidays the obligation to pay contributions



towards the state pension may not be applicable, if the employment is limited to a maximum of 2 months or 50 working days per year.

Sometimes students are offered work on a freelance basis. If you work as self-employed you don't need an income tax card. In this case your employer or contractor will ask you to submit an invoice, or you agree on a contract for services. The income you earn in this manner is not taxed for the time being self-employed, but at the end of the year you must declare the income to the tax authorities on your income tax return. International students who are not from the EU or EEA are not allowed to work as self-employed!

**TITLE:** seasonal workers

**WHAT:** Workers who come to Germany to perform fixed term jobs in selected sectors (agriculture, tourism), usually at certain periods of the year.

**WHO:** If you are coming to do seasonal work in Germany you need to apply for employment permit.

**HOW:** To carry out seasonal work in Germany, you must obtain a visa to enter Germany.

Once in Germany, you must obtain a residence permit allowing for seasonal work.

A bilateral agreement must have been concluded between the German Public Employment Service and employment agencies in your country of origin.

Seasonal work means work for a minimum of 30 hours per week (six hours a day) and for a maximum of six months per calendar year in the following areas:

- ▶ the agricultural sector
- ▶ hotel and restaurant business
- ▶ in fruit and vegetable processing
- ▶ in sawmills.

Seasonal work may also involve persons working in fairs for not more than nine months per calendar year.

There are no restrictions for citizens of the EU with respect to residence and work permits in Germany (freedom of residence inside the EU). However, you must apply for a residence permit for formal reasons. Seasonal workers are allowed to work for three months per year in agriculture, forestry, in the hotel and catering industry, in the vegetable and fruit industry and in sawmills.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500 (Employees), Tel: + 49 (0)8004 555520 (Employers)

### 2.1.2 c self-employment

**TITLE:** Self-employment

**WHAT:** Self-employment is a form of gainful employment in which a person manages a business/company independently. It also includes all the liberal professions.

**WHO:** To become a self-employed person you have to:

- ▶ Be a citizenship of an EU/EEA Member State or Switzerland or have a residence permit which allows you to settle as self-employed.
- ▶ Have your residence in Germany.
- ▶ Be at least 18 years old.
- ▶ Have a business license (*Gewerbeberechtigung*) that allows you to develop a commercial activity.



- ▶ Have received a “certificate of suspension of deportation”, the so-called *Duldung*, and an express permission to be self-employed by the immigration authorities.

**HOW:** In the case of skilled trade activities, the Chamber of Skilled Trades (*Handwerkskammer*) must examine whether the skilled trade activity to be pursued must be entered on the ‘skilled trades register’ and whether the necessary requirements have been satisfied. The skilled trades register (*Handwerksrolle*) is a list of all owners of undertakings carrying out skilled trades for which registration is required who carry out their trade on a regular basis. Anyone who wishes to start up a business must register it with the Business Registration Office (*Gewerbeamt*) of the municipal or local authority where the business is to have its registered offices. Self-employed persons are exempt. They are not registered with the business registration office but with the Tax Office (*Finanzamt*).

People setting up undertakings in Germany can obtain information and advice from Chambers of Industry and Commerce, Chambers of Skilled Trades, professional associations and financial institutions.

**WHERE:** At the local Business Registration Office, Chamber of Skilled Trades or Tax Office.

**ATTENTION:** If you are self-employed, you must arrange to pay tax on your income yourself.

**GOOD TO KNOW:** As founder, you must visit various authorities, offices, institutions, etc., make registrations and fill out forms. In order to help you make these first steps easier, the official guide of the Federal Ministry for Economic Affairs and Energy gives you orientation aid (in German): <http://www.bmwi-wegweiser.de/start/>

## 2.1.3 EMPLOYMENT OF EU/EEA CITIZENS

### 2.1.3 a Employment of EU/EEA citizens

**TITLE:** Employment of EU/EEA citizens

**WHAT:** EU/EEA citizens are entitled to look for a job, work and live in Germany without a work permit. They are also equal to German citizens in access to employment, working conditions and all other social and tax advantages. EU/EEA citizens can also have certain types of health and social security coverage transferred to the country of settlement.

**WHO:** EU or EEA Member State citizens.

**HOW:** You can find a job using EU job portals like EURES. In EURES you can find job offers from all over Europe classified according to different categories (field of work, country, indefinite or fixed-term contract). It’s also possible to register and upload your CV to be available for employers across Europe.

**GOOD TO KNOW:** General care nurses, pharmacists, physiotherapists, real estate agents and mountain guides can pursue their professions more freely in other EU countries due to the European Professional Card (EPC). The EPC is an electronic procedure which simplifies the recognition of your professional qualifications in another EU country, and also Germany. It aims to make easier the free movement of these mobile professions. You can obtain more information here (in English): [europa.eu/youreurope/citizens/work/professional-qualifications/european-professional-card/index\\_en.htm](http://europa.eu/youreurope/citizens/work/professional-qualifications/european-professional-card/index_en.htm)

## 2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS

### 2.1.4 a types of resident/working permits



**TITLE:** Types of residence/working permits

**WHAT:** People from third countries are only permitted to work in Germany if their residence permit allows it. Residence permits which allow you to work in Germany are:

- ▶ Temporary residence permit for a long stay without intention of settlement for workers, highly-qualified persons, self-employed etc. (*Aufenthaltsbewilligung*)
- ▶ Blue Card
- ▶ Settlement permit
- ▶ Long-term residence permit (*Daueraufenthalt - EU*)

**HOW:** You can apply for appropriate permits at the Foreigners' Registration Office. Depending on your situation you may receive one of the following work permits:

- ▶ Permitted to engage in employment: You may work for an employer and/or become self-employed.
- ▶ Permitted to engage in employment, not permitted to become self-employed: You may work for an employer but may not become self-employed.
- ▶ Only permitted to engage in employment with a permit from the Foreigners' Registration Office: Apply for a work permit at the Foreigners' Registration Office if you have found a job. You may only start working once you have this.

In certain cases you also need additional work permits (e.g. posted workers, seasonal workers, rotary work force). The company that hires you has to obtain a work permit (*Beschäftigungsbewilligung*) before you start working. There's also a special working permit (*Arbeitserlaubnis*) for people who would like to take a job in which you can't earn more than a stipulated amount that the government establishes every year (mini-job).

You can find more information about residence permits in the section "Arrival and Stay".

In case of posting or hiring out of workers, there are also specific permits that the company needs to obtain before the job starts. You can find information about work permits relating to temporary forms of mobility, such as posting of workers, hiring out of workers and seasonal work, in the section "Arrival and Stay" (1.3).

**WHERE:** City of Munich, Department of Public Law and Order (*Kreisverwaltungsreferat*), Hauptabteilung II Einwohnerwesen Ausländerangelegenheiten, Ruppertstraße 19, 80337 München, Phone: +49 (0)89 233-96010

## 2.1.5 WORK ACCIDENTS AND INJURIES

### 2.1.5 a work injuries compensation and support (occupational accident)

**TITLE:** occupational accident

**WHAT:** The occurrence of an (insured) occupational accident or illness is the prerequisite for the provision of services and compensation under the statutory occupational accident insurance scheme. These include accidents in the workplace and work-related illnesses. Work injuries have to be reported immediately to your employer.

**WHERE:** Hotline: Tel.: +49 800 6050404 (freecall), E-mail: [info@dguv.de](mailto:info@dguv.de)

### 2.1.5 b treatment of occupational accidents

**WHAT:** What to do in case of work injury.



**STEP 1:** Inform the manager or person responsible immediately.

**STEP 2:** Go to the nearest doctor (*Durchgangsarzt*). If you can't go on your own, call the emergency number (112)

**STEP 3:** You need to have your health insurance card (E-Card) and an identification document with you.

**STEP 4:** You have to inform the health insurance during the first 5 days, if the work accident has incapacitated you to work for more than 3 days.

**GOOD TO KNOW:** You have to notify the employer immediately if there is:

- ▶ A work accident
- ▶ Any event that almost leads to an work accident
- ▶ Threat to your safety and health
- ▶ Defect in the protective system

## 2.1.6 RETIREMENT AND PENSIONS

### 2.1.6 a old-age pensions

**TITLE:** old-age pension

**WHAT:** Insured person can claim an old-age pension. You must have reached a set age (the minimum age limit). Depending on the type of pension, certain other conditions may also have to be fulfilled. You can claim an old-age pension in full (full pension) or as a partial pension in the amount of one third, half or two thirds of the full pension entitlement. There are different types of old-age pension and the ages at which they can be claimed:

- ▶ the standard old-age pension (*Regelaltersrente*)
- ▶ the exceptionally long service pension
- ▶ Long-service pension
- ▶ Old-age pension for people with severe disabilities
- ▶ Old-age pension on account of unemployment or after partial retirement
- ▶ Old-age pension for women

**WHERE:** service telephone of the German Pension Insurance (*Deutsche Rentenversicherung*) 0800 1000 4800.

### 2.1.6 b widow(er) pension

**TITLE:** Widows or widowers or the surviving partner pension

**WHAT:** Widows or widowers or the surviving partner in a registered civil partnership can claim a minimum widow's pension if: The deceased person completed the general qualifying period; The surviving spouse or partner has not remarried or entered into a new registered civil partnership since the insured person's death.

**WHERE:** service telephone of the German Pension Insurance (*Deutsche Rentenversicherung*) 0800 1000 4800.

### 2.1.6 c orphan pension

**TITLE:** orphan's pension

**WHAT:** With regard to orphan's pensions, the statutory pension insurance system distinguishes between 'half orphans' (those who have lost one parent) and 'full orphans' (who have lost both parents). There is an entitlement to a half-orphan's pension if the orphan still has one parent responsible for his or her upkeep and the



deceased parent has completed the general qualifying period. The half-orphan's pension is ten percent of the deceased person's pension plus a supplement based on the total length of time for which pension contributions were paid by or in respect of the deceased.

**WHERE:** service telephone of the German Pension Insurance (*Deutsche Rentenversicherung*) 0800 1000 4800.

#### 2.1.6 d voluntary retirement insurance

**TITLE:** voluntary insurance

**WHAT:** If you are over 16 years old and are not liable to pay compulsory contributions, you are entitled to pay voluntary contributions if you permanently reside in Germany. This applies to all persons, irrespective of their nationality. Even if you reside abroad, as a German national you are entitled to pay voluntary contributions.

If you are a foreign national resident outside of Germany, you will only be allowed to pay voluntary insurance contributions provided that certain conditions are fulfilled. This entitlement in these cases depends on your nationality and the state in which you reside and you must have already paid a certain amount of contributions in Germany before.

**WHERE:** service telephone of the German Pension Insurance (*Deutsche Rentenversicherung*) 0800 1000 4800.

#### 2.1.6 e early retirement

**TITLE:** early retirement

**WHAT:** Employees who are only able to work a few hours a day because of their health can apply for a reduced earning capacity pension.

**WHERE:** service telephone of the German Pension Insurance (*Deutsche Rentenversicherung*) 0800 1000 4800.

#### 2.1.6 f retirement pension for refugees

**TITLE:** retirement pensions for refugees

**WHAT:** The German Statutory Pension Insurance provides a pension when payed into the system for a while - at least 5 years.

**WHERE:** service telephone of the German Pension Insurance (*Deutsche Rentenversicherung*) 0800 1000 4800.

#### 2.1.6 g compensations for funeral expenses

Not applicable in Germany

#### 2.1.6 h reduced earning capacity pensions

**TITLE:** reduced earning capacity pension

**WHAT:** Employees who are only able to work a few hours a day because of their health can apply for a reduced earning capacity pension (*Rente wegen vermindelter Erwerbsfähigkeit*). This can be paid out as a full or partial pension and adds to or takes the place of the previous earnings.

**WHERE:** service telephone of the German Pension Insurance (*Deutsche Rentenversicherung*) 0800 1000 4800.

#### 2.1.6 i company pensions





**TITLE:** Company pension

**WHAT:** Company pension plans have traditionally been something that employers provide on a voluntary basis. Under new rules in force since 2002, however, employees have a right to have part of their earnings paid into a company pension plan under a deferred compensation arrangement.

**WHERE:** agreement with your employer and yourself

## 2.1.7 UNEMPLOYMENT

### 2.1.7 a unemployment/job seeking of third country citizens

**TITLE:** Unemployment/Job seeking of third-country nationals

**WHAT:** If you are a third-country citizen and have a valid residence permit with which you may work in Germany and you have lost your job you can register at the relevant authority of the Federal Employment Agency to apply for financial assistance during unemployment and receive counselling in job seeking.

In accordance with the German Social Code book three (SGB III) there are two types of registration at the Employment Agency:

▶ **Registration as seeking employment**

Your registration as seeking employment is necessary to have the Employment Agency's support in finding a new job.

▶ **Registration as unemployed**

The registration as unemployed serves as an assurance of your financial entitlements and is an essential requirement to obtain unemployment benefit.

**WHO:** Anyone who is over 15 years old and doesn't work or study is considered a job-seeker. Also, unemployment benefits generally require availability on the German labour market. As a third-country citizen that means that you need to have a work permit for Germany and your usual residence must be in the Federal Territory.

**HOW:** You have to register in person with the Employment Agency responsible for your place of residence, providing a valid identification document and residence permit and your work permit as well as notice of your termination.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500 (Employees)

**WHEN:** You have to register as seeking employment at the latest three months before finishing an employment relationship or at least within three days after knowledge of the end date. You must submit your registration as unemployed at the latest on the first day of unemployment (and at the earliest three months before).

**GOOD TO KNOW:** Specific categories of third country citizens (e.g. students, au-pairs), can also apply for job seeking counselling if they haven't worked in Germany before. You have to consider if your residence permit allows you to work.

**ATTENTION:** Foreigners, who are neither employed nor self-employed, and their family members cannot receive any benefits for the first three months of their residence. Foreigners, whose right to residence is solely for the purpose of seeking employment and their family members, cannot claim any social benefits according after the first three months of their residence.

### 2.1.7 b unemployment/job seeking of EU citizens

**TITLE:** Unemployment/ Job seeking of EU citizens





**WHAT:** If you are an EU/EEA citizen and your employment has been terminated, you can register at the relevant authority of the Federal Employment Agency to apply for financial assistance during unemployment and receive counselling in job seeking.

In accordance with the German Social Code book three (SGB III) there are two types of registration at the Employment Agency:

▶ **Registration as seeking employment**

Your registration as seeking employment is necessary to have the Employment Agency's support in finding a new job.

▶ **Registration as unemployed**

The registration as unemployed serves as an assurance of your financial entitlements and is an essential requirement to obtain unemployment benefit.

**WHO:** Anyone who is over 15 years old and doesn't work or study is considered a job-seeker. Also, unemployment benefits generally require availability on the German labour market, which means that your usual residence must be in the Federal Territory.

**HOW:** You have to register in person with the Employment Agency responsible for your place of residence, providing a valid identification document and your work permit as well as notice of your termination.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500 (Employees)

**WHEN:** You have to register as seeking employment at the latest three months before finishing an employment relationship or at least within three days after knowledge of the end date. You must submit your registration as unemployed at the latest on the first day of unemployment (and at the earliest three months before).

**GOOD TO KNOW:** If you haven't worked in Germany before but you are looking for a job, you can also register in order to receive the counselling in the job seeking.

### 2.1.7 c unemployment support

**TITLE:** Unemployment Benefits (*Arbeitslosengeld*)

**WHAT:** Unemployment Benefits (*Arbeitslosengeld*)

**WHO:** As a general rule, those unemployed in Germany are entitled to financial support only if they have previously had a job subject to social security contributions in Germany prior to registering themselves as unemployed and filing an application for unemployment benefits.

**HOW:** If you have yet to find a job and need unemployment benefits, register with your local employment agency (*Arbeitsagentur*). The registration as unemployed serves as an assurance of your financial entitlements. It is an essential requirement to obtain unemployment benefit and must be done at the latest on the first day of unemployment (at the earliest three months before) in person with the Employment Agency responsible for your place of residence.

For getting benefit you have to fill out certain forms and need to have documents ready (your local adviser will assist you). Calculate enough time to get all these documents together. Unemployment benefit will be paid until you'll find a new job and only for one year. Also, you have to give record about your job search once you are registered as unemployed and get benefits

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München,



Tel: +49 (0)8004 555500 (Employees). Or use the research engine to find your nearest agency: (in German): <https://www3.arbeitsagentur.de/web/content/DE/dienststellen/rds/dresden/Agentur/Detail/index.htm?dfContentId=L60I9022DSTB/AI526201>

**GOOD TO KNOW:** If you've been paying into an unemployment insurance scheme in the EU, the EEA, or Switzerland, you can transfer these entitlements to Germany. You will need to ask the competent employment agency in your host country for form PD U2. Please contact your local employment agency for further information on the portability of benefits from other countries.

#### 2.1.7 d other unemployment support

**TITLE:** Benefits during Further Training

**WHAT:** Education voucher; possibilities for the absorption of seminar expenses, travelling expenses, expenses for external accommodation and board, expenses for childcare; Services for livelihood

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500 (Employees).

**TITLE:** Insolvency Payments (*Insolvenzgeld*)

**WHAT:** If an employer is insolvent and employees have received their wages or salaries only in part or not at all, the Employment Agency settles the outstanding payments to the employees concerned under certain circumstances in the form of insolvency payments. An entitlement to insolvency payments exists in case of insolvency for the past three months (period of insolvency payments) of the employment relationship.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500

**TITLE:** Training Allowance (*Berufsausbildungsbeihilfe - BAB*)

**WHAT:** Vocational training assistance (*Berufsausbildungsbeihilfe - BAB*) is granted during vocational training as well as for the duration of a work preparation scheme, including preparation for a subsequent acquisition of a lower secondary school-leaving certificate or a similar school-leaving certificate. Apprentices are entitled to vocational training assistance if they do not live with their parents during their vocational training.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500

**TITLE:** Unemployment Benefit II (*Arbeitslosengeld II*) / Social Benefit (*Sozialgeld*)

**WHAT:** All persons capable of work and eligible for benefits can receive unemployment benefit II (Alg II) from the age of 15 years until the legally stipulated age limit between 65 and 67 years. Persons not capable of work can receive social benefit. Alg II and social benefit are benefits to secure a livelihood. The team of the responsible jobcentre advises you in extra supports like reduced fees for public institutions or other benefits you are entitled to.

**WHERE:** Jobcenter München. Find your nearest jobcenter by using the research engine: <http://www.muenchen.de/dienstleistungsfinder/muenchen/1060763/>

#### 2.1.7 e state's unemployment schemes



**TITLE:** Integration through Qualification (IQ)

**WHAT:** The nationally advisory and information network by the name of "Integration through Qualification" (IQ) is in charge for the vocational integration of people with migration backgrounds in six regions of Germany.

**WHERE:** Contact via website: (in English, in German): <http://www.netzwerk-iq.de/network-iq-start-page.html>

**TITLE:** Cyclical short-time working allowance

**WHAT:** Cyclical short-time working allowance (*Kug*) is granted when the regular customary weekly working hours are shortened temporarily in companies or departments due to economic reasons or an inevitable event. More here: (in English, in French, in German): <https://www3.arbeitsagentur.de/web/content/EN/Benefits/ShortTimeWorkingAllowance/index.htm>

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)8004 555500 (Employees).

**TITLE:** Training Allowance (*Ausbildungsgeld*)

**WHAT:** Training allowance is a benefit for securing a livelihood and is only provided by the Federal Employment Agency (*Bundesagentur für Arbeit* - BA) for disabled persons.

**WHERE:** More here in English: <https://www3.arbeitsagentur.de/web/content/EN/Benefits/PersonswithDisabilities/index.htm>; Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0) 89 51540, [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

**TITLE:** Transitional Allowance (*Übergangsgeld*)

**WHAT:** Transitional allowance is a compensation for reduced income within the framework of promotion of vocational integration of disabled persons in working life. If you are participating in an education measure within the framework of promotion of vocational integration of disabled persons in working life, you are under certain circumstances entitled to transitional allowance as compensation for reduced income. Your counsellor will evaluate whether the requirements are met in your specific case.

**WHERE:** More here in English: <https://www3.arbeitsagentur.de/web/content/EN/Benefits/PersonswithDisabilities/index.htm>; Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0) 89 51540, [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

**TITLE:** Training Allowance for Disabled Persons (*Berufsausbildungsbeihilfe für behinderte Menschen*)

**WHAT:** Disabled persons are entitled to vocational training assistance when participating in general vocational training measures. Your guidance counsellor can tell you if you are entitled to vocational training assistance (BAB) or training allowance (*Ausbildungsgeld*) during vocational training, the participation in a work preparation scheme, basic training or other measures leading to the participation in working life.

**WHERE:** More here in English: <https://www3.arbeitsagentur.de/web/content/EN/Benefits/PersonswithDisabilities/index.htm>, Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0) 89 51540, [www.arbeitsagentur.de](http://www.arbeitsagentur.de)



[de](#)

**TITLE:** The Integration Office (*Integrationsamt*)

**WHAT:** The Integration Office supports people with disabilities in their working life.

**WHERE:** Find information English here: <https://www.integrationsaemter.de/Fluechtlinge/585c/index.html>

**GOOD TO KNOW:** It is not always easy to know who is responsible for what. So that this does not place persons with disabilities at a disadvantage, the various agencies responsible for rehabilitation are required to work closely with each other. The agencies have also set up joint service centres in almost all urban and other districts. The joint service centres cover all agencies and provide information on responsibilities and on criteria for receiving benefits and services and administrative procedures, and help with making applications. The establishment of joint service centres supports coordinated provision close to home and one-stop support for persons with disabilities or at risk of disability. The agencies are also required to clarify responsibilities within 14 days and to ensure that decisions are made quickly and unbureaucratically.

## 2.1.8 CAREER COUNSELING

### 2.1.8 a National Employment service's programmes and other State body programmes

**TITLE:** Employment Office Agency

**WHAT:** Placement in the Employment Agencies is usually commenced with a systematic examination of the skills and employment options of the training candidate or job-seeker. Following this analysis of potential, an integration agreement is concluded setting out the objective of integration, the services required to achieve vocational integration, as well as the placement efforts to be provided by the Employment Agency. It additionally contains data on the training candidates' or job-seekers' own efforts. The integration agreement ought to be reviewed at regular intervals. Training candidates and job-seekers can obtain information from the Federal Employment Agency's online job pool (*Jobbörse*) concerning job openings, and can publish their own information as applicants, anonymously if they so wish.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, E-Mail: [muenchen@arbeitsagentur.de](mailto:muenchen@arbeitsagentur.de)

**TITLE:** Work in Munich

**WHAT:** City services for foreign professionals, information about work regulations, jobs, language classes and specific advice are offered by the departments of the City of Munich and the Foreigners Office. Find out more here: [https://www.muenchen.de/rathaus/wirtschaft\\_en/work-international.html](https://www.muenchen.de/rathaus/wirtschaft_en/work-international.html)

**WHERE:** Landeshauptstadt München, Hauptabteilung II Einwohnerwesen, Ausländerangelegenheiten, Service-Center für internationale Fachkräfte, Ruppertstraße 19, 80337 München

**TITLE:** Vocational information centre (*Berufsinformationszentrum – BIZ*)

**WHAT:** Consultation and placement especially for people from other countries is provided by the Employment Agency. Find out here more: <https://www.arbeitsagentur.de/en>. Or contact your nearest office.



**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, E-Mail: [muenchen@arbeitsagentur.de](mailto:muenchen@arbeitsagentur.de), Phone: +49 (0)89 / 5154-6182  
E-Mail: [muenchen.biz@arbeitsagentur.de](mailto:muenchen.biz@arbeitsagentur.de) Or: by telephone at +49 (0)800 4 5555 00

### 2.1.8 b private initiatives and CSOs/NGOs

**TITLE:** Working hours

**WHAT:** The maximum working hours per week are restricted by law to an average of 48 hours (60 hours with time off in lieu to give 48 hours within a 6-month period).

You will normally work Monday to Friday. The law permits employment on any working day of the week (Monday to Saturday) as well as night and shift work.

In many areas, such as in healthcare, catering and transport, work is also permitted on Sundays and public holidays.

**TITLE:** Holiday entitlement

**WHAT:** Anyone who works five days per week has a legal entitlement to a minimum of 20 days' holiday per year.

Juveniles who work a five-day week are legally entitled to longer holidays: a minimum of 25 days for the under-16s, a minimum of 23 days for the under-17s and a minimum of 21 days for the under-18s.

**TITLE:** Illness

**WHAT:** If you are ill, your employer will pay your full salary for a period of six weeks. If you are ill for longer than six weeks and have statutory insurance, your health insurance fund will pay 70 percent of your wage. Different rules apply in the case of private health insurance funds. You should enquire with your health insurance fund directly.

It is important that you let your employer know immediately if you are ill. If you are ill for longer than three days, you must submit a certificate (sick note) from your doctor to your employer by no later than the fourth day. However, your employer is also entitled to request that you submit a doctor's certificate at an earlier stage.

If you are ill, you do not have to tell your employer what is wrong with you. This information is subject to medical confidentiality, and for this reason is also not mentioned on the certificate that your doctor will provide for submission to your employer.

**TITLE:** Protection against unfair dismissal

**WHAT:** The German Protection Against Unfair Dismissal Act (*Kündigungsschutzgesetz*), which provides protection against dismissal which is not justified in social terms, applies to companies with more than ten employees.

Special protection against dismissal is enjoyed for example by works council members, by pregnant women and by mothers who are in employment (for up to four months after the birth of their child), by employees who are taking parental leave and by persons with severe disabilities.

The longer you work for a company, the longer your statutory period of notice if your employer wishes to terminate your employment. However, periods of notice may also be stipulated in a wage agreement that applies to your job.



**TITLE:** Maternity protection

**WHAT:** From the beginning of pregnancy until four months after giving birth, the employer is not allowed to give notice to the employee;

type of work allowed is restricted;

work is not allowed at certain times;

working isn't allowed six weeks before giving birth;

working isn't allowed eight weeks after giving birth;

breastfeeding mothers are entitled to special breastfeeding breaks of at least half-an-hour twice a day or one hour once a day.

**TITLE:** Parental leave

**WHAT:** You can take *elternzeit* until your child is three years old – so the third birthday is the first day of work. You decide when you would like to take *elternzeit*. The employer doesn't have to agree. During *elternzeit* you have a 'sleeping contract'. This means that your contract still exists but you don't have to work and your employer doesn't have to pay. In other words, the two main duties – to work and to pay – both 'sleep', so you don't receive money from your employer. Both parties must, however, observe the other's rights and duties. That means that both have to be loyal to each other – for instance, the employee may not work for other employers or as a freelancer without asking the employer; otherwise, your employer has the right to fire you.

It is legally possible to work part-time during *elternzeit*.

You do not have to take all the three years at once. If you wish you can take just a few days (which doesn't make much sense although possible). After all, your employer will want to plan. German law requires that an employee make a decision for a period of two years.

**TITLE:** General Anti-Discrimination Act

**WHAT:** In cases of discrimination due to race or ethnic origin, gender, religion or convictions, disability, age or sexual identity.

**WHERE:** Whoever believes that they are being discriminated against or harassed for reasons of race or ethnic origin, gender, religion or convictions, disability, age or sexual identity can contact the Anti-discrimination Office. Antidiskriminierungsstelle des Bundes, Glinkastraße 24, 10117 Berlin. Phone: 03018 555-1855, Service: 03018 555-1865, (Mo - Fr 9-12, 13-15), E-Mail: [beratung@ads.bund.de](mailto:beratung@ads.bund.de)

## 2.1.9 WORKERS RIGHTS

### 2.1.9 a overview of most important workers' rights according to national legislation

**TITLE:** Working hours

**WHAT:** The maximum working hours per week are restricted by law to an average of 48 hours (60 hours with time off in lieu to give 48 hours within a 6-month period).

You will normally work Monday to Friday. The law permits employment on any working day of the week (Monday to Saturday) as well as night and shift work.

In many areas, such as in healthcare, catering and transport, work is also permitted on Sundays and public holidays.





**TITLE:** Holiday entitlement

**WHAT:** Anyone who works five days per week has a legal entitlement to a minimum of 20 days' holiday per year.

Juveniles who work a five-day week are legally entitled to longer holidays: a minimum of 25 days for the under-16s, a minimum of 23 days for the under-17s and a minimum of 21 days for the under-18s.

**TITLE:** Illness

**WHAT:** If you are ill, your employer will pay your full salary for a period of six weeks.

If you are ill for longer than six weeks and have statutory insurance, your health insurance fund will pay 70 percent of your wage. Different rules apply in the case of private health insurance funds. You should enquire with your health insurance fund directly.

It is important that you let your employer know immediately if you are ill. If you are ill for longer than three days, you must submit a certificate (sick note) from your doctor to your employer by no later than the fourth day. However, your employer is also entitled to request that you submit a doctor's certificate at an earlier stage.

If you are ill, you do not have to tell your employer what is wrong with you. This information is subject to medical confidentiality, and for this reason is also not mentioned on the certificate that your doctor will provide for submission to your employer.

**TITLE:** Protection against unfair dismissal

**WHAT:** The German Protection Against Unfair Dismissal Act (*Kündigungsschutzgesetz*), which provides protection against dismissal which is not justified in social terms, applies to companies with more than ten employees.

Special protection against dismissal is enjoyed for example by works council members, by pregnant women and by mothers who are in employment (for up to four months after the birth of their child), by employees who are taking parental leave and by persons with severe disabilities.

The longer you work for a company, the longer your statutory period of notice if your employer wishes to terminate your employment. However, periods of notice may also be stipulated in a wage agreement that applies to your job.

**TITLE:** Maternity protection

**WHAT:** From the beginning of pregnancy until four months after giving birth, the employer is not allowed to give notice to the employee;

type of work allowed is restricted;

work is not allowed at certain times;

working isn't allowed six weeks before giving birth;

working isn't allowed eight weeks after giving birth;

breastfeeding mothers are entitled to special breastfeeding breaks of at least half-an-hour twice a day or one hour once a day.

**TITLE:** Parental leave

**WHAT:** You can take *elternzeit* until your child is three years old – so the third





birthday is the first day of work. You decide when you would like to take *elternzeit*. The employer doesn't have to agree. During *elternzeit* you have a 'sleeping contract'. This means that your contract still exists but you don't have to work and your employer doesn't have to pay. In other words, the two main duties – to work and to pay – both 'sleep', so you don't receive money from your employer. Both parties must, however, observe the other's rights and duties. That means that both have to be loyal to each other – for instance, the employee may not work for other employers or as a freelancer without asking the employer; otherwise, your employer has the right to fire you.

It is legally possible to work part-time during *elternzeit*.

You do not have to take all the three years at once. If you wish you can take just a few days (which doesn't make much sense although possible). After all, your employer will want to plan. German law requires that an employee make a decision for a period of two years.

**TITLE:** General Anti-Discrimination Act

**WHAT:** In cases of discrimination due to race or ethnic origin, gender, religion or convictions, disability, age or sexual identity.

**WHERE:** Whoever believes that they are being discriminated against or harassed for reasons of race or ethnic origin, gender, religion or convictions, disability, age or sexual identity can contact the Anti-discrimination Office. Antidiskriminierungsstelle des Bundes, Glinkastraße 24, 10117 Berlin, Phone: 03018 555-1855, Service: 03018 555-1865, (Mo - Fr 9-12, 13-15), E-Mail: [beratung@ads.bund.de](mailto:beratung@ads.bund.de)

## 2.1.10 LABOUR EXPLOITATION

### 2.1.10 a list of violation of occupational safety and health law and workers rights

**TITLE:** violation of occupational safety and health law and workers rights

**WHAT:** The most common workers laws must be fulfilled. If this is not the case it is violation of rights and you therefore should claim counselling and assistance.

- ▶ Working hours: The collective agreement usually prescribes a working week of between 37 and 40 hours. Germans, however, actually work an average of almost 41 hours a week.
- ▶ Wages and salaries: A standard minimum wage applies in Germany of EUR 8.50 per hour. Every employee is entitled to receive this pay at the least. There are, however, currently exceptions in a few industries. Many have their own higher minimum wages, the building trade, for example. Otherwise, wages are negotiated in collective bargaining between trade unions and employers' associations. If there is no collective wage agreement in your industry, you must negotiate your pay with the employer yourself.
- ▶ Holiday: Every employee in Germany is entitled to paid annual holiday. The statutory minimum holiday entitlement each year is currently 20 days (for a regular five-day week) or 24 days (for a six-day week).
- ▶ Social security: As an employee in Germany, you are a member of the national social security system. It comprises statutory health, nursing, accident, pension and unemployment insurance. As soon as you are registered as an insured person, you will be assigned a so-called social insurance number. Inform your employer of this and keep a safe record of it at home.



- ▶ You have the right to have a written contract. If you are not handed a contract of employment, this should give you reason for suspicion - enquire at the trade association or your employment agency. The contract of employment regulates both your rights and obligations and those of the employer. The most important provisions are the description of your work tasks and your remuneration, the duration of the probationary period, working hours and your workplace, your pay and the agreed fringe benefits as well as break-time and holiday regulations. The contract of employment often makes reference to a current collective agreement that the sectoral employers' association has concluded with the respective trade union, which you can have a look at if you wish (ask your employer or works council about this).
- ▶ Health, safety, and hygiene in the workplace
- ▶ Protective measures relating to working and employment conditions for pregnant women, women who have recently given birth, children, and young people,
- ▶ Equal treatment of men and women and other anti-discrimination provisions.

**WHERE:** There are different public institutions in charge for violation of worker's rights:

- ▶ Gewerbeaufsichtsamt, Regierung von Oberbayern, Heßstraße 130, 80797 München, Tel.: +49 (89) 2176 - 1, Fax: +49 (89) 2176 - 3102, E-Mail: [leitergaa@reg-ob.bayern.de](mailto:leitergaa@reg-ob.bayern.de)
- ▶ Customs (Enquiries in English), Tel.: +49 351 44834-530, E-mail: [enquiries.english@zoll.de](mailto:enquiries.english@zoll.de), Fax: +49 351 44834-590.

Trade unions: for instance DGB München (in German): [www.muenchen.dgb.de](http://www.muenchen.dgb.de).

- ▶ Or get legal advice from a lawyer or an accountant.

## 2.1.11 REGULATED PROFESSIONS

### 2.1.11 a regulated professions

**WHAT:** "Regulated" means that the profession cannot be practised without a state approval procedure or without recognition of your professional qualification.

**WHO:** In Germany, regulated professions include those in the health and education sectors (e.g. doctor, nurse or teacher). In addition, special regulations apply in some professions if you are self-employed (as a baker or hairdresser, for example). For this reason, an overview of professions in which the employment of third-country nationals in Germany is basically possible has been developed (so-called Whitelist). The currently valid Whitelist and further detailed information can be found here: [www.arbeitsagentur.de/whitelist](http://www.arbeitsagentur.de/whitelist) (in English, French, German) (Download Pdf-File PDF, 279,3 KB).

**HOW:** In the recognition procedure, the relevant competent authority will check whether your foreign professional or vocational qualification is equivalent to a German qualification. The equivalence check takes place on the basis of stipulated formal criteria such as content and duration of training. Any relevant occupational experience you may have is also taken into account. You must be able to show that you have completed a professional or vocational qualification which was not obtained in Germany. You must also intend to work in Germany. It is not necessary to hold German citizenship or a residence permit for Germany in order to obtain recognition of your professional or vocational qualification. There is also no need for you to be resident in Germany at the time when you apply. You may submit your application before entering the country from abroad. Prior to initiating a recognition procedure, you should, however, clarify whether you are entitled to



migrate to Germany in order to work here.

**WHERE:** You can find out on the Internet at [www.anererkennung-in-deutschland.de](http://www.anererkennung-in-deutschland.de) or from the Federal Office's telephone hotline on +49 30 1815-1111 (charged at standard German tariffs for landlines) as to whether your profession is regulated in Germany, which laws apply to the regulation and which office you must contact to have your qualifications checked.

Or contact the Employment Agency: For general enquiries: Phone number 0228 / 713-2000 > press key 1 in the voice menu, Monday - Thursday from 08:00 a.m. - 04:30 p.m., Friday from 08:00 a.m. - 02:30 p.m. If you have concrete questions regarding your application, you can reach your contact person directly at the regional locations or by calling the number 0228/713-2000 and pressing key 2 in the voice menu.

Or contact the local counselling offices which you will find here: <https://www.anererkennung-in-deutschland.de/html/en/1720.php> (in English)

## 2.2 BUSINESS

### 2.2.1 PLANNING BUSINESS

#### 2.2.1 a legal forms of business enterprise

**TITLE:** Sole proprietorship (*Einzelunternehmen*)

**WHAT:** If you open a business alone, either as a business person or as a freelancer, this automatically means sole proprietorship. It is easy to establish a sole proprietorship. This is carried out when

business people [register](#) their commercial activity with the Trade Office

freelancers [apply](#) to the Tax Office for a tax number

As a sole proprietor you are fully liable with all your assets, including your private assets. You are required to register your company in the Commercial Register [*Handelsregister*]. By registering in the Commercial Register, you assume all the rights and obligations of a merchant. For more details regarding this matter, please contact the Chamber of Industry and Commerce. Small businesses with simple and limited business structures as well as freelancers who are members of the liberal professions are not registered in the Commercial Register.

**WHERE:** Trade Office [*Gewerbeamt*],

Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung I, Sicherheit und Ordnung, Gewerbe, Gewerbeangelegenheiten, Gewerbemeldungen, Ruppertstraße 19, 80337 München, Tel.: 089 233-96030

**TITLE:** Limited liability company (*GmbH*) or a provisional company with limited liability (*Unternehmergesellschaft (haftungsbeschränkt) UG*)

**WHAT:** A GmbH or UG company is established by at least one shareholder. The UG company is subject to the law that governs limited liability companies. The articles of association for both the GmbH and the UG company must be notarised. The [notary](#) forwards the articles of association to the Commercial Register. The minimum capital requirement for the GmbH is €25,000; the minimum initial contribution for the UG is €1 at the time of its establishment. The UG company is then required to appropriate 25 percent of its profits to a statutory reserve until the required minimum capital of €25,000 has been generated. The UG company can then be converted to a GmbH company.

**WHERE:** Trade Office [*Gewerbeamt*],



Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung I, Sicherheit und Ordnung, Gewerbe, Gewerbeangelegenheiten, Gewerbemeldungen, Ruppertstraße 19, 80337 München, Tel.: 089 233-96030

**TITLE:** Civil law partnership (*GbR*)

**WHAT:** If you are joining forces with one or more partners, you will automatically form a civil law partnership (*Gesellschaft bürgerlichen Rechts*) (GbR or civil-code company). A civil law partnership can be established both by business people and by freelancers. There are no special formalities that apply to this kind of company. A written agreement is, however, recommended and there is no minimum capital requirement. All of the partners are liable with their private assets for all of the company's debts (e.g. tax debts). Special rules can be agreed to in the articles of association (internal relationship).

**WHERE:** Trade Office (*Gewerbeamt*),

Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung I, Sicherheit und Ordnung, Gewerbe, Gewerbeangelegenheiten, Gewerbemeldungen, Ruppertstraße 19, 80337 München, Tel.: 089 233-96030

### 2.2.1 b plan your business

**WHAT:** plan a business

**STEP 1:** The decision: Are you the entrepreneur type?

Try to answer these test questions:

- ▶ Is self-employment really the right path for you?
- ▶ Are you qualified for the job?
- ▶ Do you have experience in the sector?
- ▶ Do you have commercial skills?
- ▶ Do you have your family's backing?
- ▶ Will you be able to handle the burdens of the launch phase and later?

**STEP 2:** Get advice and further training: There is a lot of support for start-up founders in Germany. Information is available at public advisory offices, information centres, chambers of commerce or universities – and in all of these places, experts will provide you with relevant information and practical tips for setting up your own business. Even if you have set up a business already, you may choose to expand your knowledge in a further training course.

**STEP 3:** Write a business plan: A business concept should be structured as follows (examples can be found on the webpage of the Chamber of Industry and Commerce in the internet):

- ▶ Table of content
- ▶ Personal qualifications, professional career
- ▶ Main emphasis of the planned business
- ▶ Market potential
- ▶ Competition situation
- ▶ Description of the start-up preparations up to now
- ▶ Legal structure, location and presumed number of employees
- ▶ Expected start-up phase and development of the business in the first three years
- ▶ Cost budget, sales revenue planning comprising of turnover and profit and



loss forecast,

- ▶ liquidity plan, capital requirement plan.

**STEP 4:** The financial plan: Calculate how much start capital you will need. Calculate your earnings. Identify all possible sources of finance.

**STEP 5:** Start up your business: Take care of all the necessary formalities: Consider the requirements of public authorities, chambers, professional associations, etc. Find out about the special pre-conditions and certificates, official permits or licences that are needed for certain projects. Remember your tax obligations. Remember to make provisions for company risks. Continue to seek advice even after your company is up and running.

**GOOD TO KNOW:** special tailored information for founders with all types of (migration) background in English you can find here: <http://www.wir-gruenden-in-deutschland.de/en/precise-information/>

### 2.2.1 c business incubators

**TITLE:** Business incubators

**WHAT:** A business incubator is an organization designed to accelerate the growth and success of entrepreneurial companies, giving them different kind of support in long term.

**WHO:** persons with business ideas

**HOW:** Incubators give funds, support, trainings, networks and resources.

**WHERE:** DvH Ventures, Hanse Ventures, hub:raum, Main incubator, Project A Ventures. More here: (in English, in German): <http://en.munich-startup.de/service/incubators-and-accelerators/>

**TITLE:** Accelerators

**WHAT:** An accelerator is an organization designed to push the growth and success of entrepreneurial companies, giving them different kind of support in a more short term.

**WHO:** persons with business ideas

**HOW:** Accelerators give little funds, support, trainings, networks and resources.

**WHERE:** Allianz Digital Accelerator, Axel Springer Plug&Play Accelerator, Berlin Hardware Accelerator, German Accelerator, Microsoft Ventures Accelerator Berlin, ProSiebenSat.1 Accelerator, SpinLab – The HHL Accelerator, Startupbootcamp Berlin, Wayra! München, YOU IS NOW Accelerator

## 2.2.2 SETTING UP BUSINESS

### 2.2.2 a setting up a private limited company/unlimited company

**TITLE:** Private limited company (Gesellschaft mit beschränkter Haftung (GmbH)) / Business company with limited liability (*haftungsbeschränkte Unternehmergesellschaft*)

**WHAT:** A limited liability company is a type of legal entity with a competent director in which the owners aren't personal liable for the company debt's.

**STEP 1:** You can contact the MEB Founding House. The MEB is a first contact



point for all those who plan to set up their own business. They support you in taking the first steps towards self-employment.

**STEP 2:** Check company's name at the local chamber of industry and commerce Agency: Chamber of Industry & Commerce

**STEP 3:** Notarize the Articles of Association and Memorandum of Association Agency: Public Notary

**STEP 4:** Deposit minimum capital into a bank. Agency: Bank

**STEP 5:** File the Articles of Association through the notary public at the local Commercial Register. Agency: Notary Public and Commercial Register. Notary Public must submit to the Commercial Register by electronic form:

- ▶ application to the commercial register executed by the managing director(s) with the signatures certified by a notary public
- ▶ the notarized articles of association
- ▶ the deed of appointment of the directors, if not included in the incorporation deed
- ▶ a list of the company's shareholders
- ▶ the assurance by the managing director(s) that the statutory minimum paid-in capital has been paid in to the free disposition of the management; included in application

Pursuant to the applicable registration laws, the Commercial Register must decide on the company's registration without undue delay. The Commercial Register publishes the registration on a central electronic platform ([www.handelsregister.de](http://www.handelsregister.de)) and notifies the local Chamber of Industry and Commerce of the new company.

**STEP 6:** Notify the local Office of Business and Standards of the establishment of the company.

Agency: Local Trade Department (*Gewerbeamt*)

**STEP 7:** Register with the Professional Association of the relevant trade.

Agency: Professional Association (*Berufsgenossenschaft*)

**STEP 8:** Notify the local Labour Office of the establishment of the company.

Agency: Local Labour Office

**STEP 9:** Register employees for health and social insurance.

Agency: Social Security Office

**STEP 10:** Mail out the documentation to the Tax Office. Agency: Local Tax Office

**WHERE:** Chamber of Industry & Commerce, Bank, notary public, Commercial Register, Local Trade Department, Professional Association, Local Labour Office, Social Security Office

### 2.2.2 b self-employed business/individual entrepreneurs

**TITLE:** Setting up as individual entrepreneur

**WHAT:** If you open a business alone, either as a business person or as a freelancer, this automatically means sole proprietorship.

**STEP 1:** Business people register their commercial activity with the Trade Office. Freelancers apply to the Tax Office for a tax number.

**STEP 2:** You are required to register your company in the Commercial Register (*Handelsregister*). By registering in the Commercial Register, you assume all the rights and obligations of a merchant.





**GOOD TO KNOW:** Small businesses with simple and limited business structures as well as freelancers who are members of the liberal professions are not registered in the Commercial Register.

**WHERE:** Trade Office, Tax Office

### 2.2.2 c setting up a social enterprise

**TITLE:** Setting up a social enterprise

**WHAT:** A social business is a per profit business company created to address a social problem and whose profits are reinvested in the business itself to keep creating a social impact. There is no special legal framework presently to categorize and regulate social businesses. Thus, the most common legal forms of social enterprise are:

- ▶ Association (*Verein*)
- ▶ GmbH
- ▶ Individual entrepreneur
- ▶ Limited partnership (OG or KG)

Each legal form has different requirements and procedures.

**WHERE:** You can contact the the MEB Founding House. The MEB is a first contact point for all those who plan to set up their own business. They support you in taking the first steps towards self-employment. Or get consulting at the Social Entrepreneurship Academy, Heßstraße 89, D-80797 Munich, [info@seakademie.de](mailto:info@seakademie.de), (in English, German): [www.seakademie.de](http://www.seakademie.de)

### 2.2.2 d applying for specialised statuses

**TITLE:** Applying for specialised statuses

**WHAT:** people who work on a self-employed basis in one of the liberal professions, agriculture or forestry are not classed as business people.

**WHERE:** If you are not certain whether your activity is one of the liberal professions [*Freie Berufe*], contact the Institute on Liberal Professions [*Institut für Freie Berufe*] or the Tax Office. Some professions require membership in their respective chambers. Also, a number of liberal professions have to observe special rules of their profession. To find out if the qualifications which you acquired in your home country meet with these requirements, please go to: Recognition in Germany (in English, in German): <https://www.anerkennung-in-deutschland.de/html/en/>

**ATTENTION:** Craftsmen must abide by specific regulations. They need a craftsman's card when registering their business. It is issued by the local chamber of crafts (*Handwerkskammer*) following entry in the craftsmen's register. In Munich: Handwerkskammer für München und Oberbayern, Max-Joseph-Straße 4, 80333 München, Phone +49 89 5119-0, Fax 089 5119-295, [info@hwk-muenchen.de](mailto:info@hwk-muenchen.de)

### 2.2.2 e obtaining digital certificates for citizens

**TITLE:** German ID-card

**WHAT:** The eID function (eID = electronic identity) is used to identify yourself and your counterpart on the Internet and at vending machines securely and unequivocally.

**WHO:** The ID card is issued to German nationals. Children and young people under 16 can get an ID card without the eID function.





**STEP 1:** You have get to the nearest Bürgerbüro and ask for it.

**STEP 2:** The following documents are necessary for the application:

- ▶ valid identity document (an old ID card, if available, otherwise a passport, child identity card or child passport);
- ▶ for young people under 16 the application must be submitted by a parent or guardian and, as a rule, requires the consent of the other parent or guardian;
- ▶ current passport photograph;

It may also be necessary to present a birth certificate/certificate of parentage, for example if

- ▶ you never had an ID card or passport before or
- ▶ if data of your ID card do not match the data in the population register.

**STEP 3:** The German National ID card is ready to be used for electronic signatures. To this end, a signature certificate can be purchased from a provider and loaded onto the ID card. You can find an overview of the providers of signature certificates on the website of the Federal Network Agency.

**STEP 4:** The web application sign-me for the first time offers the download of signature certificates and the online signature with the ID card. To use the electronic signature with the ID card, you need a contactless deluxe reader.

**WHERE:** You can apply for the ID card at the identity card authority of your local government services office. At [www.behordenfinder.de](http://www.behordenfinder.de) (in German), you will find the responsibilities of offices and authorities at your place of residence.

## 2.2.2 f obtaining digital certificates for business

**TITLE:** German ID-card

**WHAT:** The eID function integrated in the ID card's chip can be used to identify yourself on the Internet and at vending machines reliably and securely. The New German National Identity Card's function is also a reliable way to verify the identity of your Internet business partner.

**WHO:** The ID card is issued to German nationals.

**STEP 1:** You have to get to the nearest *Bürgerbüro* and ask for it.

**STEP 2:** The following documents are necessary for the application:

- ▶ valid identity document (an old ID card, if available, otherwise a passport, child identity card or child passport);
- ▶ for young people under 16 the application must be submitted by a parent or guardian and, as a rule, requires the consent of the other parent or guardian;
- ▶ current passport photograph;
- ▶ It may also be necessary to present a birth certificate/certificate of parentage, for example if
- ▶ you never had an ID card or passport before or
- ▶ if data of your ID card do not match the data in the population register.

**STEP 3:** You will be informed about the possible uses of the eID function when applying for the ID card.

**STEP 4:** You need your ID card with the eID function switched on.

**STEP 5:** You need your personal 6-digit PIN – you can find more information on your PIN here: (In English, in German): [http://www.personalausweisportal.de/EN/Citizens/Electronic-Identification/all-you-need/PIN-PUK/PIN-PUK\\_node.html](http://www.personalausweisportal.de/EN/Citizens/Electronic-Identification/all-you-need/PIN-PUK/PIN-PUK_node.html)

**STEP 6:** You need a suitable card reader – you can find more information on card



readers here: (in English, in German): [http://www.personalausweisportal.de/EN/Citizens/Electronic-Identification/all-you-need/Card-Readers/Card-readers\\_node.html](http://www.personalausweisportal.de/EN/Citizens/Electronic-Identification/all-you-need/Card-Readers/Card-readers_node.html)

**STEP 7:** You need then software establishing a secure connection between the ID card and the computer, e.g. AusweisApp2 – you can find more information on software here: (in English, in German): [http://www.personalausweisportal.de/EN/Citizens/Electronic-Identification/all-you-need/Software/Software\\_node.html](http://www.personalausweisportal.de/EN/Citizens/Electronic-Identification/all-you-need/Software/Software_node.html)

**ATTENTION:** The ID card costs fees depending on the validity. You can find them here: (in English, in German): [http://www.personalausweisportal.de/EN/Citizens/German\\_ID\\_Card/Fees-Validity/Fees-Validity\\_node.html;jsessionid=A67CAC12C40708F548AA5F9DBB6A26E6.2\\_cid350](http://www.personalausweisportal.de/EN/Citizens/German_ID_Card/Fees-Validity/Fees-Validity_node.html;jsessionid=A67CAC12C40708F548AA5F9DBB6A26E6.2_cid350)

**WHERE:** You can apply for the ID card at the identity card authority of your local government services office. At [www.behordenfinder.de](http://www.behordenfinder.de) you will find the responsibilities of offices and authorities at your place of residence.

### 2.2.2 g trade licence

**TITLE:** business registration

**WHAT:** Any person operating a business, trade or any other commercial venture has to register at the Business Licensing Office.

**STEP 1:** You need to register in person with the following documents:

- ▶ completed registration form (see download below)
- ▶ valid identification card or passport
- ▶ copy of your Commercial Register entry (if your company is listed)
- ▶ in the case of a limited liability company that is in the process of being founded:
- ▶ a copy of the notarized article of agreement and a power of attorney issued by the founder

**STEP 2:** To EU-citizens a business registration certificate will be issued immediately.

Fee: 47- 50 Euros

**WHERE:** Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung I, Sicherheit und Ordnung, Gewerbe, Gewerbeangelegenheiten, Gewerbemeldungen, Ruppertstraße 19, 80337 München, Phone: +49 89 233-96030, e-mail: [gewerbemeldung.kvr@muenchen.de](mailto:gewerbemeldung.kvr@muenchen.de)

**ATTENTION:** For some types of business you need more than just a registration. A permit or license is required for

- ▶ Bookkeeping and other financial services
- ▶ Security
- ▶ Real estate
- ▶ Auctioneers
- ▶ Pawn shops
- ▶ Hotels and restaurants

Please contact the Point of Single Contact (PSC) to verify whether your business requires a license: City of Munich - Department of Labor and Economic Development >> Contact for corporate customers – Point of Single Contact (PSC), Herzog-Wilhelm-Straße 15, 80331 München, Phone: +49 89 233-22070

### Craftsmen



Craftsmen must abide by specific regulations. They need a craftsman's card when registering their business. It is issued by the local chamber of crafts (*Handwerkskammer*) following entry in the craftsmen's register.

## 2.2.3 DOING BUSINESS

### 2.2.3 a taxes

#### **TITLE:** VAT

**WHAT:** VAT (*Umsatzsteuer*) is payable when you sell goods or services. The standard rate is 19% and a reduced rate of 7% is applicable, for instance, to professions in the arts and the media. You are required to bill your customers VAT and to state this separately in your invoices. You should take note of the information that is required in your invoices. You are then required to pay the VAT which you receive from your customers to the Tax Office as part of your VAT return (*Umsatzsteuer-Voranmeldung*).

#### **TITLE:** Input tax (*Vorsteuer*)

**WHAT:** You pay input tax on (almost) all company-related purchases. You should ensure that this tax is stated separately on the invoices which you pay.

**ATTENTION:** Invoices do not use the term input tax (*Vorsteuer*), but VAT (*Umsatzsteuer*)]. You can then deduct this input tax (*Vorsteuer*) from the VAT (*Umsatzsteuer*) which you pay to the Tax Office as part of your VAT return (*Umsatzsteuer-Voranmeldung*).

#### **TITLE:** Income tax

**WHAT:** Anyone who generates or receives income is required to pay income tax (*Einkommensteuer*).

The income tax rate depends on the personal profit that you generate with your company (less all of your operating expenses). In the first year of your self-employment, the Tax Office will estimate your profit on the basis of the information you provide. The Tax Office will then determine a certain sum which you will have to pay as quarterly advance payments. If your income is higher than initially expected, you will have to pay tax arrears the following year. If you have to pay both tax arrears and income tax pre-payments at the same time, you may find yourself in some financial difficulty. You should hence contact your tax advisor to find out whether you can expect tax arrears and how much this will be so that you can put aside money to cover this.

#### **TITLE:** Trade tax

**WHAT:** You will be required to pay trade tax every quarter to your municipality. Once a year, you or your tax advisor, respectively, will be required to issue a trade tax return and to send this to the Tax Office.

#### **TITLE:** Corporation tax

**WHAT:** Corporation tax (*Körperschaftsteuer*) is payable solely for the profit generated by corporations (*Kapitalgesellschaften*) (GmbH, AG). You will be required to pay corporation tax every quarter in advance to the Tax Office (*Finanzamt*) responsible for your company.



**TITLE:** Small entrepreneur regulation

**WHAT:** There are a number of rules designed to make business easier for small entrepreneurs.

If you fulfil both of the following preconditions, you will not be required to pay VAT to the Tax Office:

- ▶ your turnover including payable tax did not exceed €17,500 in the previous calendar year and
- ▶ your turnover plus payable tax is not expected to exceed €50,000 in the current year.

At the time you establish your business, you should realistically estimate the total turnover you expect to generate. In the year of establishment, the expected total turnover for the current calendar year, including VAT, may not exceed €17,500.

### 2.2.3 b social security and insurance of employees

**TITLE:** social insurance of employees

**WHAT:** An employer has to pay contributions to the German social insurance fund.

**STEP 1:** Register at the Employment Agency: If you employ people in regular jobs, in so-called 450-euro jobs or as trainees, you will need a company number. You can apply for this 8-digit number at the company number service at the Federal Employment Agency. This number is used to register and de-register employees and to settle contributions to the health, pension and unemployment insurance schemes.

**STEP 2:** Registering at Occupational Accident Insurance Fund [*Berufsgenossenschaft*]

The Occupational Accident Insurance Fund (BG) is the statutory accident insurance fund. Anyone who starts up a company should contact the relevant occupational accident insurance fund [*Berufsgenossenschaft*] to find out if they need to take out insurance with this fund. Entrepreneurs who do not employ staff are not always required to contribute to this fund. Voluntary insurance with the occupational accident insurance fund can, however, make sense because this will protect you against the consequences of work accidents and occupational diseases. You can find a list of occupational accident insurance funds at: German Social Accident Insurance.

**STEP 3:** Registering your employees at the Social Insurance Fund: The registration is operated via the health insurance fund of your employees. You need a copy of the social insurance card and need to contact the respective health insurance fund.

**WHERE:** Occupational Accident Insurance Fund [*Berufsgenossenschaft*], respective health insurance funds

**GOOD TO KNOW:** Please contact the Point of Single Contact (PSC) to get support: City of Munich - Department of Labor and Economic Development >> Contact for corporate customers - Point of Single Contact (PSC), Herzog-Wilhelm-Straße 15, 80331 München, Phone: +49 89 233-22070

### 2.2.3 c health and work safety

**TITLE:** health and work safety

**WHAT:** Employers have a responsibility to ensure that their company has a functioning occupational safety and health system. The employer's obligation to conduct risk assessments constitutes the central pillar of occupational safety and health in enterprises.



**WHO:** Employers

**HOW:** There is a wide range of practical guides available to help employers with these tasks. Sources include the Federal Institute for Occupational Safety and Health (BAuA), the occupational safety and health authorities of the individual states and the statutory occupational accident insurance funds, as well as numerous commercial providers (search term: "risk assessment").

The main obligations are:

- ▶ Avoiding accidents and injuries as well as work related sickness
- ▶ Development of risk assessments plans and health policy strategies
- ▶ Protection of certain groups like youth, pregnant women etc.

**WHERE:** Find the respective supervisory authorities here: (in German): [www.gewerbeaufsicht.bayern.de/kontakt/index.htm](http://www.gewerbeaufsicht.bayern.de/kontakt/index.htm)

### 2.2.3 d change of company's registration data

**TITLE:** Re-registration of Business

**WHAT:** You need to re-register when you

change the address of your business (relocating within a city)

engage in a different business activity

widen your range of services or products (which are not yet covered by your initial registration)

**HOW:** You need to submit the following documents (in person or by mail):

completed re-registration form (see download below)

valid identification card or passport

copy of your Commercial Register entry (if your company is listed)

in the case of a limited liability company in the process of being founded:

a copy of the notarized article of agreement and a power of attorney issued by the founder

Your business re-registration certificate will be issued immediately or sent to you by mail. Fee: 28 Euros (in Munich).

**WHERE:** Landeshauptstadt München, Kreisverwaltungsreferat (KVR), Hauptabteilung I, Sicherheit und Ordnung, Gewerbe, Gewerbeangelegenheiten, Gewerbemeldungen, Ruppertstraße 19, 80337 München, Phone: +49 89 233-96030, [gewerbemeldung.kvr@muenchen.de](mailto:gewerbemeldung.kvr@muenchen.de)

### 2.2.3 e public procurement

**TITLE:** public procurement

**WHAT:** All public entities (local or state governments, public institutions) are also economic actors in their own right. They are among the biggest employers and they spend an average 13% - 17% of their Gross Domestic Product (GDP) on goods, services, infrastructure, education and health. According to estimates, about half of this is spent at the local level, making them interesting business partners. To participate in local procurement, businesses have to know about public procurement processes which have to observe.

**WHO:** Any company who fulfils the requirements specified by the respective institution.

**HOW:** All public procurement contracts which exceed €30.000 are published locally, all contracts exceeding € 200.000 are published on an EU level. Business which are interested in bidding on public procurement contracts can register



as potential bidders. Or they can apply for a specific bid. Current bids for public procurement by the City of Munich are published (mostly in German) online: <https://www.muenchen.de/rathaus/Stadtinfos/Ausschreibungen.html>

In order to apply, certain formalities have to be observed, e.g.:

- ▶ Filling out the forms and providing all required information
- ▶ Signing the application form
- ▶ Observing the application deadline and required delivery (postal or electronic, closed envelope)

**WHERE:** Each federal (Bundesland) has its own announcements. For Bavaria you'll find it here: <https://www.vergabe.bayern.de/BayernBekanntmachungen.html> (in German).

**GOOD TO KNOW:** You can find information and help here: <https://www.ihk-muenchen.de/de/Service/Recht-und-Steuer/Auftragsberatungszentrum-Bayern-e.V./> (in German). Auftragsberatungszentrum Bayern e.V., Balanstraße 55-59, 81541 München, Phone: +49 89/ 5116-3171 bis -3176, e-mail: [info@abz-bayern.de](mailto:info@abz-bayern.de)

### 2.2.3 f court enforced payment

**TITLE:** Court enforced payment (*Vollstreckung von Gerichtsentscheidungen*)

**WHAT:** Court enforced payment is a situation when the power of the State is used to execute claims and demands. It can be to recover monetary claims or to make sure that certain activities are carried out or refrained.

**HOW:** To get a court enforced payment, you have to give in an application form at the district court. In the application there will be a statement of the situation, your personal data, data of the person against you file the report and any documents that can support to prove your situation. After giving in the form, the court will evaluate and take a decision and execute an order of enforced payment.

**WHERE:** Find your responsible state court by entering your postal code here: <https://www.justiz.bayern.de/gerichte-und-behoerden/gerichtssuche/> (in German)

## 2.2.4 EMPLOYING STAFF

### 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties

**TITLE:** work contract (*Arbeitsvertrag*)

**WHAT:** The employment contract is a document signed by the employer and the worker that states the conditions, rights, duties and responsibilities of a job position. Every work contract should contain the following information: Name and address: company and employer, Date on which the contract starts, Term of contract: Period of time for which the contract is valid. , Duration of trial period, Place of work, Job description, Remuneration, Working hours (per week), Holiday (days per year), Notice period: Period of time to notify in advance the terminating the contract (valid for both, you and the company), Collective bargaining agreements and works agreements.

**WHERE:** Contact the respective chamber of commerce and industries: <https://www.ihk.de/#ihk-finder> (in German mostly)

**TITLE:** tax identification number of employee

**WHAT:** registering and operating for the income tax (ELStAM) at the Federal Tax office.





**WHERE:** [http://www.finanzamt.bayern.de/Informationen/Steuerinfos/Weitere\\_Themen/Elektronische\\_Lohnsteuerabzugsmerkmale\\_\(ELStAM\)/default.php](http://www.finanzamt.bayern.de/Informationen/Steuerinfos/Weitere_Themen/Elektronische_Lohnsteuerabzugsmerkmale_(ELStAM)/default.php) (in German)

**TITLE:** social insurance card

**WHAT:** you need a copy of the employee's social insurance card

**TITLE:** residence permit

**WHAT:** If you hire foreigners you need a residence permit/working permit

**TITLE:** driving licence

**WHAT:** in case the job requires you need the employee's driving licence

**TITLE:** health insurance

**WHAT:** You will need a proof in which health insurance your employee is insured.

**TITLE:** further information of employee

**WHAT:** Further you need to know: bank account, certificate of disabled status (if applies), tax income bracket, children (if applies), denomination, if you hire students you'll need students identity card

#### **2.2.4 b legal duties and conditions**

**TITLE:** Registration at health insurance of your employee

**WHAT:** With the first salary or at least in six weeks the employer has to register his employer at the health insurance. In some branches the employee has to be registered before starting with work

**WHERE:** Information on how to register you will find at Pension insurance [Rentenversicherung]. ([www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de))

**TITLE:** Registering at Occupational Accident Insurance Fund [Berufsgenossenschaft]

**WHAT:** Registering at Occupational Accident Insurance Fund [Berufsgenossenschaft] is needed once a year.

**WHERE:** Information you will find here: [www.dguv.de](http://www.dguv.de) (in German)

**TITLE:** Registering at the Employment Agency:

**WHAT:** If you employ people in regular jobs, in so-called 450-euro jobs or as trainees, you will need a company number. You can apply for this 8-digit number at the company number service at the Federal Employment Agency. This number is used to register and de-register employees and to settle contributions to the health, pension and unemployment insurance schemes.

**WHERE:** phone: 0800 / 0800 4 5555 20, E-Mail: [betriebsnummernservice@arbeitsagentur.de](mailto:betriebsnummernservice@arbeitsagentur.de)

**TITLE:** Registering your employees at the Social Insurance Fund and paying contributions





**WHAT:** The registration is operated via the health insurance fund of your employees. You need a copy of the social insurance card and need to contact the respective health insurance fund.

**WHERE:** the respective health insurance fund of the employee.

#### **2.2.4 c termination of labour contract (e.g. severance pay...)**

**TITLE:** Termination of the labour contract

**WHAT:** There are different possibilities: A) Termination of the employment due to a limited contract (e.g. labour contract for 6 months), B) Termination of the employment due to the worker resignation, C) Termination of the employment due to the company decision. Anyway, there are much more things have to be taken into account. Contact the chamber of commerce and industries or a lawyer.

**WHERE:** Contact the respective chamber of commerce and industries: <https://www.ihk.de/#ihk-finder> (in German mostly)

### **2.2.5 CLOSING DOWN BUSINESS**

#### **2.2.5 a de-registration of Business**

**TITLE:** De-registration of Business

**WHAT:** If you no longer operate your business you need to cancel your business registration certificate. If you sell your business, the new owner must apply for a new business registration certificate. Business registration certificates are not transferable to new business owners.

**STEP 1:** Please download, complete and submit the de-registration form from the (local) Trade Licensing Office

**STEP 2:** Pay a fee of 25 Euros (in Munich)

**WHERE:** [https://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Trade-Licensing-Office.html](https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Trade-Licensing-Office.html) (in English)

#### **2.2.5 b closing down a limited company**

**TITLE:** closing down a limited company

**WHAT:** Closing down a limited company

**STEP:** Closing down a company is a complicated task. Get help and advice at the chamber of commerce and industries.

**WHERE:** Contact the respective chamber of commerce and industries: <https://www.ihk.de/#ihk-finder> (in German mostly)

#### **2.2.5 c closing down an unlimited company**

**TITLE:** closing down an unlimited company

**WHAT:** Closing down an unlimited company

**STEP:** Closing down a company is a complicated task. Get help and advice at the chamber of commerce and industries.

**WHERE:** Contact the respective chamber of commerce and industries: <https://www.ihk.de/#ihk-finder> (in German mostly)

#### **2.2.5 d closing down a self-employed status**

**TITLE:** closing down a self-employed status

**WHAT:** Closing down a self-employed status

**STEP:** Inform your local Tax Office and de-register. And case it is necessary de-



register your business at the (local) Trade Licensing Office

**WHERE:** Tax Office, Trade Licensing Office

### 2.2.5 e going bankrupt

**TITLE:** going bankrupt

**WHAT:** Going bankrupt means your company is no longer able to pay your debts.

**STEP:** Going bankrupt is a complicated case. Get help and advice at the chamber of commerce and industries or contact a lawyer.

**WHERE:** Contact the respective chamber of commerce and industries: <https://www.ihk.de/#ihk-finder> (in German mostly)

### 2.2.5 f selling a company

**TITLE:** selling a company

**WHAT:** Selling your company has a lot of advantages and disadvantages.

**STEP:** Get help and advice at the chamber of commerce and industries. Or contact a lawyer.

**WHERE:** Contact the respective chamber of commerce and industries: <https://www.ihk.de/#ihk-finder> (in German mostly)

**GOOD TO KNOW:** The Federal Ministry of Economics and Energy has created a website where you can find or sell companies: [www.nexxt-change.org](http://www.nexxt-change.org) (in German)

## 2.3 TAXES

### 2.3.1 TAX NUMBER

#### 2.3.1 a registering for a tax number

**TITLE:** Tax identification number

**WHAT:** All individuals receive an 11-digit identification number to ensure their unique identification within the tax system. The number will not change if you move home or marry. It will remain with you for the whole of your life. It does not contain any information about you or the tax office responsible for your tax affairs.

**HOW:** The tax office will send you the tax ID automatically to your registered German address within three weeks after you've done your *Bürgerbüro* registration.

**WHERE:** at your nearest department/office of public order.

**GOOD TO KNOW:** Please be aware that identification numbers are also allocated to children. This is necessary because liability for tax can begin at birth.

**TITLE:** Tax number

**WHAT:** Each employee or self-employed person gets a tax number of the local Tax Office.

**HOW:** If you are employed by a company, your employer will automatically deduct the income tax from your gross wage/salary in the form of wage tax (*Lohnsteuer*) and transfer it to the local tax office on your behalf. Here you get the tax number automatically. Otherwise apply at the local tax office.

**TITLE:** tax number for business



**WHAT:** tax number for business

**HOW:** You will get your tax number for business by registering your company/business at the Trade office.

## 2.3.2 OVERVIEW OF TAXES

### 2.3.2 a overview of taxes

**TITLE:** VAT

**WHAT:** VAT (*Umsatzsteuer*) is payable when you sell goods or services. The standard rate is 19% and a reduced rate of 7% is applicable, for instance, to professions in the arts and the media. You are required to bill your customers VAT and to state this separately in your invoices. You should take note of the information that is required in your invoices. You are then required to pay the VAT which you receive from your customers to the Tax Office as part of your VAT return (*Umsatzsteuer-Voranmeldung*).

**TITLE:** *Input tax (Vorsteuer)*

**WHAT:** You pay input tax on (almost) all company-related purchases. You should ensure that this tax is stated separately on the invoices which you pay. **Note:** Invoices do not use the term input tax (*Vorsteuer*), but VAT (*Umsatzsteuer*). You can then deduct this input tax (*Vorsteuer*) from the VAT (*Umsatzsteuer*) which you pay to the Tax Office as part of your VAT return (*Umsatzsteuer-Voranmeldung*).

**TITLE:** Income tax

**WHAT:** Anyone who generates or receives income is required to pay income tax (*Einkommensteuer*).

The income tax rate depends on the personal profit that you generate with your company (less all of your operating expenses). In the first year of your self-employment, the Tax Office will estimate your profit on the basis of the information you provide. The Tax Office will then determine a certain sum which you will have to pay as quarterly advance payments. If your income is higher than initially expected, you will have to pay tax arrears the following year. If you have to pay both tax arrears and income tax pre-payments at the same time, you may find yourself in some financial difficulty. You should hence contact your tax advisor to find out whether you can expect tax arrears and how much this will be so that you can put aside money to cover this.

**TITLE:** Trade tax

**WHAT:** You will be required to pay trade tax every quarter to your municipality. Once a year, you or your tax advisor, respectively, will be required to issue a trade tax return and to send this to the Tax Office.

**TITLE:** Corporation tax

**WHAT:** Corporation tax (*Körperschaftsteuer*) is payable solely for the profit generated by corporations (*Kapitalgesellschaften*) (GmbH, AG). You will be required to pay corporation tax every quarter in advance to the Tax Office (*Finanzamt*) responsible for your company.

**TITLE:** Small entrepreneur regulation



**WHAT:** There are a number of rules designed to make business easier for small entrepreneurs.

If you fulfil both of the following preconditions, you will not be required to pay VAT to the Tax Office:

- ▶ your turnover including payable tax did not exceed €17,500 in the previous calendar year and
- ▶ your turnover plus payable tax is not expected to exceed €50,000 in the current year.

At the time you establish your business, you should realistically estimate the total turnover you expect to generate. In the year of establishment, the expected total turnover for the current calendar year, including VAT, may not exceed €17,500.

### 2.3.3 INTERNATIONAL TAXATION

#### 2.3.3 a procedure to avoid double taxation

**TITLE:** procedure to avoid double taxation

**WHAT:** Double taxation occurs when two different countries take tax from the same entity, for the same period and for the same type of tax.

**WHO:** For example there is a risk that your income may be taxed twice if two countries have the right to tax your income because, for instance:

- ▶ You live in one EU country but work in another (cross-border commuter)
- ▶ You are posted abroad for a short assignment
- ▶ You are living and looking for work abroad and have transferred unemployment benefits from your home country
- ▶ You have retired to one country and receive a pension from another

**HOW:** In these situations, while you will always be subject to the tax rules of your country of residence, you may also have to pay taxes in the other country. Germany has double tax agreements. These agreements usually spare you from double taxation:

- ▶ under many bilateral tax agreements, the amount of tax you paid in the country where you work will be offset against the tax you owe in your country of residence
- ▶ in other cases, the income earned in the country where you work might be taxable only in that country and exempt from tax in your country of residence

In order to claim relief from double taxation you may need to prove where you are resident and that you have already paid taxes on your income. Check with the tax authorities what proof and which documents you need to submit.

**WHERE:** Local Tax Office

**GOOD TO KNOW:** You should note that the tax rates in the two countries involved will most likely be different. If the tax rate in the country where you work is higher, that is the final rate you will pay - even if the tax paid in that country is offset against the tax due in your country of residence, or if your country of residence exempts you from any further tax.

#### 2.3.3 b country agreements on double taxation

**TITLE:** country agreements on double taxation

**WHAT:** Germany has treaties for the avoidance of double taxation

**HOW:** Check the double tax agreement between your host country and the country where you are tax-resident.



**WHERE:** You will find a list of all treaties at the Federal Ministry of Finance.  
More here: [http://www.bundesfinanzministerium.de/Web/DE/Themen/Steuern/Internationales\\_Steuerecht/Staatenbezogene\\_Informationen/staatenbezogene\\_info.html](http://www.bundesfinanzministerium.de/Web/DE/Themen/Steuern/Internationales_Steuerecht/Staatenbezogene_Informationen/staatenbezogene_info.html) (in German)

## 2.4 SUPPORT SERVICES FOR MIGRANTS

### 2.4 a list of support services and projects regarding employment

**TITLE:** Federal Employment Agency

**WHAT:** The Federal Employment Agency (*Bundesagentur für Arbeit - BA*) is the largest provider of labour market services in Germany with an office in every city nationwide. The main tasks are job and training placement, career counselling and providing benefits replacing employment income.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Tel: +49 (0)800 4 5555 00 (Employees), <https://www.arbeitsagentur.de/en> (in English)

**TITLE:** JiBB (Junge Menschen in Bildung und Beruf)

**WHAT:** The JiBB - young people in work and education - is a central point of contact, which competently advises and accompanies young people (under the age of 25) in all questions concerning education, occupation and study.

**WHERE:** JiBB, Kapuzinerstraße 30, 80337 München, <http://www.jibb-muenchen.de/> (in German)

Landeshauptstadt München

Hauptabteilung II Einwohnerwesen  
Ausländerangelegenheiten  
Service-Center für internationale Fachkräfte

**TITLE:** AMIGA

**WHAT:** AMIGA project helps qualified migrants to enter the Munich labour market and find employment in keeping with their qualifications.

**WHERE:** AMIGA office, Tulbeckstraße 32, 80339 München, Phone: +49 (0) 89/51919873

E-mail: [barboni@amiga-muenchen.de](mailto:barboni@amiga-muenchen.de)

[www.muenchen.de/rathaus/home\\_en/Department-of-Labor-and-Economic-Development/labormarket-policy/AMIGA/project-information.html](http://www.muenchen.de/rathaus/home_en/Department-of-Labor-and-Economic-Development/labormarket-policy/AMIGA/project-information.html)

**TITLE:** HWK Chamber of skilled crafts in Munich and Upper Bavaria

**WHAT:** Offers services on individual company counselling, training and further education as well as a broad range of advisory.

**WHERE:** Handwerkskammer für München und Oberbayern, Max-Joseph-Straße 4, 80333 München, Phone: +4989 5119-0, E-Mail: [info@hwk-muenchen.de](mailto:info@hwk-muenchen.de)

[www.hwk-muenchen.de](http://www.hwk-muenchen.de) (in German)

**TITLE:** IHK Chamber of industries and commerce



**WHAT:** Information, networks, trainings and searching for apprenticeships. The IHK offers an information sheet (in English) about all issues regarding employment for third-country citizens including residence, laws and taxes. You can download this here: <https://www.ihk-muenchen.de/ihk/documents/Recht-Steuer/Ausl%C3%A4nderrecht/infosheet-employment-of-third-country-nationals.pdf>

**WHERE:** IHK für München und Oberbayern, Balanstraße 55-59, 81541 München  
Phone: 089 5116-1218, <https://www.ihk-muenchen.de/de/> (in German)

**TITLE:** Federation of German Trade Unions (DGB) “Fair mobility”

**WHAT:** The advisory bodies of the DGB project “Faire Mobilität” offer free advice to employees from other countries working in Germany, provide information about rights on the labour market in several languages and work closely with DGB unions.

**WHERE:** Beratungsstelle Faire Mobilität in München, DGB Bayern, Haus C 5.15, Schwanthalerstraße 64, 80336 München, Phone: +49 89 51399018

E-Mail: [muenchen@faire-mobilitaet.de](mailto:muenchen@faire-mobilitaet.de)

<http://www.faire-mobilitaet.de/beratungsstellen/++co++73e6a5a4-f53c-11e1-a9ef-00188b4dc422> (in German)

## 2.4 b list of support services and projects regarding employment

**TITLE:** International Placement Service (ZAV)

**WHAT:** The ZAV is part of the Federal Employment Agency and finds skilled workers for the international employment market. If you are still abroad, you can use the ZAV to look for vacancies that match your profile.

[www.zav.de](http://www.zav.de) (in English, French, German)

**TITLE:** Jobbörse

**WHAT:** Online job portal on the website of the Employment Agency. There you can search for specific jobs

[www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de)

**TITLE:** Make it in Germany

**WHAT:** “Make it in Germany” is the multilingual online portal for international skilled workers. It was implemented by the Federal Ministry of Economics and Energy. The online portal contains current job vacancies and information about the industries looking for skilled workers. It also introduces international skilled workers who already have successful careers in Germany.

[www.make-it-in-germany.com](http://www.make-it-in-germany.com)

**TITLE:** City of Munich

**WHAT:** Job portal of City of Munich

<http://www.muenchen.de/leben/job.html>

**TITLE:** Fresh Start in Germany

**WHAT:** This is where asylum seekers can find out all they need to know about asylum procedure, labour-market access, recognition of qualifications and assistance in Germany. (in English, in German):

<http://www.bmas.de/EN/Our-Topics/>



[Fresh-start-in-germany/fresh-start-in-germany.html](#)

**TITLE:** The job of my life

**WHAT:** Since 2013, this special programme supports young persons from Europe in finding an in-house vocational training position and brings them together with project providers and companies in Germany.

(in English, German): <https://www.thejobofmylife.de/en/home.html>

**TITLE:** Arbeit durch Management – Patenmodell

**WHAT:** Counselling, advising and coaching for job searching for youth, unemployed people from all nationalities.

[www.patenmodell.de](http://www.patenmodell.de) (in German)

**TITLE:** FiBS – Frauen in Beruf und Schule

**WHAT:** training and counselling for female migrants

[www.initiativgruppe.de](http://www.initiativgruppe.de) (in German)

**TITLE:** Zentrum Beruf & Familie

**WHAT:** training and counselling for mothers and fathers

[www.zentrum-beruf-familie.de](http://www.zentrum-beruf-familie.de) (in German)

**TITLE:** IQ Netzwerk

**WHAT:** Network for integration through qualification, recognition of qualification, migrant entrepreneurship

<http://www.netzwerk-iq.de/network-iq-start-page.html> (in English)

## **2.4 c list of support services and projects regarding business**

**TITLE:** MEB (Münchner Existenz Gründungsbüro)

**WHAT:** Munich's Business Startup Office (MEB), a joint initiative of the Chamber of Commerce and Industry for Munich and Upper Bavaria and the City of Munich, is a first contact point for all those who plan to set up their own business as a main source of income or side-line enterprise. This excludes handicrafts and foreign companies planning to expand their business to Germany.

**WHERE:** Münchner Existenzgründungs-Büro (MEB), c/o IHK für München und Oberbayern

Balanstraße 55 – 59, floor -1, room -1.058, 81541 München, Phone: 089 5116-1759

E-Mail: [meb@muenchen.ihk.de](mailto:meb@muenchen.ihk.de) , (in English, in German): <https://www.gruenden-in-muenchen.de/en/>

**TITLE:** IHK Chamber of industries and commerce

**WHAT:** The IHK offers a variety of services and information for (potential) founders in Munich. You can find basic information on the process of founding a business, about the business plan as well as video tutorials. Furthermore you will be offered counselling and coaching as well as start-up support. Find more relevant information for founders in Munich in the business guide, published by the Bavarian Chambers of Commerce and Industry and download it here:





<https://www.gruenden-in-muenchen.de/wp-content/uploads/2015/09/BIHKeng2015.pdf>

**WHERE:** Balanstraße 55-59, 81541 München, Phone: +49 (0)89 5116-0, E-Mail: [info@muenchen.ihk.de](mailto:info@muenchen.ihk.de), <https://www.ihk-muenchen.de/de/Gr%C3%BCnder.html> (in German)

**TITLE:** HWK Chamber of skilled crafts in Munich and Upper Bavaria

**WHAT:** The HWK offers broad information and counselling service on the topic of founding a handicraft business in Germany. You will find Start-up advice and counselling, seminars for founders and a lot of leaflets and brochures to download.

**WHERE:** Handwerkskammer für München und Oberbayern, Max-Joseph-Straße 4 80333 München, Phone: +4989 5119-0, E-Mail: [gruenderagentur@hwk-muenchen.de](mailto:gruenderagentur@hwk-muenchen.de) [www.hwk-muenchen.de](http://www.hwk-muenchen.de) > [Existenzgründung](#) (in German)

**TITLE:** Impact Hub Munich

**WHAT:** The Impact HUB Munich is part of the global Impact HUB Network. It enables small businesses, start-ups and freelancers to work and network on a shared, creative office space. It follows the concept of co-working, which means the simultaneous work of different companies in a common place.

**WHERE:** Impact Hub Munich, Gotzinger Straße 8, 81371 München, Phone: + 49 (0)89 72 99 73 47, E-Mail: [munich@impacthub.net](mailto:munich@impacthub.net), <http://munich.impacthub.net/> (mostly in German)

**TITLE:** Migration Hub Network

**WHAT:** MHN is one point of contact to learn more about the topic of migration, inclusion and migrant entrepreneurship. They provide one-of-a-kind guidance for your organisation, research institute or news outlet, or coordinate exchange programmes with your city or municipality.

<http://migrationhub.network/>

**TITLE:** guide

**WHAT:** guide is a project which supports (migrant) women who wish to start up a business. Here you can find various offers, including counselling, seminars and workshops, working groups for different relevant topics or networking meetings.

**WHERE:** Projekt guide, GründerRegio M e.V., Westendstraße 123, 80339 München, Phone: +49 (0)89 / 30 76 25 05, [willkommen@guide-muenchen.de](mailto:willkommen@guide-muenchen.de), [www.guide-muenchen.de](http://www.guide-muenchen.de) (in German)

**TITLE:** Munich Employment and Qualification Programme (MBQ)

**WHAT:** The MBQ programme helps unemployed persons with a range of special tailored projects for certain target groups, for instance long-term unemployed persons, people with migration background, single parents, career re-entrants, refugees under 25, refugees over 25.

**WHERE:** Landeshauptstadt München, Kommunale Beschäftigungspolitik und Qualifizierung

Herzog-Wilhelm-Straße 15, 80331 München, [www.muenchen.de/mbq](http://www.muenchen.de/mbq) (in German)



**TITLE:** Mindspace

**WHAT:** Co-working space in Hamburg, Munich, Berlin and more

<https://www.mindspace.me/de/> (in German, English, Polish)

## 2.4 d list of online resources regarding business

**TITLE:** Make it in Germany

**WHAT:** “Make it in Germany” is the multilingual online portal for international skilled workers. It was implemented by the Federal Ministry of Economics and Energy. The online portal contains current job vacancies and information about the industries looking for skilled workers. You can also find information on how to become self-employed, what you should bring along, and where to get support.

<http://www.make-it-in-germany.com/de/fuer-fachkraefte/arbeiten/existenzgruendung>

**TITLE:** IQ Netzwerk

**WHAT:** Network for integration through qualification, recognition of qualification, migrant entrepreneurship

<http://www.netzwerk-iq.de/network-iq-start-page.html> (in English)

**TITLE:** Online Training

**WHAT:** training for getting started with your business

**WHERE:** <https://www.gruenden-in-muenchen.de/en/information/> (in English, in German).

**TITLE:** Existenzgründer

**WHAT:** The Federal Ministry of Economics and Energy has English language help for those who want to be self-employed.

[www.existenzgruender.de](http://www.existenzgruender.de)

**TITLE:** Chambers of Commerce and Industry (*Industrie- und Handelskammer, IHK*)

**WHAT:** You can get advice about setting up a business from one of the dozens of Chambers of Commerce and Industry (*Industrie- und Handelskammer, IHK*) that are located throughout the country. This organization also represents 120 German bi-national Chambers of Commerce and Industry abroad.

[www.ihk.de](http://www.ihk.de) (in German)

**TITLE:** Handwerkskammer, Chamber of Craftsmanship

**WHAT:** Craftsmen should consult the local Handwerkskammer, Chamber of Craftsmanship [www.zdh.de](http://www.zdh.de).

**TITLE:** Federal Ministry of Economics and Energy

**WHAT:** Information about economics and sectors, figures and facts (in English, German, French) [www.bmwi.de](http://www.bmwi.de)

**TITLE:** Existenzgründerinnen



**WHAT:** The Federal Ministry of Economics and Energy has English language help for women who want to be self-employed.

[www.existenzgruenderinnen.de](http://www.existenzgruenderinnen.de)

**TITLE:** Nexxt Change

**WHAT:** The Federal Ministry of Economics and Energy has created a website where you can find or sell companies:

[www.nexxt-change.org](http://www.nexxt-change.org) (in German)

**TITLE:** One contact point for business (EUgo Network) in Germany

**WHAT:** Searching the nearest respective contact point for your business.

(in English, in German) [www.dienstleiten-leicht-gemacht.de](http://www.dienstleiten-leicht-gemacht.de)

**TITLE:** Start up Europe

**WHAT:** European network for social and ecological entrepreneurs

<http://startupeuropeclub.eu/>

**TITLE:** Your Europe

**WHAT:** To start a new company or expand your business in another EU country you need to know the rules that apply and the relevant national contact point to set up a company in that specific country. On the website you'll find the right place to start-up in different EU countries:

[http://europa.eu/youreurope/business/start-grow/start-ups/index\\_de.htm#](http://europa.eu/youreurope/business/start-grow/start-ups/index_de.htm#)

**TITLE:** The World Bank

**WHAT:** The World Bank offers information and data on doing business, select the country you wish to plan your business.

<http://www.doingbusiness.org/data/exploreeconomies/germany/starting-a-business>

## 2.4 e list of support services and projects regarding taxes

**TITLE:** Tax Information Centre of the Federal Central Tax Office

**WHAT:** The Tax Information Centre (SIC) is the Federal Central Tax Office's (*Bundeszentralamt für Steuern*, short BZSt) central information service. The SIC provides help for both individuals and companies. Furthermore, it meets the growing need for information on the background and enforcement of fiscal regulations. It also provides information on the existing administrative services available. The SIC was established as the first point of contact with the Federal Central Tax Office to provide information and advice to domestic and foreign individuals.

It offers information about fiscal responsibilities, general tax-related information and services within the Federal Central Tax Office's scope of duties, and a central point of contact for foreign investors.

**WHERE:** Bundeszentralamt für Steuern, Hauptsitz Bonn-Beuel, Referat St II 6, An der Kuppe 1, 53225 Bonn, Phone: + 49 228 406 - 1200; Mondays - Fridays 8:00 a.m. - 4:00 p.m. (except on federal holidays), E-Mail: [allgemein@steuerliches-info-center.de](mailto:allgemein@steuerliches-info-center.de), [www.steuerliches-info-center.de](http://www.steuerliches-info-center.de) (in German)



**TITLE:** Tax office Munich – Service Centre

**WHAT:** The Service Centre is the central point of contact for citizens who visit the financial office in person without prior appointment. The Service assists you with the issuance of general tax information, the acceptance of tax declarations, the processing of wage tax reduction applications and you can get official forms and information material.

**WHERE:** Servicezentrum, Deroystraße 6, 80335 München, Phone: +49 (0) 89 12520  
<http://www.finanzamt.bayern.de/Muenchen/Kontakt/Servicezentrum/default.php?f=Muenchen&c=n&d=x&t=x> (in German)

**TITLE:** Federal Ministry of Economics and Energy

**WHAT:** Overview of tax issues

**TITLE:** Munich's Business Start-up Office

**WHAT:** video tutorial on tax issues

<https://www.gruenden-in-muenchen.de/en/information/tutorials/#tutorial-9>

**TITLE:** the World Bank

**WHAT:** a detailed summary of the taxes and mandatory contributions that a medium-size company must pay or withhold in a given year, as well as administrative burden in paying taxes and complying with postfiling procedures.

**WHERE:** <http://www.doingbusiness.org/data/exploreeconomies/germany/paying-taxes>

**TITLE:** Gründerland Bayern

**WHAT:** A Guide for start-ups and investors in Bavaria.

<https://www.gruenderland.bayern/>



## 3 LEARNING LOCAL LANGUAGE

### 3.1 STATE SUPPORTED PROGRAMS

#### 3.1 a list of state supported programmes

**TITLE:** Munich Community College (*Münchner Volkshochschule*)

**WHAT:** The Münchner Volkshochschule (VHS) is an institution supported by the city of Munich. The VHS offers courses for all levels, purposes and formats, also integration courses.

**WHERE:** Management and Administration, Gasteig, Kellerstraße 6, access from Rosenheimer Straße 5, Phone: +49 89 4 80 06-0, Info Centre: +49 89 4 80 06-6220, Email: [info@mvhs.de](mailto:info@mvhs.de)

**TITLE:** Goethe-Institut

**WHAT:** The Goethe-Institut Munich offers courses for all levels, and formats as well as the tests

**WHERE:** Goethe-Institut München Rablstraße 24, 81669 München, Phone: +49 89 551903-0

Fax +49 89 551903-35, Email: [muenchen@goethe.de](mailto:muenchen@goethe.de)

**TITLE:** Federal Employment Agency Munich (*Agentur für Arbeit München*)

**WHAT:** The agency offers courses for job seekers. The contact officer in charge advises. Residence permit and registration at the agency is obligatory.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0)800 4 5555 00

**TITLE:** The Federal Office for Migration and Refugees (BAMF)

**WHAT:** The Federal Office for Migration and Refugees (BAMF) offers courses in "German for professional purposes" to people with a migration background.

**WHERE:** Contact the counselling units, they guide you to the local regional offices via the website: [http://www.bamf.de/EN/Willkommen/DeutschLernen/DeutschBeruf/Deutschberuf-esf/deutschberuf-esf-node.html;jsessionid=6259FF0D538265071597CDE356B9A77E.1\\_cid294](http://www.bamf.de/EN/Willkommen/DeutschLernen/DeutschBeruf/Deutschberuf-esf/deutschberuf-esf-node.html;jsessionid=6259FF0D538265071597CDE356B9A77E.1_cid294)

### 3.2 COMMERCIAL PROGRAMS

#### 3.2 a commercial programmes and private initiatives

**TITLE:** commercial language courses

**WHAT:** Contact the counselling units, they guide you to the local regional offices via the website. Language schools in Munich with well-trained and experienced native speakers as well as professional private initiatives.

**WHO:** For all purposes and ages

**HOW:** Contact the individual school for further information.

**WHERE:** A list of all (private) language schools is provided by the city of Munich:



<http://www.muenchen.de/service/branchenbuch/S/331.html> (German)

### 3.3 LANGUAGE COURSES FOR CHILDREN

#### 3.3 a list of language courses for children

**TITLE:** German programmes for children and juveniles

**WHAT:** Kindergartens and schools offer special language support programmes in German, and sometimes in the relevant mother tongue, for children and juveniles who are growing up speaking a language other than German. Language tests are carried out in all Federal *Länder* as early as kindergarten or before school enrolment to establish the child's support needs. Various support programmes are offered depending on the Federal *Land*. It's free of charge.

**WHERE:** For first advice contact the hotline of the City of Munich: <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Servicetelefone.html> (in German). You can obtain further information in your area from: the Migration Advisory Service for Adult Immigrants and the Youth Advisory Service, youth welfare offices, family counselling services, child day-care facilities.

**TITLE:** HIPPY (Home Instruction for Parents of Preschool Youngsters)

**WHAT:** An intercultural and integrative programme for adult formation and early stage encouragement of children

**WHERE:** City of Munich, Beate Wiedmann, Tel: (089) 233-49791, [beate.wiedmann@muenchen.de](mailto:beate.wiedmann@muenchen.de), Daniela Kiehl, Tel: (089) 233-49792, [daniela.kiehl@muenchen.de](mailto:daniela.kiehl@muenchen.de); <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Jugendamt/Familienangebote/HIPPY.html> (in German, English)

### 3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP

#### 3.4 a list of local language exams for qualification and citizenship

**TITLE:** integration course certificate (*Zertifikat Integrationskurs*)

**WHAT:** This exam consists of a language test and the "Living in Germany" test. You must first prove that you have been awarded the overall result of B1 in the "German test for immigrants" (DTZ) language test. This shows that you have achieved an important objective of the integration course. The Residence Act sets out various rules with regard to attendance at and paying for integration courses.

**WHERE:** The school of your choice will provide you will all details. Or contact the regional advice offices. Find all information regarding the conditions of integration courses and the final exam on this website: <http://www.bamf.de/Integrationskurse>

**TITLE:** Goethe-Institute

**WHAT:** German exams from level A1 to C2. Exams can be taken at the Goethe-Institute or at certified institutions.

**WHERE:** Centres and dates: [origin-www.goethe.de/lrn/prj/pba/ort/deindex.htm](http://origin-www.goethe.de/lrn/prj/pba/ort/deindex.htm)

**TITLE:** telc GmbH:



**WHAT:** German exams from level A1 to C2. Exams can only be taken by certified institutions.

**WHERE:** Centres and dates: <http://www.telc.net/pruefungsteilnehmende/pruefungszentrum-finden.html>

## 3.5 SUPPORT SERVICES FOR MIGRANTS

### 3.5 a list of support services and projects regarding local language courses

**TITLE:** Munich Community College (*Münchner Volkshochschule*)

**WHAT:** Language and integration courses

**WHERE:** Management and Administration, Gasteig, Kellerstraße 6, access from Rosenheimer Straße 5, Phone: +49 89 4 80 06-0, Info Centre: +49 89 4 80 06-6220, Email: [info@mvhs.de](mailto:info@mvhs.de)

**TITLE:** HIPPY (Home Instruction for Parents of Preschool Youngsters)

**WHAT:** An intercultural and integrative programme for adult formation and early stage encouragement of children

**WHERE:** City of Munich,

Beate Wiedmann, T +49 (089) 233-49791, [beate.wiedmann@muenchen.de](mailto:beate.wiedmann@muenchen.de),

Daniela Kiehl, T +49 (089) 233-49792, [daniela.kiehl@muenchen.de](mailto:daniela.kiehl@muenchen.de); <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Jugendamt/Familienangebote/HIPPY.html> (in German, English)

**TITLE:** Language courses for children

**WHAT:** Language courses for multilingual children

**WHERE:** Zentrum für kindliche Mehrsprachigkeit e.V., Bergmannstraße 46, 80339 München, Tel +49-(0)89-50 80 88-23, [info@kikus.org](mailto:info@kikus.org); <https://www.kikus.org/unsere-angebote/kikus-kinder-sprachkurse.html> (in German)

**TITLE:** Goethe-Institute

**WHAT:** German exams from level A1 to C2. Exams can be taken at the Goethe-Institute or at certified institutions.

**WHERE:** Centres and dates: [origin-www.goethe.de/lrn/prj/pba/ort/deindex.htm](http://origin-www.goethe.de/lrn/prj/pba/ort/deindex.htm)

**TITLE:** telc GmbH:

**WHAT:** German exams from level A1 to C2. Exams can only be taken by certified institutions.

**WHERE:** Centres and dates: [www.telc.net/pruefungsteilnehmende/pruefungszentrum-finden.html](http://www.telc.net/pruefungsteilnehmende/pruefungszentrum-finden.html)

**TITLE:** Federal Employment Agency Munich (Agentur für Arbeit München)

**WHAT:** The agency offers courses for job seekers. The contact officer in charge advices. Residence permit and registration at the agency is obligatory.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone:





+49 (0)800 4 5555 00

**TITLE:** The Federal Office for Migration and Refugees (BAMF)

**WHAT:** The Federal Office for Migration and Refugees (BAMF) offers courses in "German for professional purposes" to people with a migration background.

**WHERE:** Contact the counselling units, they guide you to the local regional offices via the website: [http://www.bamf.de/EN/Willkommen/DeutschLernen/DeutschBeruf/Deutschberuf-esf/deutschberuf-esf-node.html;jsessionid=6259FF0D538265071597CDE356B9A77E.1\\_cid294](http://www.bamf.de/EN/Willkommen/DeutschLernen/DeutschBeruf/Deutschberuf-esf/deutschberuf-esf-node.html;jsessionid=6259FF0D538265071597CDE356B9A77E.1_cid294)

**TITLE:** Goethe-Institut

**WHAT:** Refugees seeking assistance in learning the German language and who want to practice German free of charge will find a variety of language learning opportunities from the Goethe Institute: Self-learning courses, speaking exercises, videos and information on dealing with authorities, in everyday life or in finding a job. All offers work on smartphones and tablets. An interactive vocabulary training in 16 languages, which can be used without any prior knowledge; many offers are helpful as an adjunct to classroom courses.

**WHERE:** <https://www.goethe.de/en/spr/flu.html> (in English, in German).

**TITLE:** Integration Advisory Centre Language and Profession (*IBZ Sprache und Beruf*)

**WHAT:** For people from the age of 16 who have experienced escape and migration first-hand the IBZ provides advice about their options regarding learning language, education, qualification, vocational training and work.

**WHERE:** Landeshauptstadt München Sozialreferat Amt für Wohnen und Migration, IBZ - Sprache und Beruf Integrationsberatungszentrum Welfenstraße 22, 81541 München, Phone: +49 (0)89 233-67120, Fax: +49 (0)89 233-67148, Email: [ibz-sprache.soz@muenchen.de](mailto:ibz-sprache.soz@muenchen.de) [www.muenchen.de/ibz](http://www.muenchen.de/ibz)



## 4 EDUCATION

### 4.1 PRESCHOOL EDUCATION

#### 4.1 a description of the system

**TITLE:** Preschool education and childcare

**WHAT:** Kindergartens and child-care centres, child minders and temporary care (short time).

**WHO:**

**Under 3:** male and female childminders, crèches, kindergartens for mixed-age groups and child-care centres. Childminders take care of babies and toddlers from 9 weeks old.

**Over 3:** kindergartens, other types of pre-school institutions that prepare children for school; child day care centres, male and female childminders.

**HOW:** Registration at the institution of your choice is obligatory or personal contact to child minder.

**WHERE:** You can register children in person at the institutions of your choice. Also the City of Munich provides an online tool <https://www35.muenchen.de/elternportal/elternportal.jsf> (multilingual) for searching, finding and registering at kindergartens and child-care centres.

**WHEN:** At the latest six months before your child is due to start attending the chosen care institution.

**ATTENTION:** In some institutions there are waiting lists. The fee can differ.

**GOOD TO KNOW:** Kindergartens and child day care centres are often very different. Find out about the facilities offered by the kindergartens and child day centres in your area before registering your child.

**TITLE:** Description of the private care system for children (City of Munich is supervisory authority).

**WHAT:** Kindergartens and child-care centres, child minders, play and toddler groups and temporary care (short time). Day care centres (*Tagesheim*), house for children (*Haus für Kinder*), Children's day care (*KinderTagesZentrum*), children-parents initiatives (*Eltern-Kind-Initiativen*), child minders (*Tagesmütter- und -väter*), larger day care (*Großtagespflege*)

**WHO:** Child-care centres and child minders take care of babies and toddlers (age depends on the institution, child minder), Kindergartens from age of 3.

**HOW:** Registration at the institution of your choice is obligatory.

**WHERE:** You can register children in person at the institutions of your choice; also the City of Munich provides an online tool <https://www35.muenchen.de/elternportal/elternportal.jsf> (multilingual) for searching, finding and registering at kindergartens and child-care centres. Child minders, crawl groups and temporary care can be found at private initiatives or ask for contacts at City of Munich.

**Sozialreferat München (Social Service Department), Sachgebiet Kindertagesbetreuung, Prielmayerstraße 1, Postal address: Luitpoldstraße 3, 80335 München, Phone.: + 49 (0) 89 23349800**

**WHEN:** At the latest six months before your child is due to start attending the



chosen care institution.

**ATTENTION:** In some institutions there are waiting lists. The fee can differ.

**GOOD TO KNOW:** Kindergartens and child day care centres are often very different. Find out about the facilities offered by the kindergartens and child day centres in your area before registering your child.

#### **4.1 b admission**

**TITLE:** Registration at the preschool education centre

**HOW:** The admission takes place at the institution itself.

**WHERE:** You can register children in person at the institutions of your choice; also the City of Munich provides an online tool <https://www35.muenchen.de/elternportal/elternportal.jsf> (multilingual) for searching, finding and registering at kindergartens and child-care centres. Child minders, crawl groups and temporary care can be found at private initiatives or ask for contacts at City of Munich. Sozialreferat München (Social Service Department), Sachgebiet Kindertagesbetreuung, Prielmayerstraße 1, Postal address: Luitpoldstraße 3, 80335 München, Phone.: + 49 (0) 89 23349800

#### **4.1 c subsidized meals**

**TITLE:** Subsidized meals within the education package

**WHAT:** The education package provides 31,000 children in Munich with enhanced prospects for the future. The education package follows the guiding principle: Making participation possible – providing children with opportunities. One benefit is Lunchtime catering provisions in school or nursery.

**WHO:** All children, adolescents and young adults below the age of 25 who receive benefits in accordance with social code II (SGB II), social code XII (SGB XII) or the law governing asylum welfare entitlements (AsylbLG), and those whose parents receive housing or child benefits.

**HOW:** Your child will continue to be able to enjoy the lunchtime catering provisions in school or nursery (parent/guardian contribution €1.00). However, you are required to apply for the cost cover during the period approved for your social benefits by the social welfare office.

## **4.2 PRIMARY SCHOOL**

### **4.2 a description of the system**

**TITLE:** the public and primary school system

**WHAT:** Primary school is part of compulsory schooling.

**WHO:** All children from age 6 to 10 start by attending primary (elementary) school for four years. As a rule, they go to the public primary school near by their home. Parents can still decide to register their children at a private primary school of their choice.

**HOW:** Parents go to the school closest to their official residence and enrol their children.

**Private schools:** parents choose a private school and enrol their children

**WHERE:** Registering at the school closest to your official residence. Get information at the Education Authority [http://www.schulamt.musin.de/index.php?option=com\\_](http://www.schulamt.musin.de/index.php?option=com_)



[content&view=article&id=1&Itemid=101](#) ( in German)

**Private schools:** registering at the school of your choice. Get a list of all private schools at the [Education Authority](#) (*Schulamt*)

**WHEN:** In April, before the school starts.

**Private schools:** get information at the school of your choice

**ATTENTION:** If you register your child at a private school you still have to inform the responsible public school, closest to your official residence. Be aware that there may occur monthly school fees (depending on the school you chose) at private schools!

**GOOD TO KNOW:** One year before the child is due to attend school they have to do an examination at the social department of the City of Munich. This check-up is compulsory and free of charge. At the beginning of the school year parents at the school are given a lot of written information, e.g. as letters or leaflets that the children bring home.

## 4.2 b admission

**TITLE:** Admission Process

**WHO:** Each child that will be six years of age as of 30 September in the year, or whose enrollment in elementary school has been deferred once will be required to attend school.

**STEP 1:** Every child is required to attend the elementary school in whose school district it is a resident (Art. 42 BayEUG) unless it wishes to attend a state-recognized or state-licensed private elementary school. Each child must be enrolled at his/her assigned school. School principals provide information about school districts and other school-related matters.

**STEP 2:** In Munich, first-grader enrollment for the following academic year will take place in beginning of April in all school buildings with an elementary school.

**STEP 3:** Bring along submission of the child's birth certificate. If possible, please additionally submit the handover form from your kindergarten. In addition, decisions on child custody and divorce certificates, if applicable, are to be brought along.

**STEP 4:** By the time term starts in September at the latest, it is necessary to have submitted the attestation by the public health department relating to the medical examination by the school physician (*Schuleingangsuntersuchung*). Appointments for the required medical examination can be made by telephoning 233 96363. Further information concerning the medical examination on school enrollment is found online at [www.muenchen.de/schulaerztin](http://www.muenchen.de/schulaerztin).

**WHERE:** You will find information from the 'School Enrollment Announcement', which will be published annual in the State Capital of Munich's Official Journal and posted in each school building This information is also available online at: [www.muenchen.de/bekanntmachungen](http://www.muenchen.de/bekanntmachungen) Or at Staatliches Schulamt in der Landeshauptstadt München, Schwanthalerstraße 40, 80336 München

**GOOD TO KNOW:** There are special remedial services for children whose knowledge of German is insufficient, such as preparatory classes, language courses, transition courses, intensive classes, and remedial teaching in German. Please refer to your assigned elementary school for more information.

## 4.2 c transport to school



**TITLE:** Transport to school

**WHAT:** Each federal state and municipality has different facilities. As general rule it has to be free of charge.

**WHO:** Pupils of compulsory schoolings at public schools have the right of transport if the way to school is more than 2,3 km (depending on the age of the pupils) and if the way is extraordinary dangerous.

**HOW:** Transport via public transport; where it is not possible via bus, taxi or private car service.

**WHERE:** For questions and requests contact the hotline for pupil's transport. Phone: +49 (0) 89/233 - 96776

#### **4.2 d before and after school care**

**TITLE:** After school care

**WHAT:** There are after-school care centers located within the districts of other Munich elementary schools where children also receive a lunch after school has finished and teachers provide them with pedagogical care. Care centers are extra-mural day care facilities which have the aim of regular learning, education and the care of children. Attendance is subject to a charge. Mainly there are three types of after school care: all-day school, day nursery and supervised homework clubs. After school care is organized by child-care centres (*Hort*), Integrationshort, day care (*Tagesheim*), house for children (*Haus für Kinder*), day care centres (KinderTagesZentrum), parents-children initiatives (*Eltern-Kind-Initiative*), care at schools (*Mittagsbetreuung*, Ganztagschule), child minders (*Tagesmutter/-vater*), large day care (*Großtagespflege*)

**WHO:** The child-care facilities are open for children attending primary school, some are open also for older children up to 9 to 10 years old.

**HOW:** Additional information concerning the city's care centers is available during their consultation hours. These are each Tuesday from 3 p.m. to 5 p.m. (except during holidays) and online at [www.muenchen.de/kita](http://www.muenchen.de/kita).

**WHERE:** Contact the hotline of the social department about all facilities. Phone: +49 80) 89/233-96775

#### **4.2 e subsidized school meals**

**TITLE:** Subsidized meals within the education package

**WHAT:** The education package provides 31,000 children in Munich with enhanced prospects for the future. The education package follows the guiding principle: Making participation possible – providing children with opportunities. One benefit is Lunchtime catering provisions in school or nursery.

**WHO:** All children, adolescents and young adults below the age of 25 who receive benefits in accordance with social code II (SGB II), social code XII (SGB XII) or the law governing asylum welfare entitlements (AsylbLG), and those whose parents receive housing or child benefits.

**HOW:** Your child will continue to be able to enjoy the lunchtime catering provisions in school or nursery (parent/guardian contribution €1.00). However, you are required to apply for the cost cover during the period approved for your social benefits by the social welfare office.

#### **4.2 f children with special needs**



**TITLE:** children with special needs

**WHAT:** Each school is required to provide remedial services for the learning-impaired and children with special needs as much as possible.

**WHO:** Children with special needs.

**HOW:** Children with special needs are taught in schools through different types of inclusion (single pupils in schools, cooperation classes, through double teaching etc.). Children requiring remedial services for the learning-impaired are usually enrolled at their elementary school. They should only be enrolled at a school for the learning-impaired if their elementary school has determined that the child does not meet his/her prerequisites for being taught at the elementary school (Art. 41 BayEUG) or if the extent of the remedial services needed is so significant that solely a school for the learning-impaired can meet the child's remedial needs. If it remains doubtful whether the conditions for going to the elementary school (according to Art. 41 para. 1 BayEUG) are met, the elementary school can first enroll the child for up to three months on a trial basis and then decide once this trial period has expired.

**WHERE:** The Education Authority advises parents comprehensively. [http://www.schulamt-muenchen.musin.de/index.php?option=com\\_content&view=category&id=19&Itemid=139](http://www.schulamt-muenchen.musin.de/index.php?option=com_content&view=category&id=19&Itemid=139) HTTP\Shell\Open\Command (in German)

#### **4.2 g school holidays**

**TITLE:** School Holidays

**WHAT:** School holidays in Germany differ from Bundesland to Bundesland and it changes every year. You can obtain a schedule of all school holidays at [www.schulferien.org](http://www.schulferien.org) (in German).

3<sup>rd</sup> October National holiday

Autumn holidays: according to the Bundesland

1st November: All Hollows Days Holidays in Bavaria

Christmas holidays: between 24th of December and 6th of January

Winter holidays: according to the Bundesland

Easter holidays: different each year according to lunar calendar

1st May: National holiday

Whitsun holidays: according to the Bundesland

Summer holidays: according to the Bundesland

#### **4.2 h school attendance and absence**

**TITLE:** School attendance and absence

**WHAT:** Parents have to excuse or officially prove why school was missed.

**WHO:** all pupils in compulsory schools

**HOW:** Children have to be called in sick officially after two days of absence. Under two days an excuse by parents is sufficient. For other reasons parents have to apply at the school's director for permission.

#### **4.2 i extra-curricular activities**

**TITLE:** The city singing and music school

**WHAT:** Most elementary schools offer the city's Singing and Music School classes.





First-graders receive basic musical training, playfully learning the fundamentals of music through singing, rhythm, and elementary music lessons. Subsequently, there are singing circles or students may take group or individual instrument / vocal lessons.

**HOW:** You may enroll your child on the day of school enrollment (05. April 2017 in 2017) at your assigned elementary school. Enrollment forms are available at each elementary school or may be obtained from the city's Singing and Music School, Bayerstr. 28, 80335 Munich, tel. 233 84837, 233 84838, and 233 84840 where you can also receive further information. You may also download enrollment forms from the Internet. ([www.muenchen.de/musikschule](http://www.muenchen.de/musikschule)). Courses are subject to a fee.

**TITLE:** The city's School of Imagination

**WHAT:** The city's School of Imagination offers a further opportunity for children to develop their own imagination in a creative space. Children are supported in handling different materials and technology in their own way. Doing fun things in a creative process promotes sensory perception and strengthens trust in one's self. Courses take place in many of the city's elementary schools.

**HOW:** You may enroll your child on the day of school enrollment (05 April 2017 in 2017) at your assigned elementary school. Enrollment forms are available at each elementary school or from the city's School of Imagination, Bayerstr. 28, 80335 Munich, tel. 233 84834 and 233 84835 between 9 a.m. and 12 midday. Further information is also provided via these numbers. Further information is available online ([www.muenchen.de/schule-der-phantasie](http://www.muenchen.de/schule-der-phantasie)) Courses are subject to a fee. Fee reductions are available upon application.

## 4.3 SECONDARY SCHOOL

### 4.3 a description of the system

**TITLE:** Secondary school stages I and II

**WHAT:** There are considerable differences in Germany between the schools that exist in secondary school stages I and II. Careful deliberation should take place between children, parents and teachers with regard to the school to be selected for the child. The Educational Authority <http://www.schulamt.musin.de/HTTP/Shell/Open/Command> (in German) offers information on this or the City of Munich advises in different languages <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Bildungsberatung/Bildungsberatung-International.html>.

There are:

- ▶ secondary general school (*Hauptschule*) (up to year 9 or 10)
- ▶ secondary general school and intermediate school in one (*Mittelschule*)
- ▶ intermediate school (*Realschule*) (up to year 10)
- ▶ schools with several curricula (at which secondary general school or intermediate school leaving qualifications can be obtained)
- ▶ grammar school (*Gymnasium*) (up to year 12 or 13)
- ▶ comprehensive school (*Gesamtschule*) (with or without the final years of grammar school-type pre-university study. All school-leaving qualifications can be taken here.)

**WHO:** Children from age of 9 or 10





**HOW:** Children get a certificate and advice for types of secondary schools.

**WHERE:** For secondary general school it goes automatically or you have to enrol at school of your choice.

**WHEN:** Enrolment takes place at certain dates announced: <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Schuleinschreibung.html>

**GOOD TO KNOW:** Choosing a certain path of school is not meant finally. From each school it is possible to gain higher qualification paths.

Children and juveniles who come to Germany during their school careers need special support. They are offered promotional or language learning lessons in which they are guided by specially-trained teaching staff before they transfer into regular school classes. Your educational authority will inform you of the services that are available for your child.

**TITLE:** Private secondary school system.

**WHAT:** Private and international schools

**WHO:** For children from 6 years old.

**HOW:** Enrolling at the school of your choice, a list of all private and international schools is available at the Department for Education and Sport <http://www.wirtschaft-muenchen.de/publikationen/publikationen.php?op=show&id=57> (in English)

**WHERE:** Enrolling at the school of your choice

**WHEN:** In time.

**ATTENTION:** Private schools have fees.

**GOOD TO KNOW:** There are bilingual options in Munich. Children and juveniles who come to Germany during their school careers need special support. They are offered promotional or language learning lessons in which they are guided by specially-trained teaching staff before they transfer into regular school classes. Your educational authority will inform you of the services that are available for your child.

### 4.3 b admission

**TITLE:** Admission Process

**WHAT:** After primary school children get a certificate and advice for types of secondary schools.

**HOW:** For secondary general school it goes automatically. For all other schools types you have to enrol at school of your choice. Find the dates of enrolment in Munich here: <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Schuleinschreibung.html>

**GOOD TO KNOW:** For all newly arrived parents and children the City of Munich provides an International Educational and Vocational Counselling Service in different languages. Consulting services are free, strictly confidential and comprehensive. [schulberatung-international@muenchen.de](mailto:schulberatung-international@muenchen.de), [www.muenchen.de/bildungsberatung](http://www.muenchen.de/bildungsberatung)

### 4.3 c transport to school

**TITLE:** Transport to school

**WHAT:** Each federal state and municipality has different facilities. As general role it



has to be free of charge.

**WHO:** Pupils of compulsory schoolings at public schools have the right of transport if the way to school is more than 2,3 km (depending on the age of the pupils) and if the way is extraordinary dangerous.

**HOW:** Transport via public transport; where it is not possible via bus, taxi or private car service.

**WHERE:** For questions and requests contact the hotline for pupil's transport. Phone: +49 (0) 89/233 - 96776

#### **4.3 d subsidized school meals**

**TITLE:** Subsidized meals within the education package

**WHAT:** The education package provides 31,000 children in Munich with enhanced prospects for the future. The education package follows the guiding principle: Making participation possible – providing children with opportunities. One benefit is Lunchtime catering provisions in school or nursery.

**WHO:** All children, adolescents and young adults below the age of 25 who receive benefits in accordance with social code II (SGB II), social code XII (SGB XII) or the law governing asylum welfare entitlements (AsylbLG), and those whose parents receive housing or child benefits.

**HOW:** Your child will continue to be able to enjoy the lunchtime catering provisions in school or nursery (parent/guardian contribution €1.00). However, you are required to apply for the cost cover during the period approved for your social benefits by the social welfare office.

#### **4.3 e school holidays**

**TITLE:** School Holidays

**WHAT:** School holidays in Germany differ from Bundesland to Bundesland and it changes every year. You can obtain a schedule of all school holidays at [www.schulferien.org](http://www.schulferien.org) (in German).

3<sup>rd</sup> of October National holiday

Autumn holidays: according to the Bundesland

1st November: All Hollows Days Holidays in Bavaria

Christmas holidays: between 24th of December and 6th of January

Winter holidays: according to the Bundesland

Easter holidays: different each year according to lunar calendar

1st May: National holiday

Whitsun holidays: according to the Bundesland

Summer holidays: according to the Bundesland

#### **4.3 f final exams**

**TITLE:** Final exams

**WHAT:** After obtaining the leaving qualification for secondary general school or intermediate school, young people can attend a school at secondary level II and obtain their general school-leaving certificate (*Abitur*) or technical school-leaving certificate (*Fachabitur*). They can then study at a university or other institution of higher education. Alternatively, after obtaining their leaving qualifications at a secondary general school or intermediate school, young people can begin a



vocational training course and attend a vocational school. There are more areas of work available to people with a leaving qualification from an intermediate school than are available to those with a qualification from a secondary general school. Schooling at a grammar school or during the final years of grammar school-type pre-university study is completed after the 12th or 13th year with the *Allgemeine Hochschulreife* (general school-leaving qualification permitting tertiary study) (*Abitur*), and entitles candidates to study at universities or other institutions of higher education.

The technical school-leaving certificate (*Fachgebundene Hochschulreife* or *Fachabitur*) entitles candidates to study at Universities of Applied Sciences (*Fachhochschulen*). The *Allgemeine Hochschulreife* (general school-leaving qualification permitting tertiary study) can be obtained at vocational schools after the intermediate school leaving qualification. Young people can take their secondary general school school-leaving qualification as well as the intermediate school leaving qualification at these schools.

### 4.3 g scholarships and grants

**TITLE:** Students allowance (*Schülerbeihilfe*)

**WHAT:** Economic support given pupils of 100 € annual.

**WHO:** for people receiving social security under Hartz IV

**WHERE:** [www.muenchen-jobcenter.de](http://www.muenchen-jobcenter.de) (in German). Find your nearest office by using the research ... <http://www.muenchen.de/dienstleistungsfinder/muenchen/1060763/>

## 4.4 HIGHER EDUCATION AND UNIVERSITY

### 4.4 a description of the system

**TITLE:** Types of higher education

**WHAT:** There are different types of higher education institution, offering different qualifications and career paths: universities, Universities of Applied Science (*Fachhochschulen*)/Colleges, Technical Colleges, Music and Art Colleges, Teacher Training Colleges, Business Management Schools

**WHO:** Depending on the type of higher education institution, the entrance requirement is the *Hochschulreife* (general school-leaving qualification permitting tertiary study, that is the *Abitur*) or the technical school-leaving certificate (*Fachhochschulreife*). In the case of foreign qualifications, the international academic offices (*Akademische Auslandsämter*) of the institutions or the “uni-assist” service decide whether the conditions have been fulfilled.

**HOW:** Enrolling and applying at the institution

**WHERE:** at the institution of your choice

**WHEN:** Depends on the institution, normally before the semester starts.

**ATTENTION:** There are fees (semester contributions) to be paid. Private universities and colleges will charge higher tuition fees.

You should make sure you have sufficient funds in your bank account for your time at university/college. International students from countries that are not part of the EU/EEA or Switzerland generally have to prove they have enough money in the bank to cover tuition fees and living expenses before they receive their entry visa to Germany. You can do this by opening a blocked account (*Sperrkonto*) at a



German bank. This is an account that only allows you to withdraw a certain amount each month. At present, the minimum amount you need to have in your account is 8,640 Euros per year, of which you can then withdraw a maximum of 720 Euros per month. You can open a blocked account at any German bank by email or letter from your home country.

**GOOD TO KNOW:** There is a wide range of private universities and colleges in Munich. At the most institutions *Hochschulreife* is required. A list of all private universities and colleges in Munich you find at <http://studieren-in-bayern.de/private-hochschulen>.

Information for Refugees and Asylum Seekers:

Bavarian universities advise refugees who want to study in Bavaria. On this website, you will find the phone numbers and email addresses of the appropriate advisors at the universities: <http://www.studieren-in-bayern.de/rund-ums-studium/fluechtlinge-und-asylbewerber/ansprechpartner/> (in German).

They can inform you about requirements for studying in Bavaria and give you information about education and language qualifications as well as any required training. They can also suggest preparatory courses, such as language classes or classes on academic work, that are offered both by the university and by other institutions.

#### 4.4 b admission

**TITLE:** applying and enrolling at universities

**WHO:** If you're not German, and you'd like to enrol for a bachelor's, master's or other degree at the university consider that Degree programmes vary widely, as do the backgrounds of the applicants. Hence there is not just one set procedure that applies to everyone, but various different application procedures.

**STEP 1:** Check the prerequisites for admission to the degree programme of your choice

**STEP 2:** Find out about deadlines at the websites of universities, colleges

**STEP 3:** Apply for your place: In general, international applicants (EU/EEA citizens and non-EU/EEA citizens) apply and register via the International Office. In some cases, applications are submitted via the Student Office or the central SfH (Foundation for University Admissions).

**STEP 4:** The following regulations apply for international applicants:

a) Degree programmes with admission restrictions ("numerus clausus" subjects)

Particularly popular degree programmes are subject to admission restrictions, based on average grades ("numerus clausus"). A distinction is hereby made between

- ▶ Degree programmes with local admissions restrictions (admission restrictions at the chosen university)
- ▶ Degree programmes with national admission restrictions (i.e. Germany-wide)

Subjects with local admissions restrictions - EU/EEA citizens:

- ▶ You will need to apply for a place at the chosen university via the Student Office.

Subjects with local admissions restrictions - non-EU/EEA citizens:

- ▶ You will need to apply for a place at the LMU via the International Office.

Subjects with national admissions restrictions - EU/EEA citizens:

- ▶ You will need to apply for a place via the national allocation procedure



organised by the SfH (Foundation for University Admissions). If you are awarded a place at the university, the Foundation for University Admissions will issue you a letter of acceptance for university admission. You will need to submit this letter when you register at the university Student Office.

Subjects with national admissions restrictions – non-EU/EEA citizens:

- ▶ The national allocation procedure does not apply to you. The International Office is responsible for handling your application for a place at the university and for ensuring you fulfil the requirements.

Advanced semester – subjects with local or national admissions restrictions – EU/EEA citizens and non-EU/EEA citizens:

- ▶ you will need to apply for a place at the LMU via the Student Office.

**b) Degree programmes without admission restrictions (including master's and doctoral degree programmes)**

Degree programmes without admission restrictions are subdivided into

- ▶ Degree programmes without pre-registration and without aptitude test
- ▶ Degree programmes with pre-registration
- ▶ Degree programmes with aptitude test

Degree programmes without pre-registration and without aptitude assessment – EU/EEA citizens and non-EU/EEA citizens:

- ▶ You will need to apply for a place via the International Office.

Degree programme with aptitude test or pre-registration – EU/EEA citizens and non-EU/EEA citizens:

- ▶ You will need to apply for a place via the International Office.
- ▶ You will also (like all German applicants) need to apply to the respective institute for your desired degree programme in the correct form and before the relevant deadline. Please note: The respective institute will tell you the dates for aptitude tests or pre-registration. These are also listed on the websites.

**STEP 5: Register:** If you have fulfilled all the requirements and adhered to all the deadlines, the International Office or the Student Office will issue you with a letter of acceptance. This letter contains all the information you will need in order to register at the university.

It tells you

- ▶ Where to register (International Office or Student Office)
- ▶ When to register
- ▶ Which documents to bring for registration

Prospective students must register for the winter semester in the middle of September, and in the middle of March for the summer semester.

Please note:

**12.** You must register in person.

**13.** First fill out the online form: In order to register in person, you first need to have filled out the online registration form: Online registration (print out and bring your confirmation with application number).

**14.** For registration, you will always need to present the letter of acceptance issued by the International Office or the Student Office. If your chosen subject requires an aptitude assessment or pre-registration, you will also need to present the letter from the respective degree programme or faculty.



(Admission to degree programme / acceptance on degree program).

15. As soon as you have registered, you will need to pay your semester fee. Your registration is not valid unless you pay your semester fee within one week. To see how much you have to pay and where to transfer the balance, please see the “Continuation of Registration” website.

#### **4.4 c subsidized school meals**

**TITLE:** The Studentenwerke organize the catering for favourable prizes.

**WHAT:** The Studentenwerke are the usual caterers at Germany’s higher education institutions and run canteens, cafeterias, restaurants, bistros and coffee bars.

**WHO:** Students and Staff of universities pay reduced prices with their identity card. Visitors are welcome and pay normal prizes.

#### **4.4 d university holidays**

**TITLE:** terms and long vacations

**WHAT:** winter term: starts middle of October – middle of February

summer term: starts middle of April – middle of July

**GOOD TO KNOW:** Each type of college or university (and sometimes course of studies) has different holidays. You will find the most common (in German): <http://www.studieren-in-bayern.de/zugang-termine/vorlesungszeiten-bayern/> (until 2019).

#### **4.4 e scholarships**

**TITLE:** List of scholarships

**WHAT:** Besides grants there is a huge list of scholarships and how to apply for them. Foreign students find <https://www.study-in-bavaria.de/en/how/financing-your-studies/> (in English) an overview about finance possibilities which apply to them.

Scholarships in Europe you can find here: <http://www.scholarshipportal.com/> (in English).

#### **4.4 f grants**

**TITLE:** German Federal Training Assistance Act (BAföG)

**WHAT:** The German Federal Training Assistance Act (BAföG) provides educational opportunities. Federal training assistance under BAföG means that training is funded by the public sector. The state provides individual trainees with the financial means necessary to cover living expenses and training fees.

**WHO:** Non-Germans are also entitled to BAföG payments. As a rule, foreigners who have prospects of remaining in Germany and are already integrated in society are entitled to support. As the legal regulations are very complex, it is advisable to contact the appropriate educational assistance office at an early stage.

**HOW:** Half of the support for students in higher education is provided in the form of a grant, the other half is an interest-free state loan totalling not more than 10,000 euros, which must be repaid in instalments after completion of the standard period of study. The level of BAföG support depends on various factors. The maximum award per month for students in higher education is currently 735 euros. Generally speaking, the level of payments depends on the student’s income and assets and the income of his or her parents. BAföG payments help German students to support themselves without having to work at all, or only as little as possible, in addition to





their studies.

**WHERE:** Find here terms and conditions as well as application forms: <https://www.bafög.de/de/wo-und-wie-werden-leistungen-nach-dem-bafoeg-beantragt--371.php> (in German) As a rule the local Student's Union is the institution in charge: <http://www.studentenwerk-muenchen.de/en> (in English)

#### **4.4 g accommodation subsidies**

**TITLE:** accommodation

**WHAT:** state supported accommodations

**WHO:** students who are enrolled at a university in Munich or surrounding areas

**HOW:**

- a) Moving into accommodation provided by the Bayerische Studentenwerke (Bavarian Association for Student Affairs) is usually the cheapest choice for students. Rooms are furnished and sometimes even resemble little apartments with your own bathroom and kitchen. However, especially in larger cities, rooms in halls of residence are often in high demand and not all students can be guaranteed a place or there are long waiting lists. So it pays off to apply for accommodation early. A list of all halls of residence you will find at the Munich Student Union. <http://www.studentenwerk-muenchen.de/en/student-accommodation/halls-of-residence/> (in English)
- b) Social housing: Most towns and municipalities have social housing (*Sozialwohnungen*) which are subsidised by the state in order to keep rents low. Such accommodation may therefore only be let to needy groups within the population. You need a *Wohnberechtigungsschein* (certificate of eligibility for social housing) in order to qualify for this kind of accommodation. If your income is below a certain threshold, you can apply for the certificate of eligibility for social housing from your town or municipal authority. Usually the housing office is responsible for this. Find here the contacts: <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Wohnungsamt/Sozialwohnung.html>
- c) Housing benefit: As a tenant, you may be entitled to housing benefit. The amount of any entitlement depends on how many people live in your household, the level of your total income and the amount of rent that you have to pay. Find here the contacts: <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Wohnungsamt/Sozialwohnung.html>

## **4.5 APPRENTICESHIP**

### **4.5 a apprenticeship possibilities**

**TITLE:** The German Vocational Training System

**WHAT:** Training is undertaken for many professions within the framework of a dual system in Germany. This means that you learn through practical work in a company and learn the theory at a vocational school. The training lasts between two and three and a half years. There are a) Dual vocational training, b) School-based vocational training (*Berufsfachschule, Berufskolleg*) and c) dual vocational degrees.

**WHO:** Citizens of the EU, Liechtenstein, Iceland, Norway or Switzerland are welcome to start vocational training in Germany any time. You do not require a visa for entering Germany or starting a vocational training programme. Citizens from other countries are welcome to start vocational training in Germany





any time. In order to do so you will need a visa. You can apply for a visa at the German mission in your country. To be granted a visa, you have to meet the following criteria: You have found a vocational training place with a German company. The German Federal Employment Agency has approved your vocational training because there are no German candidates or candidates from a privileged country (such as an EU country) for the respective position. When applying for a visa you have to prove that you are capable of paying for your living, no matter if you are pursuing a dual or school-based vocational training course.

What kind of school-leaving certificate you need for taking up vocational training in Germany depends on the occupation and programme you're interested in.

**HOW:** The guide to "Vocational training in Germany" can help you. It gives you advice on how to choose a profession that is right for you, how to look for a place as a trainee, how to apply and much more. It also tells you where you can improve your German skills and which rights and obligations you have when training for an occupation. There is also information about funding programmes or how to improve your command of the German language whilst you are still in your home country: <http://www.make-it-in-germany.com/en/for-qualified-professionals/training-learning/training/vocational-training-in-germany> (in English)

**WHERE:** You may first start here:

- a) The Career Information Centre (BIZ) at the Employment Agencies in Munich will provide you with information about the different professions in Germany, the work and the necessary qualifications. In addition, the employees at the Employment Agency will advise you and help you to look for a suitable training place or job.
- b) The International Educational and Vocational Counselling Service of the City of Munich, Department for Education and Sports gives information about networks, trainings and searching for apprenticeships. [www.muenchen.de/bildungsberatung](http://www.muenchen.de/bildungsberatung)

**GOOD TO KNOW:** Find here general information on vocational trainings about career counselling, trainee placement services and financial support for trainees (English, German, French) at the Federal Employment Agency: <https://www3.arbeitsagentur.de/web/content/EN/index.htm> (in English)

## 4.6 ADULT EDUCATION

### 4.6 a primary and secondary school programmes for adults

**TITLE:** school leaving qualifications

**WHAT:** There are many options in Germany that allow you to continue to train after leaving school, vocational training or university. You can attend adult education courses to obtain general or school-leaving qualifications. There are day-time and evening courses, and you can even do your lessons from home (for example as part of a distance-learning course with a college or university).

**HOW:**

- a) The Federal Employment Agency is an important port of call when it comes to your professional further education. You can also find further education and training institutions in the telephone book and in the Yellow Pages. Possible options include: (1) further education courses, (2) language courses, (3) work placements (4) special integration courses for young adults. <https://www3.arbeitsagentur.de/web/content/EN/index.htm> (English)



b) The Adult Education Centres (*Volkshochschulen*) offer a broad range of courses all over Germany, from courses in languages and computer skills to programmes on health-related issues. <https://www.mvhs.de/programm/schulbildung-studium/schulabschluesse-nachholen-1437/> (in German).

#### 4.6 b vocational training

**TITLE:** vocational trainings

**WHAT:** There are many options in Germany that allow you to continue to train after leaving school, vocational training or university. You can attend adult education courses to obtain general or school-leaving qualifications. There are day-time and evening courses, and you can even do your lessons from home (for example as part of a distance-learning course with a college or university).

**HOW:**

a) The Federal Employment Agency is an important port of call when it comes to your professional further education. You can also find further education and training institutions in the telephone book and in the Yellow Pages. Possible options include: (1) further education courses, (2) language courses, (3) work placements (4) special integration courses for young adults. <https://www3.arbeitsagentur.de/web/content/EN/index.htm> (in English) or contact the local

b) The Adult Education Centres (*Volkshochschulen*) offer a broad range of courses all over Germany, from courses in languages and computer skills to programmes on health-related issues. <https://www.mvhs.de/programm/beruf-karriere> (in German).

#### 4.6 c courses for retirees

**TITLE:** Courses for retirees

**WHAT:** There are different opportunities for retirees, elderly people to keep going in education at universities, Adult Education Centres or other institutions.

**HOW:** You may first start at the Adult Education Centres (*Volkshochschulen*) <https://www.mvhs.de/programm/computer-internet/senioren-volkshochschule-4206/> (in German) or for higher education at the university: <http://www.seniorenstudium.uni-muenchen.de/index.html> (in German)

## 4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS

#### 4.7 a nostrification/recognition of education

**TITLE:** Recognition of school-leaving certificates

**WHAT:** In Bavaria a comprehensive network of counselling and service offices supports people in the procedure of applying to have their qualifications recognised.

**WHERE:** The Foreign Qualifications Advisory and Support Service (*Servicestelle zur Erschließung ausländischer Qualifikationen*) supports people in the procedure of applying to have their qualifications recognised. They provide advice on how to apply to have your foreign school, higher education and/or vocational qualifications recognised. They help you to prepare and complete your application. They provide you with information about the authority responsible for recognition. Where



necessary, they help you find your way through the recognition procedure. They explain the authority's response to your application and, where necessary, show you other alternatives. Visit the website, on which you will find the following counselling application form: [www.muenchen.de/adviceonrecognition](http://www.muenchen.de/adviceonrecognition). Please fill in the application form and return it: E-Mail: [servicestelle-erkennung.soz@muenchen.de](mailto:servicestelle-erkennung.soz@muenchen.de), Phone: +49 (0)89 233-671 41

#### **4.7 b vocational qualifications**

**TITLE:** Recognition of vocational qualifications

**WHAT:** In Bavaria a comprehensive network of counselling and service offices supports people in the procedure of applying to have their qualifications recognised.

**WHERE:** The Foreign Qualifications Advisory and Support Service (*Servicestelle zur Erschließung ausländischer Qualifikationen*) supports people in the procedure of applying to have their qualifications recognised. They provide advice on how to apply to have your foreign school, higher education and/or vocational qualifications recognised. They help you to prepare and complete your application. They provide you with information about the authority responsible for recognition. Where necessary, they help you find your way through the recognition procedure. They explain the authority's response to your application and, where necessary, show you other alternatives. Visit the website, on which you will find the following counselling application form: [www.muenchen.de/adviceonrecognition](http://www.muenchen.de/adviceonrecognition). Please fill in the application form and return it: E-Mail: [servicestelle-erkennung.soz@muenchen.de](mailto:servicestelle-erkennung.soz@muenchen.de), Phone: +49 (0)89 233-671 41

If you want to try alone click here to find out who is responsible for recognising your school certificates in Germany. <http://anabin.kmk.org/anabin.html> (in German) If you merely want to translate proof of your school education or work experience and present it in a clear and understandable form, you may want to try the europass <https://www.europass-info.de/?id=283> (in German).

### **4.8 SUPPORT SERVICES FOR MIGRANTS**

#### **4.8 a list of support services and projects regarding education**

**TITLE:** Munich Community College (*Münchner Volkshochschule*)

**WHAT:** The Münchner Volkshochschule (VHS) is an institution supported by the city of Munich. The VHS offers courses for all levels, purposes and formats, also integration courses.

**WHERE:** Management and Administration, Gasteig, Kellerstraße 6, access from Rosenheimer Straße 5, Phone: +49 89 4 80 06-0, Info Centre: +49 89 4 80 06-6220, Email: [info@mvhs.de](mailto:info@mvhs.de)

**TITLE:** Goethe-Institut

**WHAT:** The Goethe-Institut Munich offers courses for all levels, and formats as well as the tests

**WHERE:** Goethe-Institut München Rablstraße 24, 81669 München, Phone: +49 89 551903-0

Fax +49 89 551903-35, Email: [muenchen@goethe.de](mailto:muenchen@goethe.de)



**TITLE:** Federal Employment Agency Munich (*Agentur für Arbeit München*)

**WHAT:** The agency offers courses for job seekers. The contact officer in charge advises. Residence permit and registration at the agency is obligatory.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0)800 4 5555 00

**TITLE:** German programmes for children and juveniles

**WHAT:** Kindergartens and schools offer special language support programmes in German, and sometimes in the relevant mother tongue, for children and juveniles who are growing up speaking a language other than German. Language tests are carried out in all Federal *Länder* as early as kindergarten or before school enrolment to establish the child's support needs. Various support programmes are offered depending on the Federal *Land*. It's free of charge.

**WHERE:** For first advice contact the hotline of the City of Munich: <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Servicetelefone.html> (in German). You can obtain further information in your area from: the Migration Advisory Service for Adult Immigrants and the Youth Advisory Service, youth welfare offices, family counselling services, child day-care facilities.

**TITLE:** HIPPY (Home Instruction for Parents of Preschool Youngsters)

**WHAT:** An intercultural and integrative programme for adult formation and early stage encouragement of children

**WHERE:** City of Munich, Beate Wiedmann, Tel: (089) 233-49791, [beate.wiedmann@muenchen.de](mailto:beate.wiedmann@muenchen.de), Daniela Kiehl, Tel: (089) 233-49792, [daniela.kiehl@muenchen.de](mailto:daniela.kiehl@muenchen.de); <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Jugendamt/Familienangebote/HIPPY.html> (in German, English)

**TITLE:** The Federal Office for Migration and Refugees (BAMF)

**WHAT:** The Federal Office for Migration and Refugees (BAMF) offers courses in "German for professional purposes" to people with a migration background.

**WHERE:** Contact the counselling units, they guide you to the local regional offices via the website: [http://www.bamf.de/EN/Willkommen/DeutschLernen/DeutschBeruf/Deutschberuf-esf/deutschberuf-esf-node.html;jsessionid=6259FF0D538265071597CDE356B9A77E.1\\_cid294](http://www.bamf.de/EN/Willkommen/DeutschLernen/DeutschBeruf/Deutschberuf-esf/deutschberuf-esf-node.html;jsessionid=6259FF0D538265071597CDE356B9A77E.1_cid294)

**TITLE:** Kitafinder (online platform by the City of Munich)

**WHAT:** Online service to find information on daycare facilities, day nurseries and group daycare services and to register your child at all participating facilities.

**WHERE:** Landeshauptstadt München, Referat für Bildung und Sport, Bayerstraße 28, 80335 München, Tel.: +49 (0)89 233-96775 (Kitas) <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Kindertageseinrichtungen/kitafinder.html> (in German)

**TITLE:** Platform for day care by the City of Munich

**WHAT:** Contacts to find child minders, crawl groups and temporary care for your children.

**WHERE:** **Sozialreferat München**, Sachgebiet Kindertagesbetreuung, Prielmayerstraße 1, 80335 München, Phone: + 49 (0) 89/23349800, <https://>



[www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Jugendamt/Kindertagesbetreuung.html](http://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Jugendamt/Kindertagesbetreuung.html) (in German)

**TITLE:** State Education Authority for the City of Munich

**WHAT:** Information, registration and consultant services about the public and private school system in Munich as well as the after school care and measures for children with special needs.

**WHERE:** Schwanthalerstraße 40, 80336 München, Phone: +49 (0) 89/ 5441350, [muenchen.flpost@schulamt.musin.de](mailto:muenchen.flpost@schulamt.musin.de), <http://www.schulamt-muenchen.musin.de> (in German)

**TITLE:** Munich Student Unit

**WHAT:** Information and consultancy for national and international students on all issues concerning studying in Munich, especially student accommodation.

**WHERE:** Studentenwerk München, Leopoldstraße 15, 80802 München, Phone: +49 89 38196-0, [stuwerk@stwm.de](mailto:stuwerk@stwm.de), <http://www.studentenwerk-muenchen.de/en/>

**TITLE:** Careers information centres (BIZ) at the employment agencies (*Agentur für Arbeit*)

**WHAT:** career counselling, information about trainings and searching for apprenticeships

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München

**TITLE:** International Educational and Vocational Counselling Service

**WHAT:** Multilingual service centre for foreigners concerning questions of education, adult education, recognition of foreign certificates

**WHERE:** Department of Education and Sports, Pädagogisches Institut, Bildungsberatung International, Internationales Beratungszentrum, Goethestraße 53, 80336 München, Phone +49 89 233 26875, E-Mail [schulberatung-international@muenchen.de](mailto:schulberatung-international@muenchen.de), [www.muenchen.de/bildungsberatung](http://www.muenchen.de/bildungsberatung)

**TITLE:** Munich Employment and Qualification Programmes (MBQ)

**WHAT:** The City of Munich runs programmes for certain target groups, also regarding trainings

**WHERE:** Have a look at the programmes and look for contacts: [https://www.muenchen.de/rathaus/home\\_en/Department-of-Labor-and-Economic-Development/labormarket-policy.html](https://www.muenchen.de/rathaus/home_en/Department-of-Labor-and-Economic-Development/labormarket-policy.html)

**TITLE:** Recognition of qualifications

**WHAT:** Counselling on recognition on qualifications

**WHERE:** Landeshauptstadt München, Sozialreferat, Amt für Wohnen und Migration, Migration und Interkulturelle Arbeit, Servicestelle zur Erschließung ausländischer Qualifikationen, Welfenstraße 22 / side entrance, 81 541 München, E-Mail: [servicestelle-erkennung.soz@muenchen.de](mailto:servicestelle-erkennung.soz@muenchen.de), Phone: +49 (0)89 233-671 41

**TITLE:** Adult Education Centre Munich (*Volkshochschulen*)

**WHAT:** Courses and trainings in adult education



WHERE Management and Administration, Gasteig, Kellerstraße 6, access from Rosenheimer Straße 5, Phone: +49 89 4 80 06-0, Info Centre: +49 89 4 80 06-6220, Email: [info@mvhs.de](mailto:info@mvhs.de)

**TITLE:** Kiron

**WHAT:** Kiron is a NGO that enables access to higher education and successful learning for refugees

**WHERE:** Kiron Munich, Praterinsel 4, 80538 München, [info@kiron.ngo](mailto:info@kiron.ngo), <https://kiron.ngo/> (in English)

#### **4.8 b list of online resources regarding education**

**TITLE:** Welcome to Germany

**WHAT:** At “Welcome to Germany” you can find information and tips about where to find further information, telephone numbers and contact addresses regarding education and learning language

**WHERE:** Education: [http://www.bamf.de/EN/Willkommen/Bildung/bildung-node.html;jsessionid=176C3D30111F28218B2B187E449D8C62.1\\_cid359](http://www.bamf.de/EN/Willkommen/Bildung/bildung-node.html;jsessionid=176C3D30111F28218B2B187E449D8C62.1_cid359), Learning German: <http://www.bamf.de/EN/Willkommen/DeutschLernen/deutschlernen-node.html>

**TITLE:** Mein Weg Nach Deutschland

**WHAT:** online platform for migrants

**WHERE:** <http://www.goethe.de/lrn/prj/wnd/enindex.htm>, education: <http://www.goethe.de/lrn/prj/wnd/idl/sua/enindex.htm>

**TITEL:** Make it in Germany

**WHAT:** online platform for professionals. Information about schools, education and vocational training

**WHERE:** <http://www.make-it-in-germany.com/en/for-qualified-professionals/training-learning>

**TITLE:** Moving to Germany

**WHAT:** information about living, working and studying in Germany. Counselling on recognition of qualifications

**WHERE:** <http://www.migranet.org/moving-to-germany> (in German)

**TITLE:** Network: Integration through qualification

**WHAT:** Information, counselling and contacts regarding language training and credential recognition

**WHERE:** <http://www.netzwerk-iq.de/network-iq-start-page.html> (in English)

**TITLE:** Bavarian State Ministry of Education, Science and Arts

**WHAT:** Information of the private and public school system in Bavaria as well as issues regarding higher education, public and private universities and colleges.

**WHERE:** general information at <https://www.km.bayern.de/education-in-bavaria.html>, Information about studying in Bavaria at <http://studieren-in-bayern.de/> (in German), Financing possibilities for your studies at <https://www.study-in-bavaria.de/>



[en/how/financing-your-studies/](#) (in English)

**TITLE:** Chamber of Trade and Crafts for Munich and Upper Bavaria

**WHAT:** information, networks, trainings and searching for apprenticeships, The Chamber's administrative tasks are leading the crafts' register, trainees' register, controlling of vocational training and examinations.

**WHERE:** Max-Joseph-Straße 4, 80333 Munich, Phone: 089/5119-0, E-mail: [info@hwk-muenchen.de](mailto:info@hwk-muenchen.de), [www.hwk-muenchen.de](http://www.hwk-muenchen.de) (in German)

**TITLE:** The Association of German Chambers of Commerce and Industry (Deutscher Industrie- und Handelskammertag, DIHK)

**WHAT:** information, networks, trainings and searching for apprenticeships

**WHERE:** <https://www.dihk.de/en/segments/training> (in English, in German)





## 5 EVERYDAY LIFE

### 5.1 HOUSING

#### 5.1.1 RENTING

##### 5.1.1 a procedure check list

**TITLE:** Procedure Check List

**WHAT:** To rent a property, you can contact the owner of the property directly or find a property through real estate agencies. Before moving-in you will be required to sign a written contract that typically includes the following information:

- ▶ Your personal information, personal information of other tenants over 18 years of age and personal information of the owner of the property
- ▶ Specification of all costs of renting, including tax and utility costs (electricity, water, gas, etc.)
- ▶ Amount of the deposit
- ▶ The duration of renting
- ▶ Rights and responsibilities of the tenant and the owner

**WHO:** Anyone over 18 years of age. You might be asked to show documentation concerning your immigration and employment status.

**STEP 1:** Looking at advertisements in the newspaper or on online portals or at flat-sharing agencies.

**STEP 2:** Contact the landlord/-lady by telephone number or e-mail address.

**STEP 3:** Making an appointment with landlord/-lady for seeing accommodation. Filling out a questionnaire with basic information about yourself (name, address, status) and giving it to the landlord/-lady.

**STEP 4:** After the landlord/-lady decides to give the accommodation to you, you have to conclude a tenancy agreement. In addition to the tenancy agreement, you often have to sign a handover record (*Übergabeprotokoll*) when you move into new accommodation. Your signature confirms the condition that the accommodation was in when you moved in. Therefore read through the handover record very carefully. Your landlord could hold you responsible later on for defects that are not noted in it. Statutory provisions in Germany stipulate that there should be no noise that could disturb neighbours between 10 p.m. and 6 a.m. (*Nachtruhe*). In addition, every apartment building has house rules (*Hausordnung*). This is a voluntary arrangement to which you agree by signing the tenancy agreement. The house rules specify the rules for all residents of the apartment building. You will receive a copy of the house rules from the caretaker of the building or your landlord. As a tenant of a house or a flat you have specific obligations. For example, you must pay the agreed rent on time. But you also have rights as a tenant, such as if major repair work is needed. If you have questions about tenancy law, the different tenants' associations (*Mieterbund* and *Mieterverein*) are good contacts. They have offices in many towns which you can approach for advice. However, they sometimes charge a fee for their services.

**WHEN:** It can take a lot of time to find a suitable accommodation. You should begin your search as soon as possible. You often need to reply to an offer quickly so it's advisable to already be in Munich when beginning your search (if only temporarily/ in a short term let).



**ATTENTION:** The tenancy agreement is an important document. It regulates all the details of the tenancy and is binding on both you and the landlord, on condition that the regulations are permitted under law. You should therefore always read the tenancy agreement very carefully before signing it. The landlord can demand a deposit as security. He can use this deposit to pay for repairs if you leave the accommodation in a bad condition when you move out, or use it to settle your rent arrears if you do not pay the rent regularly. The total of the deposit may be the equivalent of three months rent not including utilities (*Kaltmiete*).

#### 5.1.1 b real estate search

**TITLE:** List of real estate search sources

**WHAT:** online information and search on renting

**WHERE:**

newspapers: Süddeutsche Zeitung

Online property portals

[www.immobilienscout24.de](http://www.immobilienscout24.de) (German only)

[www.immowelt.de](http://www.immowelt.de) (German only)

[www.immobilo.de](http://www.immobilo.de) (German only)

**TITLE:** Real Estate Agencies

**WHAT:** Agencies that offer information on rental properties and assist with the renting procedure.

**WHERE:**

Mr. Lodge, Phone: +49 (0) 89 3408230

Engel & Völkers München, Phone: +49 (0) 89 9989960

Graf Immobilien, Phone: +49 (0) 89 66676890

Heinrichs Immobilien, Phone: +49 (0) 89 96194000

Riedel Immobilien, Phone: +49 (0) 89 1594550

#### 5.1.1 c support for groups with special needs

**TITLE:** Office for Housing and Migration (*Amt für Wohnen und Migration*)

**WHAT:** It can help you with finding accommodation or arranges accommodation directly. At least the housing officers can supply useful addresses and information.

**WHERE:** Infothek, Amt für Wohnen und Migration, Franziskanerstraße 6-8, 81669 München, Phone: +49 (0) 89/233-40105

**TITLE:** Social housing (*Sozialwohnungen*)

**WHAT:** Social housing in Munich is subsidised by the state to keep rents low. You need a *Wohnberechtigungsschein* (certificate of eligibility for social housing) in order to qualify for this kind of accommodation. If your income is below a certain threshold, you can apply for the certificate of eligibility for social housing.

**WHERE:** Amt für Wohnen und Migration, Franziskanerstraße 8, 81669 München, [kundencenter-wohnen.soz@muenchen.de](mailto:kundencenter-wohnen.soz@muenchen.de), Phone: +49 (0) 89/ 233-96820

**TITLE:** Housing association (*Wohnungsbaugesellschaften*)

**WHAT:** Housing associations rent publicly subsidized flats and flats in the "Münchner Modell" for households with middle income and families with children.



The rents are affordable and lower than at market conditions. Two big housing associations in Munich are GEWOFAG and GWG. You can find more information on the websites of the respective housing association.

**WHERE:** The point of contact for housing dwellers is the Amt für Wohnen und Migration. , [wohnungsamt.soz@muenchen.de](mailto:wohnungsamt.soz@muenchen.de), Phone: +49 (0) 89 233-40001

**TITLE:** Housing cooperatives (*Wohnungsbau-genossenschaften*)

**WHAT:** Housing cooperatives organize housing based on solidarity networks with democratic structures. You need to become a member by handing in a declaration of membership and purchasing shares from the housing cooperative. Then you may be eligible for a flat with a cheap rent.

**WHERE:** You can get more information on the websites of the respective housing cooperatives. Two big housing cooperatives in Munich are Wogeno eG and Wagnis eG.

## 5.1.2 BUYING

### 5.1.2 a procedure check list

**TITLE:** Buying a property in Germany

**WHAT:** Buying a property in Germany

**WHO:** There are no restrictions to foreigners buying property in Germany. You may buy property in Germany even if you are a non-resident and not an EU national. However, some big cities might have regulations.

**STEP 1:** Investigate mortgages and get an offer in principle. Contact a real estate agency or banks or look at online portals, getting exposes.

**STEP 2:** Funding purchase: deposits and mortgages: You should expect to put down a significant deposit when you buy a home in Germany. A minimum deposit of 20 percent is standard.

**STEP 3:** Making appointments for seeing accommodation, negotiation about price. Make an offer.

**STEP 4:** The notary (*Notar*) will draw up the sale contract. Finalise the mortgage. Sign the contract. Notary registers the sale. Four weeks later, you must pay the property sale tax.

**WHERE:** You are legally required to use a public notary (*Notar*) to complete the sale of a property. The notary will act as a middleman or arbitrator, and should be impartial. The notary will check the records to ensure that there is no reason why the sale cannot go ahead, however they will not inspect the property or demand information on its condition from the seller. They will ensure that all the paperwork is completed correctly. The deed of sale will be witnessed in their presence. You have the opportunity to choose your own notary, and if you can find one who speaks your language, do so.

### 5.1.2 b Real estate search

**TITLE:** Real estate agencies

**WHAT:** Agencies that offer information on properties and assist with the buying procedure.

**WHERE:**

Mr. Lodge, Phone: +49 (0) 89 3408230

Engel & Völkers München, Phone: +49 (0) 89 9989960



Graf Immobilien, Phone: +49 (0) 89 66676890  
Heinrichs Immobilien, Phone: +49 (0) 89 96194000  
Riedel Immobilien, Phone: +49 (0) 89 1594550

### 5.1.3 WASTE MANAGEMENT

#### 5.1.3 a national rules and fines

**TITLE:** Waste management

**WHAT/OVERVIEW:** Germany has a waste disposal system. You are required to separate your waste.

**WHO:** Private household and in public

**HOW:** 3 sorts of wastebins (grey residual waste bin, blue paper bin, brown organic waste bin) and one yellow sack for plastics, public bins for glass (white, green, brown) and local civic collection points for bulky waste.

**WHERE:** Wastebins are located in the house you are living. Ask for the place of public bins and local civic collection points at Munich's waste management company.

**WHEN:** Waste management comes weekly. Ask for the schedule at Munich's waste management company <https://www.awm-muenchen.de/english/information-in-english.html>

**ATTENTION:** The best waste is no waste at all. Munich waste management offer several services on the website to help you <https://www.awm-muenchen.de/english/information-in-english.html>.

## 5.2 SOCIAL SUPPORT

### 5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL ASSISTANCE

#### 5.2.1 a assistance for families and children

**TITLE:** Maternity protection

**WHAT:** Maternity allowance is paid usually 6 weeks before delivery and 8 weeks after delivery, by the statutory health insurance and or by the employer. Up to 4 months after delivery there exists a special protection against termination.

**WHERE:** Inform your employer and prove the pregnancy with a doctor's certificate

**TITLE:** Child benefit

**WHAT:** The child benefit is paid regardless of the parents' income after birth. It is 192 € per month (2017) for the first and second child and a bit higher, if you have more children. In some cases you can also apply for child supplement.

**WHERE:** The filing and handling of all claims for child benefit is done by the Family Benefits Office of the Federal Employment Agency. The Family Benefits Office will inform you in detail about all basic regulations on the subject of child benefit. The nearest authorized office (*Familienkasse*) you will find here: [www.kindergeld.org](http://www.kindergeld.org) (in German)

**TITLE:** Baby new born bonus

**WHAT:** Those who are entitled for welfare benefits can apply for new born benefit.



**WHERE:** Use the research engine by entering your postal code to find your nearest *Sozialbürgerhaus*: <http://www.muenchen.de/dienstleistungsfinder/muenchen/1060763/>

**TITLE:** Parental leave (*Elternzeit*)

**WHAT:** Parents have the right to take parental leave for a period of three years overall. Parents can decide how they divide the parental leave in time and between mother and father. Employees can claim parental leave if they

- ▶ Live in one household with their child;
- ▶ Care for and raise the child themselves; and
- ▶ Are not employed or are not fully employed (over 30 hours per week on a monthly average).

**WHEN:** The employer must be given seven weeks' notice before the beginning of parental leave within the first three years of the child's life.

**WHERE:** You have to inform your employee if and how long you are about to take parental leave.

**TITLE:** Parental allowance (*Elterngeld*)

**WHAT:** Parents are eligible to receive parental allowance if they live with and care for the child in a household and are (not) fully employed during that time. Parental allowance cushions the loss of the income that the parent looking after a child had preceding the child's birth and no longer has following the birth. A parent can claim at least two and a maximum of twelve monthly amounts. Parents are generally entitled to twelve monthly amounts that are paid out in relation to months of the child's life. An additional two monthly amounts can be claimed if both parents make use of the parental allowance and their income from employment is decreased for two months of claiming ('partner months').

**WHO:** Under EU law, nationals of other EU/EEA member states and Switzerland can generally claim parental allowance if they live or work in Germany.. Other foreign nationals can claim parental allowance if their stay is likely to be long-term based on the type of residence permit they hold and whether they are allowed to work. Holders of a settlement permit (*Niederlassungserlaubnis*) satisfy the conditions for claiming automatically. Holders of a residence permit (*Aufenthaltsurlaubnis*) only meet the conditions for claiming if they are or previously have been entitled to work in Germany. Holders of a residence permit issued in case of hardship, for the holder's temporary protection, under a stay of deportation or because of circumstances preventing the holder's departure can only claim parental allowance if they have been resident in Germany for at least three years and are in employment or receiving unemployment benefit.

Conditions for claiming

Mothers and fathers can claim parental allowance if they:

- ▶ Look after and raise their children from birth themselves
- ▶ Do not do more than 30 hours' paid work a week
- ▶ Live with their children in one household
- ▶ Have a place of residence or are ordinarily resident in Germany.

Spouses and life partners who look after a child from birth can receive parental allowance under the same conditions even if the child is not their own.

**WHERE:** Responsibility for implementing the act lies with agencies designated by



the German states (Länder): Zentrum Bayern für Familie und Soziales, Bayerstraße 32, 80335 München, [www.zbfs.bayern.de/familie/elterngeld/index.php](http://www.zbfs.bayern.de/familie/elterngeld/index.php) (in German)

**TITLE:** Supplementary child allowance

**WHAT:** Parents are entitled to supplementary child allowance (Kinderzuschlag) for each child who lives in their household, is under 25 and not married if (2017):

- ▶ They claim child benefit for the child;
- ▶ They earn at least the minimum income threshold of €900 before deductions for a couple or €600 before deductions for a single parent;
- ▶ They do not exceed the maximum income limit;
- ▶ The supplementary child allowance prevents need of assistance as defined in Book II of the Social Code.

From 1 January 2011 recipients of supplementary child allowance are also entitled to seven types of

education and participation assistance:

- ▶ Single-day school/daycare centre outings (actual cost)
- ▶ Multiple-day school/daycare centre trips (actual cost)
- ▶ Personal school supplies
- ▶ Pupils' transportation to/from school (actual cost)
- ▶ Learning support (actual cost)
- ▶ Participation in school/daycare centre communal meals (grant)
- ▶ Participation in the social and cultural life of the community, such as sports clubs and music lessons

This education and participation package includes cash and non-cash assistance.

**WHERE:** The assistance is handled by a single local government agency in each area, ensuring that it is locally administered in a targeted, accessible and unbureaucratic way. Supplementary child allowance is applied for in writing from the local family benefits department (Familienkasse). The various forms of education and participation assistance are applied for from local government agencies designated by the Länder.

#### 5.2.1 b death and assistance

**TITLE:** Social benefit (*Sozialhilfe*)

**WHAT:** Munich residents in hardship can turn to the Department for Social Security Munich or to the nearest local offices of the Department for getting benefits and assistance in case of death

**WHERE:** Stadt München, Sozialreferat, Orleansplatz 11, 81667 München, <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat.html>

#### 5.2.1 c financial assistance for housing

**TITLE:** Office for Housing and Migration (*Amt für Wohnen und Migration*)

**WHAT:** It can help you with finding accommodation or arranges accommodation directly. At least the housing officers can supply useful addresses and information.

**WHERE:** Infothek, Amt für Wohnen und Migration, Franziskanerstraße 6-8, 81669 München, Phone: +49 (0) 89/233-40105

**TITLE:** Social housing (*Sozialwohnungen*)





**WHAT:** Social housing in Munich is subsidised by the state to keep rents low. You need a *Wohnberechtigungsschein* (certificate of eligibility for social housing) in order to qualify for this kind of accommodation. If your income is below a certain threshold, you can apply for the certificate of eligibility for social housing.

**WHERE:** Amt für Wohnen und Migration, Franziskanerstraße 8, 81669 München, email: [kundencenter-wohnen.soz@muenchen.de](mailto:kundencenter-wohnen.soz@muenchen.de), Phone: +49 (0) 89/ 233-96820

**TITLE:** Housing association (*Wohnungsbaugesellschaften*)

**WHAT:** Housing associations rent publicly subsidized flats and flats in the “Münchner Modell” for households with middle income and families with children. The rents are affordable and lower than at market conditions. Two big housing associations in Munich are GEWOFAG and GWG. You can find more information on the websites of the respective housing association.

**WHERE:** The point of contact for housing dwellers is the Amt für Wohnen und Migration. email:[wohnungsamt.soz@muenchen.de](mailto:wohnungsamt.soz@muenchen.de), Phone: +49 (0) 89 233-40001

**TITLE:** Housing cooperatives (*Wohnungsbaugenossenschaften*)

**WHAT:** Housing cooperatives organize housing based on solidarity networks with democratic structures. You need to become a member by handing in a declaration of membership and purchasing shares from the housing cooperative. Then you may be eligible for a flat with a cheap rent.

**WHERE:** You can get more information on the websites of the respective housing cooperatives. Two big housing cooperatives in Munich are Wogeno eG and Wagnis eG.

#### 5.2.1 d low income assistance

**TITLE:** Social benefit (*Sozialhilfe*)

**WHAT:** Every person who needs help or care gets social welfare. The legal basis can be found in the Social Code Book XII (SGB XII). Social welfare means an entitlement to support in various hardships and life situations.

**WHERE:** Stadt München, Sozialreferat, Orleansplatz 11, 81667 München, [https://www.muenchen.de/rathaus/home\\_en/Social-Services/sbh.html](https://www.muenchen.de/rathaus/home_en/Social-Services/sbh.html)

#### 5.2.1 e unemployment assistance

**TITLE:** Unemployment Benefit

**WHAT:** You are entitled to unemployment benefit if you fulfil all of the following requirements: You must be unemployed, you must have completed the qualifying period and you must have registered as unemployed in person. The registration as unemployed serves as an assurance of your financial entitlements. It is an essential requirement to obtain unemployment benefit and must be done at the latest on the first day of unemployment (at the earliest three months before) in person with the Employment Agency responsible for your place of residence.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0)800 4 555500, Fax: +49 (0)89 / 5154 - 6669

**TITLE:** Unemployment Benefit II

**WHAT:** All persons capable of work and eligible for benefits can receive unemployment benefit II (Alg II) from the age of 15 years until the legally stipulated age limit between 65 and 67 years. Persons not capable of work can receive social





benefit. Alg II and social benefit are benefits to secure a livelihood.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0)800 4 555500 , Fax: +49 (0)89 / 5154 - 6669

## 5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID

### 5.2.2 a aid in food, clothes etc.

**TITLE:** diakonia clothing chambers (*Kleiderkammern*) and second-hand-shops

**WHAT:** diakonia operates two public clothing chambers in Munich. Here, you can get essentials for everyday life and free of charge, such as clothes and goods for daily needs. The things you can get in the clothing chambers are donations from other citizens of Munich.

**WHERE:**

**Kleiderkammer Mitte**, Seidlstraße 4, 2. Stock, 80331 München, Phone: +49 (0) 89/12 15 95-0, **Kleiderkammer Ost**, Am Stahlgruberring 8, 81829 München, Phone: +49 (0) 89/12 15 95-0

Additionally, diakonia runs several second-hand shops, where you can get usable articles in good condition for a very low price. The offer includes clothing, furniture, household appliance, books and much more.

There is a second-hand shop in the city centre: diakonia Kaufhaus, Dachauer Straße 192, 80992 München, Phone: +49 (0) 89/12 15 95-15

**TITLE:** German Red Cross (*Deutsches Rotes Kreuz, short DRK*)

**WHAT:** The DRK supplies people with well-preserved clothing and many other goods to the basic material supply all over Germany. It operates clothing chambers where you can get donations for free or clothes shops (*KleiderLäden*) where you can get clothes and more for a very low price.

**WHERE:** There are two clothing chambers in Munich, operated by the Bavarian Red Cross (BRK):

Kleiderlager Allach, Elly-Staegmeyr-Str. 11, 80999 München

Kleiderkammer Solln, Drygalski Allee 118, 81477 München-Solln

**TITLE:** clothes meet swap (*Kleidertauschparty*)

**WHAT:** Some associations or others organise *Kleidertauschparty* in Munich. These are special events where you can swap your clothes with other people's clothes in a relaxed atmosphere. You can bring as many clothes as you want to swap or just looking through other people's offers.

**WHERE:** For example, the cultural association Green City e.V. organises a *Kleidertauschparty* regularly. You can find the dates for upcoming on their website: <https://www.greencity.de/projekt/kleidertauschpartys/> or on Facebook: <https://www.facebook.com/greencityev/>

**TITLE:** Bellevue di Monaco

**WHAT:** It is a residential and cultural centre for migrants and interested Munich citizens. Here you can find cultural events like workshops, theatre performances, readings or parties. Every Wednesday evening they organise the open house where you can get food, tea, exchange with others and counselling on asylum.

**WHERE:** Bellevue di Monaco, Müllerstraße 2, 80469 München, Phone: +49 (0) 89



550 5775-0, email: [info@bellevuedimonaco.de](mailto:info@bellevuedimonaco.de), Open House: Every Wednesday, 6.00 to 10.00 pm.

**TITLE:** Tafel e.V.

**WHAT:** The Tafel e.V is a charitable association which collects donations and surplus food from shops and distributes it to socially and economically disadvantaged people, free of charge or against a symbolic amount. In order to get free food from the Tafel you need to bring an official document which shows your low monthly income.

**WHERE:** For Munich, the Münchner Tafel e.V. is responsible for the distribution of food: Großmarkt, Schäftlarnstr. 10, 81371 München, Phone: +49 (0) 89-29 22 50, email: [info@muenchner-tafel.de](mailto:info@muenchner-tafel.de)

**TITLE:** foodsharing

**WHAT:** It is an initiative which connects people who want to save food and engage against foodwaste. You can become a member and pick up surplus food from supermarkets, bakeries, restaurant or others. Also, you can take free food from the Fair-Teiler, which are places where foodsharers bring and store the saved food.

**WHERE:** Find more information on the foodsharing website: <https://foodsharing.de/> or on Facebook: <https://www.facebook.com/foodsharing.muenchen/>

Recently, there are three Fair-Teiler in Munich: Kuglerstr. 2, 81675 München, Dachauer Straße 114, 80636 München, Schwanthalerstr. 80, 80336 München

## 5.2.3 LEGAL AID

### 5.2.3 a state pro bono legal aid

**TITLE:** State and pro bono legal aid

**WHAT:** If you do not have sufficient financial resources to meet the costs of a court case you can apply for legal aid. The service offices of the Department of Social Security give legal aid.

**WHERE:** Betreuungs-Stelle der Stadt München, Mathildenstr. 3a, 80336 München, Phone: +49 (0) 89- 2 33 2 62 55, Fax +49 (0) 89 - 2 33 2 50 56, email: [betreuungsstelle.soz@muenchen.de](mailto:betreuungsstelle.soz@muenchen.de), [www.muenchen.de/betreuungsstelle.html](http://www.muenchen.de/betreuungsstelle.html)

**GOOD TO KNOW:** The service is free of charge.

### 5.2.3 b other pro bono legal aid

**TITLE:** consumer advice centres (*Verbraucherzentrale*)

**WHAT:** The consumer advice centres give legal aid in certain fields.

**WHERE:** Verbraucherzentrale Bayern e.V., Mozartstr. 9, 80336 München, [info@vzbayern.de](mailto:info@vzbayern.de), <https://www.vis.bayern.de/recht/index.htm> (in German) and <http://www.verbraucherzentrale-bayern.de/home> (in German)

**TITLE:** Advice service for debtor (*Schuldnerberatung*)

**WHAT:** If you have financial problems, you can ask for legal counselling in financial matters free of charge. They also offer mediation services between you and the creditor.

**WHERE:** You can find the nearest office here: (in German) <http://www.stmas.bayern.de/sozial/beratungsstellen/oberbayern.php#MUE>



**TITLE:** Caritas

**WHAT:** If you need legal counselling, you can turn to Caritas. They offer legal and social counselling free of charge.

**WHERE:** <https://www.caritas.de/hilfeundberatung/ratgeber/migration/lebenindeutschland/>

**TITLE:** Diakonie

**WHAT:** If you need legal advice or help you can turn to Diakonie.

**WHERE:** Use the research engine by entering your postal code to find the nearest service office: <https://hilfe.diakonie.de/hilfe-vor-ort/alle/bundesweit/?text=&ansicht=karte> (in German)

**TITLE:** German Red Cross

**WHAT:** Advice service for debtor free of charge.

**WHERE:** telephone: 08000 365 000 (24 hour service), <https://www.drk.de/hilfe-in-deutschland/existenzsichernde-hilfe/schuldnerberatung/>

## 5.2.4 PSYCHOSOCIAL SUPPORT

### 5.2.4 a programmes by state social services

**TITLE:** Local help-point for social work

**WHAT:** The local help-point for social Work (*Bezirkssozialarbeit*) offers services in many social areas, including advice and support. Especially, you will get help in personal and economic emergency situations, family conflicts or in life crises and in phases of mental stress.

**WHERE:** The counselling is carried out in the social townhouses (*Sozialbürgerhaus*). Which Sozialbürgerhaus is responsible for you depends on your residential address. You can find your competent authority by using the research engine and entering your postal <http://www.muenchen.de/dienstleistungsfinder/muenchen/1060763/t/>

**TITLE:** Department of Health and Environment (*Referat für Gesundheit und Umwelt*) in the City of Munich

**WHAT:** The Department of Health and Environment in the City of Munich, specialist unit Migration and Health is committed to the health promotion of migrants. It offers counselling and subsidises a broad network of institutions providing ambulatory services. Among others, it subsidises free interpretation services for these providers.

**WHERE:** Referat für Gesundheit und Umwelt, Fachstelle Migration und Gesundheit, Bayerstr. 28 a, 80335 München, Phone: +49 (0) 89 23396300

**TITLE:** Addiction Counselling of the City of Munich

**WHAT:** The addiction counselling of the City of Munich includes three counselling centres, which offer a free and private consultation. Counselling takes place in a one-to-one meeting with a fixed reference person. In addition, you can participate in different group offers.

**WHERE:** Referat für Gesundheit und Umwelt, SG Suchtberatung, Paul-Heysel-



Straße 20, 80336 München, email: [drogenberatung.rgu@muenchen.de](mailto:drogenberatung.rgu@muenchen.de)

**TITLE:** Psychosocial and psychotherapeutic counselling of the student union  
(*Studentenwerk*)

**WHAT:** This service is for all students who want to talk with experienced psychologists. It offers free counselling for study-related problems or personal conflict situations.

**WHERE:** Studentenwerk München, Helene-Mayer-Ring 9, Beratungszentrum entrance h, first floor, room h6, Phone: +49 (0) 89 357135-40, email: [psychoberatung@stwm.de](mailto:psychoberatung@stwm.de)

**TITLE:** Caritas psychological service for migrants

**WHAT:** It offers counselling and therapy in your mother tongue. Especially in the following focus areas: educational counselling, counselling on partnerships, social psychiatric counselling / Life counselling

**WHERE:** Psychologischer Dienst für Ausländer, Bayerstraße 73, 80335 München, Phone: +49 (0) 89 2311490, email: [pda@caritasmuenchen.de](mailto:pda@caritasmuenchen.de)

#### 5.2.4 b programmes by NGOs

**TITLE:** Café 104

**WHAT:** Café 104 is for migrants without residence status. The focus areas of their work are psychosocial counselling and counselling about residence permit as well as the care of pregnant women.

**WHERE:** Café 104, Dachauer Str. 161, 80636 München, Phone: +49 (0) 89 45 20 76 56, mail: [info@cafe104.de](mailto:info@cafe104.de)

**TITLE:** Refugio München

**WHAT:** They are supporting people who have been forced to leave their countries of origin due to torture, political persecution or war conflicts and are living in exile in Germany.

**WHERE:** Refugio München, Rosenheimer Straße 38, 81669 München, Phone: +49 (0) 89 / 98 29 57-0

#### 5.2.4 c counselling for families and children

**TITLE:** Nationally recognized counselling centre for pregnancy questions  
(*Schwangerenberatungsstelle*)

**WHAT:** It offers counselling around pregnancy and childbirth, on legal regulations and support for pregnant women and parents. Also you can get help for crises and problems during pregnancy.

**WHERE:** Referat für Gesundheit und Umwelt, Schwangerenberatung, Bayerstr. 28a, 80335 München, Phone: +49 (0) 89 233-47871

**TITLE:** Workers' Welfare Federal Association (*Arbeiterwohlfahrt, short AWO*)

**WHAT:** The AWO is supporter of diverse women's and girls' projects. Especially, it offers a psychosocial service for children, adolescents and adults, couples and families with a migration background in their mother tongue.

**WHERE:** Psychologischer Dienst, Goethestr. 53, 80336 München, Phone: +49 (0) 89/54 42 47 53, email: [psych.migration@awo-muenchen.de](mailto:psych.migration@awo-muenchen.de)



**TITLE:** Pro Familia

**WHAT:** Here you can find help and advice on the topics of sexuality and relationship, pregnancy and family planning as well as children and education. Also, Pro familia Munich offers information, group events and lectures.

**WHERE:** Counselling Centre Munich, Türkenstr. 103, 80799 München, Phone: +49 (0) 89 3300840, email: [muenchen@profamilia.de](mailto:muenchen@profamilia.de)

## 5.2.5 CHILD AND FAMILY PROTECTION

### 5.2.5 a safe houses for women and children

**TITLE:** Safe houses for women and children

**WHAT/OVERVIEW:** Service office, telephone hotline and safe houses for women.

**WHO:** Women in need of help.

**HOW:** You can call the hotlines.

**WHERE:**

Frauennotruf München, [www.frauennotrufmuenchen.de](http://www.frauennotrufmuenchen.de), Phone: +49 (0)89 763737

Frauenhilfe München (24-hours), Phone: +49 (0)89 354830

Autonomes Frauenhaus München - Frauen helfen Frauen e.V., Phone: +49 (0)89 645169

**WHEN:** Whenever you need help and support or are in a case of emergency.

### 5.2.5 b counselling for families and children

**TITLE:** Nationally recognized counselling centre for pregnancy questions  
(*Schwangerenberatungsstelle*)

**WHAT:** It offers counselling around pregnancy and childbirth, on legal regulations and support for pregnant women and parents. Also you can get help for crises and problems during pregnancy.

**WHERE:** Referat für Gesundheit und Umwelt, Schwangerenberatung, Bayerstr. 28a, 80335 München, Phone: +49 (0) 89 233-47871

**TITLE:** Workers' Welfare Federal Association (*Arbeiterwohlfahrt, short AWO*)

**WHAT:** The AWO is supporter of diverse women's and girls' projects. Especially, it offers a psychosocial service for children, adolescents and adults, couples and families with a migration background in their mother tongue.

**WHERE:** Psychologischer Dienst, Goethestr. 53, 80336 München, Phone: +49 (0) 89/54 42 47 53, email: [psych.migration@awo-muenchen.de](mailto:psych.migration@awo-muenchen.de)

**TITLE:** AMYNA e.V.

**WHAT:** Help, counselling and advice, trainings and events how to protect children from abuse.

**WHERE:** AMYNA e.V., Mariahilfplatz 9/2. Stock, 81541 München, fon: 089/8905745-100, fax: 089/8905745-199, email: [info@amyna.de](mailto:info@amyna.de)

**TITLE:** Pro Familia

**WHAT:** Here you can find help and advice on the topics of sexuality and relationship, pregnancy and family planning as well as children and education. Also, Pro familia Munich offers information, group events and lectures.



**WHERE:** Counselling Centre Munich, Türkenstr. 103, 80799 München, Phone:+49 (0) 89 3300840, email: [muenchen@profamilia.de](mailto:muenchen@profamilia.de)

#### 5.2.5 c helplines

**TITLE: Railway Mission (*Bahnhofsmision*)**

**WHAT:** General emergency hotline in case of homelessness.

**WHERE:** Phone: +49 (0) 89/594576

**TITLE: Frauenobdach**

**WHAT:** For homeless women with children.

**WHERE:** Phone: +49 (0) 89/5491510

**TITLE: Women's Emergency Hotline Munich (*Frauennotruf*)**

**WHAT:** Helpline for violence against women.

**WHERE:** Phone: +49 (0) 89/763737

**TITLE: Women's Aid Munich (*Frauenhilfe*)**

**WHAT:** A 24/7 helpline for violence against women.

**WHERE:** Phone: +49 (0) 89/354830

**TITLE: Women's Shelter Munich (*autonomes Frauenhaus Frauen helfen Frauen e.V*)**

**WHAT:** Helpline for violence against women.

**WHERE:** Phone: +49 (0) 89/645169

**TITLE: IMMA e.V.**

**WHAT:** Drop-in centre for girls.

**WHERE:** Phone: +49 (0) 89/183609

**TITLE: Shelters for girls (*Mädchenschutzstellen*)**

**WHERE:** Phone: +49 (0) 89/8207004, Phone: +49 (0) 89/439084-13

**TITLE: Just M**

**WHAT:** Emergency service for children and youths.

**WHERE:** Phone: +49 (0) 89/82990314

**TITLE: Infefon**

**WHAT:** Information and counselling service for young people (daily from 6.00 to 10.00 pm).

**WHERE:** Phone: +49 (0) 89/1215000

**TITLE: Evangelic telephone service (*Telefonseelsorge*)**

**WHAT:** Helpline for dealing with life crises.

**WHERE:** Phone: +49 (0) 800/1110111



**TITLE: Catholic telephone service (Telefonseelsorge)**

**WHAT:** Helpline for dealing with life crises.

**WHERE:** Phone: +49 (0) 800/111022289

**5.2.5 d legal representations of unaccompanied minors**

**TITLE:** Legal representations of unaccompanied minors

**WHAT:** Unaccompanied minors who need special support and aid. You will be provided with housing, learn German, later relocated and start trainings and schools. At your permanent place of residence, you will be assigned what is called a legal guardian, who will legally be by your side in all matters. Until your 18th birthday, this person will support you in all your important decisions.

**WHO:** Children and Youngster not full-aged.

**WHERE:** Young Refugee Centre, Marsstraße 19, 80335 München

## 5.3 DRIVING AND TRANSPORT

### 5.3.1 DRIVING LICENCE

#### 5.3.1 a steps to get licence

**TITLE:** Steps to get your driving licence

**WHAT:** If you want to get a driving licence in Germany you have to undertake several steps including taking theoretical and practical lessons and passing final driving tests.

**STEP 1:** Research and compare different driving schools; there is a broad variety of providers. Chose the driving school which is close to you, offers a good price and the category of driving licence you want to get. You can go to the driving school personally and register there.

**STEP 2:** If you haven't done so yet you have to do an eye test and a first aid course.

**STEP 3:** To be allowed to take the final driving exams later on, you need to propose an application for a driving license. The driving license authority in the city or community of your primary residence is responsible. For the application the following documents are required: Training contract from your driving school, certificate of eye test and first aid course, passport, passport photo. (If you want to do the driving licence with 17 years there are some more documents required).

In many cases your driving school support you with the application.

**STEP 4:** You have to take theoretical and practical lessons. The theoretical lessons are held in the rooms of your driving school. Depending on the category of driving licence you have to take a minimum number of theoretical lessons. For the practical driving lessons you agree on individual dates with your driving instructor. Usually one lesson takes 45 minutes. Also depending on the category you have to take a certain amount of special driving lessons.

**STEP 5:** After you have taken all required theoretical lessons you can take the theoretical test. For Munich and surrounding you will take the test at the TÜV Süd. You have to answer a certain amount of theoretical questions on the computer. After you have finished the examiner tells you, if you have passed.

**STEP 6:** Finally you can take the practical driving test. Most likely, your driving instructor will suggest you to take the test once your driving skills are good enough. The practical test will take 45 minutes and an examiner from TÜV Süd as well as your driving instructor will be in the car with you. Once you have passed





the test, the examiner will directly give you your driving licence.

**WHERE:** At the driving school of your choice.

**ATTENTION:** Choose your driving school carefully. Sometimes there are huge differences in the prices of the driving schools.

Also, be aware that there are fees for the application for the driving licence as well as for the theoretical and practical test.

**GOOD TO KNOW:** Currently TÜV Süd offers the theoretical test in 12 foreign languages.

### 5.3.2 INTERNATIONAL DRIVING LICENCE

#### 5.3.2 a validity of international driving licence

**TITLE:** Validity of international driving licence

**WHAT:** The international driving licence is an additional document to your national driving licence. Basically, you can use it if you are travelling in foreign countries. Under certain conditions, you are allowed to drive in Germany with an international driving licence.

**WHO:** If you own a driving licence which was issued in one of the member states of the EU you don't need an international driving licence to drive in Germany.

**HOW:** The international driving licence is only valid together with a (new) EU driving license in the check card format. If you own an international driving licence, there is no translation of your national driving licence necessary.

**WHERE:** The Regional Administrative Office (*Kreisverwaltungsreferat*) helps you with all concerns regarding the validity of international driving licences.

Kreisverwaltungsreferat (KVR), Hauptabteilung III Straßenverkehr  
Kraftfahrzeugzulassungs- und Fahrerlaubnisbehörde, Eichstätter Straße 2, 80686 München, Phone: +49(0) 89 233-96090

**WHEN:** If you own a (new) EU driving licence, you can use your national driving licence until the date of expiry.

If you own a foreign driving licence you need to convert your driving licence into a German latest six months after you have registered your primary residence in Germany.

**ATTENTION:** Your driving license is not valid if you have not yet reached the minimum age required in Germany.

#### 5.3.2 b validity of foreign driving licence

**TITLE:** Validity of foreign driving licence

**WHAT:** Depending on the country your driving licence was issued it may or may not be valid in Germany.

**WHO:** If you own a valid driving licence from states in the EU you are allowed to drive a motor vehicle in Germany.

If you own a driving licence from states outside the EU you have to convert your national driving licence in a German driving licence.

**HOW:** EU driving licenses don't have to be converted into a German driving license document. However, a description is possible on a voluntary basis.

If you own a non-EU driving licence you have to convert your national driving licence. Therefore you need to submit an application for the German driving license to the driving license authority in the city or community of your primary residence. Depending on the country where your driving licence was issued



you need to take the theoretical or practical test in Germany or hand in certain documents.

If the foreign driving license contains restrictions or conditions, this also applies to the driving license in Germany

**WHERE:** Kreisverwaltungsreferat (KVR), Hauptabteilung III Straßenverkehr Kraftfahrzeugzulassungs- und Fahrerlaubnisbehörde, Eichstätter Straße 2, 80686 München, Phone: +49(0)89 233-96090

**WHEN:** For non-EU driving licences latest six month after you have registered a regular residence in Germany. If you can prove that you will not have the regular residence in Germany for more than 12 months, the 6-month period can be extended.

**ATTENTION:** Your driving license is not valid if you have not yet reached the minimum age required in Germany.

### 5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION

#### 5.3.3 a vehicle registration

**TITLE:** Vehicle registration

**WHAT:** Vehicles may only be put into service on public roads in Germany if they are approved and have an official registration number.

**WHO:** Everyone who wants to drive a car in Munich and Germany.

**HOW:** If you want to register a vehicle from abroad, your car first must be identified by the local admission office or you have to convert your foreign vehicle documents. This is necessary in order to get official German vehicle documents.

Once you have the German documents and you are registered with your main residence in Munich you can make an appointment with the local admission office to register your vehicle.

**WHERE:** Kreisverwaltungsreferat (KVR), Hauptabteilung III Straßenverkehr Kraftfahrzeugzulassungs- und Fahrerlaubnisbehörde, Eichstätter Straße 2, 80686 München, Phone: +49(0)89 233-96090

**WHEN:** As soon as you have collected all necessary documents.

**ATTENTION:** You have to pay fees for the vehicle registration and the official registration number.

**GOOD TO KNOW:** You can find an overview of all necessary documents on the website of the *Kreisverwaltungsreferat*.

#### 5.3.3 b registration of a vehicle with foreign country's registration plates

**TITLE:** Vehicle registration

**WHAT:** Vehicles may only be put into service on public roads in Germany if they are approved and have an official registration number.

**WHO:** Everyone who wants to drive a car in Munich and Germany.

**HOW:** If you want to register a vehicle from abroad, your car first must be identified by the local admission office or you have to convert your foreign vehicle documents. This is necessary in order to get official German vehicle documents.

Once you have the German documents and you are registered with your main residence in Munich you can make an appointment with the local admission office to register your vehicle.

**WHERE:** Kreisverwaltungsreferat (KVR), Hauptabteilung III Straßenverkehr Kraftfahrzeugzulassungs- und Fahrerlaubnisbehörde, Eichstätter Straße 2, 80686



München, Phone: +49(0)89 233-96090

**WHEN:** As soon as you have collected all necessary documents.

**ATTENTION:** You have to pay fees for the vehicle registration and the official registration number.

**GOOD TO KNOW:** You can find an overview of all necessary documents on the website of the Kreisverwaltungsreferat.

### 5.3.3 c technical examination

**TITLE:** Technical examination

**WHAT:** In order to ensure that your vehicle is roadworthy and meets environmental requirements you must bring your vehicle to the main investigation (*Hauptuntersuchung*, short HU) regularly.

**WHO:** Everyone who owns a vehicle in Germany.

**HOW:** You can arrange an appointment (online) at one of the service centres of TÜV Süd in order to register your vehicle for the technical examination.

For the appointment you need to bring your car together with your vehicle documents and the registration certificate.

**WHERE:** In Munich, there are several service centres of TÜV Süd which offer the technical examination. You can find the one closest to you at the website of TÜV Süd.

For example, there is one service centre at: Eichstätter Str.7, 80686 München, Phone: +49 (0) 89 5190 3388

**WHEN:** A new passenger car has to be inspected for the first time three years after its registration, followed by a two-year cycle.

**ATTENTION:** Depending on your vehicle you have to pay a fee for the technical examination.

**GOOD TO KNOW:** If your vehicle passes the inspection, your car will get a yellow circular main inspection sticker which shows you the year and date when the next technical inspection is necessary.

### 5.3.3 d insurance

**TITLE:** Vehicle Insurance

**WHAT:** The vehicle insurance is legally required and insures your vehicle in case of damage.

**WHO:** Everyone who owns a vehicle in Germany.

**HOW:** Research and compare insurance provider in Munich and choose the one which offers the best conditions for your requirements.

**WHERE:** For example: AXA Fink & Wagner GmbH, Josephspitalstraße 15, 80331 München, Phone: +49 (0) 89 70074195

**WHEN:** As soon as possible.

**ATTENTION:** Depending on the conditions of the vehicle insurance and your requirements there may be differences in price.

## 5.3.4 PUBLIC TRANSPORT

### 5.3.4 a means of public transport

**TITLE:** Train and suburban train

**WHAT:** The far-distance trains as well as suburban trains (S-Bahn) in Munich are



served by the Deutsche Bahn.

Munich S-Bahn connects the city of Munich to its surrounding areas and beyond. There are seven S-Bahn lines in Munich, two of them shuttle between the city and Munich Airport. Usually the trains go in a 20-minutes-cycle.

Additionally there are trains which leave from Munich to destinations all over Bavaria, Germany and above. Mainly they start from Munich Central Station or from the station München-Pasing.

**WHERE:** For detailed information about the rail network, schedules and tickets visit the website of the Deutsche Bahn or use the application on your smartphone. [http://www.s-bahn-muenchen.de/s\\_muenchen/view/index.shtml](http://www.s-bahn-muenchen.de/s_muenchen/view/index.shtml) (in German)

**TITLE:** Underground, Bus and Tram

**WHAT:** The Munich Transport Company (MVG = Münchner Verkehrsgesellschaft) runs almost all underground, bus and tram lines in Munich. There are eight underground lines as well as a huge number of bus and tram lines which connect different parts of Munich. In the central area, the offer of public transport means is broader than at the suburban areas.

The rail network is divided into four areas, from the centre to the suburban areas which influence the ticket prices.

**WHERE:** For detailed information about the rail network, schedules and tickets visit the website of the MVG or MVV or use the application on your smartphone. (in English, in German): <https://www.mvg.de/en.html> <http://www.mvv-muenchen.de/en/homepage/index.html>

**TITLE:** City bicycles

**WHAT:** If you do not have an own bike yet or want to bike a short distance spontaneously, you can use one of the city bike offers in Munich.

There are bikes offered from the MVG Munich Transport Company (MVG = Münchner Verkehrsgesellschaft) which you can use only in the central area of Munich.

Also, you can use the city bikes offered by the Deutsche Bahn, which are operated all over Germany.

**WHERE:** To use the city bikes you have to register and create an account for the service. Usually you have to pay a fixed price per minute. To book, (un-)lock the bike and for payment, use the smartphone apps. MVG Bike: <https://www.mvg.de/services/mobile-services/mvg-rad.html> (in German) DB Bike (Call a bike): [https://www.bahn.de/p/view/service/fahrrad/call\\_a\\_bike.shtml#](https://www.bahn.de/p/view/service/fahrrad/call_a_bike.shtml#) (in German)

**TITLE:** Park and Ride

**WHAT:** At many final stations of S-Bahn or underground train you can find car parkings of Park+Ride. There you can park your car for a reasonable parking fee, if you come from suburban areas to travel on with public transport to the city centre. This is a good offer for commuters and everyone who wants to avoid traffic and lack of car-parking space in the city centre.

**WHERE:** For detailed information, prices and locations of P+R parkings visit the website of P+R: (IN English, in German): <http://www.parkundride.de/en/startseite.html>



**TITLE:** Car-sharing

**WHAT:** As there are bike sharing offers like the city bikes there is also a huge offer of car-sharing providers in Munich. They are useful for you, if you do not own a car and need a car only in special situations. You have to register and create an account to use the car-sharing service. Usually you have to pay a fixed price per minute or per kilometre.

There are two types of offers: You can both pick up and park the car everywhere in the area or only at defined locations.

**WHERE:** Some of the popular car-sharing providers are: DriveNow (by BMW), Car2go, StattAuto München

## 5.4 PERSONS WITH SPECIAL NEEDS

### 5.4.1 FINANCIAL AND OTHER ASSISTANCE

#### 5.4.1 a list of financial assistance

**TITLE:** Social welfare

**WHAT:** Every person who needs help or care can get support in various hardships and life situations at the Department for Social Security. The legal bases can be found in the Social Code Book XII (SGB XII).

**WHERE:** Landeshauptstadt München Sozialreferat, Amt für Soziale Sicherung Orleansplatz 11, 81667 München, <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Themen/Behinderung-und-Pflege.html> (in German)

#### 5.4.1 b other means of assistance

**TITLE:** Disability pass

**WHAT:** If you are afflicted with a disability or severe disability you will receive upon application a (severely) disabled person's ID card from the pensions office. The card will document the degree of your disability, and will enable you to receive concessions, for example on public transport.

**WHERE:** via online-application: <https://www.zbfs.bayern.de/menschen-behinderung/ausweis/antrag/>; Zentrum Bayern Familie und Soziales, Hegelstraße 2, 95447 Bayreuth, E-Mail: [poststelle@zbfs.bayern.de](mailto:poststelle@zbfs.bayern.de)

**TITLE:** Free public transport

**WHAT:** If your disability significantly reduces your mobility in road traffic or if you are incapacitated or deaf, you are entitled to free public transport on production of a pass that is marked accordingly. This applies to trams, buses, suburban trains and (second- class) rail travel nationwide.

**WHERE:** So that you can use this service, your pass must contain a special stamp (*Wertmarke*). These stamps are issued by the compensation office and cost €80 for one year or €40 for six months. The 12-month stamps are issued on application free of charge to persons who are blind or otherwise incapacitated and to certain groups of persons on low incomes.

**TITLE:** Accommodation adjustment

**WHAT:** Help in adjusting the accommodation to special needs.

**WHERE:** Verein für Stadtteilarbeit e.V., Beratungsstelle Wohnen, Aachener



Straße 9, 80804 München, Phone: +49 (0) 89 35 70 43 0, [be-wohnen@verein-stadtteilarbeit.de](mailto:be-wohnen@verein-stadtteilarbeit.de)  
[www.beratungsstelle-wohnen.de](http://www.beratungsstelle-wohnen.de) (in German)

**TITLE:** Service offices for home care and nursing

**WHAT:** Service offices provide professional home care.

**WHERE:** A list of all service offices you will find here (German): <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Sozialamt/Alter-und-Behinderung/Beratung-und-Hilfe.html>

**TITLE:** Equipment for people with special needs

**WHAT:** A lot of equipment for people with special needs is provided by health insurance.

**WHERE:** Your doctor will confirm your needs. Get in contact with your health insurance.

**TITLE:** The Integration Office

**WHAT:** The Integration Office supports people with disabilities in their working life.

**WHERE:** Find information in English here: <https://www.integrationsaemter.de/Fluechtlinge/585c/index.html>

#### 5.4.1 c carer's allowance

**TITLE:** Carer's allowance

**WHAT:** Financial aid offered by the state to help cover the expenses related with assistance and care of a dependant family member who needs nursing care because of physical, mental or psychological illness or disability from the same household.

**HOW:** You can contact your nursing care fund. If you are not insured for nursing care or the benefits of the nursing care fund and your own resources are insufficient, you can apply for nursing care (SGB XII).

**WHERE:** Care-insured persons must submit an application to the nursing fund or private long-term care insurance. Persons who are insured for nursing care should contact the relevant Social Resident Centre. Which Social Resident Centre you can contact depends on your residential address. Find your relevant centre at [www.muenchen.de/sbh](http://www.muenchen.de/sbh)

**ATTENTION:** In principle, assistance is granted from the day on which your need or help becomes known to the social welfare agency.

### 5.4.2 RIGHTS

#### 5.4.2 a rights and employment

**TITLE:** Training Allowance (*Ausbildungsgeld*)

**WHAT:** Training allowance is a benefit for securing a livelihood and is only provided by the Federal Employment Agency (*Bundesagentur für Arbeit - BA*) for disabled persons.

**WHERE:** More in English: <https://www3.arbeitsagentur.de/web/content/EN/Benefits/PersonswithDisabilities/index.htm>; Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0) 89 51540, [www.arbeitsagentur.de](http://www.arbeitsagentur.de).





[de](#), Google Map: [Agentur für Arbeit](#)

**TITLE:** Transitional Allowance (*Übergangsgeld*)

**WHAT:** Transitional allowance is a compensation for reduced income within the framework of promotion of vocational integration of disabled persons in working life. If you are participating in an education measure within the framework of promotion of vocational integration of disabled persons in working life, you are under certain circumstances entitled to transitional allowance as compensation for reduced income. Your counsellor will evaluate whether the requirements are met in your specific case.

**WHERE:** More in English: <https://www3.arbeitsagentur.de/web/content/EN/Benefits/PersonswithDisabilities/index.htm>; Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0) 89 51540. [www.arbeitsagentur.de](http://www.arbeitsagentur.de), Google Map: [Agentur für Arbeit](#)

**TITLE:** Training Allowance for Disabled Persons (*Berufsausbildungsbeihilfe für behinderte Menschen*)

**WHAT:** Disabled persons are entitled to vocational training assistance when participating in general vocational training measures. Your guidance counsellor can tell you if you are entitled to vocational training assistance (BAB) or training allowance (Ausbildungsgeld) during vocational training, the participation in a work preparation scheme, basic training or other measures leading to the participation in working life.

**WHERE:** More in English: <https://www3.arbeitsagentur.de/web/content/EN/Benefits/PersonswithDisabilities/index.htm>, Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0) 89 51540. [www.arbeitsagentur.de](http://www.arbeitsagentur.de), Google Map: [Agentur für Arbeit](#)

**TITLE:** The Integration Office (*Integrationsamt*)

**WHAT:** The Integration Office supports people with disabilities in their working life.

**WHERE:** Find information in English here: <https://www.integrationsaemter.de/Fluechtlinge/585c/index.html>

**GOOD TO KNOW:** It is not always easy to know who is responsible for what. So that this does not place persons with disabilities at a disadvantage, the various agencies responsible for rehabilitation are required to work closely with each other. The agencies have also set up joint service centres in almost all urban and other districts. The joint service centres cover all agencies and provide information on responsibilities and on criteria for receiving benefits and services and administrative procedures, and help with making applications. The establishment of joint service centres supports coordinated provision close to home and one-stop support for persons with disabilities or at risk of disability. The agencies are also required to clarify responsibilities within 14 days and to ensure that decisions are made quickly and unbureaucratically.

#### 5.4.2 b rights and education

**TITLE:** The right to schooling and trainings

**WHAT:** The Institute for Professional Development in Education advises people with special needs for schooling and vocational trainings.

**WHERE:** Landeshauptstadt München, Referat für Bildung und Sport,





Pädagogisches Institut Bildungsberatung, Schwanthalerstraße 40, 80336 München, Phone +49 (0) 89 233 83300, <http://www.pi-muenchen.de/> (in German)

**TITLE:** The right to compensation for cost and support in education  
(*Nachteilsausgleich*)

**WHAT:** Pupils with special needs may be disadvantaged in school. You get special support like adjusting the facilities in class room, technical equipment or other kinds of support.

**WHERE:** Landeshauptstadt München, Referat für Bildung und Sport, Pädagogisches Institut Bildungsberatung, Schwanthalerstraße 40, 80336 München, Phone +49 (0) 89 233 83300, <http://www.pi-muenchen.de/> (in German)

### 5.4.3 CHILDREN WITH SPECIAL NEEDS

#### 5.4.3 a assistance for children with special needs

**TITLE:** The right to schooling and trainings

**WHAT:** The Institute for Professional Development in Education advises people with special needs for schooling and vocational trainings.

**WHERE:** Landeshauptstadt München, Referat für Bildung und Sport, Pädagogisches Institut Bildungsberatung, Schwanthalerstraße 40, 80336 München, Phone +49 (0) 89 233 83300, <http://www.pi-muenchen.de/> (in German)

**TITLE:** The right to compensation for cost and support in education  
(*Nachteilsausgleich*)

**WHAT:** Pupils with special needs may be disadvantaged in the school. You get special support like adjusting the facilities in class room, technical equipment or other kinds of support.

**WHERE:** Landeshauptstadt München, Referat für Bildung und Sport, Pädagogisches Institut Bildungsberatung, Schwanthalerstraße 40, 80336 München, Phone +49 (0) 89 233 83300, <http://www.pi-muenchen.de/> (in German)

**TITLE:** The right to transport to school

**WHAT:** If you are disabled more than 6 months and can prove it by certificate you are entitled to transport to school free of charge.

**WHERE:** Landeshauptstadt München, Referat für Bildung und Sport - GV 2, Bayerstr. 28, 80335 München, Phone +49 (0) 89 233 96776, email: [Fahrtkosten.rbs@muenchen.de](mailto:Fahrtkosten.rbs@muenchen.de), <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport.html> (in German)

**TITLE:** Assistance by volunteers

**WHAT:** The association „Verein zur Betreuung und Integration behinderter Kinder und Jugendlicher (BIB)“ supports families with volunteer assistance for day care for children with special needs.

**WHERE:** BiB e.V., Seeriederstr. 25, 81675 München, Phone +49 (0) 89) 124796930, email: [info@bib-ev.org](mailto:info@bib-ev.org), <http://www.bib-ev.org/> (in German)

**TITLE:** Offers for activities and events

**WHAT:** The association “Kreisjugendring” offers joint events and cultural activities



for youngsters with and without special needs. Projects help to raise public awareness in the field of special needs.

**WHERE:** Haus der Jugendarbeit, Rupprechtstr.29, phone +49 (0) 89 55 2731830, email: [ebs@kjr-m.de](mailto:ebs@kjr-m.de), <http://www.kjr-m.de/themen/inklusion.html> (German)

**TITLE:** Information about all accessible leisure activities

**WHAT:** The association “Jugendinformationszentrum München” provides a list of all accessible offers and leisure activities here [http://www.jiz-muenchen.de/no\\_cache/themen/freizeit/adressen/tag/Freizeit%20mit%20Behinderung/](http://www.jiz-muenchen.de/no_cache/themen/freizeit/adressen/tag/Freizeit%20mit%20Behinderung/) (German)

**WHERE:** Jugendinformationszentrum München, Sendlinger Straße 7, 80331 München, Phone +49 (0) 89 55052150, email: [info@jiz-muenchen.de](mailto:info@jiz-muenchen.de), [http://www.jiz-muenchen.de/no\\_cache/themen/freizeit/adressen/tag/Freizeit%20mit%20Behinderung/](http://www.jiz-muenchen.de/no_cache/themen/freizeit/adressen/tag/Freizeit%20mit%20Behinderung/) (German)

#### 5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS

##### 5.4.4 a assistance for persons with special needs

**TITLE:** The Integration Office (*Integrationsamt*)

**WHAT:** The Integration Office supports people with disabilities in their working life. Integration offices are among the agencies that carry out the tasks arising from Book IX of the Social Code. Compensation offices are responsible for determining a person’s disability, their level of disability and any further health conditions that are a requirement for claiming disability concessions. Special employment protection, supportive assistance in employment and collection of compensation contributions all come under the purview of integration offices.

**WHERE:** Find information in English here: <https://www.integrationsaemter.de/Fluechtlinge/585c/index.html>

**TITLE:** Jobs and work for people with special needs

**WHAT:** The foundation “Pfennigparade” offers jobs, trainings and work for disabled persons.

**WHERE:** Stiftung Pfennigparade, Barlachstraße 24-36, 80804 München, Phone +49 (0) 89 83934000, email: [info@pfennigparade.de](mailto:info@pfennigparade.de), <https://www.pfennigparade.de/index.php> (in German)

**TITLE:** Information and service for disabled person who want to work

**WHAT:** The Federal Employment Agency (*Bundesagentur für Arbeit*) provides service, financial support and information for disabled persons. The Federal Employment Agency provides incentives for hiring persons with severe disabilities and monitors compliance with the statutory obligation to employ persons with severe disabilities.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0) 89 51540, [www.arbeitsagentur.de](http://www.arbeitsagentur.de), Google Map: [Agentur für Arbeit](#)

**GOOD TO KNOW:** All rehabilitation providers must accept your application for benefits and services for rehabilitation and participation – a specific form is not required – and if necessary forward it to the agency responsible. The rehabilitation provider to which an application is forwarded must normally give you a final decision. Only in very exceptional cases can an application be forwarded a second



time, and then only if the agency to which it is forwarded has stated that it will give a decision.

## 5.5 PARTICIPATING IN SOCIETY

### 5.5.1 MIGRANTS' ADVISORY BODIES

#### 5.5.1 a list of advisory bodies

**TITLE:** Information service at the Federal Office for Migration and Refugees

**WHAT:** This is the national information service of the Federal Office for Migration and Refugees. Here you will get answers to your questions about the Immigration Act, on the law on residence or on the topic of naturalisation. It cannot give you legal advice!

**WHERE:** Information Service: Phone: +49 911 943-0, Monday to Friday 9 a.m. to 3 p.m., Or use the [online contact form](#) to submit your questions.

#### **TITLE: Migration Advice Service for Adult Immigrants (MBE)**

**WHAT:** The MBE is a kind of social counselling for migrants in the Federal Republic of Germany to offer a network of individual counselling for adult newcomers. The executing advisers will support you from your first day in Germany and can advise you in relation to: learning German, school and work, housing, health, marriage, family and raising children. The advice is free of charge for you at all times.

**WHERE:** There are migration advice services in many towns and cities in Germany, carried out by different charitable organisations. Find the advice centres in your area at the website of Federal Office for Migration and Refugees: [http://www.bamf.de/SiteGlobals/Functions/WebGIS/EN/WebGIS\\_Migrationserstberatung.html#HTTP/Shell/Open/Command](http://www.bamf.de/SiteGlobals/Functions/WebGIS/EN/WebGIS_Migrationserstberatung.html#HTTP/Shell/Open/Command) by entering your location.

**TITLE:** Regional Advice Office of the Federal Office for Migration and Refugees

**WHAT:** The regional offices of the Federal Office for Migration and Refugees are responsible for the integration work on site and carry out migration tasks.

**WHERE:** You can also find your regional person of contact there. Weihenstephaner Straße 7, 81673 München, Phone: +49 (0) 89 62029 0, [MUC-Posteingang@bamf.bund.de](mailto:MUC-Posteingang@bamf.bund.de)

**TITLE:** Munich Foreigners Office (*Ausländerbehörde*)

**WHAT:** The Foreigners Office (*Ausländerbehörde*) is your local point of contact in the City of Munich for all issues concerning registration and residence permit, visa applications, student visa and other questions on working and living in Munich. It also includes a service center for international professionals.

**WHERE:** Landeshauptstadt München Kreisverwaltungsreferat Ausländerbehörde, Ruppertstr. 19, 80337 München, Phone: +49 (0) 89/233-96010, [auslaenderbehoerde.kvr@muenchen.de](mailto:auslaenderbehoerde.kvr@muenchen.de), [https://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Foreigners-Office.html](https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Foreigners-Office.html)

**TITLE:** Migrant's Advisory Board Munich (*Migrationsbeirat*)

**WHAT:** The migrant's advisory board represents the political interests of Munich citizens without a German passport. It advises and contributes to Munich's city



policy on all questions about the foreign population in Munich.

**WHERE:** Landeshauptstadt München, Geschäftsstelle des Migrationsbeirats, Burgstraße 4, 80331 München, Phone: +49 (0) 89 233-92454, <http://www.migrationsbeirat-muenchen.de> (German)

## 5.5.2 CIVIC ASSOCIATIONS

### 5.5.2 a procedure for establishing civic associations

**TITLE:** Procedure for establishing civic associations

**WHAT:** There are many reasons to start a civic association and Germany is a country with a strong association culture. If you want to establish a civic association, you need to be aware of several requirements.

**STEP 1:** Find other people who want to join you in serving the common goal of you association. You need to be at least two to three founding people!

**STEP 2:** Define the goal and the purpose you want to serve with your association. It is good to draft and sign a simple statute as a written agreement between the members which defines the most important framework conditions and rules.

**STEP 3:** Acquire more fellow campaigners and get active!

**STEP 4:** There is no statutory obligation to register your association in the association register. But as long as your association isn't registered, it doesn't have legal capacity and may not make profits. In order to establish a registered association, you need to:

- ▶ have at least seven founding members
- ▶ hold a constitutive meeting and write a protocol
- ▶ agree on a articles of association
- ▶ elect the executive board and define other roles in your association
- ▶ register your association in your local association register

**WHERE** Responsible for the association register is your local court (*Amtsgericht*), Amtsgericht München, Registergericht, Infanteriestraße 5, 80325 München, Phone: +49 (89) 5597-06

**GOOD TO KNOW:** As long as your association is not registered in the association register and therefor no legal entity you may not use the addition e.V. in the name of your association. e.V. is short for *eingetragener Verein*, which means registered association.

## 5.5.3 RELIGION

### 5.5.3 a registering a religious organization

**TITLE:** Procedure for registering a religious organization

**WHAT:** Religious organisations can register as "Körperschaft öffentlichen Rechts"

**STEP 1:** Choose a lawyer specialized in the subject.

**STEP 2:** Make an appointment.

### 5.5.3 b list of recognized religious organizations

**TITLE:** List of recognized religious organizations in Germany

**WHAT:** List of registered religions in Bavaria is provided by the Federal Office of Interior

**WHERE:** <http://www.personenstandsrecht.de/PERS/DE/Themen/Informationen/>



[Religionsgemeinschaften/religionsgemeinschaften\\_node.html](#) (in German)

#### 5.5.4 VOTING RIGHTS

##### 5.5.4 a active voting right

**TITLE:** Elections for municipal and city councils

**WHAT:** The parties nominate candidates which are listed in the election material you will get at the vote. Elections in Germany are general, direct, free, equal and confidential.

**WHO and HOW:** All men and women who are at least 18 years old and German citizens can vote as well as EU citizens: You will get the invitation for voting with date and place in time. If you can't go to vote you can apply for postal vote.

**TITLE:** Elections for the Land Government

**WHAT:** The ballot for the most *Land* Governments works like this: Each voter has two votes, a first vote and a second vote. Voters vote for a candidate from their constituency with their first vote. They cast their second vote for a party list. The second vote is more important as it decides the distribution of seats in the parliaments. The votes for municipal representatives are regulated by *Land* law. Elections in Germany are general, direct, free, equal and confidential.

**WHO and HOW:** All men and women who are at least 18 years old and German citizens can vote: You will get the invitation (*Wahlbenachrichtigung*) for voting with date and place in time (3 weeks before). If you can't go to vote you can apply for postal vote.

**TITLE:** Elections for the Bundestag (the Federal Parliament)

**WHAT:** The ballot for the Bundestag works like this: Each voter has two votes, a first vote and a second vote. Voters vote for a candidate from their constituency with their first vote. They cast their second vote for a party list. The second vote is more important as it decides the distribution of seats in the parliaments. The votes for municipal representatives are regulated by *Land* law. Elections in Germany are general, direct, free, equal and confidential.

**WHO and HOW:** All men and women who are at least 18 years old and German citizens can vote: You will get the invitation for voting with date and place in time. If you can't go to vote you can apply for postal vote.

**TITLE:** Elections for the European Parliament

**WHAT:** Elections to the European Parliament take place every five years by universal adult suffrage. It is directly elected.

**WHO and HOW:** European Union citizens aged 18 or over on polling day resident in Germany, if they are resident in member states of the European Union for at least three months.

Additionally, German citizens aged 18 or over who have lived in Germany for at least three consecutive months within the last 25 years when they were at least aged 14.

##### 5.5.4 b passive voting right

**TITLE:** Application for one voting district and/or *Bundesland*

**WHAT:** Recognised political Parties and eligible voters propose candidates. The written proposal has to be given to the responsible poll worker (*Kreiswahlleiter*) 66



days before the election. 58 days before they names will be published.

**WHO and HOW:** All men and women who are German citizens can be elected provided that they are at least 18 years old.

**TITLE:** Application for EU Parliament

**WHAT:** Recognised political Parties and eligible voters propose candidates. The proposal lists for a Land and joint lists for all Länder have to be submitted in written form to the Federal Returning Officer (*Bundeswahlleiter*) on the 83<sup>rd</sup> day before the election.

**WHO and HOW:** All men and women who are German citizens can be elected provided that they are at least 18 years old.

## 5.6 HOLIDAYS AND FREE TIME

### 5.6.1 PUBLIC HOLIDAYS

#### 5.6.1 a list of public holidays

**TITLE:** List of public holidays

**WHAT:** Public holidays in Germany differ from Bundesland to Bundesland and some of the dates change every year. You can obtain a schedule of all public holidays for 2018: <http://www.schulferien.org/deutschland/feiertage/2018/>

For an orientation, this is an overview of all public holidays in Bavaria for 2018:

- ▶ Neujahr (New Year's Day) - Every year on 1<sup>st</sup> of January.
- ▶ Heilige Drei Könige (Epiphany) - Every year on 6<sup>th</sup> of January.
- ▶ Karfreitag (Good Friday) - Friday before Easter: 30.03.2018
- ▶ Ostermontag (Easter Monday) - Monday after Easter: 02.04.2018
- ▶ Tag der Arbeit (Labour Day) - Every year on 1<sup>st</sup> of May.
- ▶ Christi Himmelfahrt (Ascension Day) - 39 days after Easter: 10.05.2018 (it is always a Thursday)
- ▶ Pfingstmontag (Whit Monday) - 49 days after Easter: 21.05.2018
- ▶ Fronleichnam (Corpus Christi) - 59 days after Easter: 31.05.2018 (it is always a Thursday)
- ▶ Maria Himmelfahrt (Assumption Day) - Every year on 15<sup>th</sup> of August.
- ▶ Tag der Deutschen Einheit - It is the national holiday of Germany. Every year on the 3<sup>rd</sup> of October.
- ▶ Allerheiligen (All Saints' Day) - Every year on the 1<sup>st</sup> of November.
- ▶ Erster Weihnachtsfeiertag - First day after Christmas Eve, 25<sup>th</sup> of December.
- ▶ Zweite Weihnachtsfeiertag - Second day after Christmas Eve, 26<sup>th</sup> of December.

#### 5.6.1 b school holidays

**TITLE:** School Holidays

**WHAT:** School holidays in Germany differ from Bundesland to Bundesland and it changes every year. You can obtain a schedule of all school holidays for 2017/2018: <http://www.schulferien.org/Bayern/bayern.html>. For an orientation, this is an overview of the school holidays in Bavaria for 2017/2018.

- ▶ AUTUMN HOLIDAYS - 10/10/17 to 03/11/17





- ▶ CHRISTMAS HOLIDAYS - 23/12/17 to 05/01/18
- ▶ WINTER HOLIDAYS - 12/02/18 to 16/02/18
- ▶ EASTER HOLIDAYS - 26/03/18 to 07/04/18
- ▶ WHITSUN HOLIDAYS - 22/05/18 to 02/06/18
- ▶ SUMMER HOLIDAYS - 30/07/18 to 10/09/18

### 5.6.1 c holidays services

**TITLE:** Vacation Pass (*Müncher Ferienpass*)

**WHAT:** The vacation pass is kind of a voucher booklet and offers many tips for exciting activities in and around Munich during school holidays at free or very discounted prices. Included are for example museums, swimming pools, cinema, theatre and more or one-day adventure trips.

**WHO:** For children up to 14 years: 14€ (including free public transport). For children from 15 to 17 years: 10€. For all children between 6 and 17 years who want to spend their holidays in Munich and the surrounding area, also for children who do not live in Munich.

**HOW:** You can purchase the vacation pass [online](#) or at one of the various [points of sale](#). Then you just need to show the voucher to get the reduced price for the activities.

**TITLE:** Family Pass (*Münchner Familienpass*)

**WHAT:** The Munich family pass offers discounts, vouchers, suggestions and exclusive offers to relieve families in their leisure activities, like discounts for restaurants, beer gardens or museums. The family pass is valid the all the year, from 01.01. until 31.12. and costs 6€.

**WHO:** For all Munich families and for families from the districts of Dachau, Ebersberg, Freising, Munich and Starnberg. It is valid for two adults and not more than four children (up to the age of 17).

**WHERE:** You can purchase the family pass [online](#) or in one of the various [points of sale](#).

**TITLE:** Camps for children

**WHAT:** The city of Munich offers camps between one and two weeks during the school holidays. There are many different options and destinations depending on the age and interests of your children. The camps include accommodation, catering and excursions. A reduction in the price of the participation is often possible.

**HOW:** For all children and young people between 5 and 15 years who live in the urban area of Munich.

**WHERE:** You can find the brochure with the holiday programme online or in the city information office and they are distributed in all schools in Munich. On the indicated day of sale, you can buy a reservation card from one of the pre-sales offices, and send the registration form to the city council.

**TITLE:** Lilalu educational and holiday programme of the Johanniter

**WHAT:** Lilalu offers fulldays workshops in all school holidays, where children and young people learn new skills in theatre, dance, music, circus, movement and sports. The workshops take three up to six days and end with a big show for the





children's families.

There is a quota of discount tickets for families with low income.

**WHO:** It's open for all children and young people from 4 to 13 years.

**WHERE:** After you and your child have chosen your favourite workshop you can register your children directly on the Lilalu [website](#). For information and help: LILALU Bildungs- und Ferienprogramme, Leonrodstr. 10, 80634 München, Phone: +49(0)89 800 000 60 18

**TITLE:** „Ferien Extra!“Kreisjugendring Munich

**WHAT:** “Ferien Extra!” is the holiday programme of the Kreisjugendring München-City (KJR). 16 KJR children's and youth institutions together organise diverse activities during the whitsun and summer holidays free or for very low prices. Your children can participate in day trips, multi-day trips, sports and adventure offers or just come to play kicker, billiard or soccer, dance hip-hop or surf the Internet in one of the youth institutions. For girls and boys all over Munich.

**WHERE:** You can find more information or download the brochure with the actual holidays programme on the website of the [KJR](#).

## 5.6.2 USEFUL SOCIAL NETWORKS (FB, LinkedIn, etc.)

### 5.6.2 a list of social networks groups

**TITLE:** List of social network groups

**WHAT:** Social networks are a useful and fast way to communication all over Germany. You can contact many organisations and institutions through social networks. The most common are Facebook, Instagram, Snapchat, LinkedIn, XING, Twitter, youtube, soundcloud.

## 5.7 SUPPORT SERVICES FOR MIGRANTS

### 5.7 a list of support services and projects regarding housing

**TITLE:** Office for Housing and Migration (*Amt für Wohnen und Migration*)

**WHAT:** The City of Munich has a population of certain number of apartments, which are awarded through the Office for Housing and Migration, including social apartments. To be eligible for social housing you need to submit an application for subsidized flats. After the Office for Housing and Migration has confirmed your request you can register and search on the internet platform [SOWON](#) and apply for accommodation.

**WHERE:** Amt für Wohnen und Migration, Franziskanerstr. 8, 81669 München, email: [kundencenter-wohnen.soz@muenchen.de](mailto:kundencenter-wohnen.soz@muenchen.de), Phone: +49 (0) 89 233-96820

**TITLE:** Social work facility service

**WHAT:** Your district's social work facility serves as a municipal provider of social services offered by the City of Munich. These services are available in social service facilities (*Sozialbürgerhäuser*) and in the central support facility for the homeless (*Zentrale Wohnungslosenhilfe*). The services are available to all citizens of Munich, regardless of their sex, cultural or social background, age, religion, world view, disability, sexual or gender identity. You will receive qualified and confidential counselling free of charge.



**WHERE:** In the *Sozialbürgerhaus* the various functions are organized by order of the residential address. Finder: <http://www.muenchen.de/dienstleistungsfinder/muenchen/1060763/t/>

**TITLE:** Caritas

**WHAT:** The Caritas is a welfare organization in Germany. Along other services it offers also counselling for migrants. Caritas supports migrants in finding housing in Munich, which may include:

Help with writing your application for social housing

Support with the flat search in various search portals

Language support between your landlord and you

**WHERE:** Caritas, Counselling centre for Migrants, Akademie der Nationen München, Lämmerstr. 3, 80335 München, Phone: +49 (0) 89 55169-831

**TITLE:** Mitbauzentrale München

**WHAT:** The Mitbauzentrale in Munich is a general contact point for everyone who is interested in getting involved in a housing cooperative. It has a good overview over the network of housing cooperatives and can provide you with information and counselling if you want to become a member.

**WHERE:** mitbauzentrale münchen, Schwindstraße 1, 80798 München, Phone: +49 (0) 89 - 57 93 89 - 50, email: [info@mitbauzentrale-muenchen.de](mailto:info@mitbauzentrale-muenchen.de)

**TITLE:** Youth Information Centre (*Jugendinformationszentrum* - JIZ) München

**WHAT:** The Youth Information Centre in Munich offers counselling with information and tips about the room and apartment search in Munich for young people up to 26 years. The JIZ does not offer accommodation, but offers assistance with apartment search and has many addresses of dormitories.

**WHERE:** Jugendinformationszentrum München, Sendlinger Str. 7, 80331 München, Phone: +49 (0)89-550 52150, Housing counselling for young people: Mondays 2-6 p.m.

**TITLE:** Refugees welcome

**WHAT:** Platform for refugees who want to live in flatshares or houses instead of camps

**WHERE:** <http://www.refugees-welcome.net/> (in English)

**TITLE:** project "Apartments for refugees"

**WHAT:** Help for refugees to find an apartment

**WHERE:** <http://www.kontaktstelle-wohnen.de/de/index.html> (in German)

**TITLE:** Diakonie

**WHAT:** Diakonie is the social welfare organisation of Germany's Protestant churches. Diakonie provides aid to people in need of care, to people with disabilities or illness, to children and families, to immigrants and their families, to those struggling with addiction, and to those otherwise disadvantaged.

**WHERE:** Use the research engine to find the nearest office: (in English, German and French) <https://hilfe.diakonie.de/>



## 5.7 b list of online resources regarding housing

**TITLE:** Make it in Germany

**WHAT:** Information on housing

**WHERE:** <http://www.make-it-in-germany.com/en/for-qualified-professionals/living/housing>

**TITLE:** Federal Office for Migration and Refugees

**WHAT:** Information on living

**WHERE:** <http://www.bamf.de/EN/Willkommen/Wohnen/wohnen-node.html>

**TITLE:** Fresh start for asylum seekers in Germany

**WHAT:** Information where asylum seekers can find out all they need to know about asylum procedure, labour-market access, recognition of qualifications and assistance in Germany by the Federal Ministry of Labour and Social Affairs.

**WHERE:** (In English, in German): <http://www.bmas.de/EN/Our-Topics/Fresh-start-in-germany/fresh-start-in-germany.html>

**TITLE:** Germany guide for refugees

**WHAT:** information for asylum seekers on housing

**WHERE:** <http://www.dw.com/en/finding-accommodation-in-germany/a-18723396>

## 5.7 c list of support services and projects regarding social support

**TITLE:** Social benefit (*Sozialhilfe*)

**WHAT:** Financial help for people in financial bad circumstances.

**WHERE:** City of Munich, Department of Social Security, Orleansplatz 11, 81667 München

**TITLE:** Unemployment Benefit and Unemployment Benefit II

**WHAT:** Financial support for people who are unemployed, have completed the qualifying period and registered as unemployed.

**WHERE:** Agentur für Arbeit München, Kapuzinerstraße 26, 80337 München, Phone: +49 (0)800 4 5555 00 (Employees), Fax: +49 (0)89 / 5154 - 6669

**TITLE:** diakonia

**WHAT:** The staff of the Church social work (*Kirchliche Allgemeine Sozialarbeit*, short KASA) offer fast and flexible counselling, help and support people in difficult circumstances.

**WHERE:** Seidlstraße 4, 80335 München, Phone (KASA): +49 (0)/89/12 15 95-73, <http://diakonia.de/beraten-kasa> (in German)

**TITLE:** diakonia clothing chambers (*Kleiderkammern*)

**WHAT:** In the clothing chambers people can donate clothes and other things and persons in need can get this for free.

**WHERE:** Kleiderkammer Mitte, Seidlstraße 4, 2. Stock, 80331 München;



Kleiderkammer Ost, Am Stahlgruberring 8, 81829 München

**TITLE:** German Red Cross (*Deutsches Rotes Kreuz, short DRK*)

**WHAT:** The DRK supplies people with well-preserved clothing and many other goods to the basic material supply and runs clothing chambers all over Germany.

**WHERE:** Clothing chambers in Munich of the Bavarian Red Cross (BRK):  
Kleiderlager Allach

Elly-Staegmeyer-Str. 11, 80999 München

**Kleiderkammer Solln** Drygalski Allee 118, 81477 München-Solln

**TITLE:** Green City e.V.

**WHAT:** The cultural association in Munich organises regular clothing meet swaps (*Kleidertauschparties*).

**WHERE:** You can find the dates for upcoming on their [website](#) or on [Facebook](#).

**TITLE:** Bellevue di Monaco

**WHAT:** It is a residential and cultural centre for migrants and interested Munich citizens.

**WHERE:** Bellevue di Monaco, Müllerstraße 2, 80469 München, Phone: +49 (0) 89 550 5775-0, email: [info@bellevuedimonaco.de](mailto:info@bellevuedimonaco.de).

**TITLE:** Tafel e.V.

**WHAT:** It is a charitable association which collects donations and surplus food and distributes it to socially disadvantaged people mostly free of charge.

**WHERE:** Münchner Tafel e.V., Schäftlarnstr. 10, 81371 München, Phone: +49 (0) 89-29 22 50, email: [info@muenchner-tafel.de](mailto:info@muenchner-tafel.de)

**TITLE:** Service office of the Department of Social Security

**WHAT:** Help and support for people who need legal aid.

**WHERE:** Betreuungs-Stelle der Stadt München, Mathildenstr. 3 a, 80336 München, Phone: +49 (0) 89/ 2 33 2 62 55

**TITLE:** Social Townhouses (*Sozialbürgerhäuser*)

**WHAT:** In every Munich social townhouse there are offered many social services for the citizens' orientation.

**WHERE:** Which *Sozialbürgerhaus* is responsible for you depends on your residential address and you can find it on the [internet platform](#).

**TITLE:** Department of Health and Environment (*Referat für Gesundheit und Umwelt*) in the City of Munich

**WHAT:** It is committed to the health promotion of migrants and provides counselling and psychosocial support to migrants.

**WHERE:** Referat für Gesundheit und Umwelt, Fachstelle Migration und Gesundheit, Bayerstr. 28 a, 80335 München, Phone: +49 (0) 89 23396300

**TITLE:** Addiction Counselling of the City of Munich



**WHAT:** Counselling centres of the city of Munich for all problems regarding any kind of addiction.

**WHERE:** Referat für Gesundheit und Umwelt, SG Suchtberatung, Paul-Heyse-Straße 20, 80336 München

**TITLE:** Caritas psychological service for migrants

**WHAT:** Counselling and therapy for migrants in their mother tongue, especially social psychiatric counselling / Life counselling

**WHERE:** Psychologischer Dienst für Ausländer, Bayerstraße 73, 80335 München, Phone: +49 (0) 89 2311490, [pda@caritasmuenchen.de](mailto:pda@caritasmuenchen.de)

**TITLE:** Nationally recognized counselling centre for pregnancy questions (*Schwangerenberatungsstelle*)

**WHAT:** Counselling around pregnancy and childbirth, help for crises and problems during pregnancy.

**WHERE:** Referat für Gesundheit und Umwelt, Schwangerenberatung, Bayerstr. 28a, 80335 München, Phone: +49 (0) 89 233-47871

**TITLE:** Workers' Welfare Federal Association (*Arbeiterwohlfahrt, short AWO*)

**WHAT:** Psychosocial service for children, adolescents and adults, couples and families with a migration background in their mother tongue.

**WHERE:** Psychologischer Dienst, Goethestr. 53, 80336 München, Phone: +49 (0) 89/54 42 47 53, email: [psych.migration@awo-muenchen.de](mailto:psych.migration@awo-muenchen.de)

**TITLE:** Pro Familia

**WHAT:** Help and advice on the topics of sexuality and relationship, pregnancy and family planning as well as children and education.

**WHERE:** Counselling Centre Munich, Türkenstr. 103, 80799 München, Phone: +49 (0) 89 3300840

**TITLE:** Women's Aid Munich (*Frauenhilfe*)

**WHAT:** A 24/7 helpline for violence against women.

**WHERE:** Phone: +49 (0) 89/354830

**TITLE:** Young Refugee Centre

**WHAT:** For unaccompanied minors who need special support and aid.

**WHERE:** Young Refugee Centre, Marsstraße 19, 80335 München

## 5.7 d list of online resources regarding social support

**TITLE:** Information for refugees and asylum seekers

**WHAT:** information material (texts, brochures, films) about the German legal system especially for refugees and asylum seekers.

**WHERE:** <https://www.justiz.bayern.de/service/fluechtlinge-asylbewerber/englisch/> (in English, German, French)



**TITLE:** Fresh start for asylum seekers in Germany

**WHAT:** Information where asylum seekers can find out all they need to know about asylum procedure, labour-market access, recognition of qualifications and assistance in Germany by the Federal Ministry of Labour and Social Affairs.

**WHERE:** (in English, in German): <http://www.bmas.de/EN/Our-Topics/Fresh-start-in-germany/fresh-start-in-germany.html>

**TITLE:** European e-Justice Portal

**WHAT:** The European e-Justice Portal is conceived as a future electronic one-stop-shop in the area of justice.

As a first step it strives to make your life easier by providing information on justice systems and improving access to justice throughout the EU, in 23 languages.

**WHERE:** <https://e-justice.europa.eu/home.do?action=home&plang=en>

### **5.7 e list of support services and projects regarding driving and transport**

**TITLE:** Regional Administrative Office (*Kreisverwaltungsreferat*)

**WHAT:** Help with the validity of international and foreign driving licences, the vehicle registration and the driving license in general.

**WHERE:** Kreisverwaltungsreferat (KVR), Straßenverkehr Kraftfahrzeugzulassungs- und Fahrerlaubnisbehörde, Eichstätter Straße 2, 80686 München, Phone: +49(0)89 233-96090

**TITLE:** TÜV Süd

**WHAT:** Service centres for the technical examination.

**WHERE:** You can find the service centre closest to you at the [website of TÜV Süd](#).

**TITLE:** Deutsche Bahn

**WHAT:** The Deutsche Bahn operates the train and suburban trains in and around Munich. It also runs city bikes in Munich and all over Germany.

**WHERE:** Detailed information about the rail network and schedules and on the [website](#) (in German) of the Deutsche Bahn.

DB Bike (Call a bike): [https://www.bahn.de/p/view/service/fahrrad/call\\_a\\_bike.shtml#](https://www.bahn.de/p/view/service/fahrrad/call_a_bike.shtml#) (in German)

**TITLE:** Munich Transport Company (MVG = *Münchner Verkehrsgesellschaft*)

**WHAT:** The MVG operates the underground, bus and tram system in Munich. It also runs city bikes in Munich.

**WHERE:** Detailed information about the rail network and schedules and on the [website](#) of the MVG. MVG Bike: <https://www.mvg.de/services/mobile-services/mvg-rad.html> (in German)

### **5.7 f list of online resources regarding driving and transport**

**TITLE:** Deutsche Bahn

**WHAT:** The Deutsche Bahn operates the train and suburban trains. It also runs city bikes all over Germany.



**WHERE:** Detailed information about the rail network and schedules and on the [website](#) (in German) of the Deutsche Bahn.

**TITLE:** make it in Germany

**WHAT:** The sections explain how to travel in Germany and abroad using your preferred means of transport.

**WHERE:** <http://www.make-it-in-germany.com/en/for-qualified-professionals/living/mobility>

**TITLE:** Mein Weg nach Deutschland

**WHAT:** information on Travelling around town

**WHERE:** (in English, in German): <http://www.goethe.de/lrn/prj/wnd/idl/uwg/enindex.htm>

### **5.7 g list of support services and projects addressing persons with special needs**

**TITLE:** Social welfare

**WHAT:** Every person who needs help or care can get support in various hardships and life situations at the Department for Social Security.

**WHERE:** Landeshauptstadt München Sozialreferat, Amt für Soziale Sicherung  
Orleansplatz 11, 81667 München

**TITLE:** Accommodation adjustment

**WHAT:** Help in adjusting the accommodation to special needs.

**WHERE:** Verein für Stadtteilarbeit e.V., Beratungsstelle Wohnen, Aachener Straße 9,  
80804 München, Phone: +49 (0) 89 35 70 43 0

**TITLE: Service offices for home care and nursing**

**WHAT:** Service offices provide professional home care.

**WHERE:** A list of all service offices you will find <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Sozialamt/Alter-und-Behinderung/Beratung-und-Hilfe.html#HTTP/Shell/Open/Command> (in German)

**TITLE:** Equipment for people with special needs

**WHAT:** A lot of equipment for people with special needs is provided by health insurance.

**WHERE:** Your doctor will confirm your needs. Get in contact with your health insurance.

### **5.7 h list of online resources regarding people with special needs**

**TITLE:** wheelmap

**WHAT:** find wheelchair accessible places

**WHERE:** [www.wheelmap.org](http://www.wheelmap.org)

**TITLE:** Participation of persons with disabilities





**WHAT:** Information about rights and benefits

**WHERE:** (in English, in German): <http://www.bmas.de/EN/Our-Topics/Participation-of-Persons-with-Disabilities/participation-of-persons-with-disabilities.html>

### **5.7 i list of support services and projects regarding participating in society**

**TITLE:** Information service at the Federal Office for Migration and Refugees

**WHAT:** Information service at the Federal Office for Migration and Refugees

**WHERE:** National information service of the Federal Office for Migration and Refugees., Phone: +49 911 943-0, Monday to Friday 9 a.m.to 3 p.m., Or use the [online contact form](#) to submit your questions.

**TITLE:** Migration Advice Service for Adult Immigrants (MBE)

**WHAT:** Social counselling for migrants in the Federal Republic of Germany.

**WHERE:** Find the advice centres in your area at the [website of the Federal Office for Migration and Refugees](#) by entering your location.

**TITLE:** Regional Advice Office of the Federal Office for Migration and Refugees

**WHAT:** Here you will find your regional person of contact for all information regarding integration and migration tasks.

**WHERE:** Weihestephaner Straße 7, 81673 München, Phone: +49 (0) 89 62029 0, [MUC-Posteingang@bamf.bund.de](mailto:MUC-Posteingang@bamf.bund.de)

**TITLE:** Munich Foreigners Office (*Ausländerbehörde*)

**WHAT:** Your local point of contact in the City of Munich for all questions on working and living in Munich

**WHERE:** Ausländerbehörde, Ruppertstr. 19, 80337 München, Phone: +49 (0) 89/233-96010

**TITLE:** Migrant's Advisory Board Munich (*Migrationsbeirat*)

**WHAT:** It represents the political interests of Munich citizens without a German passport.

**WHERE:** Migrationsbeirats, Burgstraße 4, 80331 München, Phone: +49 (0) 89 233-92454

**TITLE:** Local Court Munich (*Amtsgericht*)

**WHAT:** To register civic associations.

**WHERE:** Amtsgericht München, Registergericht, Infanteriestraße 5, 80325 München, Phone: +49 (89) 5597-06

### **5.7 j list of online resources regarding participating in society**

**TITLE:** Active Citizenship & Communities

**WHAT:** Information on how to get involved in active citizenship in Germany.

**WHERE:** <http://www.make-it-in-germany.com/en/for-qualified-professionals/living/active-citizenship-communities>



**TITLE:** Welcome to Germany: life in Germany

**WHAT:** Information about choosing your religion freely, being actively involved in shaping the community and taking part in political life.

**WHERE:** <http://www.bamf.de/EN/Willkommen/LebenInDeutschland/lebenindeutschland-node.html>

## **5.7 k list of support services and projects regarding holidays and free time**

**TITLE:** Vacation Pass (*Müncher Ferienpass*)

**WHAT:** The vacation pass is kind of a voucher booklet and offers many tips for exciting activities in and around Munich during school holidays at free or very discounted prices. Included are for example museums, swimming pools, cinema, theatre and more or one-day adventure trips.

**WHO:** For children up to 14 years: 14€ (including free public transport). For children from 15 to 17 years: 10€. For all children between 6 and 17 years who want to spend their holidays in Munich and the surrounding area, also for children who do not live in Munich.

**HOW:** You can purchase the vacation pass [online](#) or at one of the various [points of sale](#). Then you just need to show the voucher to get the reduced price for the activities.

**TITLE:** Family Pass (*Münchner Familienpass*)

**WHAT:** The Munich family pass offers discounts, vouchers, suggestions and exclusive offers to relieve families in their leisure activities, like discounts for restaurants, beer gardens or museums. The family pass is valid the all the year, from 01.01. until 31.12. and costs 6€.

**WHO:** For all Munich families and for families from the districts of Dachau, Ebersberg, Freising, Munich and Starnberg. It is valid for two adults and not more than four children (up to the age of 17).

**WHERE:** You can purchase the family pass [online](#) or in one of the various [points of sale](#).

**TITLE:** Camps for children

**WHAT:** The city of Munich offers camps between one and two weeks during the school holidays. There are many different options and destinations depending on the age and interests of your children. The camps include accommodation, catering and excursions. A reduction in the price of the participation is often possible.

**HOW:** For all children and young people between 5 and 15 years who live in the urban area of Munich.

**WHERE:** You can find the brochure with the holiday programme online or in the city information office and they are distributed in all schools in Munich. On the indicated day of sale, you can buy a reservation card from one of the pre-sales offices, and send the registration form to the city council.

**TITLE:** Lilalu educational and holiday programme of the Johanniter

**WHAT:** Lilalu offers fulldays workshops in all school holidays, where children and young people learn new skills in theater, dance, music, circus, movement and



sports. The workshops take three up to six days and end with a big show for the children's families.

There is a quota of discount tickets for families with low income.

**WHO:** It's open for all children and young people from 4 to 13 years.

**WHERE:** After you and your child have chosen your favourite workshop you can register your children directly on the Lilalu [website](#). For information and help: LILALU Bildungs- und Ferienprogramme, Leonrodstr. 10, 80634 München, Phone: +49(0)89 800 000 60 18

**TITLE:** „Ferien Extra!“Kreisjugendring Munich

**WHAT:** "Ferien Extra!" is the holiday programme of the Kreisjugendring München-City (KJR). 16 KJR children's and youth institutions together organise diverse activities during the whitsun and summer holidays free or for very low prices. Your children can participate in day trips, multi-day trips, sports and adventure offers or just come to play kicker, billiard or soccer, dance hip-hop or surf the Internet in one of the youth institutions. For girls and boys all over Munich.

**WHERE:** You can find more information or download the brochure with the actual holidays programme on the website of the [KJR](#).

## 5.7 I list of online resources regarding holidays and free-time

**TITLE:** make it in Germany: leisure time for children

**WHAT:** possibilities for leisure activities with your children in Germany.

**WHERE:** <http://www.make-it-in-germany.com/en/for-qualified-professionals/living/leisure#adventure-time-for-children>

**TITLE:** Mein Weg nach Deutschland

**WHAT:** Leisure - For migrants with a visa

**WHERE:** (in English, German): <http://www.goethe.de/lrn/prj/wnd/idl/fre/enindex.htm>



## 6 HEALTH

### 6.1 PUBLIC HEALTH CARE

#### 6.1 a description of the system

**TITLE:** Description of the public health care system.

**WHAT:** In Germany, health care is based on a decentralized and self-governing system run by a number of different players. The German health care system is divided into three main areas: outpatient care, inpatient care (the hospital sector), and rehabilitation facilities. The institutions responsible for running the health care system include the associations and representatives of various providers and professions, health insurers, regulatory bodies and the Federal Ministry of Health.

**HOW:** The health care system in Germany is based on four basic principles:

1. **Compulsory insurance:** People generally must have statutory health insurance (gesetzliche Krankenversicherung - GKV) – provided that their gross earnings are under a fixed threshold (Versicherungspflichtgrenze). Anyone who earns more can choose to have private insurance (private Krankenversicherung - PKV).
2. **Funding from premiums:** Health care is financed mostly from the premiums paid by insured employees and their employers.
3. **Principle of solidarity:** In the German health care system, statutory health insurance members mutually carry the individual risks of loss of earnings and the costs of medical care in the event of illness. Everyone covered by statutory insurance has an equal right to receive care – regardless of their income and premium level. Premiums are based solely on income.
4. **Principle of self-governance:** While the state sets the conditions for medical care, the further specific setup, organization and financing of individual medical services is the responsibility of the legally designated self-governing bodies within the health care system. They are made up of members representing doctors and dentists, psychotherapists, hospitals, insurers and the insured people. The [Federal Joint Committee](http://www.english.g-ba.de/) (<http://www.english.g-ba.de/>) (Gemeinsamer Bundesausschuss G-BA) is the highest entity of self-governance within the statutory health insurance system.

**WHERE:** In Germany, outpatient care is mainly provided by self-employed doctors, dentists, psychotherapists and other health care professionals in their own practices. Most doctors and dentists have a “*Kassenzulassung*” (statutory health insurance accreditation), enabling them to treat anyone with statutory health insurance.

When they are ill or have other health problems, most people go to see their family doctor (*Hausarzt*) first. In Germany, general practitioners, internists and paediatricians are considered to be family doctors. These doctors can refer you to the right kind of specialist - like a dermatologist or gynaecologist - for particular medical problems. It is also possible to go straight to specialists without a referral.

**Inpatient care:** Most hospitals in Germany treat all patients regardless of whether they have statutory or private health insurance. Large hospitals usually are financed by the state or municipality. Charity-run or church-run hospitals are operated by organizations like the Red Cross or religious groups. There are also many privately-run hospitals, some of which will only see patients who are privately insured. These hospitals are typically smaller and more likely to be specialized.

**GOOD TO KNOW:** If you have to stay overnight in a hospital for treatment, it is



referred to as “inpatient treatment.” Additional fees are charged for accommodation and meals that are not covered by statutory insurers. These fees are stipulated in a “contract” between the patient and the hospital before the treatment is carried out.

## **6.1 b steps to get medical aid**

**TITLE:** Steps to get medical aid

**WHAT:** In Germany you can decide for yourself which doctor, dentist or psychotherapist you want to visit. For their part, doctors are obligated to treat anyone who is insured.

**STEP 1:** Find and chose the nearest family doctor (*Hausarzt*) or paediatrician (*Kinderarzt*). In general you are free to choose which doctor to see. Choose your family doctor carefully and have an in-depth talk with your doctor the first time you meet so that you can get to know each other. Your doctor should also be able to clearly explain the examinations you need and what your treatment options are.

**STEP 2:** Schedule an appointment. Most practices set aside a few hours every day for people who come with acute problems (“*Notfallsprechstunde*”). You can usually come in without an appointment during those hours. But it is still a good idea to give them a quick call beforehand to let them know you are coming.

**STEP 3:** When you go to a doctor’s practice for the first time, you should take along your certificate of vaccinations (*Impfpass*) and – where available – the results of previous diagnostic tests. You should also be prepared to inform your doctor exactly about what medication you take. Every time you need to see your doctor, you have to bring your valid health insurance card (*Krankenversicherungskarte*) with an electronic chip, in order to receive medical treatment. Should you forget it, you will be asked to bring it into the practice within ten days.

**STEP 4:** If necessary, your family doctor may refer you to a specialist practice (*Facharztpraxis*) where the doctors are specialized in another field, such as gynecology, mental illness, or conditions affecting your ears, nose and throat. In that case, your family doctor will give you a letter of referral (*Überweisungsschein*) which you will have to show at the specialist doctor’s practice.

**STEP 5:** In some cases it can be a good idea to get a second opinion (see what a different doctor says), for instance if your diagnosis is not clear or you are faced with a difficult decision about treatment options. You are free to choose another doctor for a second appointment to compare the opinions and take the best decision.

**STEP 6:** In addition to doctors and dentists, there are a number of other health care professionals, including physiotherapists, speech therapists, nurses and midwives. You will usually need a doctor’s prescription for physiotherapy, speech therapy or home care.

The statutory insurers pay fixed amounts for some services such as dental prosthetics. Any additional costs must be paid out-of-pocket and depend on the type of dental treatment. Adults also usually need to make a co-payment for outpatient physiotherapy or speech therapy.

**WHERE:** At the practice of your chosen family doctor.

**ATTENTION:** In an emergency such as an accident or a life-threatening event like a heart attack, emergency services can be reached by dialling 112.

**GOOD TO KNOW:** Doctors, psychotherapists and people working in doctors’ practices must respect “doctor-patient confidentiality” In other words, they are not allowed to share information about you with anyone else – not even your family



members or partner – without your permission.

Sometimes this also applies to information about the health of your children. For example, your 16-year-old daughter's gynaecologist cannot give you information about her examination results without your daughter's permission.

## 6.2 HEALTH INSURANCE

### 6.2 a state compulsory system - description

**TITLE:** Description of the state compulsory system of health insurance

**WHAT:** The health insurance fund covers all costs for medical treatment, a stay in hospitals or medicines, except for co-payment that you have to make. Most people in Germany are insured with a statutory health insurance fund.

**WHO:** All employees whose annual income does not exceed a specific amount (*Versicherungspflichtgrenze*) must have statutory health insurance. If you earn more, you can choose whether you would like to remain in the statutory health insurance fund or pay into a private health insurance fund. Freelance artists and journalists, students, unemployed and retired people can have statutory health insurance too. Spouses and children are also insured at no additional cost, as long as they do not earn any money, or earn too little. Children are covered up to a certain age, which will depend on whether they are still in education or vocational training. Children who are not able to care for themselves due to a disability can be insured through their parents no matter how old they are.

**HOW:** You are free to choose among the statutory health insurance companies. All of the statutory insurers basically offer the same comprehensive catalogue of standard medical benefits. But some insurers also cover the costs of additional things like travel vaccinations or sports and exercise programmes. Others offer repayments or bonus programmes if you, for example, take part in a prevention course or have the recommended vaccinations done. It can also be worth comparing the different insurer's additional fees because these can vary.

**WHERE:** You can find a list of all statutory health insurance here: <https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/> (in German)

**GOOD TO KNOW:** Medicines for children and juveniles under 18 are free of charge if they are prescribed by a doctor.

### 6.2 b health insurance cards

**TITLE:** Treatment certificate for refugees (*Behandlungsschein*)

**WHAT:** This certificate (*Behandlungsschein*) covers just acute pain and illness medical treatments for refugees. After 15 months living in Germany you can have a health insurance with all services.

**WHERE:** The *Behandlungsschein* is given out by the Department of Social Security (Amt für Wohnen und Migration): Landeshauptstadt München, Sozialreferat, Amt für Wohnen und Migration, Franziskanerstraße 6-8, 81669 München, <https://www.muenchen.de/rathaus/Stadtverwaltung/Sozialreferat/Wohnungsamt.html> (in German)

**TITLE:** Electronic insurance card

**WHAT:** The electronic insurance card proves that you are insured. The medical practices charge your insurer directly.





**WHERE:** Once you are insured at a health insurance you will get the electronic insurance card from your insurance.

**TITLE:** European Health Insurance Card - EHIC

**WHAT:** If you are insured in Germany you mustn't apply for a European Health Insurance Card. The chip is already included in your electronic insurance card.

**WHERE:** Once you are insured at a health insurance you will get the electronic insurance card from your insurance.

## 6.2 c private insurance

**TITLE:** Description of the private health insurance system

**WHAT:** Additional to the statutory health care there also exists a private health insurance system in Germany. About 11 % of people living in Germany have private health insurance (private *Krankenversicherung*, PKV).

**WHO:** Only people who fulfill certain criteria can have private health insurance. These group includes people whose gross income has been above a certain threshold for at least one year (for 2017 it is set to 57.600€/year). Self-employed people can have private health insurance too. If you would prefer not to have private health insurance, you can opt for statutory health insurance instead.

Family members are not automatically covered and have to be insured separately.

**HOW:** Private health insurance premiums are not based on income, but on age, general state of health and the requested health care services. These may include things like treatment by a senior consultant, a private hospital room, and special medical, dental or naturopathic treatments. The insurance benefits that are included are stipulated in the individual policy.

People with pre-existing medical conditions usually pay more than healthy people, and older people usually pay more than younger people.

**WHERE:** You are free to choose the provider for your private health insurance. You can find a list of all private health insurances here: <https://www.krankenkassen.de/private-krankenversicherung/pkv-liste/> (in German)

**GOOD TO KNOW:** Since 2009, all private health insurers have been required to offer a standard basic insurance policy. The premium for the basic policy may not exceed the highest statutory health insurance premium. The basic policy must include the compulsory standard medical services covered by statutory health insurers.

## 6.3 PRIVATE HEALTHCARE

### 6.3 a description of private healthcare

**TITLE:** Description of private healthcare

**WHAT:** The service is not applicable in Germany.

## 6.4 EMERGENCY

### 6.4 a emergency medical attention

**TITLE:** Emergency medical attention

**WHAT:** In an emergency such as an accident or a life-threatening event like a heart





attack, emergency services can be reached by dialling 112.

**WHERE:** Use (a mobile) phone or the nearest public telephone or ask someone to lend a telephone and dial 112 (emergency calls are free of charge). Say your name, where you are and what happened. Concentrate on facts.

**GOOD TO KNOW:** These phone numbers are for free of charge and available in the entire country. They generally speak English and German.

**TITLE:** Medical Aid

**WHAT:** In an emergency such as accidents, about to giving birth, cuts, allergic attacks you can head directly for the emergency department at hospitals

**WHO:** Anyone with serious problems, illness and injuries.

**HOW:** Check the nearest hospital or call a taxi and go/drive to the emergency department entrance. Signs guide the way.

**ATTENTION:** Depending on your seriousness which will be checked and evaluated you will have to wait until you are treated.

#### **6.4 b dental first aid**

**TITLE:** Dental first aid

**WHAT:** In case your local dentist practice is closed you will have to look for the dentist in charge. The the Federal Association of Statutory Insurance Dentists guides you to the nearest dental emergency service and after-hours service: dentist and/or hospital.

**WHO:** anyone in case of serious dental problems

**HOW:** There are the following options: Local newspapers publish doctors, pharmacies in charge of first aid at nights, weekends and national holidays.

Or search for the nearest dental aid in Bavaria with your postal code here: <https://www.notdienst-zahn.de/index.php?id=7&L=1> (in English)

**WHERE:** Use the search engine <https://www.notdienst-zahn.de/index.php?id=7&L=1> (in English) to find out when the dentist will be in his or her surgery. Especially in large cities additional emergency services are available on weekdays.

**WHEN:** Dental emergency service is available 24 hours on all weekends, holidays and single days between holidays and weekends.

#### **6.4 c on duty pharmacies in large cities**

**TITLE:** on duty-pharmacy service

**WHAT:** The on duty-pharmacy service ensures that you receive urgently necessary medicines outside normal opening hours, during the night, on weekends and holidays.

**HOW:** In Germany, there is a rotating system to guarantee that you will find an open pharmacy for emergencies during the whole year.

There are several online search tools to find the nearest open pharmacy simply and quickly.

**TITLE:** Pharmacy locator (*Apothekenfinder*) of the Apothekerverband

**WHAT:** By entering your location or ZIP-code you will find a selection of open pharmacies close to you.



**WHERE:** <http://apothekenfinder.mobi/>, Phone: +49 (0)800 00 22833,  
Apothekenfinder-App

**TITLE:** Apotheken-Umschau

**WHAT:** The next on duty-pharmacy can be found by entering your postal code and the desired date in the search box.

**WHERE:** <http://www.apotheken-umschau.de/Apotheken-Notdienst> (in German)

**TITLE:** Bavarian nationwide pharmacy chamber (*Landesapothekenkammer*)

**WHAT:** In the quick search you can have the five nearest daily on duty-pharmacies in Bavaria displayed for your selected location.

**WHERE:** <http://www.lak-bayern.notdienst-portal.de/blakportal/>, Phone: +49 (0) 089 92 62 – 33, +49 (0) 089 92 62 – 37, email: [notdienst@blak.aponet.de](mailto:notdienst@blak.aponet.de)

## 6.5 PRO BONO HEALTH SERVICE

### 6.5 a description and a list of pro bono health services

**TITLE:** List of pro bono health services

The service is not applicable in Germany.

## 6.6 INTERPRETERS

### 6.6 a list of different services

**TITLE:** Department of Health and Environment (*Referat für Gesundheit und Umwelt*) in the City of Munich

**WHAT:** The Department of Health and Environment in the City of Munich specialist unit Migration and Health subsidises free interpretation services for their broad network of institutions providing ambulatory services for migrants.

**WHERE:** Referat für Gesundheit und Umwelt, Fachstelle Migration und Gesundheit, Bayerstr. 28 a  
80335 München, Phone: +49 (0) 89 23396300

**TITLE:** Community Interpreting Service (*Gemeindedolmetscher-Service*) of the Bayerischen Zentrum für Transkulturelle Medizin e.V.

**WHAT:** The centre has set up an interpreting service for health and social services in Munich. Provider of health and social services can make a request and the Zentrum für Transkulturelle Medizin will send a suitable interpreter for a small fee.

**WHERE:** Gemeindedolmetscher-Service, Landshuter Allee 21, 80637 München, Phone: +49 (0) 89 / 18 93 78 76 0, [info@bayzent.de](mailto:info@bayzent.de), <http://www.bayzent.de/dolmetscher-service/informationen/> (in German)

**TITLE:** Intercultural Supply (*Interkulturelle Versorgung*) of the Städtisches Klinikum München

**WHAT:** More than 100 trained employees with medical / nursing education and mostly native-speaker language skills offer free oral translations in more than 30



languages in all hospitals of the Städtisches Klinikum München for patients and relatives.

**WHERE:** Interkulturelle Versorgung, Kölner Platz 1, 80804 München, Phone: +49 (0) 89 3068-2275, Klinikum Schwabing, Harlaching, Bogenhausen, Neuperlach

**TITLE:** MigraMed

**WHAT:** MigraMed Munich is an initiative of medical students of LMU and TU Munich. They serve refugees for medical questions and problems on a volunteer basis. The service includes support at doctor's visits, consultation hours and interpreting.

**WHERE:** email: [migramed.muenchen@gmail.com](mailto:migramed.muenchen@gmail.com), <http://migramed-muenchen.de/> (in German), or on [Facebook](#)

## 6.7 PATIENTS' RIGHTS

### 6.7 a list of the most important rights

**TITLE:** The right to see and read your your treatment's documents (*Einsichtsrecht in die Behandlungsunterlagen*)

**WHAT:** You can ask for any document which is related to your treatment.

**WHERE:** at the doctor's that treats you

**TITLE:** The right for information and clearing (*Recht auf Information und Aufklärung*)

**WHAT:** Doctors are obliged to inform you.

**WHERE:** At the doctor's

**TITLE:** The right for self-determination (*Recht auf Selbstbestimmung*)

**WHAT:** A medical treatment is only allowed after your (written) agreement.

**WHERE:** At the doctor's or in the hospital

**TITLE:** The right for professional confidentiality (*ärztliche Schweigepflicht*)

**WHAT:** Doctors are not allowed to pass on information about you to others – that is to authorities, your employer or family members – without your permission. Sometimes this also applies to information about the health of your children. For example, your 16-year-old daughter's gynaecologist cannot give you information about her examination results without your daughter's permission.

### 6.7 b advocacy

**TITLE:** Independent Patient Counselling Service Germany (*Unabhängige Patientenberatung – UPD*)

**WHAT:** The Independent Patient Counselling Service informs about all rights you have; e.g. when considering the different treatment options, particularly if they are expensive, it can be a good idea to go to a different doctor for a second opinion.

**WHERE:** UPD Patientenberatung Deutschland gGmbH, Tempelhofer Weg 62, 12347 Berlin, <https://www.patientenberatung.de/de> (in German, Russian, Turkish), Phone: +49 0800 011 77 22 (German)



## 6.8 SUPPORT SERVICES FOR MIGRANTS

### 6.8 a list of support services and projects regarding health

**TITLE:** Department of Health and Environment (*Referat für Gesundheit und Umwelt*) in the City of Munich

**WHAT:** The Department of Health and Environment in the City of Munich specialist unit Migration and Health subsidises free interpretation services for their broad network of institutions providing ambulatory services for migrants.

**WHERE:** Referat für Gesundheit und Umwelt, Fachstelle Migration und Gesundheit, Bayerstr. 28 a, 80335 München, Phone: +49 (0) 89 23396300

**TITLE:** Community Interpreting Service (*Gemeindedolmetscher-Service*) of the Bayerischen Zentrum für Transkulturelle Medizin e.V.

**WHAT:** The centre has set up an interpreting service for health and social services in Munich. Provider of health and social services can make a request and the Zentrum für Transkulturelle Medizin will send a suitable interpreter for a small fee.

**WHERE:** Gemeindedolmetscher-Service, Landshuter Allee 21, 80637 München, Phone: +49(0)89/18 93 78 76 0, [info@bayzent.de](mailto:info@bayzent.de), <http://www.bayzent.de/dolmetscher-service/informationen/> (German)

**TITLE:** Intercultural Supply (*Interkulturelle Versorgung*) of the Städtisches Klinikum München

**WHAT:** More than 100 trained employees with medical / nursing education and mostly native-speaker language skills offer free oral translations in more than 30 languages in all hospitals of the Städtisches Klinikum München

**WHERE:** Interkulturelle Versorgung, Kölner Platz 1, 80804 München, Phone: +49 (0) 89 3068-2275, Klinikum Schwabing, Harlaching, Bogenhausen, Neuperlach

**TITLE:** MigraMed

**WHAT:** MigraMed Munich is an initiative of medical students of LMU and TU Munich. They serve refugees for medical questions and problems on a volunteer basis. The service includes support at doctor's visits, consultation hours and interpreting.

**WHERE:** email: [migramed.muenchen@gmail.com](mailto:migramed.muenchen@gmail.com) , <http://migramed-muenchen.de/> (in German), or on [Facebook](#)

**TITLE:** Independent Patient Counselling Service Germany (*Unabhängige Patientenberatung – UPD*)

**WHAT:** The Independent Patient Counselling Service informs about all rights you have; e.g. when considering the different treatment options, particularly if they are expensive, it can be a good idea to go to a different doctor for a second opinion.

**WHERE:** UPD Patientenberatung Deutschland gGmbH, Tempelhofer Weg 62, 12347 Berlin, <https://www.patientenberatung.de/de> (in German, Russian, Turkish), Phone: +49 0800 011 77 22 (in German)

**TITLE:** Department for Health and Environment (*Referat für Gesundheit und Wohnen*)



**WHAT:** The Department for Health and Environment offers service and information e.g. about patient's rights, complaining about treatments, prevention projects, infection prevention and more.

**WHERE:** Landeshauptstadt München, Referat für Gesundheit und Umwelt, Bayerstraße 28a, 80335 München, Phone: +49(0)89 233-96300, <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Gesundheit-und-Umwelt.html> (in German)

**TITLE:** Customers Service (*Verbraucherzentrale*)

**WHAT:** The customer's service informs about all customer's and patient's right on their website and in their local service offices. Some information are also available in English.

**WHERE:** <https://www.verbraucherzentrale.de/Gesundheit-Pflege-1>, (in German). Use the search engine with your postal code to find the nearest service office.

## 6.8 b list of online resources regarding health

**TITLE:** InformedHealth.org

**WHAT:** The bilingual website, the [Institute for Quality and Efficiency in Health Care](#) (IQWiG, Germany) fulfills part of its legal mandate to educate the public in matters of health. The website addresses both patients and (healthy) consumers by offering a wide range of different topics.

**WHERE:** <https://www.informedhealth.org> (in English)

**TITLE:** Living in Germany

**WHAT:** Information on health in Germany

**WHERE:** (in English, in German): <http://www.goethe.de/lrn/prj/wnd/idl/ges/enindex.htm>

**TITLE:** Make it in Germany

**WHAT:** Information on health in Germany

**WHERE:** <http://www.make-it-in-germany.com/en/for-qualified-professionals/living/healthcare>

**TITLE:** Welcome to Germany

**WHAT:** Information on health in Germany

**WHERE:** <http://www.bamf.de/EN/Willkommen/GesundheitVorsorge/gesundheitsvorsorge-node.html>

**TITLE:** Verbraucherportal

**WHAT:** The Health Insurance System in Germany

**WHERE:** (in English, in German): <https://www.laverbraucherportal.de/versicherung/krankenversicherung/en#>



# Danube Compass Hungary (English version)

## OTHER LANGUAGES CHOSEN:

- ▶ Hungarian
- ▶ Arabic
- ▶ Russian
- ▶ Chinese

RESPONSIBLE PARTNER:  
Central Transdanubian Regional Innovation Agency



# Structure

<b>1</b>	<b>ARRIVAL AND STAY .....</b>	<b>658</b>
1.1	VISA .....	658
1.2	ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION .....	660
1.3	TEMPORARY WORK MOBILITY .....	662
1.4	TEMPORARY IMMIGRATION .....	666
1.5	LONG TERM IMMIGRATION .....	677
1.6	CITIZENSHIP .....	680
1.7	IRREGULAR/UNDOCUMENTED SITUATION .....	682
1.8	PERSONAL DOCUMENTS .....	684
1.9	CERTIFICATES .....	686
1.10	VERIFICATION OF DOCUMENTS .....	689
1.11	JUDICIAL TRANSLATIONS .....	690
1.12	REGISTRATION OF ADDRESS .....	691
1.13	SUPPORT SERVICES FOR MIGRANTS .....	692
<b>2</b>	<b>WORK .....</b>	<b>696</b>
2.1	EMPLOYMENT .....	696
2.2	BUSINESS .....	717
2.3	TAXES .....	741
2.4	SUPPORT SERVICES FOR MIGRANTS .....	747
<b>3</b>	<b>LEARNING LOCAL LANGUAGE .....</b>	<b>752</b>
3.1	STATE SUPPORTED PROGRAMS .....	752
3.2	COMMERCIAL PROGRAMS .....	754
3.3	LANGUAGE COURSES FOR CHILDREN .....	754
3.4	LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP .....	755
3.5	SUPPORT SERVICES FOR MIGRANTS .....	756



<b>4</b>	<b>EDUCATION .....</b>	<b>759</b>
4.1	PRESCHOOL EDUCATION .....	759
4.2	PRIMARY SCHOOL .....	762
4.3	SECONDARY SCHOOL .....	767
4.4	HIGHER EDUCATION AND UNIVERSITY .....	771
4.5	APPRENTICESHIP .....	777
4.6	ADULT EDUCATION .....	777
4.7	NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS .....	779
4.8	SUPPORT SERVICES FOR MIGRANTS .....	781
<b>5</b>	<b>EVERYDAY LIFE .....</b>	<b>784</b>
5.1	HOUSING .....	784
5.2	SOCIAL SUPPORT .....	788
5.3	DRIVING AND TRANSPORT .....	805
5.4	PERSONS WITH SPECIAL NEEDS .....	811
5.5	PARTICIPATING IN SOCIETY .....	820
5.6	HOLIDAYS AND FREE TIME .....	826
5.7	SUPPORT SERVICES FOR MIGRANTS .....	828
<b>6</b>	<b>HEALTH .....</b>	<b>839</b>
6.1	PUBLIC HEALTH CARE .....	839
6.2	HEALTH INSURANCE .....	840
6.3	PRIVATE HEALTHCARE .....	843
6.4	EMERGENCY .....	843
6.5	PRO BONO HEALTH SERVICE .....	844
6.6	INTERPRETERS .....	845
6.7	PATIENTS' RIGHTS .....	845
6.8	SUPPORT SERVICES FOR MIGRANTS .....	847





# 1 ARRIVAL AND STAY

## 1.1 VISA

### 1.1 a types of visas

**TITLE:** Airport transit visa (Visa A)

**WHAT:** An airport transit visa (visa A) allows you to pass through the international transit areas of airports in EU Member States, but doesn't allow you to enter Hungary. You have to have this visa to enter to the international zone of the airport if you are a citizen of the following countries: Afghanistan, Bangladesh, Eritrea, Ethiopia, Ghana, Iraq, Iran, Democratic Republic of Congo, Nigeria, Pakistan, Sri Lanka, Somalia.

More information about visa A:

(in Hungarian):

<http://konzulizsolgalat.kormany.hu/download/6/a7/40000/SCHENGENIVIZUMBEUTSZABALYOK20120327.pdf>;

(in English):

[http://konzulizsolgalat.kormany.hu/download/d/1e/a0000/Honlap\\_SHORTTERMSTAY2014utolso.pdf](http://konzulizsolgalat.kormany.hu/download/d/1e/a0000/Honlap_SHORTTERMSTAY2014utolso.pdf)

**HOW:** You have to apply for this visa at the Hungarian embassy or consulate in your country in person. Generally, you can't apply for this visa at the border except in special cases (e.g. funeral of a family member when you can justify that you didn't have opportunity to apply for this visa in advance). Usually, the procedure takes 15 days (but the authority can extend it to 30 or 60 days) so you should apply for the visa minimum 15 before entering Hungary.

You can find visa application forms for a stay shorter than 3 months in this link (available in Arabic, English, French, Hungarian, Russian, Serbian): <http://konzulizsolgalat.kormany.hu/visa-application-forms>

**WHERE:** Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

**TITLE:** Visa C (Schengen visa)

**WHAT:** This type of visa enables you to enter to Hungary multiple times. You can stay 90 days in a 180 days long period in Hungary with or without interruption. More information about visa C:

(in Hungarian):

<http://konzulizsolgalat.kormany.hu/download/6/a7/40000/SCHENGENIVIZUMBEUTSZABALYOK20120327.pdf>;

(in English):

[http://konzulizsolgalat.kormany.hu/download/d/1e/a0000/Honlap\\_SHORTTERMSTAY2014utolso.pdf](http://konzulizsolgalat.kormany.hu/download/d/1e/a0000/Honlap_SHORTTERMSTAY2014utolso.pdf)

**HOW:** You have to apply for this visa at the Hungarian embassy or consulate in your country in person. Generally, you can't apply for this visa at the border except in special cases (e.g. funeral of a family member and you can justify that you didn't



have opportunity to apply for this visa in advance). Usually, the procedure takes 15 days (but the authority can extend it to 30 or 60 days) so you should apply for the visa minimum 15 before entering Hungary.

You can find visa application forms for a stay shorter than 3 months in this link (available in Arabic, English, French, Hungarian, Russian, Serbian): <http://konzulizsolgalat.kormany.hu/visa-application-forms>

**WHERE:** Information about Hungarian embassies and consulates

(in English): <https://www.embassypages.com/hungary>;

(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

**TITLE:** Visa D – visa for long-term staying

**WHAT:** Visa D allows you to stay more than 90 days in Hungary. With visa D you can enter to Hungary to apply for a residence permit. If you are a third country citizen with visa D you can travel to other EU member countries for maximum 3 months in every 6 month under the same conditions as inhabitants with residency permit. You can find more information on Visa D on these links:

(in Hungarian):

[http://konzulizsolgalat.kormany.hu/download/9/78/30000/HOSSZUTAVUTARTOZKODAS\\_20120327.pdf](http://konzulizsolgalat.kormany.hu/download/9/78/30000/HOSSZUTAVUTARTOZKODAS_20120327.pdf)

(in English):

<http://konzulizsolgalat.kormany.hu/download/8/78/30000/ENTRYFORLONGSTAY20120327.pdf>

**HOW:** You have to apply for this visa at the Hungarian embassy or consulate in your country personally. After arriving to Hungary you need to go to the regional Immigration and Asylum Office to get your residence permit. The visa is valid up to 30 days so it is advisable to apply for residence permit as soon as possible.

**WHERE:** Before entering Hungary: The Hungarian Embassy or Consulate in your country. Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian):

<http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On the following links you can find the regional offices:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)



## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

### 1.2 a types of protection

**TITLE:** Asylum (*menedékjog*)

**WHAT:** Asylum is a type of protection given by the Hungarian state if you are persecuted in your home country because of racial, religious, ethnic, political reasons or because you belong to a specific social group. You can find more information about the asylum on these links:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=521&Itemid=728&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=521&Itemid=728&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**HOW:** To start the asylum procedure you have to go to the regional office of the Immigration and Asylum office. You can also indicate your intention to get asylum during any kind of criminal proceedings, or at an international airport or in a transit zone.

In order to protect the unity of the family you can apply for refugee status for your family members at the moment of application if the relationship already existed in the country of origin. To be considered as a family member you have to be spouse and need to have a registered life partner, minor children and parents of a minor (including adopted and stepchildren).

**WHERE:** At the regional offices of the Immigration and Asylum Office. You can see the list of these offices on the following links:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=521&Itemid=728&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=521&Itemid=728&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**TITLE:** Subsidiary protection (*oltalmazott*)

**WHAT:** If you don't meet the conditions for asylum, you may face a real risk if you return to your country of origin where you can apply for subsidiary protection. You can find more information about the subsidiary protection on these links:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=521&Itemid=728&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=521&Itemid=728&lang=en)



(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**HOW:** In order to get this type of protection you have to start the asylum procedure and the responsible institution will decide about the type of the protection you get. You have to go to the regional office of the Immigration and Asylum office. You can also indicate your intention to have asylum during immigration, misdemeanour or criminal proceedings, or at an international airport or in a transit zone.

In order to protect the unity of the family you can apply for subsidiary protection for your family members at the moment of application, if the relationship already existed in the country of origin. To be considered as a family member you have to be spouse and need to have registered life partner, minor children and parent of a minor (including adopted and stepchildren).

**WHERE:** At the regional offices of the Immigration and Asylum. You can see the list of these offices on the following links:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=521&Itemid=728&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=521&Itemid=728&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**TITLE:** Temporary protection (*menedékes*)

**WHAT:** The national government or the Council of the European Union can decide to proclaim this situation (which is applicable for groups) if there is a war, ethnic conflict or permanent violation of human rights in your country of origin. If you leave your country of origin because of the mentioned reasons you may receive temporary protection which is granted by the Parliament. You can find more information about the temporary protection on these links:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=521&Itemid=728&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=521&Itemid=728&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**HOW:** In order to get this type of protection you have to start the asylum procedure and the responsible institution will decide about the type of the protection you get. You have to go to the regional office of the Immigration and Asylum office. You can also indicate your intention to have asylum during immigration, misdemeanour or criminal proceedings, or at an international airport or in a transit zone.

**WHERE:** At the regional offices of the Immigration and Asylum. You can see the list



of these offices on the following links:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

## 1.3 TEMPORARY WORK MOBILITY

### 1.3 a posted workers from a third country company

**TITLE:** Posted workers from a third country company

**WHAT:** A “posted worker” is an employee that is sent by a company to work in a country other than his/her usual country of employment for a limited period of time. You can find the list of the relevant legal documents regarding to be posted on these links:

(in English): [http://www.ommf.gov.hu/index.php?akt\\_menu=551](http://www.ommf.gov.hu/index.php?akt_menu=551)

(in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=550](http://www.ommf.gov.hu/index.php?akt_menu=550)

**WHO:** As a posted worker your employer remains the company that have sent you abroad. In this way, you are still part of the legislation of the sending country although your employer needs to also follow employment regulations of the country you have been posted to.

**HOW:** If you are a third country national posted worker and the duration of the working period as a posted worker in Hungary is less than two years you won't be insured. Regarding to taxation, the first question is if there is an agreement about avoiding double taxation between the sending country and Hungary. If there is no agreement, the Hungarian regulation should be applied.

The employer has to report the workers on the website of Hungarian Labour Inspectorate:

(in English): [http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)

(in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=542](http://www.ommf.gov.hu/index.php?akt_menu=542)

**WHERE:**

Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)

Margit körút. 85.

H-1024 BUDAPEST

Tel: +36-1-346-9400

[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)

E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)

**GOOD TO KNOW:**

More information on posting workers (in English):

<https://www.eurofound.europa.eu/observatories/eurwork/comparative-information/national-contributions/hungary/hungary-posted-workers>



More information on posting workers (in English):

[http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index\\_en.htm](http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index_en.htm)

More information on posting workers (in Hungarian):

[http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index\\_hu.htm](http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index_hu.htm)

### **1.3 b posted workers from EEA member states company**

**TITLE:** Posted workers from an EEA member state's company

**WHAT:** A "posted worker" is an employee that is sent by the company to work in an EU country that isn't his/her usual country of employment for a limited period of time. You can find the list of the relevant legal documents regarding to posting on these links:

(in English): [http://www.ommf.gov.hu/index.php?akt\\_menu=551](http://www.ommf.gov.hu/index.php?akt_menu=551)

(in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=550](http://www.ommf.gov.hu/index.php?akt_menu=550)

**WHO:** As a posted worker, your employer remains the company that have sent you abroad. In this way, you are still part of the legislation of the sending country although your employer needs to also follow employment regulations of the country you have been posted to.

**HOW:** When posted to Hungary, you are granted certain rights within the Hungarian labour law (minimal wage, maximum working time, minimum breaks, health and safety at the workplace, equal treatment, employment conditions for pregnant women and children). There is no need of working permit and recognition of qualification.

If the duration of the posting is less than two years, you are still insured in your home country but you are entitled to the services of the Hungarian health care system. You get family allowances from the country in which you are insured. You can get unemployment allowance from the sending country or from Hungary if you have official residence there.

The general rule is that taxes need to be payed based on the regulation of the country where you perform the work. There is one exception: if the duration of the posting is less than 183 days and the sending company doesn't have a branch in Hungary the taxes should be paid in the sending country.

The employer has to report the workers on the website of Hungarian Labour Inspectorate:

(in English): [http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)

(in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=542](http://www.ommf.gov.hu/index.php?akt_menu=542)

**WHERE:**

Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)

Margit körút. 85.

H-1024 BUDAPEST

Tel: +36-1-346-9400

E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)

**GOOD TO KNOW:**

More information on posting workers (in English):

<https://www.eurofound.europa.eu/observatories/eurwork/comparative-information/>





[national-contributions/hungary/hungary-posted-workers](#)

More information on posting workers (in English):

[http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index\\_en.htm](http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index_en.htm)

More information on posting workers (in Hungarian):

[http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index\\_hu.htm](http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index_hu.htm)

### **1.3 c transnational hiring out of workers**

**TITLE:** Transnational hiring out of workers

**WHAT:** If you have been hired by a temporary work agency with a seat outside Hungary to perform certain activity in a Hungarian company and you're subject to its supervision and instructions, this is considered to be the transnational hiring out of workers. In this case, Hungarian client (company) is considered as employer.

**WHO:** A person who is hired by a temporary work agency outside Hungary to work for a client company in Hungary.

**HOW:** There are three parties in the relationship: the hiring company, the labour mediator and the employee. The labour mediator (temporary work agency) has contractual agreement about providing the service with the client company. The employee has contract with the labour mediator and works for the client company. The client company has to register the employee in the system of the National Tax and Customs Office.

Regarding to taxation, the payments after performing work in Hungary are taxable. For this purpose, you have to apply for tax number with fulfilling the T34 form, which is available on these links:

(in English): [https://en.nav.gov.hu/taxation/registration/general\\_info.html](https://en.nav.gov.hu/taxation/registration/general_info.html)

(in Hungarian):

[https://www.nav.gov.hu/nav/letoltések/nyomtatványkitolto\\_programok/nyomtatványkitolto\\_programok\\_nav/adatbejelentok\\_adatmodositok/17T34.html](https://www.nav.gov.hu/nav/letoltések/nyomtatványkitolto_programok/nyomtatványkitolto_programok_nav/adatbejelentok_adatmodositok/17T34.html)

You can find here more information about taxation (in Hungarian): [https://www.nav.gov.hu/nav/ado/szja/A\\_nemzetkozi\\_jellegu\\_20141106.html](https://www.nav.gov.hu/nav/ado/szja/A_nemzetkozi_jellegu_20141106.html)

**WHERE:** The responsible body for registration is the National Tax and Customs Office (*Nemzeti Adó- és Vámhivatal*). You can find the list of the local offices of the National Tax and Customs Administration on this link:

(in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html)

And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>

### **1.3 d seasonal workers**

**TITLE:** Seasonal workers

**WHAT:** Workers who come to Hungary to perform fixed term jobs in selected sectors usually at certain periods of the year.

**WHO:** You can come to Hungary to work as seasonal worker mostly during the summer in agriculture. These jobs are mostly physical, so there is need for physical capability.



### **HOW:**

You must have a seasonal employment visa and the seasonal work permit.

The process is the following:

- ▶ submit a residence permit application with the purpose of long stay in the consulate or embassy of Hungary in your country (60 €)
- ▶ if you were successful, you will get a 30-days long single entry visa
- ▶ appear in person in the Immigration and Asylum Office to finalize the process
- ▶ The office will decide on the application in a single application procedure

Documents needed:

- ▶ documents about the purpose of the residence (employment contract or preliminary agreement)
- ▶ documents about subsistence (income)
- ▶ document about the place to stay (contract, certificate etc.)
- ▶ Proof that you are insured for all types of medical treatments or you have enough money to cover medical treatments
- ▶ Passport

You can find more information and the application form for seasonal work permit (*Szezonális munkavállalás célú tartózkodási engedély*) on these links:

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=415&Itemid=382&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=415&Itemid=382&lang=hu)

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=69&Itemid=823&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=69&Itemid=823&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=97&Itemid=454&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=97&Itemid=454&lang=de)

### **WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country.  
Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian):

<http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links you can find the regional offices:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

### **WHEN:**



Submit the application for visa before you leave your country.

After you arrive to Hungary you have 30 days to continue the process.

Duration: the employment is minimum 3 months and maximum 6 months. The visa is valid for maximum one year.

The procedure takes 70 days, or 15 days if you have worked legally in the past 5 years as a seasonal worker in Hungary.

**GOOD TO KNOW:**

More information about seasonal employment visa (in middle of the 3<sup>rd</sup> page of the document)

(in English):

<http://konzulizsolgalat.kormany.hu/download/8/78/30000/ENTRYFORLONGSTAY20120327.pdf>

(in Hungarian):

[http://konzulizsolgalat.kormany.hu/download/9/78/30000/HOSSZUTAVUTARTOZKODAS\\_20120327.pdf](http://konzulizsolgalat.kormany.hu/download/9/78/30000/HOSSZUTAVUTARTOZKODAS_20120327.pdf)

A detailed explanation of procedure for employers of seasonal workers (in English):

<http://shieldgeo.com/hungary-immigration-and-work-permits/>

EU Immigration portal on rights and procedures for seasonal workers (in English, Spanish, Portuguese, French and Arabic):

[http://ec.europa.eu/immigration/what-do-i-need-before-leaving/hungary/worker/seasonal-worker\\_en](http://ec.europa.eu/immigration/what-do-i-need-before-leaving/hungary/worker/seasonal-worker_en)

## 1.4 TEMPORARY IMMIGRATION

### 1.4 a workers

**TITLE:** Workers

**WHAT:** Residence permit for the purpose of employment (*Munkavállalás célú tartózkodási engedély*). The authority examines the application for residence permit for the purpose of employment within the single application procedure. The single permit is the joint permit for living and working.

**WHO:** If you are a third country national and you would like to work under an employment relationship or perform actual work besides being an owner or member of a business entity, you have to apply for residence permit for the purpose of employment.

**HOW:** The process is the following:

- ▶ submit a residence permit application with the purpose of long stay in the consulate or embassy of Hungary in your country (60 €)
- ▶ if you were successful you will get a 30-days long single-entry visa
- ▶ go to in the Immigration and Asylum Office to finalize the process
- ▶ The office will judge the application in a single application procedure

Needed documents:

- ▶ documents about the purpose of the residence
- ▶ documents about subsistence (income)
- ▶ document about a place to stay (contract, certificate etc.)
- ▶ Proof that you are insured for all types of medical treatments or you have enough money to cover medical treatments



► Passport

You can find more information on the residence permit for the purpose of employment and the application forms on this page:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=62&Itemid=816&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=62&Itemid=816&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=90&Itemid=447&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=90&Itemid=447&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=406&Itemid=376&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=406&Itemid=376&lang=hu)

**WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country. Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian):

<http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links you can find the regional offices:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**WHEN:**

Submit the application for visa before you leave your country, the procedure to issue entry visa (visa D) can last for 60 days.

After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

## 1.4 b family reunification

**TITLE:** Family reunification

**WHAT:** Residence permit for family members (*Családi együttélés biztosítása célú tartózkodási engedély*). The residence permit for family member allows the third-country citizens' close family members to live temporarily with unlimited access to the labour market in Hungary.

**WHO:** Your family members can apply for this permit if you are a third-country citizen with a permanent residence permit in Hungary, you are a refugee or you have been granted subsidiary protection. Family members can be a spouse, registered partner and unmarried children (including adoptive and stepchildren), and in particular cases also other relatives.



**HOW:** The process is the following:

- ▶ submit a residence permit application with the purpose of long stay in the consulate or embassy of Hungary in your country (60 € in 2017)
- ▶ if you were successful, you will get a 30-days long single-entry visa
- ▶ go to the Immigration and Asylum Office to finalize the process
- ▶ The office will judge the application in a single application procedure

Needed documents:

- ▶ documents about the purpose of the residence: certificates which prove the relationship (birth or marriage certificate, document about adoption, other relevant document)
- ▶ documents about subsistence (income)
- ▶ document about place to stay (contract, certificate etc.)
- ▶ Proof that you are insured for all types of medical treatments or you have enough money to cover medical treatments
- ▶ passport

You can read more about residence permit for the purpose of family reunification and find the application form on this page:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=54&Itemid=808&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=54&Itemid=808&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=82&Itemid=441&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=82&Itemid=441&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=50&Itemid=367&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=50&Itemid=367&lang=hu)

**WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country.  
Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian):

<http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links, you can find the regional offices:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**WHEN:**

Submit the application for visa before you leave your country, the procedure to issue entry visa (visa D) can last for 60 days.



After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

**GOOD TO KNOW:**

If your family member wants to work in Hungary and extend his/her staying with residence permit for family reunification the employer (preferred employer) can handle the application for extension.

### 1.4 c Blue Card

**TITLE:** EU Blue Card (*EU Kék Kártya*)

**WHAT:** The Blue Card is a residence permit issued in EU Member States to highly qualified third-country citizens for a limited period of time to be employed in specific sectors which require advanced skills. The minimum validity of the Blue Card is one year and the maximum is four years. After four years, the validity can be renewed for another four years.

More information on Blue Card:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=58&Itemid=812&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=58&Itemid=812&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=86&Itemid=442&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=86&Itemid=442&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=48&Itemid=383&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=48&Itemid=383&lang=hu)

**WHO:**

To apply for Blue Card you have to have higher education credentials, tertiary qualification or vocational qualification.

**HOW:**

You should start the process at the Embassy or Consulate in your country (60€ in 2017). In some special cases, you can apply for the card in Hungary (in the case of special relevant law or if you are an EU Blue Card owner from another country). If your application was accepted, you have to go to the regional office of the Immigration and Asylum Office where you have to fulfil the application. On the pages linked under WHAT you can see the application forms for EU Blue Card.

**WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country. Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian):

<http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links, you can find the regional offices:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=678&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=678&lang=de)



[temid=1570&lang=de](#)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**WHEN:**

Submit the application for visa before you leave your country, the procedure to issue entry visa (visa D) can last for 60 days.

After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

The Blue Card is issued for minimum one year and maximum four years.

**MORE INFORMATION:**

More information on Blue Card (in English): [http://ec.europa.eu/immigration/what-do-i-need-before-leaving/hungary/worker/highly-qualified-worker\\_en#](http://ec.europa.eu/immigration/what-do-i-need-before-leaving/hungary/worker/highly-qualified-worker_en#)

## 1.4 d students

**TITLE:** Students

**WHAT:** Residence permit for the purpose of studies (*Tanulmányi célú tartózkodási engedély*)

**WHO:** You can have this type of residence permit if you are admitted or accepted by a public educational institution, or you study in accredited higher educational institution, or you arrive to Hungary to attend preparatory training organized by higher educational institution. You have to prove that you have the sufficient (which may be different according to the program) level of language skills.

**HOW:** The process is the following:

- ▶ submit a residence permit application with the purpose of long stay at the Consulate or Embassy of Hungary in your country (60 € in 2017)
- ▶ if you were successful you will get a 30-days long single-entry visa
- ▶ appear in person in the Immigration and Asylum Office to finalize the process

Documents needed:

- ▶ documents about the purpose of the residence: justification about the enrolment from the school
- ▶ documents about language skills: official language exam or official certificate about studying in foreign language (for example if you plan to study in a programme in which the language of the education is English you can prove your language skills with a certificate that proves you have been studying English before)
- ▶ documents about subsistence (income)
- ▶ document about a place to stay (contract, certificate etc.)
- ▶ Proof that you are insured for all types of medical treatments or you have enough money to cover medical treatments
- ▶ passport

You can read more about student residence permit and find the application for on this page:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=70&Itemid=824&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=70&Itemid=824&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=98&Itemid=455&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=98&Itemid=455&lang=de)





(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=21&Itemid=380&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=21&Itemid=380&lang=hu)

**WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country.  
Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links, you can find the regional offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**WHEN:**

Submit the application for visa before you leave your country, the procedure to issue entry visa (visa D) can last for 60 days.

After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

## 1.4 e investors

**TITLE:** Investors

**WHAT:** Residence permit for the pursuit of gainful activity (*Jövedelemszerzés célú tartózkodási engedély*) is for people who perform work as a self-employed person in exchange for money, or he/she is a manager, owner or executive, representative or supervisory board member of a for-profit business organization.

**WHO:** If you are a third country citizen who plans to perform work as a self-employed person in Hungary, or you plan to pursue economic activity in Hungary as a manager, owner or executive, representative or supervisory board member of a for-profit business organization you have to apply for Residence permit for the pursuit of gainful activity.

**HOW:** The process is the following:

- ▶ submit a residence permit application with the purpose of long stay in the consulate or embassy of Hungary in your country (60 €)
- ▶ if you were successful you will get a 30-days long single-entry visa
- ▶ go to the Immigration and Asylum Office to finalize the process

Needed documents:

- ▶ documents about the purpose of the residence (e.g. business plan, business license, other relevant documents)
- ▶ documents about subsistence (income)
- ▶ document about a place to stay (contract, certificate etc.)
- ▶ Proof that you are insured for all types of medical treatments or you have enough money to cover medical treatments
- ▶ passport

You can find more information on the residence permit for the pursuit of gainful



activity and the application forms on this page:

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=943&Itemid=1564&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=943&Itemid=1564&lang=en) (English)

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=945&Itemid=1566&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=945&Itemid=1566&lang=de) (German)

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=900&Itemid=1527&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=900&Itemid=1527&lang=hu) (Hungarian)

#### **WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country.  
Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links, you can find the regional offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

#### **WHEN:**

Submit the application for visa before you leave your country, the procedure to issue entry visa (visa D) can last for 60 days.

After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

### **1.4 f official purpose**

**TITLE:** Official purpose

**WHAT:** Residence Permit for Official Purpose (*Hivatalos célú tartózkodási engedély*) is for third country nationals who plan to come to Hungary for diplomatic, journalistic purpose or educational, scientific, cultural purpose in the framework of international agreements.

**WHO:**

- ▶ diplomats and family members of diplomats
- ▶ member of an official delegation of a country or international organization
- ▶ press correspondents
- ▶ persons who travel in the framework of international agreement, cooperation, or aid programme
- ▶ member of an organization which operates in Hungary in scientific, educational or cultural activities and its activities based on international agreement
- ▶ based on international agreement

**HOW:** The process is the following:

- ▶ submit a residence permit application with the purpose of long stay in the consulate or embassy of Hungary in your country (60 €)



- ▶ if you were successful you will get a 30-days long single-entry visa
- ▶ go to the Immigration and Asylum Office to finalize the process

Needed documents:

- ▶ document which justifies the official reason (letter of acceptance from the host institution, acceptance from the Ministry of Human Capacities, in case of journalists: acceptance from the Ministry of Foreign Affairs and Trade)
- ▶ documents about subsistence (income)
- ▶ document about a place to stay (contract, certificate etc.)
- ▶ Proof that you are insured for all types of medical treatments or you have enough money to cover medical treatments
- ▶ passport

You can find more information on the residence permit for official purpose and the application forms on this page:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=59&Itemid=813&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=59&Itemid=813&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=87&Itemid=444&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=87&Itemid=444&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=404&Itemid=375&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=404&Itemid=375&lang=hu)

#### **WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country.  
Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links, you can find the regional offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

#### **WHEN:**

Submit the application for visa before you leave your country, the procedure to issue entry visa (visa D) can last for 60 days.

After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

## **1.4 g visit**

**TITLE:** Visit

**WHAT:** Residence permit for the purpose of visit (*Látogatás célú tartózkodási engedély*) is for third country nationals who have invitation letter with an official endorsement. The validity adjusts to the duration of the visit but maximum 1 year and it can't be extended.

**HOW:** The process is the following:



- ▶ submit a residence permit application with the purpose of long stay in the consulate or embassy of Hungary in your country (60 €)
- ▶ if you were successful you will get a 30-days long single-entry visa
- ▶ go to the Immigration and Asylum Office to finalize the process

Needed documents:

- ▶ invitation letter: the invitatory takes the responsibility to provide accommodation and provision, cover the costs of possibly occurring medical treatment and travelling.
- ▶ passport

You can find more information on the residence permit for the purpose of visit, the application forms and the draft of the invitation letter on this page:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=64&Itemid=818&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=64&Itemid=818&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=92&Itemid=449&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=92&Itemid=449&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=408&Itemid=378&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=408&Itemid=378&lang=hu)

#### **WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country.  
Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links, you can find the regional offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

#### **WHEN:**

Submit the application for visa before you leave your country, the procedure to issue entry visa (visa D) can last for 60 days.

After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

**GOOD TO KNOW:** On this page, you can find more information on the invitation letter:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=66&Itemid=820&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=66&Itemid=820&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=94&Itemid=451&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=94&Itemid=451&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=410&Itemid=381&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=410&Itemid=381&lang=hu)

## **1.4 h scientific research**

**TITLE:** Scientific research



**WHAT:** Residence Permit for the Purpose of Scientific Research (*Kutatási célú tartózkodási engedély*) is for third country nationals to do scientific research in Hungary.

**WHO:** You can apply for this type of residence permit if you made a research agreement with an accredited research institution. This institution has to provide a statement in written form that if the you stay longer than the residence permit allows you, the institution covers the costs which are in connection with the expulsion from Hungary.

**HOW:** The Immigration and Asylum Office examines the application within the framework of a single procedure. The single permit is the joint permit for living and working in Hungary.

The process is the following:

- ▶ submit a residence permit application with the purpose of long stay in the consulate or embassy of Hungary in your country (60 € in 2017)
- ▶ if you were successful you will get a 30-days long-single entry visa
- ▶ go to the Immigration and Asylum Office to finalize the process

Needed documents:

- ▶ agreement about the acceptance with the host institution
- ▶ documents about subsistence (income)
- ▶ document about a place to stay (contract, certificate etc.)
- ▶ Proof that you are insured for all types of medical treatments or you have enough money to cover medical treatments
- ▶ passport

You can find more information on the residence permit for the purpose scientific research, the application forms and the draft of the invitation letter on this page:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=63&Itemid=817&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=63&Itemid=817&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=91&Itemid=448&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=91&Itemid=448&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=407&Itemid=377&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=407&Itemid=377&lang=hu)

**WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country. Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian):

<http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links, you can find the regional offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**WHEN:**

Submit the application for visa before you leave your country, the procedure to issue



entry visa (visa D) can last for 60 days.

After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

#### **1.4 i medical treatment**

**TITLE:** Medical treatment

**WHAT:** Residence Permit for the purpose of Medical Treatment (*Gyógykezelés célú tartózkodási engedély*) is for third country national who would like to have medical treatment or accompany his/her relative to medical treatment in Hungary.

**WHO:** You can apply for this type of residence permit if you

- ▶ would like to go to Hungary and stay there to have medical treatment,
- or
- ▶ accompany your child or your close family member who need support during medical treatment

**HOW:** The process is the following:

- ▶ submit a residence permit application with the purpose of long stay in the consulate or embassy of Hungary in your country (60 € in 2017)
- ▶ if you were successful you will get a 30-days long-single entry visa
- ▶ appear in person in the Immigration and Asylum Office to finalize the process

Needed documents:

- ▶ document which justifies the medical treatment (certificate from the medical institution about the treatment plus for family member the document which justifies the relationship)
- ▶ documents about subsistence (income)
- ▶ document about a place to stay (contract, certificate etc.)
- ▶ Proof that you are insured for all types of medical treatments or you have enough money to cover medical treatments
- ▶ passport

You can find more information on the residence permit for the medical treatment and the application form here:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=60&Itemid=814&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=60&Itemid=814&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=88&Itemid=445&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=88&Itemid=445&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=49&Itemid=374&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=49&Itemid=374&lang=hu)

**WHERE:**

Before entering Hungary: The Hungarian Embassy or Consulate in your country.  
Information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>

In Hungary: Immigration and Asylum Office. On these links, you can find the regional offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)



(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**WHEN:**

Submit the application for visa before you leave your country, the procedure to issue entry visa (visa D) can last for 60 days.

After arriving to Hungary continue the procedure as soon as possible, since the entry visa is valid for only 30 days.

## 1.5 LONG TERM IMMIGRATION

### 1.5 a long-term residence permit

**TITLE:** Long-term residence permit

**WHAT:** EC (European Community) permanent residence permit (*EK letelepedési engedély*) is a residence permit for third country nationals to stay in Hungary. The EC residence permit is valid for 5 years and can be extended with 5 years.

**WHO:** You can apply for this permit if you who meet with the following requirements:

- ▶ your staying and your income in Hungary is assured
- ▶ if you are insured for all the types of health care services or you can afford any kind of medical treatment,
- ▶ you have been staying in Hungary for 5 years without discontinuity or you have EU Blue Card and you have been staying in the EU for 5 years without discontinuity and out from this 5 years you have been staying in Hungary 2 years without discontinuity.

**HOW:** Appear in person at the regional directorate of the Immigration and Asylum Office with all the necessary documents, fill out the application form and pay the procedure fee (10 000 – HUF/ 32,25€).

Necessary documents:

- ▶ certificates (birth, marriage)
- ▶ one photo
- ▶ health insurance
- ▶ document about a place to stay
- ▶ document about subsistence

You can find more information and the application form on this page:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=73&Itemid=714&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=73&Itemid=714&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=472&Itemid=828&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=472&Itemid=828&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=43&Itemid=373&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=43&Itemid=373&lang=hu)

**WHERE:** The regional offices of the Immigration and Asylum Office. On this link, you can find the addresses of these offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)





(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

## 1.5 b permanent residence permit

**TITLE:** Permanent Residence Permit

**WHAT:** National Permanent Residence Permit (*Nemzeti letelepedési engedély*) is for third country nationals who meet special requirements

**WHO:** You can apply for National Permanent Residence Permit if you meet one of these requirements:

- ▶ you have been living in Hungary without discontinuity,
- ▶ you are dependent of a third country national who is settled or has refugee status and you have been living in the same household for one year
- ▶ you are spouse of a third country national who is settled or has refugee status and you are married for minimum 2 years,
- ▶ you were Hungarian citizen but your citizenship was eliminated or your ancestor is/was Hungarian citizen.
- ▶ child of a third country national who is settled or has refugee status.

**HOW:** You have to apply for it in person at the regional directorate of the Immigrant and Asylum office. You have to pay 10000 HUF (~33€) and take all the necessary documents with you:

- ▶ certificates (birth, marriage)
- ▶ one photo
- ▶ health insurance
- ▶ document about a place to stay
- ▶ document about subsistence
- ▶ if you are older than 14 years you have to submit a document from the national authority of the country where you had been living before moving to Hungary which proves that you have no criminal record.

You can find more information on the national residence permit on this page:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=75&Itemid=716&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=75&Itemid=716&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=520&Itemid=831&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=520&Itemid=831&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=45&Itemid=385&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=45&Itemid=385&lang=hu)

**WHERE:** The regional offices of the Immigration and Asylum Office. On this link, you can find the addresses of these offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

## 1.5 c permanent residence card



**TITLE:** Permanent residence card

**WHAT:** Permanent Residence Card (*Állandó tartózkodási kártya*) allows you to stay in Hungary for an unlimited period.

**WHO:**

- ▶ EEA citizen who has been staying in Hungary for 5 years without discontinuity
- ▶ family members of persons with the right of free movement (see under GOOD TO KNOW) who has been staying in Hungary for 5 years
- ▶ children of persons who have the right for permanent residence
- ▶ family member of a Hungarian citizen if he/she have been living in the same household for minimum 1 year
- ▶ Spouse of a Hungarian citizen if they have been married for minimum 2 years before they submit the application for the Permanent Residence Card
- ▶ EEA citizens without living in Hungary for 5 years:
  - persons who have been staying in Hungary for 3 years, reached the old-age pension limit and before reaching the limit they have been doing gainful activity minimum 12 months in Hungary
  - persons who have been living in Hungary for 2 years with doing gainful activity but they had to finish this activity because of medical reasons
  - persons who had to finish their gainful activity because of work accident
  - person who starts to do gainful activity in an EEA member state after he/she has been doing gainful activity in Hungary for 3 years and he/she keeps his/her Hungarian residence

**HOW:** When examining the time you have stayed in Hungary, these absences are not counted as a discontinuity of residence: shorter absence than 6 months in a year, mandatory military service, maximum 12 months absence because of pregnancy, illness, study, vocational training, positing.

To apply for Permanent Residence Card, you have to go to the local directorate of the Immigration and Asylum Office. You should fulfil the application form and pay 1500 HUF (~5 € in 2017). You can find more information and the application form on this page:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=72&Itemid=1561&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=72&Itemid=1561&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=504&Itemid=1562&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=504&Itemid=1562&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=42&Itemid=1560&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=42&Itemid=1560&lang=hu)

**WHERE:** The regional offices of the Immigration and Asylum Office. On this link, you can find the addresses of these offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**WHEN:** You have to submit the application for Permanent Residence Card before your existing residence permit expires. Issuing the permanent residence card takes 70 days.

**GOOD TO KNOW:** Persons with the right of free movement:



- ▶ EEA citizens,
- ▶ family members of Hungarian or EEA citizens,
- ▶ accompanying person who is dependent from Hungarian citizen or they have been living together for minimum 1 year and the Hungarian citizen take care of him/her because of his/her health condition
- ▶ person who has been dependent of an EEA citizen or has been living together with an EEA citizen in the country they come from and the EEA citizen takes care of him/her because of his/her health condition

## 1.6 CITIZENSHIP

### 1.6 a naturalization (based on application)

**TITLE:** Naturalization by acquisition (*Honosítás*)

**WHAT:** Naturalization is a process by which a non-citizen can acquire a citizenship of a country of residence.

**WHO:** You can apply for Hungarian citizenship if:

- ▶ you have been staying in Hungary for a specified time:
  - 8 years: if you aren't entitled to preferential naturalization
  - preferential naturalization after 3 years: you are a spouse of a Hungarian citizen for 3 years or your marriage ended with the death of your spouse, your minor child is Hungarian citizen, you were adopted by a Hungarian citizen (and you are adult now), refugee, stateless
  - preferential naturalization after 5 years: if you were born in Hungary, you moved to Hungary when you were minor
- ▶ your staying and your income in Hungary is assured
- ▶ you passed the Hungarian state's constitutional knowledge exam in Hungarian language,
- ▶ you have no criminal record,
- ▶ your naturalization doesn't threaten the Hungarian public and national security.

**HOW:** You can submit the application in the district office of the county level government, at the county level government office, Hungarian consular office, regional offices of the Immigration and Asylum Office. Beside the application you have to submit the following documents:

- ▶ 2 photos
- ▶ birth certificate and certificates which justifies your family status (e.g. death certificate, marriage certificate)
- ▶ proof of subsistence and residence in Hungary
- ▶ in case of an adopted child by Hungarian parents, the official certificate from the guardianship authority
- ▶ certificate that you passed the exam about the Hungarian constitutional basics (you can apply for the exam at the government office in Budapest, the exam fee is 50% of the minimal wage)

it is advisable to submit every type of document which justifies your residence in Hungary (former residence permits, statement about refugee status etc.)

Within three months after the application the Office of Immigration and Asylum



sends the request to the Ministry of Interior. The Office of the president will send the approval to the competent local authority. You receive an official invitation from the mayor of your place of residence to take the oath. Your Hungarian citizenship will be official on the day of the oath.

You can find more information on the naturalization process and documents on this page:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=77&Itemid=720&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=77&Itemid=720&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=519&Itemid=835&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=519&Itemid=835&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=40&Itemid=386&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=40&Itemid=386&lang=hu)

**WHERE:** You can submit the application in the:

- ▶ district office of the capital and county level government offices,
- ▶ integrated customer service of the capital and county government offices,
- ▶ to the Hungarian consular officials, or
- ▶ the regional offices of the Immigration and Asylum Office. On this link, you can find the addresses of these offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**WHEN:** After the local authorities receive the decision for naturalization, you will have to take an oath of citizenship within one year.

## 1.6 b acquiring citizenship by birth

**TITLE:** Citizenship by birth

**WHAT:** Children can get Hungarian citizenship by birth without any further procedure.

**WHO:**

- ▶ children of Hungarian parents (the place of birth doesn't matter)
- ▶ stateless person's child who was born in Hungary
- ▶ Children were found in the territory of Hungary and the parents are unknown

**HOW:** The process is automatic. In case of unknown parents and stateless parents the child gets Hungarian citizenship until other citizenship will be proven (e.g. the country of origin of the parent recognizes the child as a citizen).

Citizenship for children can be given based on family law: judicial verdict about paternity or motherhood, full father's recognition, subsequent marriage of the parents.

## 1.6 c other types of acquiring citizenship

**TITLE:** Acquisition or reacquisition of Hungarian citizenship

**WHAT:** You can acquire Hungarian citizenship with submitting an application form to the President of Hungary.



**WHO:** You can acquire Hungarian citizenship with this process if:

- ▶ you were deprived from your Hungarian citizenship by these laws: Act X of 1947, Act XXVI of 1948., Act LX of 1948 LX., Act V of 1957.,
- ▶ your Hungarian citizenship ceased between 15 September 1947 and 2 May 1990 by expatriation;
- ▶ you were forced to move to Germany from Hungary after the 2nd world war
- ▶ you were born before the 1<sup>st</sup> of October 1957 and your mother was Hungarian citizen while your father was foreign citizen and you didn't receive Hungarian citizenship at the time
- ▶ if you are stateless and you were born in Hungary, your parents aren't Hungarian, but they had residence in Hungary when you were born and you didn't receive your parents' citizenship. You can submit acquisition until you reach 19 years of age and if you have been living in Hungary for 5 years.

**HOW:** You have to submit the application with the following documents:

- ▶ birth certificate
- ▶ certificate about family status
- ▶ the documentation about expatriation if you were expatriated between 15 September 1947 and 2 May 1990
- ▶ if you are stateless: the documentation about statelessness
- ▶ if you were born before 1<sup>st</sup> of October 1957, your mother was Hungarian and your father was foreign citizen: the birth certificate of your mother and your parents' marriage certificate

**WHERE:** You have to submit the application in the:

- ▶ district office of the capital and county level government offices,
- ▶ integrated customer service of the capital and county government offices,
- ▶ to the Hungarian consular officials, or
- ▶ the regional offices of the Immigration and Asylum Office. On this link, you can find the addresses of these offices:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

### 1.7 a visa/permit overstay

**TITLE:** Visa or residence permit overstay

**WHAT:** Before your visa/ residence permit expires you can apply for an extension. If you failed to do so and your visa/residence permit expires while you're still in the country you have overstayed your visa/residence permit. This is considered to be illegal.

**WHO:**

If you over-stay, the police can catch you during a regular check. Despite there are no border controls in the Schengen zone, there are systematic checks near the



borders or at the airports.

**HOW:**

- ▶ to avoid over-staying you can extend your 90 days long visa with 30 days
- ▶ in case of residence permit you have to go to the regional directorate of the Immigration and Asylum Office 30 days before your residence permit expires
- ▶ Staying longer than permitted can mean the following consequences:
  - The police can arrest you and take you to the police office or the local office of the Immigration and Asylum Directorate and keep you there to check your situation.
  - Fine.
  - Record in your personal file which makes harder to get visa again.
  - Ban on entry.
  - Expulsion: the authorities inform you that you have to leave the country voluntarily. If you don't, you will get deported.
  - Deportation: the authorities force you to leave Hungary.
  - It can happen that there are no consequences (in case of minor irregularity and you can justify it)

During the procedure, the authority examines your personal situation. During the procedure, you can apply for international protection, you should inform the officer during the procedure if you would like to have this kind of protection against the expulsion. If you have refugee status in another EU country the Hungarian authorities can send you to that country but if that country doesn't let you return because of some reasons, Hungary have to accept you until you have refugee status. People with the right of asylum in Hungary can't be expelled from the country! You can find information about free legal aid under "Everyday life – Office of the Commissioner for Fundamental Rights/Judicial Service/Hungarian Helsinki Committee".

**GOOD TO KNOW:**

In most cases if you over-stay you have to wait 90 days before entering the country again (in English): <http://travel.stackexchange.com/questions/35536/overstayed-schengen-visa-how-long-to-wait-before-entering-again>

## **1.7 b undocumented migrant worker - what to do and where to go for help**

**TITLE:** Undocumented migrant worker

**WHAT:** To work legally you have to have a residence permit, employment permit and a legal employment contract. If you apply for residence permit for the purpose of employment the authority examines your application in the framework of the single permit which means that the one permit is issued for working and for living. Beside these, the employer has to register you as an employee.

**WHO:** You are undocumented if your employer didn't register you and you don't have

- ▶ work permit,
- and/or
- ▶ residence permit,
- and/or
- ▶ legal contract.





**HOW:** If you think that you are not registered or if you notice any other type of violation of the rules you can must turn to legal aid services listed below. About free legal aid you can find more information under “Everyday life – Office of the Commissioner for Fundamental Rights/Judicial Service/Hungarian Helsinki Committee”.

Here you can find more information on undocumented situation (in English): <http://migrationtothecentre.migrationonline.cz/en/no-work-permit-no-protection>

**WHEN:** You have to apply for residence permit for the purpose of employment before you come to Hungary (find more information: 1.4.e workers) and always ask for contract of employment before you start to work or on the first day.

**WHERE:** If you feel that your rights are violated you can contact the Egyenlő Bánásmód Hatóság (Equal Treatment Authority).

- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
Krisztina krt. 39/B  
1013 BUDAPEST  
Tel.: +36-1-795-2975, Free number: +36 80 203 939, Administrative and Legal Department: +36-1-795-2975, +36-80-203-939  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county level offices (in Hungarian):  
<http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9lfogad%C3%A1s-1>

**GOOD TO KNOW:**

- ▶ It is really important to have work permit and registered address because with these you can have the social security card. Without these you can have private insurance but it can be extremely expensive.
- ▶ If you use your job you lose the validity of the your social security card, because the social contribution is deducted from your salary.

## 1.8 PERSONAL DOCUMENTS

### 1.8 a important personal documents

**TITLE:** ID card (*személyi igazolvány*)

**WHAT:** If you're citizen from EU Member State, it can be used as identification card in Hungary and it allows you to travel within the EU and Schengen Member States. If your ID expires or you lose it in Hungary you have to go to the embassy or consulate of your country.

**WHERE:** You can find the list of the embassies and consulates on this page  
(in English): <http://www.kulugyminiszterium.hu/dtwebe/lrodak.aspx>  
(in Hungarian): <http://www.kulugyminiszterium.hu/dtweb/lrodak.aspx>

**TITLE:** Passport (*útlevél*)

**WHAT:** Passport is the most important travel document for third country nationals, normally issued by the authorities from your origin country.

Be aware of the expiring date of the passport. If you're visiting Hungary with a visa, make sure you always have it with you. If your Passport expires or you lose it in Hungary you have to go to the embassy or consulate of your country.





**WHERE:** You can find the list of the embassies and consulates on this page:  
<http://www.kulugyminiszterium.hu/dtwebe/lrodak.aspx> (English), <http://www.kulugyminiszterium.hu/dtweb/lrodak.aspx> (Hungarian).

**TITLE:** Residence card (*tartózkodási engedély*)

**WHAT:** You always need to have it with you. Be aware of the expiring date of the card and make sure to apply for the next residence permit on time.

**WHERE:** If you apply for it for the first time before entering you have to go to the Hungarian embassy or consulate in your country. Here you can find information about Hungarian embassies and consulates:

(in English): <https://www.embassypages.com/hungary>

(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>.

To finalize the process (applying for residence permit for the first time) you have to continue the process in Hungary at the Immigration and Asylum Office. There you can also extend the duration of your residence permit. Here you can find the regional offices:

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en) (in English),

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de) (in German),

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu) (in Hungarian).

**TITLE:** Address card (*lakcímkártya*)

**WHAT:** A card with your address and personal data. This is a very important document in Hungary because many services are based on your address (e.g. health care, education, administration). You can have maximum two addresses at one time and both are indicated on the same card: permanent address and place of residence (temporary address). You can apply for Hungarian address card in the government windows (*kormányablak*) which are part of the Hungarian administration.

**WHERE:** On this link, you can search for the nearest government window (in Hungarian): <http://www.nyilvantarto.hu/hu/oik>. For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Health insurance card (social security card – *TAJ kártya*)

**WHAT:** Social security card and number which covers your medical treatment in public health care services. You need to be employed to have it or you need to meet with other requirements (students, persons with the right of asylum, specified social conditions). If you are not entitled to have social security card you have to pay (7110 HUF, ~ 23 € in 2017) every month to have it. You can find more information on health insurance card on this link: (in Hungarian): [http://www.neak.gov.hu/felso-menu/lakossagnak/ellatas\\_magyarorszagon/jogosultsag\\_az\\_ellatasra/ellatasra\\_jogosultsag\\_igazolasa/taj\\_kartya](http://www.neak.gov.hu/felso-menu/lakossagnak/ellatas_magyarorszagon/jogosultsag_az_ellatasra/ellatasra_jogosultsag_igazolasa/taj_kartya). To have a social security card you have to fulfil the form A.3517-I which is available on this link (in Hungarian): <http://www.neak.gov.hu/>



[data/cms1006873/NYT.53.K.pdf](#).

**WHERE:** In the county level government office (*kormányhivatal*) deals with health insurance issues. To find the nearest one type your zip code into the gap in the middle of this page (in Hungarian): [http://www.neak.gov.hu/felso\\_menu/lakossagnak/ellatas\\_magyarorszagon/jogosultsag\\_az\\_ellatasra/ellatasra\\_jogosultsag\\_igazolasa/taj\\_kartya](http://www.neak.gov.hu/felso_menu/lakossagnak/ellatas_magyarorszagon/jogosultsag_az_ellatasra/ellatasra_jogosultsag_igazolasa/taj_kartya).

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Driving license

**WHAT:** If you’re from an EU/EEA Member State, you don’t need anything else to drive in Hungary, but if you come from a non-EEA country you have to naturalize your license. You can find more information about using foreign driving license in Hungary on this page:

(in English): [http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/hungary/index\\_en.htm](http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/hungary/index_en.htm)

(in Hungarian): [http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/hungary/index\\_hu.htm](http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/hungary/index_hu.htm)

To naturalize driving licence which was issued by a third country you have to go to the Central Administration Office. You will need to have your personal documents (ID, Passport, address card, residence permit) and your driving license with you.

**WHERE:**

Központi Okmányiroda (Central Administration Office)

Visegrádi utca 110.

1133, BUDAPEST

[www.nyilvantarto.hu](http://www.nyilvantarto.hu)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Student card

**WHAT:** If you’re student, with this card you will have access to some discounts at cultural events, using public transport or student facilities. It’s important to have it with you.

**WHERE:** Your school is responsible for issuing student card. If you are university student contact your coordinator or if you are in primary or secondary education contact your teacher.

## 1.9 CERTIFICATES

### 1.9 a important certificates

**TITLE:** Birth certificate (*születési anyakönyvi kivonat*)



**WHAT:** It's an official document issued to record a person's birth. It includes name, place, date of birth, and name of the parents.

- ▶ If your child was born in Hungary you need to register the new born in the following day he/she was born or if the child was born on an unplanned day or place you need to register him/her in the first 8 days. To do this you need to announce the birth of child to the local registrar in person or in written form or by a legally authorized person. You can find more information on birth certificate on this link (in Hungarian): <http://kormanyablak.hu/hu/feladatok/22/ANYKV00010>.
- ▶ If you would like to naturalize an already existing birth certificate you have to start the process on any official consulate or embassy of your country. Then the officers from the embassy or consulate contact the Budapest City Government Office. You can translate a birth certificate from foreign language to Hungarian in the offices of the Hungarian Office for Translation and Attestation Ltd.

**WHERE:**

- ▶ You can find the list of the embassies and consulates on this page:  
(in English): <http://www.kulugyminiszterium.hu/dtwebe/lrodak.aspx>  
(in Hungarian): <http://www.kulugyminiszterium.hu/dtweb/lrodak.aspx>
- ▶ Budapest City Government Office:  
Károly körút 11.,  
1075, BUDAPEST  
E-mail: [hazaianyakonyv@bfkh.gov.hu](mailto:hazaianyakonyv@bfkh.gov.hu)
- ▶ Here you can see the contact details of the Hungarian Office for Translation (*Országos Fordító és Fordításhitelesítő Iroda*) and Attestation Ltd.:  
(in English): <http://www.offi.hu/en/contact-us>  
(in German): <http://www.offi.hu/de/kontakt>  
(in French): <http://www.offi.hu/fr/contactez-nous>  
(in Hungarian): <http://www.offi.hu/kapcsolat>

**TITLE:** Marriage certificate (*háztartási anyakönyvi kivonat*)

**WHAT:** It's an official document issued to record a legal marriage. It includes names, day and place of birth and day and place of the marriage. You can find more information on marriage certificate on this link (in Hungarian): <http://kormanyablak.hu/hu/feladatok/22/ANYKV00010>. You can do the process in person or in written form or by a legally authorized person in the local registrar. You have to start the verification process on any official consulate or embassy of your country.

You can translate a marriage certificate from foreign language to Hungarian in the offices of the Hungarian Office for Translation and Attestation Ltd.

**WHERE:**

- ▶ You can find the list of the embassies and consulates on this page:  
(in English): <http://www.kulugyminiszterium.hu/dtwebe/lrodak.aspx>  
(in Hungarian): <http://www.kulugyminiszterium.hu/dtweb/lrodak.aspx>
- ▶ Budapest City Government Office:  
Károly körút 11.,  
1075, BUDAPEST  
E-mail: [hazaianyakonyv@bfkh.gov.hu](mailto:hazaianyakonyv@bfkh.gov.hu)
- ▶ Here you can see the contact details of the Hungarian Office for Translation (*Országos Fordító és Fordításhitelesítő Iroda*) and Attestation Ltd.:  
(in English): <http://www.offi.hu/en/contact-us>  
(in German): <http://www.offi.hu/de/kontakt>



(in French): <http://www.offi.hu/fr/contactez-nous>

(in Hungarian): <http://www.offi.hu/kapcsolat>

**TITLE:** Certificate about registered partnership (*bejegyzett élettársi kapcsolat*)

**WHAT:** Registered partnership is an official marital status between two person of the same sex. The involved persons have to announce their intention to make registered partnership in the government office (capital city, county or district level). They have to appear together in front of the registrar. This marital status provides similar rights like a marriage (e.g. joint estate, inheritance) and it is ceased with the official termination of the partnership or with the death of one of the persons in the partnership. If you need interpreting during the procedure the registrar is responsible to arrange on, but if you would like you can arrange it as well. You can find more information on the registered partnership on this link (Hungarian): <http://kormanyablak.hu/hu/feladatkorok/22/ANYKVO0004>.

**WHERE:** At the registrar of Budapest/county/district (in the government office) or if you don't have Hungarian address you can apply for this at the consular representative. You can find the list of the embassies and consulates on this page:

(in English): <http://www.kulugyminiszterium.hu/dtwebe/lrodak.aspx>

(in Hungarian): <http://www.kulugyminiszterium.hu/dtweb/lrodak.aspx>

**TITLE:** Death certificate (*halotti anyakönyvi kivonat*)

**WHAT:** It's an official document issued to certify the decease of a person. It includes name and surname of the deceased, last residence, time and place of death and the last partner information.

- ▶ If a person dies, a doctor has to examine the body of the deceased. A close family member has to go to the local registrar with the certification from the doctor and with the personal documents of the deceased person (ID, address card, birth certificate, passport) to do the procedure. You can find more information on death certificate on this link (in Hungarian): <http://kormanyablak.hu/hu/feladatkorok/22/ANYKVO0010>.
- ▶ If you would like to naturalize an already existing birth certificate you have to start the process on any official consulate or embassy of your country.

**WHERE:**

- ▶ You can find the list of the embassies and consulates on this page:  
(in English): <http://www.kulugyminiszterium.hu/dtwebe/lrodak.aspx>  
(in Hungarian): <http://www.kulugyminiszterium.hu/dtweb/lrodak.aspx>
- ▶ Budapest City Government Office:  
Károly körút 11.,  
1075, BUDAPEST  
E-mail: [hazaianyakonyv@bfkh.gov.hu](mailto:hazaianyakonyv@bfkh.gov.hu)
- ▶ Here you can see the contact details of the Hungarian Office for Translation (*Országos Fordító és Fordításhitelesítő Iroda*) and Attestation Ltd.:  
(in English): <http://www.offi.hu/en/contact-us>  
(in German): <http://www.offi.hu/de/kontakt>  
(in French): <http://www.offi.hu/fr/contactez-nous>  
(in Hungarian): <http://www.offi.hu/kapcsolat>

**TITLE:** Certificate of criminal record (*erkölcsi bizonyítvány*)

**WHAT:** A document that proves that if you have committed any crime in your



earlier life. The official Hungarian name of the document is the Official Certificate of Good Conduct (*Hivatalos Erkölcsi Bizonyítvány*). It includes name and surname, place, date of birth, address, court, file number and date of the issuance. When you apply for a job the employee can ask for this document. You might need it for the residence permit application as well.

You can apply for it online in the Customer Service Centre, here you can find the page for application (in Hungarian): <https://www.nyilvantarto.hu/ugyseged/>. Here you can find more information about the Customer Service Centre (in English): [http://www.nyilvantarto.hu/en/web\\_assistant](http://www.nyilvantarto.hu/en/web_assistant)

You can apply for it in person directly at the Customer Service Centre of the Criminal Records Authority.

You also can apply by mail by sending your application form and payment (the application form is available in the post offices) to the Central Office for Administrative and Electronic Public Services to: 1475 Budapest, Pf. 172.

**WHERE:**

Központi Okmányiroda  
Visegrádi utca 110-112.  
1133 BUDAPEST  
Tel: 1818

**TITLE:** Power of attorney (*ügyvédi meghatalmazás*)

**WHAT:** It's a legal binding document that authorizes to act for another person in specified or all legal or financial matters. It includes the name and signature of the attorney, name of the authorized person, date, duration of the contract and description of the power of the authorized person. In some cases, it needs a notarial authentication.

The extent of the power of representation is determined by the description in the document. There is no general template, you can make this document at any lawyer's office in Hungary.

To verify the document you have to go to the consulate with the document and prove that the signature and the stamp is valid. In case of some countries the document verified in the country of origin can also be valid. Check at your Consulate.

**WHERE:** You can find the list of the embassies and consulates on this page:

(in English): <http://www.kulugyminiszterium.hu/dtwebe/lrodak.aspx>

(in Hungarian): <http://www.kulugyminiszterium.hu/dtweb/lrodak.aspx>

## 1.10 VERIFICATION OF DOCUMENTS

### 1.10 a types of verification

**TITLE:** Apostille

**WHAT:** It's a legalization of a document, to verify its authenticity. It's a sheet stamped by the competent authority that it's added to the original documents.

The apostille is used by the countries that signed the Convention of Hague: [www.internationalapostille.com/hague-apostille-member-countries/](http://www.internationalapostille.com/hague-apostille-member-countries/). In Hungary to get the apostille you need to pay a 5500 HUF (~ 18 € in 2017). Here you can read more about Apostille and about how apply for it in Hungary (in Hungarian): <http://>



[konzuliszolgalat.kormany.hu/tajekoztato-a-kulfoldi-felhasznalasra-szant-okiratok-felulhitelesitesenek-rendjeroi](http://konzuliszolgalat.kormany.hu/tajekoztato-a-kulfoldi-felhasznalasra-szant-okiratok-felulhitelesitesenek-rendjeroi). In Hungary get the apostille you need to pay a 5500 HUF (~ 18 € in 2017).

If your country didn't sign it, please read about diplomatic superverification.

**WHERE:** The competent authority for apostille is different in each country. You can ask your embassy about the department of the government in charge of it.

In Hungary the relevant authority is:

- ▶ in case of judicial documents: The Ministry of Justice
- ▶ in case of notarial (közjegyzői) documents: The Hungarian National Chamber of Civil Law Notaries, on this link you can find more information (in English): [https://mokk.hu/ugyfeleknek/apostille\\_en.php](https://mokk.hu/ugyfeleknek/apostille_en.php) (in German): [https://mokk.hu/ugyfeleknek/apostille\\_ger.php](https://mokk.hu/ugyfeleknek/apostille_ger.php) (in Hungarian): <https://mokk.hu/ugyfeleknek/tajekoztato-a-kulfoldre-szant-kozjegyzoi-okiratok-hitelesiteserol.php> other types of documents: Ministry of Foreign Affairs and Trade

**TITLE:** Diplomatic superverification

**WHAT:** In those countries which aren't part of the Apostille Convention (Convention of Hague) the consul has to verify the documents. This means a clause on the document which proves that the stamp and the signature is valid.

If you would like to superverify a document in Hungary you have to verify it in the country where it was made (the responsible body is usually the ministry for foreign affairs) and then go to the embassy or consulate of the country in Hungary.

If you have a document in Hungarian which you would like to superverify and use abroad you have to apply for verification in the Ministry of Foreign Affairs and Trade.

Here you can find the application form for verification: (in English and Hungarian): [http://konzuliszolgalat.kormany.hu/download/9/d8/b0000/Felulhitelesitesi\\_kerelem140904.pdf](http://konzuliszolgalat.kormany.hu/download/9/d8/b0000/Felulhitelesitesi_kerelem140904.pdf)

You can find more information on superverification in Hungary on this link: (in Hungarian): <http://konzuliszolgalat.kormany.hu/diplomaciai-felulhitelesites>

You can find information about verification of documents what you would like to use abroad on this page (in Hungarian): <http://konzuliszolgalat.kormany.hu/tajekoztato-a-kulfoldi-felhasznalasra-szant-okiratok-felulhitelesitesenek-rendjeroi>.

**WHERE:**

- ▶ You can find the list of the embassies and consulates on this page: (in English): <http://www.kulugyminiszterium.hu/dtwebe/lrodak.aspx> (in Hungarian): <http://www.kulugyminiszterium.hu/dtweb/lrodak.aspx>
- ▶ Külgazdasági és Külügyminisztérium, Konzuli Szolgálat (*Ministry of Foreign Affairs and Trade. Consular service*):  
Nagy Imre tér 4.  
1027 BUDAPEST  
Tel.: +36 1 458-1000  
E-mail: [konz@mfa.gov.hu](mailto:konz@mfa.gov.hu); [taj.konz@mfa.gov.hu](mailto:taj.konz@mfa.gov.hu)

## 1.11 JUDICIAL TRANSLATIONS

### 1.11 a sworn, certified or official translations

**TITLE:** Sworn, certified or official translations





**WHAT:** A sworn, certified or official translation is a translation of document that has been done by a professional translator registered at the competent authority, this type a translation is valid in official administration. A sworn, certified or official translation has a different meaning in each country because it isn't a standardized process.

**WHO:** If you need official translations of your documents in the Hungarian administration it has to be done by the Hungarian Office for Translation and Attestation Ltd.

**HOW:** The mentioned company offers technical translation, attested translation and interpreting. These services aren't free, you can find information about the prices on the webpage of the company (in English, French, German and Hungarian): <http://www.offi.hu/en>

**WHERE:** On this page you can see the contact details of the Hungarian Office for Translation (*Országos Fordító és Fordításhitelesítő Iroda*) and Attestation Ltd.:

<http://www.offi.hu/en/contact-us> English),

<http://www.offi.hu/de/kontakt> (German),

<http://www.offi.hu/fr/contactez-nous> (French),

<http://www.offi.hu/kapcsolat> (Hungarian).

**GOOD TO KNOW:** The translation made by the Hungarian Office for Translation and Attestation Ltd. is only valid in the Hungarian administration.

## 1.12 REGISTRATION OF ADDRESS

### 1.12 a registration of address

**TITLE:** Registration of address

**WHAT:** If you come to Hungary you have to register your address to have an address card (*lakcímkártya*) with your address(es) and your personal data. This is a really important document in Hungary because many services are based on your address (e.g. health care, education, administration). You can have maximum two addresses in one time: permanent address and place of residence (temporary address). Both addresses are indicated on the card.

**HOW:** To register your address you need to have the following document:

- ▶ ID or passport,
- ▶ former address card (if you have),
- ▶ filled address registration sheet (you can ask for it in the government office where you make the registration).

The address registration sheet should be signed by the owner (accommodation provider) of the house/apartment. If the house/apartment is yours you have to prove it with the contract of sale. The accommodation provider doesn't have to sign the address registration sheet if:

- ▶ he/she appears in person with you when you do the registration,
- ▶ if the accommodation provider permits the registration in electronic form,
- ▶ if you can prove your right to residence with official documents (e.g. lease agreement).

**WHERE:** You can register your address in the district office of the government window (*kormányablak*). Here you can find the nearest office (in Hungarian): <http://www.nyilvantarto.hu/hu/oik>. For information in English about the Hungarian





administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**GOOD TO KNOW:** Here you can find more information about address registration (in Hungarian): <http://kormanyablak.hu/hu/feladatkorok/6/OKMIR00104>

## 1.13 SUPPORT SERVICES FOR MIGRANTS

### 1.13 a list of support services and projects regarding arrival and stay

**TITLE:** Bevándorlási és Menekültügyi Hivatal (*Immigration and Asylum Office*)

**WHAT:** This is the main public body which deals with immigration issues. This institution is responsible for conducting the asylum procedure and issuing different kind of resident permits.

**WHERE:** The centre of the office is in Budapest, but it has regional and county level offices as well. On this page you can find the list of this offices and contact details:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=558&Itemid=1570&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=558&Itemid=1570&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=421&Itemid=392&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=421&Itemid=392&lang=hu)

**TITLE:** Menedék, Hungarian Associations for Migrants

**WHAT:** This organization has a lot of experience in the field of migrant issues. It provides help, information and several types of services for migrants. One of the most important organization on the field with vast of experience.

**WHERE:**

Menedék, Hungarian Association for Migrants

Népszínház utca 16. III/3.

1081 BUDAPEST

<http://menedek.hu/en>

Tel.: +36 1 322 1502

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Magyar Vöröskereszt (*Hungarian Red Cross*)

**WHAT:** Hungarian Red Cross organizes donation programmes and blood donation provides first aid, works in the field of disaster management, helps in tracing of lost family members (mostly for refugees).

**WHERE:**

- ▶ Centre of the Magyar Vöröskereszt (*Hungarian Red Cross*)  
Arany János u. 31.



1051 BUDAPEST  
Tel.: +36 (1) 374 1300

<http://voroskereszt.hu/en/>

- ▶ Contact details of the Magyar Vöröskereszt, Keresőszolgálat (*HRC Tracing Service*):  
Arany J. utca 31.  
BUDAPEST  
Tel.: +36-1-374-13-23  
<http://voroskereszt.hu/en/tracing/>  
E-mail: [tracing@redcross.hu](mailto:tracing@redcross.hu)
- ▶ You can find the nearest service on the map on this page (in Hungarian): <http://voroskereszt.hu/rolunk/elerhetosegeink/>

**TITLE:** United Nations High Commission for Refugees

**WHAT:** Office of the international organization in Hungary. Provides general help for migrants. Here you can read more about the organization (in Hungarian): <http://www.unhcr.org/hu/>, (in English, French and Arabic): <http://www.unhcr.org/>

**WHERE:**

United Nations High Commission for Refugees

Felvinci út 27.

1022 BUDAPEST

Tel.: (+36 1) 336 3060

E-mail: [hunbu@unhcr.org](mailto:hunbu@unhcr.org)

**TITLE:** Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)

**WHAT:** NGO which provides legal help, and generally protects human dignity, human rights. Provides assistance in the asylum procedure and legal help if the Immigration and Asylum office refused your application. Here you can find the webpage of the organization:

**WHERE:**

Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)

Bajcsy-Zsilinszky út 36-38.

1054, BUDAPEST

Tel.: (+36 1) 321 4323, (+36 1) 321 4141

<http://www.helsinki.hu/en/>

e-mail: [helsinki@helsinki.hu](mailto:helsinki@helsinki.hu)

**TITLE:** MIGSZOL (Migrant Solidarity Group of Hungary)

**WHAT:** The volunteers of this association visit refugee camps, the organization has connection with migrants and relevant associations and provides help and services for migrants. They try to improve the migrant situation, and for this reason they visit refugee camps and talk with social workers working on the field. They organize different awareness raising events, their aim is not to talk for migrants but involve them into the process. They also help in specific unique cases (e.g. family reunification).

**WHERE:**

MIGSZOL (Migrant Solidarity Group of Hungary)



Auróra utca 11  
1084, BUDAPEST  
Tel.: +36 20 28 67 987  
<http://www.migszol.com/>  
E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** [MigHelp, Migrants' Help Association of Hungary \(Migráns Segítség Magyarország Egyesület\)](#)

**WHAT:** [MigHelp provides several courses for migrants in Hungary and helps their integration into the society](#)

**WHERE:**

[MigHelp, Migrants' Help Association of Hungary \(Migráns Segítség Magyarország Egyesület\)](#)

Ráday utca 9.  
1092 BUDAPEST  
<http://mighelp.hu/en/contact>

**TITLE:** *Alapvető Jogok Biztosa Hivatala (Office of the Commissioner for Fundamental Rights)*

**WHAT:** If you feel that your rights were violated in Hungary you can turn to the Office of the Commissioner for Fundamental Rights. This office pays special attention to the protection of:

- ▶ the rights of children,
- ▶ the rights of nationalities living in Hungary,
- ▶ the rights of the most vulnerable social groups,
- ▶ the values determined as 'the interests of future generations'.

You can lodge a complaint anonymously via online on this page:

<https://www.ajbh.hu/en/web/ajbh-en/lodge-a-complaint> (English),

<https://www.ajbh.hu/hu/forduljon-a-biztoshoz> (Hungarian).

Or you also have the possibility to make an appointment:

<https://www.ajbh.hu/en/web/ajbh-en/making-an-appointment> (English),

[https://www.ajbh.hu/hu/idopontfoglalas\\_ugyintezes](https://www.ajbh.hu/hu/idopontfoglalas_ugyintezes) (Hungarian).

**WHERE:**

*Alapvető Jogok Biztosa Hivatala (Office of the Commissioner for Fundamental Rights)*

Nádor u 22.  
1051 BUDAPEST  
Tel: (+36) (1) 475-7100

<https://www.ajbh.hu/en/web/ajbh-en/>

E-mail: [panasz@ajbh.hu](mailto:panasz@ajbh.hu), [hungarian.ombudsman@ajbh.hu](mailto:hungarian.ombudsman@ajbh.hu)

### **1.13 b list of online resources regarding arrival and stay**

**TITLE:** The webpage of the Immigration and Asylum Office.

**WHAT:** Comprehensive information about residence permits, visas, asylum procedure, naturalization. Links to the page:



(in Hungarian): <http://www.bmbah.hu/index.php?lang=hu>

(in English): <http://www.bmbah.hu/index.php?lang=en>

(in German): <http://www.bmbah.hu/index.php?lang=de>

**TITLE:** The webpage of Menedék, Hungarian Association for Migrants

**WHAT:** Information about several projects that address migrants (in English): <http://menedek.hu/en/projects>

On this link you can find several studies, expert materials about helping to migrants (in Hungarian): <http://tudastar.menedek.hu/>

**TITLE:** Online Library of the Hungarian Helsinki Committee

**WHAT:** Studies, books about human rights, equal treatment, refugees:

(in English): <http://www.helsinki.hu/en/library/>

(in Hungarian): <http://www.helsinki.hu/konyvtar/>

**TITLE:** Webpage of the Migration Policy Institute

**WHAT:** General information about Hungary from the aspect of migration (in English):

<http://www.migrationpolicy.org/article/hungary-transit-country-between-east-and-west>

**TITLE:** Webpage of the International Organization for Migration, Budapest

**WHAT:** Migration Issues in Hungary (in English):

<http://www.iom.hu/migration-issues-hungary>



## 2 WORK

### 2.1 EMPLOYMENT

#### 2.1.1 JOB SEARCH

##### 2.1.1 a searching for a job

**TITLE:** Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)

**WHAT:** The office has large network in the field of employment and through which provides services to employers and (un)employed with the aim of reducing unemployment. It deals with employment policy, occupational safety, labour affairs and provides vocational and adult training.

**WHERE:**

Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)

Kálvária tér 7.

1089 BUDAPEST

Tel.: +36 (1) 303 9300

<http://en.munka.hu/Engine.aspx>

E-mail: [munka@lab.hu](mailto:munka@lab.hu)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** County level employment centres (*Munkaügyi Központ*)

**WHAT:** These centres provide information on available jobs, trainings and register the unemployed persons and deal with the issues regarding the unemployment support.

**WHERE:** On this link you can find the list of these centres and contact details (in Hungarian): <https://www.profession.hu/munkaugyikozpontok>

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** Menedék offers social services, information and support for the foreign citizens who migrated to Hungary. Since in many cases public administrators don't speak English it is advisable to first contact this association for help.

**WHERE:**

Menedék (Shelter) - Hungarian Association for Migrants

Népszínház utca 16. III/3.

1081 Budapest,

Tel.: +36 1 322 1502, +36 20 575 5850



<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Jövőkerék Alapítvány (Wheel of Future Foundation)

**WHAT:** They support women, citizens of non-EU countries in finding jobs and employment. They provide consulting services where counsellors actively support clients in job and they also offer mentoring, skill-development and trainings.

You can find more information about the programme on the following links:

- ▶ Webpage of the programme (in Hungarian): <http://jovokerek.hu/hirek/munkaero-piaci-tanacsadas-menekult-es-bevando-lo-noknek-labor-market-mentoring-refugee-and-mig>
- ▶ Leaflet about the programme (in English and in Hungarian):

[http://jovokerek.hu/sites/default/files/Szorolap\\_HU\\_ENG.pdf](http://jovokerek.hu/sites/default/files/Szorolap_HU_ENG.pdf)

- ▶ More information about the services (in English): <http://jovokerek.hu/skillsandjobs/en/services-for-job-seekers-8>

The foundation operates several services for migrants looking for a job, here you can find more information:

(in English): <http://www.jovokerek.hu/skillsandjobs/>

(in Hungarian): <http://jovokerek.hu/skillsandjobs/hu/frontpage>

**WHERE:**

Jövőkerék Alapítvány (Wheel of Future Foundation)

Kuruc utca 8.

1021 Budapest.

Tel.: +36 70 3700 120 (Benedek Ary), +36 30 6369 281 (György Szabolcs Kiss)

E-mail: [jovokerek@jovokerek.hu](mailto:jovokerek@jovokerek.hu), [munka@jovokerek.hu](mailto:munka@jovokerek.hu), [mentor@jovokerek.hu](mailto:mentor@jovokerek.hu)

**GOOD TO KNOW**

On these links you can find more information in English about how to find a job in Hungary as a foreigner:

(in English): <https://www.justlanded.com/english/Hungary/Jobs>

(in English): <http://www.visahunter.com/articles/how-to-find-a-job-in-hungary-as-a-foreigner/>

**2.1.1 b apprenticeship**

**TITLE:** Apprenticeship (*Gyakornokság*)

**WHAT:** VET guidance system: Guidance for students and companies who want to start apprenticeship trainings.

**WHO:** The service is available for you if you are career-starter, job-seeker, adult who wants further education, inactive adult (special statistical category in Hungary for unemployed adults), looking for experience, student.

**HOW:** Contact the organization mentioned below. Other possibility to look for internship individually is to carry out a general search through internet browser: type the words: "internship in Hungary" (szakai gyakorlat Magyarorszgon) and you should find several possibilities. You can find the webpage of the responsible institution here (in English, German and Hungarian): [www.euroguidance.hu](http://www.euroguidance.hu)

You can find more information about Euroguidance Hungary here (in English):

[http://www.npk.hu/public/kiadvanyaink/2012/guidance\\_system\\_hungary.pdf](http://www.npk.hu/public/kiadvanyaink/2012/guidance_system_hungary.pdf)



**WHERE:**

Euroguidance Hungary (*Nemzeti Szakképzési és Felnőttképzési Hivatal*)

Kálvária tér 7.

1089, BUDAPEST

Tel.: +36 (62) 555-580

[http://www.euroguidance.hu/public/index\\_en.php](http://www.euroguidance.hu/public/index_en.php)

E-mail: [info@npk.hu](mailto:info@npk.hu)

**2.1.2 TYPES OF EMPLOYMENT**

**2.1.2 a employment for indefinite period of time**

**TITLE:** Employment for indefinite period of time (*Határozatlan idejű munkaszerződés*)

**WHAT:** In Hungary, it's necessary that workers sign written employment contract with their employer. The contract should clearly state the conditions, rights, responsibilities and duties of the worker and the employer. When the contract is indefinite, the ending date of employment is not specified.

Job contract for indefinite period of time can be a full time or part time. Full time job generally means that the employee has to work 8 hours/day and 40 hours/week (normal working hours). In special cases full time job can be extended to 12 hours/day and 60 hours/week. In full time job the working hours can be shorter than 8 hours/day and 40 hours/week, but the employee has to receive the same salary what he/she would receive for the normal working hours. Part time job means that the working hours are shorter than the normal working hours and the employee receives prorated salary.

**WHO:** EEA and Switzerland and third-country citizens that are holders of a Residence Permit for the Purpose of Employment. You can find more information about this type of residence permit under "Arrival and Stay – Workers".

**HOW:** You can ask the employer to give you the contract in advance to make sure you read it thoroughly. Once agreed, both the employer and worker should sign it.

**GOOD TO KNOW:** The contract normally includes the following information:

- ▶ Personal data (worker and company)
- ▶ Name and description of the job
- ▶ Gross salary
- ▶ Working place
- ▶ Working hours
- ▶ Probation time

If there is no other condition in the contract the employment starts on the day when the contract was signed.

**2.1.2 b flexible forms of work**

**TITLE:** Fixed-term contract (*Határozott idejű szerződés*)

**WHAT:** This contract expires automatically on the day written in it. During the work period the employee and the employer can't end the contract just in special cases for e.g.: common agreement, serious violations of the contract.

**TITLE:** Contract of engagement (*Megbízási szerződés*)

**WHAT:** Companies use this kind of contract to outsource different tasks to external





persons. The outsourcer can give instructions to the contracted person and he/she is obliged to follow them. However, if the outsourcer's instructions aren't professional or expedient the contracted person has to notify the outsourcer. If the outsourcer insists these instructions the contracted person can refuse to carry them out. The contracted person has to refuse the task if it would lead to an illegal act or would endanger others safety or fortune.

**TITLE:** Unlimited working hour (*Kötetlen munkaidő*)

**WHAT:** There is no time frame, you can decide when do you want to work.

**TITLE:** Flexible work time/working time frame (*Munkaidőkeret*)

**WHAT:** The working hours are not the same every day. For example you have to work 8 hours a day and every day you have a 6 hours period in which is obligatory to work. And you have the right to decide about the other 2 hours (e.g. you have to work 8 hours a day and it is obligatory to work between 9 am to 3 pm, but you can decide every day if you would like to work between 7 am to 3 pm, 8 am to 4 pm or 9 am to 5pm).

**TITLE:** Telework (*Táv munka*)

**WHAT:** Work from another place not in the employer's facilities.

**TITLE:** Home office (*Otthoni munka*)

**WHAT:** It is the same as telework but you work just from your home.

**TITLE:** Mobil telework

**WHAT:** Work in different places all the time (e.g. gas-fitter, electrician).

**TITLE:** Job in telework centres

**WHAT:** Telework from an exact place (e.g. telework-house) but not in the employer's facility

**TITLE:** Loaned workforce (*Munkaerő kölcsönzés*)

**WHAT:** An agency loan workforce to a user enterprise.

**TITLE:** Occasional work (*Alkalmi munka*)

**WHAT:** You have to work when there is need for workforce, not regularly. It is more than outsourcing because the employer and the employee sign a long-term contract (mostly zero-hour contract) but the employee just provides work when there is a need from the employer side.

### 2.1.2 c self-employment

**TITLE:** Self-employment

**WHAT:** Self-employment is a (usually small-scale business) business which is run by an individual.

**WHO:** You can be self-employed if you have the necessary work permit and you do the registration process. To be self-employed in certain jobs you may need to prove your qualifications (e.g. to run a pharmacy).



**HOW:** If you would like you start your own business you have to do the following steps:

- ▶ Look for an accounting or other consulting service. It is not mandatory but can help a lot during the whole procedure.
- ▶ Register in the electronic administrative system, make a Client Gate (“*ügyfélkapu*”). You can do it in every government window (*kormányablak*) or government office (*kormányhivatal*). Please consider that the support in languages other than English might be very limited.
- ▶ You have to decide the way of the taxation. The system is complicated and an accountant or other consulting service is recommended.
- ▶ On this link (point 3) you can find more information about taxation (in English): [https://en.nav.gov.hu/taxation/taxinfo/summary\\_individuals.html](https://en.nav.gov.hu/taxation/taxinfo/summary_individuals.html)
- ▶ Submit the registration document in the electronic administrative system (through Client Gate) to the National Tax and Custom Administration.
- ▶ After that you will be asked to submit other documents, most often in short deadlines (5, 8, 15 days).
- ▶ Equip newly established company with necessary documents and accessories (e.g. invoice book, cash register and permits that may needed for your job).

**WHERE:** You have to register in a government window (*kormányablak*). On this link you can search for the nearest government window (in Hungarian): <http://www.nyilvantarto.hu/hu/oik>.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.1.2 d contracts related to student work

**TITLE:** Contracts related to student work (*Diákmunka*)

**WHAT:** If you are a student you can be employed through general employment or work contract, but you can also work through a special “student employment contracts” that have certain tax benefits.

**WHO:** You can work as a student if you are older than 15 years and you have permission from your parents.

If you are between 16 and 18 years there is no need to permission, but you cannot work overtime or night shifts.

**HOW:** To be employed through this type of contract you need to have student card, tax number and social security card. In the case of regular contract there are no differences between students and other people.

Students can work through student work agencies, which mediate the workforce to companies. In this case the tax is reduced but you have to pay agency fee.

**WHERE:** There are many types of jobs available (mostly without qualifications) at big employers and small and medium-sized enterprises (SMEs), although most jobs for non-Hungarian speakers can be find mainly in Budapest.

**TITLE:** Employment with scholarship (*Ösztöndíjjal való foglalkoztatás*)

**WHAT:** Employment with scholarship was introduced in order to provide easier conditions for freshly graduated people in accessing jobs. The part of the salary that doesn't exceed the minimal wage is free from the personal income tax.



**WHO:** You can work with this kind of employment form if you have higher education degree (your degree cannot be older than 2 years) and you are younger than 30 years.

**HOW:** After graduation there is a possibility to be employed with scholarship. With this contract you do normal work tasks and also trainings, but the employment contract is different: with this type of employment you can work minimum 9 months, maximum 12 months.

**WHERE:** You have to look individually for companies who use this kind of employment.

**WHEN:** You can work with this contract after your graduation for minimum 9 months, maximum 1 year. The working hours are similar to employees with regular contract.

## 2.1.3 EMPLOYMENT OF EU/EEA CITIZENS

### 2.1.3 a Employment of EU/EEA citizens

**TITLE:** Employment of EU/EEA citizens

**WHAT:** EU/EEA citizens are entitled to look for a job, work and live in Hungary without a work permit. They are also equal to Hungarian citizens in access to employment, working conditions and all other social and tax advantages. EU/EEA citizens can also have certain types of health and social security coverage transferred to the country of settlement.

**WHO:** EU or EEA Member State citizens.

**HOW:** You can find a job using EU job portals like EURES. In EURES you can find job offers from all over Europe classified according to different categories (field of work, country, indefinite or fixed-term contract). It's also possible to register and upload your CV to be available for employers across Europe. On this link you can also search for jobs in Hungary (in Hungarian): <https://hu.indeed.com/>. You should type keywords into the first gap and the name of the city/county in the second.

## 2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS

### 2.1.4 a types of working permits

**TITLE:** Types of residence/working permits

**WHAT:** To be able to work in Hungary you need to hold a working permit which is linked to the residence permit. Those are:

- ▶ EU Blue Card: You can find more information about EU Blue Card under "Arrival and Stay - EU Blue Card"
- ▶ Residence Permit for the Purpose of Employment: You can find more information about this under "Arrival and Stay - Workers".
- ▶ Residence Permit for Seasonal Workers: You can find more information about this permit under "Arrival and Stay - Seasonal workers"
- ▶ Residence Permit for the Pursuit of Gainful Activity: You can find more information about this permit under "Arrival and Stay - Residence Permit for the Pursuit of Gainful Activity"

## 2.1.5 WORK ACCIDENTS AND INJURIES

### 2.1.5 a work injuries compensation and support

**TITLE:** Health care service (*Egészségügyi szolgáltatás*)



**WHAT:** The treatment of the injury in the public health care system. In this case the health insurance pays the treatment after a work injury or accident. Beside first aid your general practitioner can determine the necessity of further treatments and give you the document what is needed for the sick pay.

**TITLE:** Sick pay (*Táppénz*)

**WHAT:** Payment for the time you stay away from work because of the work injury. In this case the health insurance pays after the work injury or accident.

**TITLE:** Life annuity (*Életjáradék*)

**WHAT:** Regular payment (for maximum of two years) because of a serious work injury (in case of losing more than 15% of work ability). The length and the amount of payment depends on the seriousness of the injury and on the recovery time. In this case the health insurance pays after the work injury or accident.

**TITLE:** Disability pension (*Rokkantsági nyugdíj*)

**WHAT:** Regular (monthly) payment for someone who can't work anymore after a work injury. In this case pension insurance pays after the work injury or accident.

**TITLE:** Widow(er)'s pension (*Özvegyi nyugdíj*)

**WHAT:** In case of death caused by the work injury the deceased's widow(er) gets regular payment. In this case pension insurance pays after the death of the spouse because of work accident.

**TITLE:** Orphan's allowance (*Árvaeállítás*)

**WHAT:** In case of death caused by the work injury the deceased's orphaned child(ren) get regularly payment. In this case pension insurance pays after the death of a parent because of work accident.

**TITLE:** Parental pension (*Szülői nyugdíj*)

**WHAT:** In case of death caused by the work injury the deceased's parents get regular compensation.

**GOOD TO KNOW:** It is really important to have every employment document (contract, job description, social security card, tax number) and work permit because without them you won't get any legal protection and health care service.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.1.5 b treatment of work injuries

**TITLE:** Treatment of work injuries.

**WHAT:** This section describes what you should do in the case of work injury.

**STEP 1:** It is really important to collect and prepare documents connected to your work and employment status (contract, job description, social security card,



tax number) and work permit because without them you won't get any legal protection and health care service.

**STEP 2:** Call the ambulance/go to the doctor and notify your supervisor/employer right after the accident happened. The documentation you have received from the doctor should be kept for further procedures. It is advisable to make additional copies of this documentation.

**STEP 3:** Collect proofs that there were no violations of the rules from the side of the employee (e.g. he/she was drunk).

**STEP 4:** The employer has to notify the county level government office (*kormányhivatal*) in 5 days which starts an investigation and prepares a report.

**STEP 5:** You have to submit the documents for sick pay and the medical certificate about work incapacity to the employer.

**STEP 6:** Nemzeti Egészségbiztosítási Alapkezelő (*The National Health Insurance Fund of Hungary*) will determine if the injury is lasting (if yes you can get annuity or disability pension).

You can find more information on the following links:

(in Hungarian): <http://www.oep.hu/>

(in English):

[http://www.neak.gov.hu/felso\\_menu/rolunk/kozerdeku\\_adatok/tevekenysegre\\_mukodesre\\_vonatkozo\\_adatok/a\\_szerv\\_feladata\\_alaptevekenysege\\_es\\_hatarkore/en\\_a\\_szerv\\_alaptevekenyege\\_feladata\\_es\\_hatarkore](http://www.neak.gov.hu/felso_menu/rolunk/kozerdeku_adatok/tevekenysegre_mukodesre_vonatkozo_adatok/a_szerv_feladata_alaptevekenysege_es_hatarkore/en_a_szerv_alaptevekenyege_feladata_es_hatarkore)

(in German):

[http://www.neak.gov.hu/felso\\_menu/rolunk/kozerdeku\\_adatok/tevekenysegre\\_mukodesre\\_vonatkozo\\_adatok/a\\_szerv\\_feladata\\_alaptevekenysege\\_es\\_hatarkore/ne\\_a\\_szerv\\_alaptevekenyege\\_feladata\\_es\\_hatarkore](http://www.neak.gov.hu/felso_menu/rolunk/kozerdeku_adatok/tevekenysegre_mukodesre_vonatkozo_adatok/a_szerv_feladata_alaptevekenysege_es_hatarkore/ne_a_szerv_alaptevekenyege_feladata_es_hatarkore)

**STEP 7:** In case of damage there is an investigation of the accident where:

- ▶ the worker has the right to prove that the accident happened because of the wrong working conditions,
- ▶ the employer has the right to prove that the accident was unavoidable or happened because the worker violated the rules (e.g. he/she was drunk, didn't wear protection, had concealed sickness).

If the employer is responsible the employee needs to get compensation.

#### **WHERE:**

Nemzeti Egészségbiztosítási Alapkezelő (National Health Insurance Fund of Hungary)

Váci út 73/A.

1139 BUDAPEST

<http://www.oep.hu>

Tel.: (+36-1) 350-2001

E-mail: [oep@oep.hu](mailto:oep@oep.hu)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.



## 2.1.6 RETIREMENT AND PENSIONS

### 2.1.6 a old-age retirement

**TITLE:** Old-age retirement (*Öregségi nyugdíj*)

**WHAT:** Monthly gross salary of the employees includes the pension contribution paid by the employer. When you reach the age-limit or work-limit (65 years of age for men and 40 years of employment for women you have the right to retire and benefit from the old-age pension.

**HOW:** It is mandatory to pay obligatory pension contribution from your salary. The pension contribution is deducted from your gross salary and paid by the employer to the state's pension insurance.

Here you can find the webpage of the responsible institution:

(in English): <https://www.onyf.hu/en/>

(in Hungarian): [www.onyf.hu](http://www.onyf.hu)

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system".

On this page you can find more information about the Hungarian pension system (in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/en/>

**WHEN:** To be entitled to minimum pension benefits you need to have minimum 20 years of contribution, for reduced pension minimum 15 years.

**WHERE:**

- ▶ Országos Nyugdíjbiztosítási Főigazgatóság (*Central administration of National Pension Insurance*)  
Fiumei út 19./a.  
1081, BUDAPEST  
Tel.: +36-1-270-8107
- ▶ On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rhet%C5%91s%C3%A9gek.html>. If you type the name of the town after "település" or the zip code after "irányítószám" on the top of the page you can search for the nearest offices)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**GOOD TO KNOW:** You can find more information on the following link about pension system (in English): <http://www.pensionfundsonline.co.uk/content/country-profiles/hungary/2310>

### 2.1.6 b widow(er) pension

**TITLE:** Widow(er) pension

**WHAT:** It's a benefit which guarantees a social security for the surviving spouse/partner, if there were officially married or registered as partners.

**WHO:** Widow(er)'s can receive pension after the death of your spouse, registered partner, life partner, divorced spouse.

**HOW:** The applicant needs to meet conditions of the status that pertain to proven family relationship as well as to deceased person's retirement status or years being employed. For more information and you have to contact the Central administration of National Pension Insurance (*Országos Nyugdíjbiztosítási*





Főigazgatóság).

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”.

On this page you can find more information about the Hungarian pension system (in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/en/>

**WHERE:**

- ▶ Országos Nyugdíjbiztosítási Főigazgatóság (*Central administration of National Pension Insurance*)  
Fiumei út 19./a.  
1081, BUDAPEST  
Tel.: +36-1-270-8107
- ▶ On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rh%C3%A9s%C5%91s%C3%A9gek.html>. If you type the name of the town after “település” or the zip code after “irányítószám” on the top of the page you can search for the nearest offices)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**GOOD TO KNOW:** You can find more information on the following link about pension system (in English): <http://www.pensionfundsonline.co.uk/content/country-profiles/hungary/2310>

### 2.1.6 c orphan pension

**TITLE:** Orphan Pension

**WHAT:** Orphan pension is a form of social insurance for the children in case of death of the insured parent.

**WHO:** Child(ren) or foster child(ren) of the dead person receive orphan pension.

**WHEN:** Children can receive this support until they reach 16 years of age or longer if they stay in the education process. In this case, the maximum age limit for receiving this benefit is 25 years of age.

**HOW:** The applicant needs to meet conditions of the status that pertain to proven family relationship and age as well as to deceased person’s retirement status or years being employed. For more information you have to contact the Central administration of National Pension Insurance (*Országos Nyugdíjbiztosítási Főigazgatóság*).

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”.

On this page you can find more information about the Hungarian pension system (in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/en/>

**WHERE:**

- ▶ Országos Nyugdíjbiztosítási Főigazgatóság (*Central administration of National Pension Insurance*)  
Fiumei út 19./a.  
1081, BUDAPEST  
Tel.: +36-1-270-8107
- ▶ On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rh%C3%A9s%C5%91s%C3%A9gek.html>. If you type





the name of the town after “település” or the zip code after “irányítószám” on the top of the page you can search for the nearest offices)

- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

#### 2.1.6 d voluntary retirement insurance

**TITLE:** Voluntary retirement insurance (*Önkéntes nyugdíjbiztosítás*)

**WHAT:** Since the abolishment of private pension funds in 2012 the pension insurance is operated by state pension funds and the voluntary pension funds. Voluntary retirement insurance/voluntary pension is a possibility for people who would like to increase their future pension benefits by paying a supplementary amount to voluntary pension fund every month.

**WHO:** This isn't a mandatory, but if you would like to increase your old age pension benefits received from the state in the future, you can participate in the voluntary pension fund.

**HOW:** This service is offered by private insurance companies with whom you enter into a service contract. You will need to transfer a certain pre-arranged amount of money to the voluntary fund every month. If you find yourself in bad financial situation you can temporary or permanently suspend your payments. But because these are private services different companies can have different policies about this issue.

**WHERE:** There are a couple of companies offering voluntary pension, you can find them if you type this into Internet browsers: voluntary pension Hungary.

#### 2.1.6 e early retirement

**TITLE:** Early retirement (*Korai nyugdíjazás*)

**WHAT:** Under certain conditions you can retire before the mandatory age limit for old-age pension which is 65 years of age in Hungary for both genders.

**WHO:** You are entitled to earlier pension benefits if:

- ▶ you are a woman, who worked for more than 40 years,
- ▶ you are disabled and you receive disability pension,
- ▶ your occupation enables you to have early pension, i.e (e.g. policemen, firefighters, etc.).

**HOW:**

- ▶ If you would like to retire after 40 years of employment you have to prove with documents the length of your employment
- ▶ You can find more information about early retirement on this link (in English): <https://www.eurofound.europa.eu/observatories/eurwork/articles/working-conditions-industrial-relations/hungary-early-retirement-for-women-and-workers-in-difficult-conditions>

**WHERE:**

- ▶ Országos Nyugdíjbiztosítási Főigazgatóság (*Central administration of National Pension Insurance*)  
Fiumei út 19./a.  
1081, BUDAPEST  
Tel.: +36-1-270-8107



- ▶ On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rh%C3%A9s/C5%91s%C3%A9gek.html>. If you type the name of the town after “település” or the zip code after “irányítószám” on the top of the page you can search for the nearest offices)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

#### 2.1.6 f retirement pension for refugees

**TITLE:** Retirement pension for refugees (*Nyugdíjazás a menekültek számára*)

**WHAT:** Regular monthly benefits after reaching the age-limit which is 65 years for old age pension

**WHO:** Refugees who reached the retirement age-limit.

**HOW:** You can receive old age pension if you reach the 65 years of age and you have been employed in Hungary for 20 years. You also can receive reduced pension if you have been employed for minimum 15 years.

(*Nyugdíjazás a menekültek számára*)

**WHERE:** You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

#### 2.1.6 g compensations for funeral expenses

**TITLE:** Compensations for funeral expenses (*Temetési költségek megtérítése*)

**WHAT:** In the case of a deceased family member, you can receive limited financial support for the costs of funeral.

**WHO:** The requirements and the amount of the compensation depends on the municipality. Usually the funeral compensation depends on the social background of the applicant. The applicant should be the spouse or registered partner or a close relative of the deceased person.

**HOW:** There are two ways to receive the funeral compensation:

- ▶ The employer can provide support which is free of tax. This support can cover the funeral costs but cannot be more than them.
- ▶ The compensation is provided by the municipality; the amount of support is minimum 10%, maximum 100% of the funeral costs. To receive this support you need to submit the following documents to the municipality:
  - Funeral invoices,
  - death certificate,
  - pension slip of the deceased person,
  - proof of income from the person who arranged the funeral and from other people living in the same household.

**WHERE:**

- ▶ Municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + önkormányzat”. For example: *Veszprém önkormányzat*.
- ▶ Former employer



## 2.1.7 UNEMPLOYMENT

### 2.1.7 a unemployment/job seeking of third country citizens

**TITLE:** Unemployment/Job seeking of third-country nationals

**WHAT:** Unemployment is a status you enter after losing your job. Unemployment status gives you right to receive financial support and to be registered as a job seeker.

**WHO:** If you are a third country citizen and you have been employed in Hungary for minimum 6 months before you lost your job you can claim the unemployment status and enjoy the same rights and allowances as Hungarian citizens.

**HOW:** You have to register at the government office (*kormányablak*) to have the unemployed status. You will need the following: ID, address card, social security card, tax card and documentation about your education.

**WHERE:** In the county level offices (which are integrated to the government offices) of the National Employment Service. On this link you can find the list of these centres and contact details (address, phone, fax, in Hungarian): <https://www.profession.hu/munkaugyikozpontok>

**GOOD TO KNOW:** In the government offices the administrators may not speak English or other foreign languages. It is advisable to go with a Hungarian speaker.

### 2.1.7 b unemployment/job seeking of EU citizens

**TITLE:** Unemployment/Job seeking of EU citizens

**WHAT:** Unemployment is a status you can receive after losing job. With this status you are entitled to receive financial support and you are able to register as a job seeker.

**WHO:** You can get it if you've been employed for minimum 360 days in the past three years. These regulations apply for Hungarian citizens as well as for EU citizens.

#### HOW

- ▶ EU citizens are entitled for the same unemployment support in EU countries as the EU citizens
- ▶ if you move to another country within the EU you can transport the unemployment support there. You have to register yourself in the employment service of the country where you lost your job 4 weeks before you go abroad and ask for the document "U2". Then you have to register in the employment service abroad 7 days after you arrived and submit the document "U2". After 3 months you have to ask for extension (maximum 6 months)

**WHERE:** Here you can find the contact details of the employment services in the EU (in English): [http://europa.eu/youreurope/citizens/national-contact-points/index\\_en.htm](http://europa.eu/youreurope/citizens/national-contact-points/index_en.htm) (choose the flag of the country, than choose "work & retirement" than the national employment service).

In the county level offices (which are integrated to the government offices) of the National Employment Service. On this link you can find the list of these centres and contact details (in Hungarian): <https://www.profession.hu/munkaugyikozpontok>.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling



from abroad call this number: +36 (1) 550-1858.

**GOOD TO KNOW:** On this link you can find more information about unemployment of EU citizens in Hungary (in English): [http://europa.eu/youreurope/citizens/work/unemployment-and-benefits/unemployment/index\\_en.htm](http://europa.eu/youreurope/citizens/work/unemployment-and-benefits/unemployment/index_en.htm)

### 2.1.7 c unemployment support

**TITLE:** Unemployment support (allowance)

**WHAT:** Unemployment support is a certain amount of monthly support from the social care system after someone loses his/her job. You are entitled to the unemployment support for 3 months after losing job. The amount of money you receive is 60% of your previous gross salary, but cannot exceed the amount of the minimal wage (127900 HUF, ~ 412.5 € in 2017).

**WHO:** anyone who can register as unemployed and has minimum 360 days of employment in the previous 3 years.

**HOW:** Apply for it in the county level government office. On this link you can find more information about unemployment support (in Hungarian): <http://officina.hu/gazdasag/3-munkanelkuli-segely-2017-osszege-igenylese-utalas-allaskeresesi-jaradek-2017>

**WHERE:** On this link you can find the list of these centres and contact details (address, phone, fax, in Hungarian): <https://www.profession.hu/munkaugyikozpontok>

**WHEN:** You can apply for it the time you lose your job and you can receive this support for maximum 90 days.

### 2.1.7 d other unemployment support

**TITLE:** Counselling on possibilities for unemployed.

**WHAT:** Information provision and consulting on what you should do after you lose your job.

**WHERE:**

- ▶ Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)  
Kálvária tér 7.  
1089 BUDAPEST  
Tel.: +36 (1) 303 9300  
<http://en.munka.hu/Engine.aspx>  
E-mail: [munka@lab.hu](mailto:munka@lab.hu)
- ▶ In the county level offices (which are integrated to the government offices) of the National Employment Service. On this link you can find the list of these centres and contact details (address, phone, fax, in Hungarian): <https://www.profession.hu/munkaugyikozpontok>
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Trainings

**WHAT:** Vocational trainings for job seekers.

**WHERE:**

- ▶ Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)



Kálvária tér 7.  
1089 BUDAPEST  
Tel.: +36 (1) 303 9300  
<http://en.munka.hu/Engine.aspx>  
E-mail: [munka@lab.hu](mailto:munka@lab.hu)

- ▶ In the county level offices (which are integrated to the government offices) of the National Employment Service. On this link you can find the list of these centres and contact details (address, phone, fax, in Hungarian): <https://www.profession.hu/munkaugyikozpontok>
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Support for starting a business Enterprising

**WHAT:** Support for unemployed people to become entrepreneurs.

**WHERE:**

- ▶ Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)  
Kálvária tér 7.  
1089 BUDAPEST  
Tel.: +36 (1) 303 9300  
<http://en.munka.hu/Engine.aspx>  
E-mail: [munka@lab.hu](mailto:munka@lab.hu)
- ▶ In the county level offices (which are integrated to the government offices) of the National Employment Service. On this link you can find the list of these centres and contact details (address, phone, fax, in Hungarian): <https://www.profession.hu/munkaugyikozpontok>
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Travelling expenses

**WHAT:** Refunding travelling expenses (by public transport) which are in connection with job seeking.

**WHERE:**

- ▶ Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)  
Kálvária tér 7.  
1089 BUDAPEST  
Tel.: +36 (1) 303 9300  
<http://en.munka.hu/Engine.aspx>  
E-mail: [munka@lab.hu](mailto:munka@lab.hu)
- ▶ In the county level offices (which are integrated to the government offices) of the National Employment Service. On this link you can find the list of these centres and contact details (address, phone, fax, in Hungarian): <https://www.profession.hu/munkaugyikozpontok>
- ▶ For information in English about the Hungarian administration system



(government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.1.7 e state's unemployment schemes

**TITLE:** Wage subsidies

**WHAT:** Wage and tax subsidies for companies employing former unemployed people. The support is maximum 50% of the wage of the employee for maximum 1 year. The employer has to employ the worker after the support expires for the same length as the support period.

**WHO:** Support for companies that employ long term unemployed or so called “permanently unemployed” people. The company has to employ this person for minimum 12 months and has to prove that they haven’t terminated employment contracts because of systematic changes in the company in the year before they submit the application for wage subsidies.

In legal terms you are permanently unemployed if in the previous 275 days you were registered as a job seeker for minimum 193 days in the system of the Employment Service.

**HOW:** The employer should submit a request for workforce to the county level government office, where the type of job and required skills should be indicated.

**WHERE:**

- ▶ Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)  
Kálvária tér 7.  
1089 BUDAPEST  
Tel.: +36 (1) 303 9300  
<http://en.munka.hu/Engine.aspx>  
E-mail: [munka@lab.hu](mailto:munka@lab.hu)
- ▶ In the county level offices (which are integrated to the government offices) of the National Employment Service. On this link you can find the list of these centres and contact details (address, phone, fax, in Hungarian): <https://www.profession.hu/munkaugyikozpontok>
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**WHEN:** The employer has to apply for this support before the employment relationship starts.

## 2.1.8 CAREER COUNSELING

### 2.1.8 a National Employment service's programmes and other State body programmes

**TITLE:** Public Employment Service, National Labour Office (*Nemzeti Foglalkoztatási Szolgálat*)

**WHAT:** This is the main organization in the field. This organization has a large network with the contacts of the employers, so they can match the jobseekers with the employers need workforce. This organization also provides information for job seekers.





**WHERE:**

- ▶ Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)  
Kálvária tér 7.  
1089 BUDAPEST  
Tel.: +36 (1) 303 9300  
<http://en.munka.hu/Engine.aspx>  
E-mail: [munka@lab.hu](mailto:munka@lab.hu)
- ▶ In the county level offices (which are integrated to the government offices) of the National Employment Service. On this link you can find the list of these centres and contact details (address, phone, fax, in Hungarian): <https://www.profession.hu/munkaugyikozpontok>
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**2.1.8 b private initiatives and CSOs/NGOs**

**TITLE:** Jövőkerék Alapítvány (Wheel of Future Association): Consulting for refugee women about labour market

**WHAT:** They supporting women from third-countries in finding job on Hungarian labour market. On this link you can find more information about the programme (in Hungarian): <http://jovokerek.hu/hirek/munkaero-piaci-tanacsadas-menekult-es-bevando-rolo-noknek-labor-market-mentoring-refugee-and-mig> (Hungarian). Here you can find the leaflet of the programme (in English and Hungaria): [http://jovokerek.hu/sites/default/files/Szorolap\\_HU\\_ENC.pdf](http://jovokerek.hu/sites/default/files/Szorolap_HU_ENC.pdf)

**WHERE:**

Jövőkerék Alapítvány (*Wheel of Future Foundation*).

Kuruc u. 8.

1021 BUDAPEST

Tel.: +36 70 3700 120 (Benedek Ary), +36 30 6369 281 (György Szabolcs Kiss)

E-mail: [jovokerek@jovokerek.hu](mailto:jovokerek@jovokerek.hu)

**TITLE:** Labour Market Mentoring

**WHAT:** The Jövőkerék Alapítvány (Wheel of Future Association) offers several services for migrant jobseekers: Consulting services, helping to find a job, mentoring, skill-development, training. On this page you can find more information about these services:

(in English): <http://jovokerek.hu/skillsandjobs/>

(in Hungarian): <http://jovokerek.hu/skillsandjobs/hu/frontpage>

**WHERE:**

Jövőkerék Alapítvány (*Wheel of Future Foundation*).

Kuruc u. 8.

1021 BUDAPEST

Tel.: +36 70 3700 120 (Benedek Ary), +36 30 6369 281 (György Szabolcs Kiss)

E-mail: [jovokerek@jovokerek.hu](mailto:jovokerek@jovokerek.hu)





**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** Complex system of services and help, advise for you within the Hungarian official **WHERE:**

Menedék (Shelter) - Hungarian Association for Migrants

Népszínház utca 16. III/3.

1081, Budapest

Tel.: +36 1 322 1502, +36 20 575 5850

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

## 2.1.9 WORKERS RIGHTS

### 2.1.9 a overview of most important workers' rights according to national legislation

**TITLE:** Overview of most important workers' rights

**WHAT:**

- ▶ You have the right to work under the conditions written in the contract
- ▶ You have right to do a job which fits to your physical conditions. In the working area the employer has to provide safe environment and protective equipment.
- ▶ The basic working day contains 8 working hours, but there are special jobs where you have to work 12 or 24 hours (if your 12 hours shifts are on consecutive days). On the other hand, in part time employment you have to work 4-6 hours a day.
- ▶ You have the right to have at least 11 hours long rest between two shifts. There are some special cases when the minimum resting time is 8 hours (split worktime; based on shifts e. g. night, morning; seasonal jobs). You have to have minimum 2 resting days per a week (there are some special cases, you must pay attention when you make the contract).
- ▶ You have the right to have breaks during working hours:
  - If you work more than 6 hours per a day you need to have minimum 20 minutes break, if you work more than 9 hours you have to have plus 25 minutes break. These breaks aren't part of the working time so they aren't paid.
  - If you work with computer you have to have 10 minutes "health break" in every hour. But in this period you have to work, but not in front of the computer.
- ▶ You have the right to have holidays during the year. During the holidays you are entitled to 100% of your salary. Minimum number of holidays is 20 days/year, but you can receive additional days:
  - if you are older than 25 years you receive 1 day in every 3 years until you reach the age 45);
  - if you have child(ren) you receive additional days
    - if you have one child you receive additional 2 days off,
    - if you have two children you receive 4 days,
    - if you have more than two children you receive 7 days;
  - if you work under special, mostly hazardous working conditions you also receive additional days depending on the nature of work.
- ▶ You have the right to have 14 days long holiday in a row. But this is not



obligatory, you have the right to make an agreement on this with your employer.

- ▶ Generally, the employer decides about when can you go on holiday but after 3 months of employment you have the right to take 7 days holiday - divided into maximum two parts – whenever you want.
- ▶ The minimum wage in Hungary is 127.500 HUF (gross)/month (411€, in 2017). After paying the taxes, social contributions etc., you get around 84788 HUF/month (274 €, in 2017).
- ▶ The maternity leave in Hungary is 24 weeks long.
- ▶ The paternity leave in Hungary is 5 days long.
- ▶ If you are sick you have the right to go on sick leave for maximum 15 days. After the 15<sup>th</sup> day you can go on sick pay. If you are on sick leave the employer pays to you, but if you are on a sick pay you receive money from the state. You can also take sick leave if you have child younger than 12 years and you have to be with him/her during his/her sickness.
- ▶ You are entitled to receive bonuses if you work under special conditions (Sunday shifts or night shifts). The bonus is certain percentage of your salary.

## 2.1.10 LABOUR EXPLOITATION

### 2.1.10 a list of the most common labour exploitation examples

**TITLE:** Modern slavery

**WHAT:** You are a victim of modern slavery if you find yourself in a situation where the employer keeps you in extremely bad situation. The employer doesn't let you leave the place where you work and he/she might take your papers, you receive poor food, you have to work under extremely bad condition. This kind of work exploitation is more common in agricultural activities.

**WHERE:** Don't go to live and work in a farm without contract, be sure that the place is ok, if you experience strange conditions leave the place as soon as possible. Contact the police immediately or someone you trust for help.

**TITLE:** Illegal work

**WHAT:** In the case of undocumented work you have no legal protection and social security. Always be sure that you have a written contract and you have been registered as employee by the employer (you can ask for proof from your employer).

**WHERE:** If you feel your rights are violated you can contact the following organizations:

- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
Krisztina krt. 39/B  
1013, Budapest  
Tel.: +36-1-795-2975, Free number: +36 80 203 939,  
Administrative and Legal Department: +36-1-795-2975, +36-80-203-939  
<http://www.egyenlobanasmod.hu/eng>  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county level offices (in Hungarian): <http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9lfogad%C3%A1s-1>
- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour*



*Inspectorate)*

Margit körút. 85.

H-1024 BUDAPEST

Tel: +36-1-346-9400

[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)

E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)

- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Grey work

**WHAT:** Grey work means that your employment is just partly documented. This can mean that the employer registers you just for part time employment despite you work in full time. It can also happen that you conclude a contract in which a certain amount of salary is written, but you receive more money than it is written. Both cases are dangerous because you pay the social security just after the salary that is written in the contract, so you will be entitled for lower pension.

**WHERE:** If you feel your rights are violated you can contact the following organizations:

- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
Krisztina krt. 39/B  
1013, Budapest  
Tel.: +36-1-795-2975, Free number: +36 80 203 939, Administrative and Legal Department: +36-1-795-2975, +36-80-203-939  
<http://www.egyenlobanasmod.hu/eng>  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county level offices (in Hungarian): <http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9lfogad%C3%A1s-1>
- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are



calling from abroad call this number: +36 (1) 550-1858.

## 2.1.11 REGULATED PROFESSIONS

### 2.1.11 a regulated professions

**TITLE:** Regulated professions

**WHAT:** A profession is regulated if you have to hold a specific degree, do special exams, or register with a professional body before you can practise it. More information on the regulated professions in Hungary (in English, German and French): [ec.europa.eu/growth/tools-databases/regprof/index.cfm](http://ec.europa.eu/growth/tools-databases/regprof/index.cfm)

**WHERE:** There are several regulated professions in Hungary. On this link you can find the regulated professions with the competent authorities (in English and Hungarian):

[http://eugo.gov.hu/sites/default/files/regproflist08\\_08.xls](http://eugo.gov.hu/sites/default/files/regproflist08_08.xls).

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**HOW:** If you want to settle and work in Hungary and your profession is regulated, you'll need full recognition of your qualifications before you start working. Once your qualifications have been recognised, you'll be able to practise your profession. The relevant authority can give you information about which documents you need to provide. The authorities may ask for certified copies (to prove documents are genuine) and/or sworn translations of certain key documents for your application, such as certificates proving your qualifications. Sworn translations come with a guarantee of accuracy from a registered translator.

However, EU rules state that:

- ▶ this requirement applies only to key documents, such as the qualifications themselves
- ▶ the authorities are obliged to accept sworn translations from other EU countries
- ▶ Sworn translation is not required for:
- ▶ qualifications for doctors, general care nurses, midwives, veterinary surgeons, dentists, pharmacists or architects
- ▶ identity cards, passports or other documents not relating to your qualifications

**WHEN:** When you apply the authority has 1 month to ask documents from you. Once they have received your complete application, they must take a decision within:

- ▶ 3 months if you are a doctor, a general care nurse, a midwife, a veterinary surgeon, a dentist, a pharmacist or an architect benefitting from automatic recognition,
- ▶ 4 months for all other professions.

**GOOD TO KNOW:** If they reject your application, they have to explain why. The authorities can ask for certified copies and/or sworn translations of documents for your application. You can find more information about this in the section "Arrival and Stay - Judicial translations".

On this link you can find more information about regulated professions and about the application procedure in general (in several EU languages): <http://europa.eu/>



[youreurope/citizens/work/professional-qualifications/recognition-of-professional-qualifications/index\\_en.htm](http://youreurope/citizens/work/professional-qualifications/recognition-of-professional-qualifications/index_en.htm)

## 2.2 BUSINESS

### 2.2.1 PLANNING BUSINESS

#### 2.2.1 a legal forms of business enterprise

**TITLE:** Limited partnership (*Betéti Társaság-Bt.*)

**WHAT:** A limited partnership must have minimum two members: one full and one silent partner. The full member is responsible with all his/her property for the company's obligations which isn't covered by its assets. The silent partner just has to provide the property deposit which is written in the contract, but he/she doesn't responsible for the company's obligations. There is no minimum equity capital. If you would like to establish a limited partnership you have to contact a lawyer. With the assistance of the lawyer you can prepare all the necessary documents and submit them to the local registry court. You have to pay the fee 25 000 HUF (~80,65 € in 2017) through the lawyer.

On this link you can find more information about how to start a business in Hungary (in English): [http://www.ecovis.com/fileadmin/countries/hungary/how\\_to\\_start\\_business\\_hungary.pdf](http://www.ecovis.com/fileadmin/countries/hungary/how_to_start_business_hungary.pdf)

**WHERE:** You have to register the partnership at the local registry court and in the local tax office. You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Limited Liability Company (*Korlátolt Felelősségű Társaság-Kft.*)

**WHAT:** This is the most common business form in Hungary. To establish a Limited Liability Company the partnership needs to have minimum 3 million HUF (~9677 € in 2017) equity capital. The minimum capital contribution of one member is 100 000 HUF (~323 € in 2017), but the proportion of the capital contribution doesn't represent the proportion of the voting rights. One person also can establish a limited liability company, in this case he/she has to put 100 000 HUF (~323 € in 2017) into the equity capital and provide 2.9 million HUF (9354 € in 2017) in the following 2 years. For the obligations of the company the members aren't responsible. The members have to nominate a managing director who can be one of the members or an external person.

If you would like to establish a limited partnership you have to contact a lawyer. With the assistance of the lawyer you can prepare all the necessary documents and submit them to the local registry court. You have to pay the fee 50 000 HUF (~161,3 € in 2017) through the lawyer.

On this link you can find more information about how to start a business in Hungary (in English): [http://www.ecovis.com/fileadmin/countries/hungary/how\\_to](http://www.ecovis.com/fileadmin/countries/hungary/how_to)



[start\\_business\\_hungary.pdf](#)

**WHERE:** You have to register the partnership at the local registry court and in the local tax office. You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolgo>.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Company limited by shares, privately founded (*Zártkörűen működő részvénytársaság – Zrt.*).

**WHAT:** The minimum equity capital is 5 million HUF (~16129 € in 2017). The shares of the company cannot be sold publicly, just the shareholders can sell it. The founders can put it to the founding document that the shareholders have pre-emptive right if one member would like to sell his/her shares. The shareholders aren't responsible for the company's obligations. One person can establish a Zrt.

If you would like to establish a Zrt. you have to contact a lawyer. With the assistance of the lawyer you can prepare all the necessary documents and submit them to the local registry court. You have to pay the fee 50 000 HUF (~161,3 € in 2017) through the lawyer.

On this link you can find more information about how to start a business in Hungary (in English): [http://www.ecovis.com/fileadmin/countries/hungary/how\\_to\\_start\\_business\\_hungary.pdf](http://www.ecovis.com/fileadmin/countries/hungary/how_to_start_business_hungary.pdf)

**WHERE:** You have to register the partnership at the local registry court and in the local tax office. You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolgo>.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Company limited by shares, publicly founded (*nyilvánosan működő részvénytársaság – Nyrt.*).

**WHAT:** The minimum equity capital is 20 million HUF (~64516,13 € in 2017). The shares of the company can be sold publicly, the shareholders aren't responsible for the company's obligations. You cannot establish a Nyrt. just introduce the shares of a Zrt. on the stock market. To do this the assistance of an investment service provider is needed.

On this link you can find more information about how to start a business in Hungary (in English): [http://www.ecovis.com/fileadmin/countries/hungary/how\\_to\\_start\\_business\\_hungary.pdf](http://www.ecovis.com/fileadmin/countries/hungary/how_to_start_business_hungary.pdf) (English).





**WHERE:** You have to contact an investment service provider. On this link you can find these companies (in Hungarian): [http://alk.mnb.hu/data/cms2430407/befszolgtev\\_2015\\_04\\_21.pdf](http://alk.mnb.hu/data/cms2430407/befszolgtev_2015_04_21.pdf)

**TITLE:** Sole trader (*egyéni vállalkozó*)

**WHAT:** An individual entrepreneur is the owner of the company who operates on his/her behalf and own account. To become an individual entrepreneur you have to be at least 18 years old and hold a business license. If you're an individual entrepreneur you are liable for the company responsibilities.

You can establish a sole business online. To do this you need to have a so-called Client Gate (*ügyfélkapu*), what you can make in every government window for free. You have to decide about the scope of activities and check if a permit is needed to do the activity you choose. You have to decide the way of taxation, to this you might need a help of an accountant.

You have to register your business in the municipality to pay business tax, in the local chamber of commerce and industry and in the local tax office.

On this link you can find more information about setting up an individual entrepreneurship in Hungary (in English): <http://www.lawyershungary.com/setting-up-a-sole-trader-in-hungary>.

On this link you can find more information about how to start a business in Hungary (in English): [http://www.ecovis.com/fileadmin/countries/hungary/how\\_to\\_start\\_business\\_hungary.pdf](http://www.ecovis.com/fileadmin/countries/hungary/how_to_start_business_hungary.pdf)

**WHERE:**

- ▶ You can register through the client gate: You can read more about this under "Business" - "Obtaining digital certificates - client gate (*ügyfélkapu*)"
- ▶ local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg> (Hungarian).
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.2.1 b plan your business

**TITLE:** Planning your business

**WHAT:** Plan a business

**STEP 1:** First thoughts

- ▶ What are my personal goals?
- ▶ What are my technical capabilities?
- ▶ Do I have a business licence?
- ▶ Is there a market for my idea?
- ▶ Which business structure is appropriate?
- ▶ Do I need employees? Where will this business be located?





- ▶ What investments will be needed?
- ▶ Do I need facility permits from the authorities?

#### **STEP 2: Business plan**

A business plan is a written company concept. It contains all the steps you plan to implement. The business plan includes:

- ▶ Executive Summary:
- ▶ Company description
- ▶ Product/services description
- ▶ Marketing and communication
- ▶ Strategy and implementation
- ▶ Organization and management team
- ▶ Financial plan and projections.

#### **STEP 3: Marketing and market**

- ▶ Analyse the situation: concentrate in internal and external conditions. Do SWOT analysis.
- ▶ Objectives and strategies: based on the analysis of the situation, you can define the marketing objectives. Set clear goals. Don't aim for only one goal.
- ▶ Plan and implement measures: once marketing strategy is defined, you have to consider the ways how to achieve your goals.

#### **STEP 4: Funding**

- ▶ Own capital:
  - Own money: resources, bank deposit, credits,
  - Own resources (what you can do yourself)
  - Informal donors (relatives, friends...)
  - Business angels
  - Crowdfunding
  - Venture Capital
  - Initial public offering
- ▶ Outside capital:
  - Bank
  - Investment loan
  - Bank guarantee

**GOOD TO KNOW:** On this link you can find more information about how to start a business in Hungary (in English): [http://www.ecovis.com/fileadmin/countries/hungary/how\\_to\\_start\\_business\\_hungary.pdf](http://www.ecovis.com/fileadmin/countries/hungary/how_to_start_business_hungary.pdf)

### **2.2.1 c business incubators**

**TITLE:** Business incubators

**WHAT:** Business incubators are places for starting businesses. Beside the physical place the incubators also provide different kind of support for companies in order to accelerate growth and increase the success rate of businesses. There are two main types:

- ▶ industrial zones: In this case your company will have an individual building, many times you just have the plot (with public utilities) for the construction.
- ▶ incubator houses: an office building where you can rent an office and with



that you also receive services. This is mostly for business in the service sector (e.g. IT, accounting etc.)

**WHO:** In some cases there are conditions who can start a business in an industrial zones or in an incubator house, these conditions are different in each business incubator. You have to check the places where you want to start your business one by one.

**WHERE:** You can find industrial zones, incubators or at least a local programme for new enterprises almost in every town or larger villages in Hungary. For more information contact the local government of the municipality where you plan to set up a business. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

Here you can find accelerators which offer businesses for start-ups in Hungary (in English): <https://www.f6s.com/accelerators/hungary>

There is a public institution in Hungary which provides venture capital and advisory services for new businesses:

Széchenyi Tőkealap-Kezelő Zrt. (*Széchenyi Venture Capital Fund*)

Rákóczi út 42. 4<sup>th</sup> floor

1072 BUDAPEST

Tel.: +36 1 413 17 40

<http://www.szta.hu/english/>

E-mail: [tokebefektetes@szta.hu](mailto:tokebefektetes@szta.hu)

**HOW:** For more information you need to contact the city or the incubator you have chosen.

## 2.2.2 SETTING UP BUSINESS

### 2.2.2 a setting up a private limited company/unlimited company

**TITLE:** Setting up a limited liability company (*Korlátolt Felelősségű Társaság – Kft.*)

**WHAT:** A limited liability company is a type of legal entity with a competent director in which the owners aren't personal liable for the company debt's. You can find the process in details on this link (in English): <http://www.doingbusiness.org/data/exploreconomies/hungary>

**STEP 1:** Get a lawyer (it is obligatory) and prepare all the necessary documents. The lawyer will represent the company during the registration.

**STEP 2:** Open a bank account.

**STEP 3:** Apply for registration at the Registration Court (electronic registration – 50 000 HUF)

**STEP 4:** Registration at the National Office for Health Insurance.

**STEP 5:** Register at the Tax Department of the Municipality, after 15 days the registration in the company register. You have to provide basic information about your company.

**STEP 6:** Register in the Hungarian Chamber of Commerce and Industry.

#### **WHERE:**

- ▶ register in the electronic administrative system in the government window (*kormányablak*). You can read more about this under “Business” – “Obtaining digital certificates – client gate (*ügyfélkapu*)” and “Business” – “Obtaining



digital certificates for business – company gate (*cégkapu*)”

- ▶ Municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.
- ▶ local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.
- ▶ On this link you can find the county level chambers of commerce and industry (in Hungarian): <http://www.mkik.hu/hu/magyar-kereskedelmi-es-iparkamara/teruleti-kamarak-8604>
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.2.2 b self-employed business and/or trade licence

**TITLE:** Setting up as individual entrepreneurship (*egyéni vállalkozás*)

**WHAT:** You can operate a small-scale business as a sole trader.

**STEP 1:** Look for an accounting or other consulting service. It is not mandatory but can help a lot during the whole procedure.

**STEP 2:** Register in the electronic administrative system which means you create an account, called Client gate (*ügyfélkapu*)

**STEP 3:** Get to know the taxing system which is a bit complicated in Hungary (advisable to ask help from an accountant or other consulting service).

**STEP 4:** Submit the registration document in the electronic administrative system for the National Tax and Custom Administration

**STEP 5:** You have to register your business in the municipality to pay business tax, in the local chamber of commerce and industry.

**STEP 6:** Get every necessary documents and devices (e.g. invoice book, cash register, permits).

#### **WHERE:**

- ▶ Register in the electronic administrative system in the government window. You can read more about this under “Business” – “Obtaining digital certificates – client gate (*ügyfélkapu*)”.
- ▶ Municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.
- ▶ Local chamber of commerce and industry, you can find the list of them on this link (in Hungarian): <http://www.mkik.hu/en/magyar-kereskedelmi-es-iparkamara/teruleti-kamarak-8604>
- ▶ Local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/>



[ugyfelszolg.](#)

- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.2.2 c applying for specialised statuses

**TITLE:** Specialised statuses

**WHAT:** In Hungary there is one special status which is the farmer (*őstermelő*) status. This is just for EU citizens.

**STEP 1:** You need to have vocational education, if you got education abroad you have to verify your certification

**STEP 2:** You can apply for farmer status in the local office of the Földhivatal (*Hungarian Land Administration*). Here you can see the contact of this institution (in Hungarian): [http://www.takarnet.hu/pls/tknet/hivatalok\\_p.hivatallista](http://www.takarnet.hu/pls/tknet/hivatalok_p.hivatallista)

**STEP 3:** Now you can buy a land which is a really complicated process in Hungary, it is advisable to contact a lawyer. To buy a land you have to prove that:

- ▶ you live in Hungary for minimum 3 years,
- ▶ you do agricultural activity for minimum 3 years,
- ▶ you plan to settle down in Hungary.

You can prove these with official documents and with statements about your obligations.

**WHERE:** You can apply for farmer status in the district level office of the Földhivatal (*Hungarian Land Administration*), you can find the list of them here (in Hungarian): [http://www.takarnet.hu/pls/tknet/hivatalok\\_p.hivatallista](http://www.takarnet.hu/pls/tknet/hivatalok_p.hivatallista). If you type the name of the municipality to the gap (left corner on the webpage) you can search for the responsible office.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.2.2 d obtaining digital certificates for citizens

**TITLE:** Obtaining digital certificates – client gate (*ügyfélkapu*)

**WHAT:** Client gate is an account for individuals to access the Hungarian electronic administration system. With this registration you can do several administration procedures securely on the internet and make appointment to public institutions.

**WHO:** Everyone can make an account who is included in one of the following registers:

- ▶ personal and address record,
- ▶ foreigners police record,
- ▶ record for foreigners who use electronic administrative system.

**STEP 1:** Make sure that you have all the necessary documents:

- ▶ ID/passport for EEA citizens,
- ▶ passport for third-country nationals.



**STEP 2:** You need to make an appointment at a government window (*kormányablak*) or document office (*okmányiroda*) or at a Hungarian embassy/consulate. In the first two cases you can do this via this link (in Hungarian): <https://ugyfelkapu.magyarorszag.hu/regisztracio>, if you register at a consulate/embassy you have to make an appointment via phone. Appear in person and start the registration.

**STEP 3:** After you register in person you will receive an e-mail with a code. With this code you can sign in to the system, activate your account and set a password. After this you can use the system.

**WHERE:** You can start the registration in these places:

- ▶ In the county level government windows “kormányablak”. On this link you can search for the nearest one (in Hungarian): <http://www.nyilvantarto.hu/hu/oik>
- ▶ In the district level document offices “okmányiroda” On this link you can search for the nearest one (in Hungarian): <http://www.nyilvantarto.hu/hu/oik>
- ▶ At the Hungarian embassies and consulates. On these links you can find information about Hungarian them:  
(in English): <https://www.embassypages.com/hungary>;  
(in Hungarian): <http://2010-2014.kormany.hu/hu/kulugyminiszterium/kovetsegek-konzulatusok>.
- ▶ In some post offices. You can see the list of them on this page (in Hungarian): <http://www.nyilvantarto.hu/letoltes/kivalasztott%20postahelyek%20v2.pdf>
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**GOOD TO KNOW:** It is really advisable to register in the system because it makes several procedures easier. You can do the registration before you leave for Hungary at the Hungarian consulates and embassies.

On these links you can find more information about the registration:

- ▶ (in Hungarian): [https://segitseg.magyarorszag.hu/etananyag/ugyfelkapu\\_etananyag.html](https://segitseg.magyarorszag.hu/etananyag/ugyfelkapu_etananyag.html)
- ▶ (in Hungarian): [http://www.nyilvantarto.hu/hu/ugyfelkapu\\_regisztracio](http://www.nyilvantarto.hu/hu/ugyfelkapu_regisztracio).
- ▶ On this page you can read more about the Hungarian e-government (in English): <http://eugo.gov.hu/key-facts-about-hungary/egovernment-hungary>

### 2.2.2 e obtaining digital certificates for business

**TITLE:** Obtaining digital certificates for business

**WHAT:** From the beginning of 2018 businesses are obliged to use the so-called Company Gate (*Cégkapu*) for electronic administration. The Company Gate is an online platform through which you can submit different documents to the relevant authorities and it also ensures the reach of different electronic forms and documents. Sole-traders still have to use the Client Gate (*Ügyfélkapu*).

**WHO:** The legal representative of the company or an authorized person (Company Gate trustee) can register the company in the system. The service provider only registers one authorized person as the maintainer of the account. The Company Gate trustee can conduct the registration of other persons from the company.

**STEP 1:** The legal representative of the company or the other authorized person has to log in to the application and choose the form of the business he/she



would like to register. You can register a business on this webpage (in Hungarian): <https://tarhely.gov.hu/ckp-regisztracio/tajekoztato.html>.

**STEP 2:** Then the person who makes the registration has to fulfil the data sheet. The application makes contacts with the public records and check the provided information. This process is applicable just for businesses registered in the Company Register. In other case you have to fulfil a form in the system which will be checked manually.

**STEP 3:** If the registration was successful the application saves the data and provides electronic notification about the registration.

**WHERE:** On these pages you can find more information about the Company Gate:

- ▶ (in Hungarian): <https://ado.hu/rovatok/ado/kotelezo-lesz-a-cegkapu-a-2018-to>, <http://ekozig.mo.hu/node/209>
- ▶ (in English): <http://rsm.hu/en/blog/2017/08/cegkapu-company-portal-troubles>

On these links you can find more information about the registration:

- ▶ Description of the registration (in Hungarian): [http://ekozig.mo.hu/sites/default/files/Cegkapu\\_regisztracio\\_alkalmazas\\_felhasznaloi\\_leiras.pdf](http://ekozig.mo.hu/sites/default/files/Cegkapu_regisztracio_alkalmazas_felhasznaloi_leiras.pdf)
- ▶ Supporting documents for the registration with form (in Hungarian): [http://ekozig.mo.hu/sites/default/files/Cegkapu\\_regisztracio\\_csatolando\\_dokumentumok.pdf](http://ekozig.mo.hu/sites/default/files/Cegkapu_regisztracio_csatolando_dokumentumok.pdf)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

## 2.2.3 DOING BUSINESS

### 2.2.3 a taxes

**TITLE:** Local business tax (*Helyi iparűzési adó*)

**WHAT:** This tax is determined by the local government, so it is different in every municipality (based on the adjusted net value).

**WHERE:** You have to pay this online. Register at the municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Corporate income tax (*Társasági adó*)

**WHAT:** This tax is 9% of the taxable profit of your company.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

You have to pay this tax online.

**TITLE:** VAT - value added tax (*Áfa*)





**WHAT:** Generally, the VAT is 27% of the selling price of a product or service, but it can be lower for special products/services.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online.

**TITLE:** Social contribution (*szociális hozzájárulás*)

**WHAT:** After every employee the employers have to pay social contribution which is 1,5% of the employee's gross salary.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online in every month.

**TITLE:** Rehabilitation contribution (*rehabilitációs hozzájárulás*)

**WHAT:** If the number of the employees with changed working abilities doesn't reach 5% of the total number of employees the employer has to pay rehabilitation contribution. The amount of this tax is nine times bigger than the minimum wage. In 2017 it is 1 147 500 HUF (~3700 € in 2017).

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

**TITLE:** Training contribution (*szakképzési hozzájárulás*)

**WHAT:** After every employee the employers has to pay training contribution which is 1,5% of the employee's gross salary.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online in every month.

**TITLE:** Property tax

**WHAT:** The local government has right to introduce property tax which should be paid after buildings and lands.

**WHERE:** You have to pay this online. Register at the municipality level local





government (*helyi önkormányzat*). To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Innovation contribution (*innovációs járulék*)

**WHAT:** Every company has to pay this tax, except the micro (less than 9 employees and less than 2 million € income per a year) and the small (less than 50 employees and less than 10 million € income per a year) enterprises. The amount of the contribution is 0.3% of the tax base.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

**TITLE:** Fringe benefit tax

**WHAT:** Beside the monthly salary the employer can provide fringe benefits to the employees, the limit of these benefits is 450 000 HUF per a year. After this the employer has to pay 15% tax of the tax base (which is 1.18 times the value of the allocation).

**WHERE:** Register at the local tax office: local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

**TITLE:** Vehicle tax (*gépjárműadó*)

**WHAT:** Every owner of vehicles has to pay this tax which depends on the size of the engine and on the environmental classification of the vehicle. For companies the minimum tax is 7700 HUF (~25 € in 2017), the maximum is 33000 HUF (~106 € in 2017) per a month.

**WHERE:** You have to pay this online. Register at the municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Environmental product fee (*környezetvédelmi termékdíj*)

**WHAT:** Hungarian distributors and manufacturers of polluting products (batteries, packaging materials, petroleum products, electronic products, tires, advertising paper) pay this fee, which depends on the weight of the product.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.



### 2.2.3 b social security and insurance of employees

**TITLE:** Social security and insurance of employees

**WHAT:** The social security and insurance taxes that the employer pays monthly, allow the employee to have access to social security benefits such as doctor/hospital visits, pension insurance or insurance in the case of unemployment. There are two types of social contributions (employer paid, employee paid), but in practice both are paid by the employer.

- ▶ employer paid is 22% of the gross salary of the employee but it isn't deducted from the gross salary the employer pays it additionally,
- ▶ the employee paid is 18.5 % (10% pension, 8,5% social insurance and labour market support) of the gross salary but this means that the employer should deduct this amount of money from the gross salary of the employee.

**STEP 1:** The employee need to have social security number (and card) and tax number (and card)

**STEP 2:** The employer has to register the new employee in the system of the tax office.

**STEP 3:** The employer has to calculate the amount of the contributions in every month.

**STEP 4:** The employer has to transfer the money to different bank accounts for each kind of contribution in every month.

**WHERE:** Register at the local tax office: local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.2.3 c health and work safety

**TITLE:** Health and work safety

**WHAT:** there are work safety measures that the employer has to follow if the company has minimum one employee.

**WHO:** The employer is responsible to implement the work safety measures, but the employee is responsible to follow the laws and the rules that were defined by the employer.

**HOW:** The following measures have to be implemented:

- ▶ Occupational risk assessment,
- ▶ work safety (OSH) education,
- ▶ Provide protective gear and make a regulation about it,
- ▶ The installation machines has work safety regulations,
- ▶ The employer needs to appoint one employee who is responsible for work safety tasks,
- ▶ The employer needs to have a work safety regulation,



- ▶ The employer needs to appoint a “company doctor”,
- ▶ In places where you work with dangerous substances the employer is responsible to clean the premises every day.

#### WHEN:

- ▶ Occupational risk assessment: before starting operating or major changes, update it yearly
- ▶ Work safety (OSH) education: regularly due to the internal regulation, in work time
- ▶ Provide protective gear and make a regulation about it: when the employee starts to work or when it is necessary
- ▶ Work safety regulation about the installation of machines: when installing a new machine, check it every 5 years
- ▶ The employer has to appoint one employee for work safety tasks: he/she does the tasks permanently
- ▶ The employer has to have a work safety regulation: update it regularly due to the risk assessment
- ▶ The employer has to appoint a “company doctor”:
  - aptitude test for the employees before starting working
  - regularly check for employees (minimum once a year but it can more often if the work is dangerous)

#### WHERE:

- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
Krisztina krt. 39/B  
1013, Budapest  
Tel.: +36-1-795-2975, Free number: +36 80 203 939, Administrative and Legal Department: +36-1-795-2975, +36-80-203-939  
<http://www.egyenlobanasmod.hu/eng>  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county level offices (in Hungarian): <http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9lfogad%C3%A1s-1>
- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**GOOD TO KNOW:** The fine in case of irregularity is minimum 50 000 maximum 10 000 000 HUF (-161-32258 € in 2017).



### 2.2.3 d change of company's registration data

**TITLE:** Change of company's registration data

**WHAT:** In certain legal forms, it's necessary to have a commercial registration. This registration includes important information of the company:

- ▶ Name of the company
- ▶ Name and personal data of the person(s) who own the company
- ▶ Name of the person(s) who operate the company and any authorized representatives
- ▶ The type of legal form
- ▶ The main address and the address of the branches (if applicable)
- ▶ Description of the business
- ▶ Date of creation of the partnership agreement (if applicable)
- ▶ The amount of property deposit

When your company undergoes changes (e.g. change of address, change of board members, change of authorized representatives), you need to keep record of those changes. You have to notify the competent authority and give notice of them. The responsible authority will inform about the documents you need to present in each case.

There are two ways to change the registration data:

- ▶ if you gave e-mail address when you made the registration you can do the changes online in the Company Register:
  - You have to log in to the system with the company's tax number. On this link you can find the Company Register (in Hungarian):  
<http://regisztracio.kivreg.hu/web/index.php?frame=Registration>
  - After you type the tax number into the system you will see all the data about the company automatically. You have to type the verification code to the empty cell. You will receive an e-mail with the link where you can make the change in the data.
  - On this link you can find the Company Register (in Hungarian): <http://regisztracio.kivreg.hu/web/index.php?frame=Registration>
  - On this link you can find more information about the process (in Hungarian): <http://www.mkik.hu/hu/epitesugyi-regisztracios-iroda/font-color-red-a-vallalkozas-adatainak-modositasa-font-2679>
- ▶ If you didn't give an official e-mail address which belongs to your company when you registered the company you have to go to the county level chamber of commerce and industry. You can find the list of them on this link (in Hungarian): <http://www.mkik.hu/en/magyar-kereskedelmi-es-iparkamara/teruleti-kamarak-8604>

### 2.2.3 e public procurement

**TITLE:** Public procurement (*közbeszerzés*)

**WHAT:** If you have a company that might offer services to the government, you can participate in the public procurement procedure in which the government hire services or goods to private companies.

**WHO:**

- ▶ public procurer: administrative and budgetary bodies
- ▶ participants in public procurement: Your company can participate if it fulfils



the requirements specified by the government.

**HOW:**

It is really advisable to contact a lawyer or an expert because the rules are so complicated. Each case has its own specificities depending on the goods and services that you're offering and the dimension of the project:

- ▶ Classic public procurers:
  - supplies, services: 15 000 000 HUF (~ 48 387 € in 2017), service concession: 25 000 000 HUF (~ 80 645 € in 2017)
  - construction: 25 000 000 HUF (~ 80 645 € in 2017), in case of concession: 30 000 000 HUF (~ 96 744 € in 2017)
- ▶ Public service:
  - supplies, services: 50 000 000 HUF (~ 161 290 € in 2017), service concession: 100 000 000 HUF (~ 322 580 € in 2017)
  - construction: 100 000 000 HUF (~ 322 580 € in 2017), in case of concession: 200 000 000 HUF (~ 161 € in 2017)

If you would like to participate in public procurement you have to fulfil the requirements:

- ▶ your company has to fit into the excluding rules: your company isn't under liquidation, the company doesn't have tax debit which is older than 1 year, the company hasn't violated the rule in a public procurement before
- ▶ you have to have reference for the certain task

**WHERE:**

Közbeszerzési Hatóság (*Public Procurement Authority*)

Riadó u. 5.

1026 BUDAPEST

<http://www.kozbeszerzes.hu/english/>

E-mail: [kapcsolat@kt.hu](mailto:kapcsolat@kt.hu)

**2.2.3 f court enforced payment**

**TITLE:** Court enforced payment

**WHAT:** Court enforced payment is a situation when the power of the State is used to execute claims and demands. It can be to recover monetary claims or to make sure that certain activities are carried out or refrained.

**HOW:**

- ▶ If the amount of demanded money is less than 1 million HUF (3226 € in 2017) you can demand it just during the payment order (*fizetési meghagyás*) procedure. This is a simplified procedure which belongs to the local notary (*jegyző*). If the debtor doesn't appeal against the payment order it has the same legal power as a court judgment. If the debtor doesn't pay, the enforcement request has to be submitted to the notary (*közjegyző*) who issued the payment order.
- ▶ If there is contradiction from the debtor's regarding to the payment order the notary (*közjegyző*) notifies you that you have 15 days to submit your claiming to the court. You can submit your claim directly to the court if the amount of the demanded money is more than 1 million HUF (3226 € in 2017). You can ask for free legal assistance during the procedure in the government office and for counselling in the court. If the verdict contains obligations and the fulfilment deadline is expired and the verdict is final or can be executed



in advance you can submit application for enforcement at the court which made the verdict. Then the court will notify the executor. You have to cover the cost of the enforcement, but the debtor has to pay it afterwards.

**WHERE:** If the demanded money is less than 30 million HUF (-96744 € in 2017) the responsible institution is the district court (*jársbíróság*). You can search for these institutions on this page (in Hungarian): <http://birosag.hu/ugyfelkapcsolati-portal/illeteksegkereso>

If the demanded money is more than 30 million HUF (-96744 € in 2017) the responsible institution is the regional court (*törvényszék*). You can find the list of these institutions on this page (in Hungarian): <http://birosag.hu/torvenyszekek>

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**GOOD TO KNOW:** In the procedure you might need legal assistance. You can go to the local court on the "complaint days" to ask about your opportunities or to the government window (*kormányablak*) to ask for free legal help.

## 2.2.4 EMPLOYING STAFF

### 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties

**TITLE:** Documents from the employee for employment

**WHAT:**

- ▶ Exit documents (*kilépőpapírok*): These are the documents what you receive when you leave the previous place you worked
- ▶ Tax card (*adókartya*) with the tax number (*adószám*)
- ▶ Social security number (*tajszám*)
- ▶ Social Security Book (*egészségügyi kiskönyv*): you receive this book from your first employer and when you leave an employer you have to ask for this book. The employer has to write the first day of the employment relationship into this book
- ▶ Document about aptitude test (*egészségügyi alkalmasság*): before you start to work at a new employer you have to go to the company doctor for examination
- ▶ Work permit (*munkavállalási engedély*)
- ▶ Proving document about tax benefits (e.g. number of children)

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).

- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos





Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)

- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Employment contract (*munkaszerződés*)

**WHAT:** The employment contract is a document that states the conditions, rights, duties and responsibilities of a job position it is signed by the employer and by the employee. The contract has to contain the personal data of the employee, the data of the employer, the gross salary, the place of work and the description of the job, the duration of the employment relationship, the working hours and the length of probation.

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*). You can find the list of these offices here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229). Here you can find the webpage of the national level office (in English): [http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)

**TITLE:** Job description (*munkaköri leírás*)

**WHAT:** This is a document which contains the details about the job. The employer has to provide this document in 15 days after signing the contract. It has to contain the followings:

- ▶ description and code of the job,
- ▶ responsibilities,
- ▶ requirements
- ▶ working hours,
- ▶ wage beyond the basic salary, and other benefits,
- ▶ details about the payment,
- ▶ tasks,
- ▶ details about the holidays.
- ▶ termination,
- ▶ who practises the employer’s power,
- ▶ subordinates and supervisors of the employee.

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).

- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)





- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Registration of the new employee

**WHAT:** The employer has to register the new employee (information: worktime, type of employment, first day of employment) in the online administrative system (Company Gate: *cégfélkapu*). You have to submit the registration document named XXT1041 (XX means the year e.g. in 2017 17T1041).

**WHERE:** You can do this via Company Gate. You can read more about it under “Work – Obtaining digital certificates for business”

#### 2.2.4 b legal duties and conditions

**TITLE:** Minimum wage

**WHAT:** The minimum wage is the minimum monthly salary what the employer has to pay to the employee if he/she is employed in full-time. The gross minimum wage is 127 500 HUF (~410 € in 2017), the net is 84 778 HUF (~273 € in 2017).

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).

- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Information

**WHAT:** The employer has to provide all the information to the employee what is needed for doing the job. You also have to receive the copies of the signed contract and job description.

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).



- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Working conditions, devices, tools

**WHAT:** The employer has to provide safe and proper working conditions including protective gear if it is necessary. The employer also has to provide all the necessary tools and equipment needed to work.

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).

- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Holiday

**WHAT:** The minimum number of holidays is 20 days/year, but you can receive additional days:

- ▶ After reaching the age of 28 you receive plus 2 additional days in every three years until you reach the age of 45.
- ▶ You can get additional days after your children: if you have one children you get 2, if you have two children you get 4, if you have three or more children you get 7 extra days/year.
- ▶ In special working conditions (mostly dangerous work) you can get more



additional days.

You have the right to have 14 days long holiday in a row, but it is not obligatory you can make an agreement on this with your employer.

Generally, the employer decides about when can you go on holiday but after 3 months of employment you have the right to take 7 days holiday divided into maximum two parts whenever you want. You get 100% of your salary for holidays.

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).

- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Aptitude test and medical examination

**WHAT:** The employer has to nominate a company doctor who conducts the aptitude tests. Beside aptitude test the employee can have other medical examinations there too.

**WHERE:** The doctor can work in the facilities of the company, but he/she can work in his/her private doctor office too.

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).

- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are



calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Employment obligations

**WHAT:** Even if there are no tasks during the working hours for the employee the employer has to pay for him/her for the time written in the employment contract.

**WHERE:** If you think that your rights are violated by your employer you can announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).

- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

#### 2.2.4 c termination of labour contract

**TITLE:** Termination of labour contract

**WHAT:** The end of the employment relationship with quitting the employment contract.

**WHO:** Both side (employee or employer) can terminate the contract

**HOW:**

- ▶ The employer has to justify it (the employee's behaviour regarding to work, lack of ability, operational changes in the company).
- ▶ The employee doesn't have to justify it just in the case of fixed-term contract (justification can be factors that cause unsustainability the employment relationship).
- ▶ Employees are protected during pregnancy, maternity leave, volunteer military service, unpaid holiday for nursing his/her sick child, reproductive treatment for women
- ▶ types of termination:
  - Common agreement: you can terminate the contract anytime
  - Dismissal: one-sided dismissal,
    - The basic notice period is 30 days, but it can be longer if the employee has been working there for more than three years.
    - Severance pay: the basic is one-month salary, but it can be more if the employee has been working there more than three years.
  - Immediate dismissal: serious violation against the rules from the employee.

**WHERE:** If you think that your rights are violated by your employer you can



announce a complaint to the county level office of the Labour Inspectorate (*Munkaügyi Főfelügyelőség*).

- ▶ Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*)  
Margit körút. 85.  
H-1024 BUDAPEST  
Tel: +36-1-346-9400  
[http://www.ommf.gov.hu/?akt\\_menu=547&set\\_lang=123](http://www.ommf.gov.hu/?akt_menu=547&set_lang=123)  
E-mail: [titkarsag@ommf.gov.hu](mailto:titkarsag@ommf.gov.hu)
- ▶ You can find the list of the county level offices of the Országos Munkabiztonsági és Munkaügyi Főfelügyelőség (*National Labour Inspectorate*) here (in Hungarian): [http://www.ommf.gov.hu/index.php?akt\\_menu=229](http://www.ommf.gov.hu/index.php?akt_menu=229)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

#### **WHEN:**

- ▶ With common agreement you can terminate the contract anytime.
- ▶ Immediate dismissal: 15 days after the employee or the employer gets to know the reason what causes the termination of the contract.

**GOOD TO KNOW:** Generally, the Hungarian law protects the employee, so if an employee starts a legal procedure after the termination of the contract the employer needs to have strong arguments.

On these link you can find more information about terminating the contract:

(in English): <http://www.lawyershungary.com/dismissal-of-hungarian-employees>

(in English): <http://www.doingbusiness.org/data/exploreeconomies/hungary/labor-market-regulation>

## **2.2.5 CLOSING DOWN BUSINESS**

### **2.2.5 a closing down a limited company**

**TITLE:** Closing down a limited company

**WHAT:** Closing down a company usually happens when the members decide on their own intent and close down the company without successor. On this link you can find more information about closing down a company in Hungary (in English):

<http://www.closeauropeancompany.com/close-a-company-hungary.html>.

**STEP 1:** Closing down a company is the decision of the company's highest decision-making body is needed.

**STEP 2:** If the members decide about closing down the company you have to announce it at the local registry court. It is obligatory to have legal representation during the procedure and there is a need to nominate a liquidator.

**STEP 3:** Declaration of the fact of liquidation and

**STEP 4:** You have to wait 40 days after the declaration of the liquidation: in this time individuals and companies can announce their demands from your company.

**STEP 5:** The liquidator makes a record about the demands and distinguishes the acknowledged and the contested demands. After that he/she submits this record



to the registry court.

**STEP 6:** Make a proposal about the asset allocation between the members, accept it and do the allocation itself.

**STEP 7:** At the end of the procedure the registry court deletes the company from the system.

**WHERE:** The nominated lawyer (it is obligatory to have legal representation) has to announce the closing down process to the registry court. Here you can find the county level registry courts (in Hungarian): <http://birosag.hu/torvenyszekek/cegbirosagok>

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**WHEN:** Usually the process lasts for 6-12 months, but it is obligatory to finish the procedure in maximum 3 years.

### 2.2.5 b closing down an unlimited company

**TITLE:** closing down an unlimited company

**WHAT:** If you would like to close down an unlimited company there is a possibility to do it in a simplified process, but you have to do the normal process (you can see more information: under "Work - Closing down a limited company") if:

the liquidator doesn't agree with the demand of one of the creditors,

the creditor starts a legal procedure against the company,

if there is an ongoing process regarding to liquidation excuse,

150 days expire after you start the process or it becomes foreseeable that the liquidation process cannot be finished in 150 days.

**STEP 1:** Closing down a company is the decision of the company's highest decision-making body is needed. The decision-making body nominates a liquidator.

**STEP 2:** The liquidator has to announce the liquidation in the Company Gazette (*Cégközlöny*) in 8 days after the process starts.

**STEP 3:** In 30 days after the process starts the lead representative prepares the report, do everything what is described in the relevant legal sources, save the money for the fee of the liquidator, make a register about documents cannot be destroyed and notifies the employees of the company.

**STEP 4:** The liquidator notifies the relevant public institutions.

**STEP 5:** After announcing the liquidation the creditors have 40 days to announce their demands to the company.

**STEP 6:** The liquidator makes a record about the demands and distinguishes the acknowledged and the contested demands. After that he/she submits this record to the registry court.

**STEP 7:** Make a proposal about the asset allocation between the members, accept it and do the allocation itself.

**STEP 8:** At the end of the procedure the registry court deletes the company from the system.

**WHERE:** The nominated lawyer (it is obligatory to have legal representation) has to announce the closing down process to the registry court. Here you can find





the county level registry courts (in Hungarian): <http://birosag.hu/torvenyszekek/cegbirosagok>

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.2.5 c closing down a self-employed status

**TITLE:** Closing down a self-employed status

**WHAT:** If you are self-employed you can close down your business anytime. You can do in two ways:

- ▶ in person in any government window (*kormányablak*),
- ▶ online in the electronic administration system using Client Gate (*ügyfélkapu*).

**STEP 1:** If you want to close down your self-employed status you cannot have an ongoing tax issue with the Tax and Custom Administration and you cannot be subject of any process which was launched by the National Tax and Custom Administration.

**STEP 2:** You have to announce the closing down online or in person. On the day you announce your intention to close down your business you cannot do that activity anymore.

**STEP 3:** You receive a notification about your announcement was registered in the system. The process is successful if the announcement was registered.

**WHERE:** You can close down your self-employed status online by using the Client Gate or in person in any government window.

- ▶ online: in the administration system by using Client Gate (in Hungarian): <https://ugyfelkapu.magyarorszag.hu/>
- ▶ in person: in any government window, on this link you can search for the nearest office (in Hungarian): <http://www.nyilvantarto.hu/hu/oik>.
- ▶ For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.2.5 d going bankrupt

**TITLE:** Going bankrupt (*csődeljárás*)

**WHAT:** Bankruptcy is a legal status of a person or an entity that can't pay the debts. On these links you can find more information about going bankrupt in Hungary:

(in English): <http://www.closeaeuropeancompany.com/close-a-company-hungary.html>

(in Hungarian): <http://birosag.hu/allampolgaroknak/csod-es-felszamolasi-eljarasok/tajekoztato-csod-es-felszamolasi-eljarasok-meneterol>

**STEP 1:** The managing director has to call an assembly if the capital of the company is reduced to less than 50% of the starting capital due to losses or the company becomes insolvent and unable to pay its dues towards creditors, subcontractors and/or employees.





**STEP 2:** If the assembly decides to go bankruptcy they have to announce it at the registry court. They have to pay the procedure fee which can be between 25000 and 80000 HUF.

**STEP 3:** It is obligatory for the company to have legal representation during the procedure.

**STEP 4:** The registry court examines the application and decides about it in 5 days. If the application isn't rejected the court declares the bankruptcy and nominates a property administrator.

**STEP 5:** The payment delay for the company can last for 120-365 days.

**STEP 6:** If both sides ask for it there is a possibility to stop the procedure. If the debtor and the creditor(s) cannot agree the court stops the bankruptcy procedure and declares the liquidation procedure.

**WHERE:** You have to submit application for bankruptcy procedure at the local registry court. Here you can find the county level registry courts (in Hungarian): <http://birosag.hu/torvenyszekek/cegbirosagok>

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.2.5 e selling a company

**TITLE:** Selling a limited company

**WHAT:** Selling a company is the process of putting your business up for sale. This can mean the sale of a certain proportion of the quota or 100% of the quota.

**HOW:** First you have to examine if someone has pre-emption right and the person who wants to sell his/her quota payed all the equity capital (he/she just can sell his/her quota if he/she paid all the equity capital). You have to provide information and relevant documents to the buyer, this can help the process. It is advisable for the buyer to make a screening in order to get a full picture about the company. Usually the buyer is responsible for preparing the contract. After signing the contract, the buyer conducts the money transfer and the ownership shifts to the buyer. At the end of the process the buyer can change the date at the registry court.

**WHERE:** You can find the responsible registry court here (in Hungarian): <http://birosag.hu/torvenyszekek/cegbirosagok>

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

## 2.3 TAXES

### 2.3.1 TAX NUMBER

#### 2.3.1 a registering for a tax number

**TITLE:** Registering for a tax number

**WHAT:** If you would like to do economic activity (work or enterprise) in Hungary



you need to have a tax number. If you do the registration you will get a tax number which you need to have to be employed or start a company.

**WHO:** You have to apply for it if you want to do any kind of business activity in Hungary. You just have to pay tax after the income you earned in Hungary. About double taxation see “Work – Procedure to avoid double taxation”.

**HOW:** There are two ways to apply for it:

- ▶ Fill out the form T34, you can find it here (in English): [https://en.nav.gov.hu/taxation/registration/general\\_info.html](https://en.nav.gov.hu/taxation/registration/general_info.html). The English version is just for information, only the Hungarian form is valid, you can download it here (in Hungarian): <http://tudatosadozo.hu/wp-content/uploads/2017/01/17T34.pdf>. With using the English version for template you can fill out the Hungarian one and take or send copies to the local office of National Tax and Customs Administration.
- ▶ Or if you have registration you can use the electronic administrative system (Client Gate - *ügyfélkapu*). You can find this system on this link (in Hungarian): <https://ugyfelkapu.magyarorszag.hu/>

There are some differences between the procedures for Hungarian citizens and for non-Hungarians. If you are not Hungarian citizen you need your passport, residence permit and address card. If you don't have address card you have to fill out the form and a special department in the National Tax and Customs Administration (*Nemzeti Adó és Vámhivatal*) will decide about your application.

In the case of opening any kind of business you will get the tax number during the procedure when you make the registration in the registry court.

**WHERE:** In the office of the National Tax and Customs Administration (*Nemzeti Adó és Vámhivatal*), you can find the list of the local offices on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**WHEN:** Before applying for a job or starting any kind of new business. When you sign an employment contract the employer will ask for tax card.

**GOOD TO KNOW:** You can find more information about taxpayer registration (in English): [https://en.nav.gov.hu/taxation/registration/general\\_info.html](https://en.nav.gov.hu/taxation/registration/general_info.html)

## 2.3.2 OVERVIEW OF TAXES

### 2.3.2 a overview of taxes

**TITLE:** Local business tax (companies)

**WHAT:** Local tax which is different in every municipality (based on the adjusted net value).

**WHERE:** You have to pay this online. Register at the municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.



**TITLE:** Corporate income tax (companies)

**WHAT:** 9% of the taxable profit.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online.

**TITLE:** VAT-value added tax (companies)

**WHAT:** Generally, the VAT is 27% of the selling price of a product or service, but it can be lower for special products/services.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online.

**TITLE:** Social contribution (companies)

**WHAT:** The employers have to pay social contribution after every employee. The amount of tax is 1,5% of the employee's gross salary.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online in every month.

**TITLE:** Rehabilitation contribution (companies)

**WHAT:** If the number of the employees with changed working abilities doesn't reach 5% of the total number of employees the employer has to pay rehabilitation contribution. The amount of this tax is nine times bigger than the minimum wage. In 2017 it is 1 147 500 HUF (~3700 € in 2017).

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

**TITLE:** Training contribution (companies)

**WHAT:** After every employee the employers have to pay training contribution which is 1,5% of the employee's gross salary.

**WHERE:** Register at the local tax office: You can find the list of the local offices of



the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online in every month.

**TITLE:** Property tax (companies)

**WHAT:** The local government has right to introduce property tax which should be paid after real estates.

**WHERE:** You have to pay this online. Register at the municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Innovation contribution (companies)

**WHAT:** Every company has to pay this tax except the micro (less than 9 employees and less than 2 million € income per a year) and the small (less than 50 employees and less than 10 million € income per a year) enterprises. The amount of the contribution is 0.3% of the tax base.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

**TITLE:** Fringe benefit tax (companies)

**WHAT:** Beside the monthly salary the employer can provide fringe benefits to the employees, the limit of these benefits is 450 000 HUF per a year. After this, the employer has to pay 15% tax of the tax base (which is 1.18 times the value of the allocation which has to be paid by the payer, employer).

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

**TITLE:** Vehicle tax (individuals and companies too)

**WHAT:** Every owner of vehicles has to pay this tax which depends on the size of the engine of the vehicle and on the environmental classification of the vehicle. For companies the minimum tax is 7700 HUF, the maximum is 33000 HUF per a month.

**WHERE:** You have to pay this online. Register at the municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.



**TITLE:** Environmental product fee (companies)

**WHAT:** Hungarian distributors and manufacturers of polluting products (batteries, packaging materials, petroleum products, electronic products, tires, advertising paper) pay this fee, which depends on the weight of the product.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

**TITLE:** Personal income tax (individuals, but pay by the employer).

**WHAT:** If you are employed in Hungary you have to pay 16% personal income tax from your gross salary. This money is conducted from your gross salary, the employer is responsible for paying it, so when you receive your salary you receive the net value.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online.

**TITLE:** Social contribution (individuals, but payed by the employer)

**WHAT:** If you are employed in Hungary you have to pay 18,5% social contribution (10% pension, 8,5% social insurance) from your monthly gross salary. This money is conducted from your gross salary, the employer is responsible for paying it, so when you receive your salary you receive the net value.

**WHERE:** Register at the local tax office: You can find the list of the local offices of the Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*) on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>. You have to pay this tax online.

**TITLE:** Tourist tax (individuals, paid through accommodation providers)

**WHAT:** If you stay in a commercial accommodation you have to pay tourist tax after the nights you stay there. The tax for one night can be maximum 4% of the total cost of the night.

**WHERE:** You pay this tax to the accommodation provider and he/she has to pay it to the local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.



## 2.3.3 INTERNATIONAL TAXATION

### 2.3.3 a procedure to avoid double taxation

**TITLE:** Procedure to avoid double taxation

**WHAT:** Double taxation occurs when two different countries take tax from the same entity, for the same period and for the same type of tax. Avoiding double taxation is done on the basis of bilateral agreements between Hungary and other countries. On this link you can find more information about double taxation (in several European languages): [http://europa.eu/youreurope/citizens/work/taxes/double-taxation/index\\_en.htm](http://europa.eu/youreurope/citizens/work/taxes/double-taxation/index_en.htm)

**WHO:** If you live in one country and work or develop economical activities in another country, you might find that you have to pay certain taxes in both countries if, for example:

- ▶ You live in one EU country but work in another (cross-border commuter),
- ▶ You are posted abroad for a short assignment,
- ▶ You are living and looking for work abroad and have transferred unemployment benefits from your home country,
- ▶ You have retired to one country and receive a pension from another,
- ▶ You live in a country, but you develop an economic activity in another (e.g. entrepreneurs, self-employed).

**HOW:** Hungary made agreements with several countries in order to avoid double taxation:

- ▶ the tax paid in the country where you earned that money is imputed into the tax you have to pay in your home country,
- ▶ in other cases, the money earned in a country is taxable just in that country.

If you want to avoid double taxation you have to prove in which country do you live and you have already paid tax after your income. In Hungary if you would like to do this you have to go to the office of the National Tax and Customs Administration.

Here you can find more information about how to avoid double taxation in Hungary (in Hungarian): [https://nav.gov.hu/data/cms432419/tajekoztato\\_adozoi\\_DTA\\_MAP\\_2017.pdf](https://nav.gov.hu/data/cms432419/tajekoztato_adozoi_DTA_MAP_2017.pdf)

**WHERE:** In the office of the National Tax and Customs Administration, you can find the list of the offices here (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html)

On this link you can find the contact details of tax offices in other EU countries (in English, German and French): [https://ec.europa.eu/taxation\\_customs/national-tax-websites\\_en](https://ec.europa.eu/taxation_customs/national-tax-websites_en)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 2.3.3 b agreements on double taxation

**TITLE:** Agreements on double taxation

**WHAT:** Hungary has agreements with more than 70 countries which ensure the avoidance of double taxation. A double taxation agreement specifies which country has the right to tax an individual. In case both countries have such rights,





then the agreement regulates which country has the priority. The agreements may set down different rules for different types of income.

**WHO:** If you live in one country, but work, get income or develop economical activities in another country you can be subject of double taxation.

**HOW:** The procedures, requirements and amount to pay can be different depending on the case and on the agreement. On this link you can see the list of bilateral agreements Hungary made (in English): [http://en.nav.gov.hu/taxation/double\\_taxation\\_treaties](http://en.nav.gov.hu/taxation/double_taxation_treaties).

**WHERE:** In Hungary the responsible public body is the National Tax and Customs Administration, you can find the list of the offices here (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA\\_Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA_Central_Customer_Serv20160412.html).

On this link you can find the contact details of tax offices in other EU countries (in English, German and French): [https://ec.europa.eu/taxation\\_customs/national-tax-websites\\_en](https://ec.europa.eu/taxation_customs/national-tax-websites_en)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

## 2.4 SUPPORT SERVICES FOR MIGRANTS

### 2.4 a list of support services and projects regarding employment

**TITLE:** Public employment Service, National Labour Office (*Nemzeti Foglalkoztatási Szolgálat*).

**WHAT:** You can contact this office if you have any kind of employment issue. This office is responsible for unemployment issues, vocational and adult trainings and labour affairs. If you have a company and you need workforce you also can contact this office.

**WHERE:**

Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)

Kálvária tér 7.

1089 BUDAPEST

Tel.: +36 (1) 303 9300

<http://en.munka.hu/Engine.aspx>

E-mail: [munka@lab.hu](mailto:munka@lab.hu)

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** County level employment centre

**WHAT:** These offices belong to the National Labour Office. You can contact these offices if you have any kind of employment issue. This office is responsible for unemployment issues, vocational and adult trainings and labour affairs. If you have





a company and you need workforce you also can contact this office.

**WHERE:** On this link you can find the list of these centres and contact details (in Hungarian): <https://www.profession.hu/munkaugyikozpontok>.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** NGO which offers several services to migrants. This organization isn't specialised just for employment issues, but the staff can help you in employment issues and in the Hungarian bureaucracy. In the Hungarian administration the officers usually don't speak English so maybe it's the best to contact this organization first for help.

**WHERE:**

Menedék, Hungarian Association for Migrants

Népszínház utca 16. III/3.

1081, BUDAPEST

Tel.: +36 1 322 1502, +36 20 575 5850

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Jövőkerék Alapítvány (*Wheel of Future Foundation*)

**WHAT:** This organization had more projects addressed migrants and offers several services for migrants They can help you if you would like to find a job or you would like to develop your skills. Here you can find the webpage of Jövőkerék:

(in English): <http://jovokerek.hu/skillsandjobs/>

(in Hungarian): <http://jovokerek.hu/skillsandjobs/hu/frontpage>

**WHERE:**

Jövőkerék Alapítvány (*Wheel of Future Foundation*).

Kuruc u. 8.

1021 BUDAPEST

Tel.: +36 70 3700 120 (Benedek Ary), +36 30 6369 281 (György Szabolcs Kiss)

E-mail: [jovokerek@jovokerek.hu](mailto:jovokerek@jovokerek.hu)

## 2.4 b list of online resources regarding employment

**TITLE:** Facebook pages about job offers in Hungary

**WHAT:** Job offers in Hungary (mostly in Budapest) for people that speak foreign languages.

**WHERE:**

(in English): <https://www.facebook.com/multilingualjobsinbudapest/>

(in English and in Hungarian): <https://www.facebook.com/cpljobshungary/>

(in English): <https://www.facebook.com/budapestjobfair/>



**TITLE:** Available jobs for non-Hungarian speakers

**WHAT:** There are many types of jobs available (mostly without qualifications) at big employers and small and medium-sized enterprises (SMEs), although most jobs for non-Hungarian speakers can be found mainly in Budapest.

**WHERE:** You can find a list of these jobs on this link (the webpage is in Hungarian, but the descriptions of the jobs are in English): <https://hu.indeed.com/English-Speaking-jobs-in-Budapest>

## 2.4 c list of support services and projects regarding business

**TITLE:** Chambers of Commerce and Industry

**WHAT:** The chambers of commerce and industry are among the most important business support organizations. If you would like to start a new business you have to pay to the county level chamber, during operating a business you can obtain services from the chamber.

**WHERE:** You can find the list and the contacts of the county level chambers here: (in English): <http://www.mkik.hu/en/magyar-kereskedelmi-es-iparkamara/teruleti-kamarak-8604>

(in Hungarian): <http://www.mkik.hu/hu/magyar-kereskedelmi-es-iparkamara/teruleti-kamarak-8604>

**TITLE:** Business incubators

**WHAT:** Business incubators are places for starting businesses. Beside the physical place the incubators also provide different kind of support for companies in order to accelerate growth and increase the success rate of businesses. There are two main types:

- ▶ industrial zones: In this case your company will have an individual building, many times you just have the plot (with public utilities) for the construction.
- ▶ incubator houses: an office building where you can rent an office and with that you also receive services. This is mostly for business in the service sector (e.g. IT, accounting etc.)

**WHO:** In some cases there are conditions who can start a business in an industrial zones or in an incubator house, these conditions are different in each business incubator. You have to check the places where you want to start your business one by one.

**WHERE:** You can find industrial zones, incubators or at least a local programme for new enterprises almost in every town or larger villages in Hungary. For more information contact the local government of the municipality where you plan to set up a business. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

Here you can find accelerators which offer businesses for start-ups in Hungary (in English): <https://www.f6s.com/accelerators/hungary>

There is a public institution in Hungary which provides venture capital and advisory services for new businesses:

Széchenyi Tőkealap-Kezelő Zrt. (*Széchenyi Venture Capital Fund*)

Rákóczi út 42. 4<sup>th</sup> floor

1072 BUDAPEST

Tel.: +36 1 413 17 40



<http://www.szta.hu/english/>

E-mail: [tokebefektetes@szta.hu](mailto:tokebefektetes@szta.hu)

**HOW:** For more information you need to contact the city or the incubator you have chosen.

**TITLE:** Hungarian Foundation for Enterprise Promotion

**WHAT:** This foundation develops, finances and promotes enterprises. They can help you if you would like to start a new business. On this link you can find more information (in English): <http://www.mva.hu/english.php>

**WHERE:**

Magyar Vállalkozásfejlesztési Alapítvány (*Hungarian Foundation for Enterprise Promotion*)

Szépüvölgyi út 135.

1037, BUDAPEST

Tel.: (+36-1) 883-08-00

<http://www.mva.hu/english.php>

E-mail: [info@mva.hu](mailto:info@mva.hu)

## 2.4 d list of online resources regarding business

**TITLE:** Survey of the World Bank

**WHAT:** The World Bank prepare surveys about the general business conditions on every country.

**WHERE:** On this link you can find the survey about Hungary which was made in 2017 (in English): <http://www.doingbusiness.org/data/exploreeconomies/hungary>

**TITLE:** Ecovis information material

**WHAT:** Ecovis made an information material about how to start a business in Hungary in 2016.

**WHERE:** You can find the material here (in English):

[https://www.ecovis.com/fileadmin/countries/hungary/how\\_to\\_start\\_business\\_hungary.pdf](https://www.ecovis.com/fileadmin/countries/hungary/how_to_start_business_hungary.pdf)

**TITLE:** EUGO, Hungary

**WHAT:** The Hungarian EUGO portal can be used by entrepreneurs and enterprises to gain detailed information about doing business in Hungary.

**WHERE:** You can find the Hungarian EUGO webpage here (in English): <http://eugo.gov.hu/>

**TITLE:** Hungarian business culture

**WHAT:** Information material about the Hungarian business culture.

**WHERE:** You can find the information material here (in English): <http://businessculture.org/eastern-europe/hungary/>

## 2.4 e list of support services and projects regarding taxes

**TITLE:** National Tax and Customs Administration



**WHAT:** The public body which deals with tax issues. If you have any taxation issue, question this is the organization you have to contact. More information about tax issues of foreigners (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Which\\_of\\_the\\_tax\\_auth20161221.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Which_of_the_tax_auth20161221.html)

**WHERE:** On this link you can find the local offices of the organization (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html)

**TITLE:** National Tax and Customs Administration Information

**WHAT:** Information about tax-paying in Hungary companies owned by foreigners  
You can read more on this page (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Which\\_of\\_the\\_tax\\_auth20161221.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Which_of_the_tax_auth20161221.html)

**WHERE:**

Nemzeti Adó- és Vámhivatal Kiemelt Adó- és Vámigazgatósága (Large Taxpayers Tax and Customs Directorate)

Dob utca 75-81,

1077 BUDAPEST

Tel.: +36 1 461 3300

<http://en.nav.gov.hu/>

## **2.4 f online resources regarding taxes**

**TITLE:** Europe website

**WHAT:** On this website you can find basic information about taxation in Hungary

**WHERE:** You can find the website here (in English): [http://europa.eu/youreurope/citizens/work/taxes/income-taxes-abroad/hungary/index\\_en.htm](http://europa.eu/youreurope/citizens/work/taxes/income-taxes-abroad/hungary/index_en.htm)



## 3 LEARNING LOCAL LANGUAGE

### 3.1 STATE SUPPORTED PROGRAMS

#### 3.1 a list of state supported programmes

**TITLE:** „C'mon, let's speak Hungarian!” – Free language courses for migrants

**WHAT:** „C'mon, let's speak Hungarian!” is a language training programme which contains language courses on three levels: beginner, elementary and pre-intermediate. The courses are free, but you have to pay 20.000 HUF (~64 € in 2017) deposit, which you will get back at the end of the course if you don't miss more than 10% of the classes.

You are eligible to enrol to the intensive Hungarian language courses if you belong to one of the following groups:

- ▶ a recognized refugee (*menekült*),
- ▶ under subsidiary protection (*oltalmazott*),
- ▶ a temporarily protected person (*menedékes*),
- ▶ a citizen of a third country citizen, legal resident of Hungary holding a Residence Permit that is valid for more than 3 months,
- ▶ Third country citizen, legal resident of Hungary, with intention to stay in Hungary for more than 3 months
- ▶ a spouse, parent, sibling or a child of a citizen of a third country citizen who is a legal resident in Hungary
- ▶ third-country citizen with recognized stateless status

You can find more information about language courses on these links:

(in Hungarian) <http://www.tudomanynyelviskola.hu/mmia.html>

(in English) <http://www.tudomanynyelviskola.hu/tudomany-language-school-budapest.html>

(in German) <http://www.tudomanynyelviskola.hu/tudomany-sparchschule.html>

**WHERE:**

Tudomány Nyelviskola (*Tudomány Language School*)

Tavaszi utca 3

1033 BUDAPEST

Tel: (+36 1) 368 1156

<http://www.tudomanynyelviskola.hu/>

E-mail: [info@tudomanynyelviskola.hu](mailto:info@tudomanynyelviskola.hu)

**TITLE:** MIGHelp (Migrants Help Association of Hungary - *Migráns Segítség Magyarország Egyesület*) Language Training

**WHAT:** MIGHelp provides basic and intermediate level Hungarian language courses. The courses were launched in 2013 with the help of committed volunteer teachers from Germany, United States and Hungary. On this page you can find more information about the courses (in English): <http://mighelp.hu/classes/languages>.

**WHERE:**

- ▶ MIGHelp Skills Development Center:  
Raday utca 9



1092 BUDAPEST  
<http://mighelp.hu/en/contact>

E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)

- ▶ Central European University  
Nádor utca 11  
1051 BUDAPEST  
<http://mighelp.hu/en/contact>  
E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)
- ▶ MIGHelp Cultural Center:  
Magyar utca 44  
1053, BUDAPEST  
<http://mighelp.hu/en/contact>  
E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)

**TITLE:** Migszol (Migrant Solidarity Group of Hungary) language course

**WHAT:** Migszol organizes language courses for migrants with the participation of volunteers. During the course, the participants gain basic knowledge in Hungarian language and they also learn about the Hungarian society. You can find electronic learning materials and more information about Migszol language courses here (in English): <http://www.migszol.com/school.html>.

**WHERE:**

Migszol - Migrant Solidarity Group of Hungary

Rippl-Rónai street 11.

1068 Budapest

Tel.: +36 20 28 67 987

<http://www.migszol.com/>

E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** Mahatma Gandhi Human Rights Organization: Hungarian language courses

**WHAT:** The organization offers language courses since 2006 and provides information about other schools as well. You can find more information about Mahatma Gandhi Human Rights Organization on these websites:

(in English):

[http://www.gandhi.hu/index.php?option=com\\_content&task=view&id=88&Itemid=51](http://www.gandhi.hu/index.php?option=com_content&task=view&id=88&Itemid=51)

(in Hungarian):

[http://www.gandhi.hu/index.php?option=com\\_content&task=view&id=88&Itemid=51&lang=hu](http://www.gandhi.hu/index.php?option=com_content&task=view&id=88&Itemid=51&lang=hu)

**WHERE:**

Mahatma Gandhi Human Rights Organization:

Ferenc körút. 18.

1092 BUDAPEST

Tel: (+36 1) 215-8301 or (+36 30) 99 63 567

<http://www.gandhi.hu/index.php?lang=hu>

E-mail: [gandhiegyesulet@gmail.com](mailto:gandhiegyesulet@gmail.com)



## 3.2 COMMERCIAL PROGRAMS

### 3.2 a commercial programmes

**TITLE:** Commercial Hungarian courses

**WHAT:** Programs to learn Hungarian in language schools where participants have to pay for the service. The average fee is around 1000-3000 HUF (~3-10 € in 2017) per one hour but it depends on the school, type and intensity of the programme and number of participants.

**WHO:** Anybody who is able to pay the tuition fee.

**HOW:** There are several organizations offer commercial language courses, you can ask for detailed information from the organizer institution. Each centre has different registration procedure.

In order to find a language school you must type these words to Google: "Hungarian language course" (*Magyar nyelvtanfolyamok*) you will find institutions that offer language courses. The first search results are reliable language schools and universities mostly in Budapest. If you search for the previous phrase but you add the name of the town where you want to study (e.g. "Hungarian language course, Pécs") you can find local courses, however they are mostly limited to larger cities.

**WHERE:** Language programmes are available in Budapest and in the larger cities (over or around 100000 inhabitants) at universities and language schools.

**WHEN:** The courses are scheduled continuously.

**GOOD TO KNOW:** To choose reliable courses and educational institutions you may want to turn to organizations for migrants' support to provide you with guidance.

## 3.3 LANGUAGE COURSES FOR CHILDREN

### 3.3 a list of language courses for children

**TITLE:** Learning Hungarian language for migrant children

**WHAT:** In Hungary migrant children have to participate in public education, where they have the opportunity to learn the Hungarian language. The teachers in the schools pay special attention to migrant children in order to help them to learn the language. In the refugee camps children can attend language courses as free time activity. However, the institutional and the school system isn't well prepared to integrate migrant children into the education so it is advisable to enrol children as early age as it is possible.

In recent years there was a project called StepTogether where the learning methods were examined and studying materials were designed for teachers and for migrant children. On this page you can find studying materials (Hungarian literature and grammar as well) and contacts to the participants in the project (in English) <http://www.egyutthalado.uni-miskolc.hu/en/>, (in Hungarian) <http://www.egyutthalado.uni-miskolc.hu/>.

**WHERE:** Migrant children have to be enrolled in the public education. For primary education they have to choose the school which is in the school district where the child lives. Refugee camps or other reception facilities provide help to enrol migrant children into the Hungarian education system.

On the bottom of this page, under the title "*Kipróbáló iskoláink*" you can find schools that tried out the special methods which were designed in the framework of the StepTogether project (in English) <http://www.egyutthalado.uni-miskolc.hu/>





[en/](#), (in Hungarian) <http://www.egyutthalado.uni-miskolc.hu/>. These schools have experience how to teach migrant children.

## 3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP

### 3.4 a list of local language exams for qualification and citizenship

**TITLE:** Educational Authority Accreditation Centre (*Oktatási Hivatal Nyelvvizsgáztatási Akkreditációs Központ*) for Foreign Language Examinations

**WHAT:** This is the most important institution in Hungary in the field of language exams. It provides information about every accredited exam centres and about the naturalization of a language exam.

You can find more information about foreign language examinations on these links:

(in English) <http://www.nyak.hu/default-eng.asp>

(in Hungarian) <http://www.nyak.hu/default.asp>

**WHERE:**

Oktatási Hivatal Nyelvvizsgáztatási Akkreditációs Központ (*Oktatási Hivatal Nyelvvizsgáztatási Akkreditációs Központ*)

Maros utca 19-21.

1122 BUDAPEST,

Tel: +36 1 374 2133; +36 1 374 2132

<http://www.nyak.hu/default-eng.asp>

E-mail: [info.nyak@oh.gov.hu](mailto:info.nyak@oh.gov.hu)

**TITLE:** ELTE – Origó, Language exam

**WHAT:** General monolingual Hungarian language exams at various levels. The B1, B2 and C1 level exams are accredited, but the A2 level isn't. You can find more information about the exam on this webpage (in Hungarian): <http://www.onyc.hu/origo-nyelvvizsga/egynyelvu/magyar>. The front page of the organizer institution is available in English: <http://www.onyc.hu/english>.

**WHERE:**

ELTE Origó Nyelvi Centrum (*ELTE Origó Language Centre*)

Baross u. 62.

1082 BUDAPEST

Tel.: +(36) 1 459 9614

<http://www.onyc.hu/english>

**TITLE:** University of Pécs, Foreign Language Centre: language exam

**WHAT:** General, monolingual Hungarian language exam. You can take ECL type Hungarian language exam in this institution (in Hungary there are several types of accredited language exams, each type has its own special features).

You can find more information about University of Pécs, Foreign Language Centre:

(in Hungarian) <http://inyk.pte.hu/>

(in English) <https://pte.hu/english/c%C3%ADmk%C3%A9k/foreign-language-centre>

This webpage gives more information about ECL type exams:



(available in Hungarian, in English, in German, in Spanish, in Roman and in Bulgarian) <http://eclexam.eu/>

**WHERE:**

Pécsi Tudományegyetem, Idegen Nyelvi Központ (University of Pécs, Foreign Language Centre)

Szántó Kovács János utca 1/b.

7633 PÉCS

Tel: +36 72-501-500/22102

E-mail: [ecl@inyt.pte.hu](mailto:ecl@inyt.pte.hu)

## 3.5 SUPPORT SERVICES FOR MIGRANTS

### 3.5 a list of support services and projects regarding local language courses

**TITLE:** „C’mon, let’s speak Hungarian!” – Free language courses for migrants

**WHAT:** „C’mon, let’s speak Hungarian!” is a language training programme which contains language courses on three levels: beginner, elementary and pre-intermediate. The courses are free, but you have to pay 20.000 HUF (~64 € in 2017) deposit, which you will get back at the end of the course if you don’t miss more than 10% of the classes.

You are eligible to enrol to the intensive Hungarian language courses if you belong to one of the following groups:

- ▶ a recognized refugee (*menekült*),
- ▶ under subsidiary protection (*oltalmazott*),
- ▶ a temporarily protected person (*menedékes*),
- ▶ a citizen of a third country citizen, legal resident of Hungary holding a Residence Permit that is valid for more than 3 months,
- ▶ Third country citizen, legal resident of Hungary, with intention to stay in Hungary for more than 3 months
- ▶ a spouse, parent, sibling or a child of a citizen of a third country citizen who is a legal resident in Hungary
- ▶ third-country citizen with recognized stateless status

You can find more information about language courses on these links:

(in Hungarian) <http://www.tudomanynyelviskola.hu/mmia.html>

(in English) <http://www.tudomanynyelviskola.hu/tudomany-language-school-budapest.html>

(in German) <http://www.tudomanynyelviskola.hu/tudomany-sparchschule.html>

**WHERE:**

Tudomány Nyelviskola (*Tudomány Language School*)

Tavaszi utca 3

1033 BUDAPEST

Tel: (+36 1) 368 1156

<http://www.tudomanynyelviskola.hu/>

E-mail: [info@tudomanynyelviskola.hu](mailto:info@tudomanynyelviskola.hu)



**TITLE:** MIGHelp (Migrants Help Association of Hungary - *Migráns Segítség Magyarországi Egyesület*) Language Training

**WHAT:** MIGHelp provides basic and intermediate level Hungarian language courses. The courses were launched in 2013 with the help of committed volunteer teachers from Germany, United States and Hungary. On this page you can find more information about the courses (in English): <http://mighelp.hu/classes/languages>.

**WHERE:**

- ▶ MIGHelp Skills Development Center:  
Raday utca 9  
1092 BUDAPEST  
<http://mighelp.hu/en/contact>  
E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)
- ▶ Central European University  
Nádor utca 11  
1051 BUDAPEST  
<http://mighelp.hu/en/contact>  
E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)
- ▶ MIGHelp Cultural Center:  
Magyar utca 44  
1053, BUDAPEST  
<http://mighelp.hu/en/contact>  
E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)

**TITLE:** Migszol (Migrant Solidarity Group of Hungary) language course

**WHAT:** Migszol organizes language courses for migrants with the participation of volunteers. During the course, the participants gain basic knowledge in Hungarian language and they also learn about the Hungarian society. You can find electronic learning materials and more information about Migszol language courses here (in English): <http://www.migszol.com/school.html>.

**WHERE:**

Migszol - Migrant Solidarity Group of Hungary  
Rippl-Rónai street 11.  
1068 Budapest  
Tel.: +36 20 28 67 987  
<http://www.migszol.com/>  
E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** Mahatma Gandhi Human Rights Organization: Hungarian language courses

**WHAT:** The organization offers language courses since 2006 and provides information about other schools as well. You can find more information about Mahatma Gandhi Human Rights Organization on these websites:

(in English):

[http://www.gandhi.hu/index.php?option=com\\_content&task=view&id=88&Itemid=51](http://www.gandhi.hu/index.php?option=com_content&task=view&id=88&Itemid=51)

(in Hungarian):

[http://www.gandhi.hu/index.php?option=com\\_content&task=view&id=88&Itemid=51&lang=hu](http://www.gandhi.hu/index.php?option=com_content&task=view&id=88&Itemid=51&lang=hu)

**WHERE:**



Mahatma Gandhi Human Rights Organization:  
Ferenc körút. 18,  
1092 BUDAPEST  
Tel: (+36 1) 215-8301 or (+36 30) 99 63 567  
<http://www.gandhi.hu/index.php?lang=hu>  
E-mail: [gandhiegyesulet@gmail.com](mailto:gandhiegyesulet@gmail.com)

### **3.5 b list of online resources regarding local language courses**

**TITLE:** Migszol Hungarian language course materials

**WHAT:** On the following link you can find online materials that can help you to study Hungarian language on basic level.

**WHERE:**

(in English): <http://www.migszol.com/school.html>



## 4 EDUCATION

### 4.1 PRESCHOOL EDUCATION

#### 4.1 a description of the system

**TITLE:** Nursery (*Bölcsőde*)

**WHAT:** In Hungary you have the possibility to enrol your children to a nursery which is a preschool educational institution for children older than 20 weeks and younger than 3 years. Below you can see the types of the nurseries:

- ▶ Nursery institutions
  - Nursery: there are 12-14 children in one group, there are minimum 3 employees and it is organized by the municipality
  - Mini nursery: there are 7-8 children in one group, there are minimum 2 employees and it is organized by the municipality
- ▶ Nursery services
  - Family nursery: there are 5-7 children in one group, there are 2 service provider persons, it takes place in a family home and it is organized by the municipality
  - Workplace nursery: there are 5-7 children in one group, there are 2 service provider persons, takes place in a workplace or a building rented by the employer, organized by the employer
- ▶ Private nurseries: You can enrol your children to a private nursery where you have to pay for the service on monthly basis (70-80.000 HUF, ~225-258 € in 2017).

**WHO:** You can enrol your child to nursery if he/she is older than 20 weeks and younger than 3 years (if the child is not mature enough to go to the kindergarten the duration can be extended until the child reaches the age of 4). Parents need to be employed at least part time and has to live in the area of the nursery.

**HOW:** Usually there are more applicants to the nurseries than places so only children that fulfil the above conditions can be enrolled. If you want to enrol your child to a nursery you need to find one in the vicinity of your home, apply on time and provide evidence of the employment (e.g. document by your employer). It can happen that you have to wait for a free place.

Even in public nurseries you have to pay for food and for placement, the fee depends on the social situation of your family and it may be different in every municipality. Generally, the maximum monthly fee is around 15-20.000 HUF (~48-65 € in 2017). In private nurseries the fees are much higher, around 70-80000 HUF (~225-258 € in 2017). In addition, in the public nurseries the nursery can ask for "group money" and for other types of contribution (e.g. soap, tissues, etc.).

**WHERE:** Every municipality has to maintain a nursery where:

- ▶ at least 40 children live who are younger than 3 years
- ▶ and minimum 5 families with children younger than 3 years ask officially the municipality to maintain a nursery.

You should take your child to the nursery which is in the same district where you live or work.

**WHEN:** The enrolment is continuous during the year. If you decide to apply for place in a nursery you should start the process as soon as you can because it can happen



that you have to wait for a free place.

**TITLE:** Kindergarten

**WHAT:** Children must attend accredited kindergarten before they start primary school.

**WHO:** You can enrol your child if he/she is older than 3 years and under than the compulsory school age (which is on average 6 years, but there can be exceptions). The health visitor (*védőnő*) can give exemption from take your child to kindergarten, but only until the child reaches 5 years of age. However, your child can stay at home until the 5 years of age with exemption you have to do the enrolment process.

**HOW:** Kindergarten services are organized by the municipality, by private entities or by religious communities. The kindergarten year starts in the beginning of September. Although public kindergartens are considered to be free of charge, you have to pay lunch fees and "group money". The so-called group money is a contribution for the goods used by the children in the kindergarten (e.g. soap, tissues, etc.), the amount of the fee is decided by the parents and the kindergarten teachers (usually the fee is between a few hundred HUF and 3000 HUF per month). In case of kindergartens run by private entities and religious organizations you pay monthly fee (50.000-100.000 HUF; ~160-320 € in 2017).

**WHERE:** You are expected to enrol your child in the kindergarten district of your residence, although you can apply for an institution in a different kindergarten district. The director of the kindergarten decides about the admission. If there are more applications to a kindergarten than places the maintainer has to organize a commission which decides about the enrolment and designates kindergartens for the children cannot be enrolled to the institution where they applied. If the child goes to kindergarten abroad you have to notify the local notary (*jegyző*).

**GOOD TO KNOW:** Apart from location, parents in Hungary often choose the kindergarten institution based on the institution's programme or general opinion of the institution.

#### 4.1 b admission

**TITLE:** Admission to nursery.

**WHAT:** You can enrol your child under 3 years to nursery if you have to go back to work or in other cases when you cannot solve the day-care.

**STEP 1:** Examine the conditions for enrolment:

- ▶ parents work or students regularly enrolled in higher education,
- ▶ parents under continuous hospital treatment,
- ▶ parents with 3 or more children,
- ▶ doctor, health visitor (*védőnő*) or employees of other relevant health care institutions (e.g. custodian office, social workers, child protection service) may launch the admission of the child to a nursery because of the social condition of the family.

**STEP 2:** Get the necessary documents which prove you fulfil the conditions. You need to have these documents for the admission:

- ▶ address card of the parents and the child (*lakcímkártya*),
- ▶ verification about the employment of the parents from the employer,
- ▶ vaccination book of the child,
- ▶ social security card of the child.



**STEP 3:** Start the enrolment process in the nursery, where you have to fill out the standard application form (you need the following documents: address cards of the parents and the child, copy of the social security card and birth certificate of the child). You can start this process anytime during the year.

**STEP 4:** The parents have to submit verification document about the health status of the child which proves that he/she doesn't suffer from infectious illness. The general practitioner is responsible for the medical examination and for issuing this document.

**STEP 5:** If there are available spots the child can start nursery right after the enrolment. In cases of no available spots the child has to wait for a free spot.

**TITLE:** Admission to kindergarten.

**WHAT:** If you have a child older than 3, younger than 6 years you have to enrol him/her to kindergarten.

**STEP 1:** Decide to which kindergarten you want enrol your child. There are kindergarten districts where the children belong but you can choose other kindergartens as well. You also have the option to choose private or ecclesiastical kindergartens.

**STEP 2:** The municipality as the maintainer of the institutions notifies you 30 days before the enrolment process starts.

**STEP 3:** Go to the place which was described in the notification (STEP 2) with the following documents:

- ▶ your and the your child's address card (*lakcímkártya*),
- ▶ birth certificate of the child,
- ▶ social security card (*TAJ kártya*) of the child,
- ▶ vaccination book of the child.

**STEP 4:** At the parent's request and with the agreement of the health visitor (*védőnő*) the director of the kindergarten can give exemption from taking your child to the kindergarten until the age of 5 years. In this case you have to do the enrolment process as well but you don't have to take your child physically to the kindergarten, he/she can stay at home.

#### 4.1 c subsidized meals

**TITLE:** Subsidized meals (*támogatott étkezés*) in preschool education

**WHAT:** Free meals for children in nurseries or in kindergartens.

**WHO:** Children can get free meal in nurseries or in kindergartens if:

- ▶ they are permanently ill or handicapped,
- ▶ the brothers and sisters of the child are permanently ill or handicapped,
- ▶ they live in family in which there are three or more children,
- ▶ they live in the fostering system,
- ▶ if the income per capita in the family is not higher than the 130% of the net minimal wage.

**HOW:** If you are entitled you have to provide a statement and proof documents:

- ▶ document about the monthly income of the family (proof document from the employer),
- ▶ proof documents about illness or handicapped status: you have to ask the specialist of outpatient care for this document





- ▶ the address cards (*lakcímkártya*) of the family members

**WHERE:** Apply for subsidized meal at the director of the nursery or kindergarten.

**WHEN:** Each year the deadline is in the last days of August. For detailed information ask the director of the nursery or kindergarten.

#### 4.1 d state financial support for pre-school education

**TITLE:** Financial support for pre-school education.

**WHAT:** If you live under poor conditions you can receive financial support for kindergarten education (*óvodáztatási támogatás*).

**WHERE:** This support system is on municipality level. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

You can also inquire about this support in the kindergarten.

## 4.2 PRIMARY SCHOOL

### 4.2 a description of the system

**TITLE:** Description of the primary school (*általános iskola*) system

**WHAT:** The first school in the education system where children go when they are between the 6/7 and 14/15 years of age (in special cases children have the opportunity to go to secondary school after the 4<sup>th</sup> or the 6<sup>th</sup> grade if they fulfil the school recruitment process). The primary education is free, but you can choose private institutions where you have to pay monthly fee.

The primary school includes 8 grades which are divided into two parts: junior years (1-4. grade where the children gain the basic knowledge) and senior years (where the children gain more detailed knowledge). The main goal of the junior years is to develop basic skills such as literacy, numeracy and provide basic knowledge. In the senior years students gain more detailed knowledge from specialised teachers.

**WHO:** Going to primary school is compulsory for every child living in Hungary who reaches the school age (6-7 years).

**WHERE:** You can choose the school where you want to enrol your child however your application can be rejected because of lack of free places. In this case you have to enrol your child in the local district school.

**WHEN:** From the 6/7 years of age till the 14/15 years of age.

**GOOD TO KNOW:** On this link you can find more information on studying in Hungary (in English): <http://menedek.hu/sites/default/files/oktajanalogweb.pdf>

### 4.2 b admission

**TITLE:** Admission to primary school.

**WHAT:** Primary education is obligatory in Hungary. When your child reaches the age of 6/7 you have to enrol him/her to primary school.

**STEP 1:** Decide if the child is mature enough to go to school: ask the opinion of the general practitioner, kindergarten teacher. You have to ask the kindergarten teacher for a certificate which proves your child is mature enough.

**STEP 2:** Start to look for school. It is advisable look not just the location but other features as well.



**STEP 3:** The government office (*kormányhivatal*) provides the information about enrolment 30 days before the enrolment process and sends it to the municipalities and to the state institution maintainer centres as well. The enrolment process is in April in the year when the child starts the school (in September). Usually there are 2 days designated to conclude the enrolment process.

**STEP 4:** During the enrolment process you have to present these documents:

- ▶ the address card of the child
- ▶ certificate that proves the child is mature enough to go to primary school.

**STEP 5:** If the chosen school refuse the application you have the right to appeal at the school district director.

**STEP 6:** After the decision becomes final you have 5 days to enrol the child to the school which provides obligatory enrolment.

**WHERE:** You can find more information about the admission process on the webpages of the municipality and of the schools.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

#### 4.2 c transport to school

**TITLE:** Transport to schools

**WHAT:** The possibilities and reduced fares for students.

**WHO:** There is no regulation about the age when a child can go alone to school. This decision is up to the parents but it is advisable to notify the teacher if your child goes alone to school.

**HOW:** Children can travel by

- ▶ Public transport:
  - local transport: there are discounts for monthly tickets on students. The price depends on the city but it is around 2000-4000 HUF (~ 6,5-13 € in 2017) per a month.
  - transport between municipalities: For travelling between the school and the place of residency students have discounts on bus and train monthly tickets. The price of the monthly ticket depends on the length of the road, the discount on the monthly ticket is 90%.
- ▶ School bus: In Hungary there is no overall school bus system. Maintaining school buses is the decision of the bus company and the municipalities. In larger cities there are school buses to the areas that are not well connected to the public transport system.

**WHERE:** You can apply for discount at the cash register at the station where you buy the ticket. You have to show your student ID and your address card.

**WHEN:** You can apply for the discount when you buy the monthly ticket at the cash register.

#### 4.2 d before and after school care

**TITLE:** Before and after school care

**WHAT:** Child care before and after the classes organized by school. Apart from



general child care, schools may also organize “learning rooms”. These are intended mostly for lower grade pupils (but not exclusively) to make their homework under teacher supervision.

**WHO:** This service is intended for all children enrolled at particular school whose parents go to work earlier than the school starts or finish later than the teaching hours in the school.

**HOW:** The schools individually define their care system and there is no general regulation. Usually there are a few teachers who look after the children. There is no need for application but it is advisable to tell the teachers if your child arrives to school earlier or stays longer. This service is for children arrive to school earlier (before 8 am) and/or stay longer (after 16 pm).

There is another type of day-care where the children can stay after the classes. This is more common for the lower grades where the teacher helps to solve the homework. The students from the upper grades also have the opportunity to go to the so-called “learning room” where they can study individually, but under supervision.

**WHERE:** Most commonly, the school designates a classroom for morning or afternoon child care.

**WHEN:** The school time is between 8 am and 16 pm so the school provides care outside this period. Usually between 7 and 8 am and between 16 and 17:30 pm.

The classes for lower grades finish around 12-13 o'clock, for upper grades around 14-15 o'clock. After this period till 16 o'clock the students from junior grade can stay in the day-care for learning activities and from senior grades in the learning room.

#### **4.2 e subsidized school meals**

**TITLE:** Subsidized school meals

**WHAT:** Free meals in schools.

**WHO:** Children can get free meal in primary school if:

- ▶ they are permanently ill or handicapped,
- ▶ the brothers and sisters of the child are permanently ill or handicapped,
- ▶ they live in family where are three or more children,
- ▶ they live in the fostering systems,
- ▶ if the income per capita in the family is not higher than the 130% of the net minimal wage.

**HOW:** If you child is entitled you have to provide a statement and proof documents:

- ▶ document about the monthly income of the family (proof document from the employer),
- ▶ proof documents about illness or handicapped status: you have to ask the specialist of outpatient care for this document.
- ▶ the address cards (*lakcímkártya*) of the family members

**WHERE:** Apply for subsidized meal at the school director's office.

**WHEN:** The deadline is in the last days of August every year. For detailed information ask the school's director office.

#### **4.2 f children with special needs**

**TITLE:** Children with special needs

**WHAT:** Pupils with special educational needs can either attend a specialized school



or be integrated in any other educational institution. In case of minor disabilities the integrated education is advisable. In this case the schools have to provide proper circumstances and staff for children with special needs.

**WHO:** There are more types of special needs but in every case a test/examination is needed.

Children with minor difficulties (e.g. dyslexia, dysgraphia, etc.) can study in integrated class but they receive special help. Handicapped children go to schools which offer special educational programmes.

**HOW:** The parents can ask for examination and also the school can ask for examination with the agreement or with the notice of the parents. For the examination the school organizes a committee. The committee advises the parents and the school about the further steps. Below you can see the possibilities in case of learning disabilities.

- ▶ Children with smaller disabilities
  - For smaller learning difficulties it is advisable to speak with the teacher and with the special staff in the school in order to pay special attention for the child (e.g. speech therapist for speaking difficulties or with the school psychologist in the case of behavioural problems).
  - The parents have to take their child to *the Nevelési Tanácsadó Intézet (Educational Consultant Institute)* where the experts do tests and diagnose the learning difficulties.
  - The parents have to provide the evidence for the school and for the teachers about the child's special needs. The child will receive special help and benefits (e.g. more time to write the tests, the teachers don't grade the spelling etc.)
- ▶ Handicapped children: in case of major disabilities the children have to go to special schools where they receive special education.

**WHERE:** You can find the list of local offices of the Educational Consultant Institute (*Nevelési Tanácsadó Intézet*) on this link (in Hungarian): <http://www.manosuli.hu/hu/nevelési-tanacsadok-t78//>.

**WHEN:** The child's skills level and maturity level will be evaluated before starting school. If some problems arise later, the parents can ask for a re-evaluation.

## 4.2 g school holidays

**TITLE:** School holidays

**WHAT:**

- ▶ Summer holiday: The longest holiday in primary school which separates the different grades. It starts in the middle of June and lasts until the last day of August.
- ▶ National Holiday: Memorial day of the revolution in 1956: 23<sup>rd</sup> of October
- ▶ Autumn break: One week long break in the first week of November (the 1<sup>st</sup> of November is holiday in Hungary).
- ▶ Winter break: 10-12 days long holiday which starts around the 21<sup>st</sup>-23<sup>rd</sup> of December and lasts until the 2<sup>nd</sup>-4<sup>th</sup> of January.
- ▶ National Holiday: Memorial day of the revolution in 1848: 15<sup>th</sup> of March
- ▶ Spring break: Free days connected to Easter. In Hungary the Easter weekend contains 4 free days, it lasts from Friday till Monday and students get 1-2 free days in additional.



- ▶ Labour Day: 1<sup>st</sup> of May
- ▶ Pentecost Sunday: 49 days after Easter
- ▶ Pentecost Monday: Monday after Pentecost Sunday
- ▶ Breaks connected to holidays: If any holiday falls to Tuesday or Thursday the Monday (before free Tuesday) or the Friday (after free Thursday) is free day. But students have to go to school on one Saturday (usually one week before or after the long weekend) instead of the additional free day.
- ▶ One day breaks: During the years when the teachers have training the children get free days. This usually happens 1-2 times per a year.

## 4.2 h school attendance and absence

**TITLE:** Measures against school absence

**WHAT:** The school attendance in Hungary is obligatory for children under the 16 years of age. If a student misses classes he/she has to provide justification about the absence.

**WHO:** In case of absence, parents can provide justification up to 3 days about the absence. In the case of longer absences justifications must be provided by the general practitioners or any other doctors and/or other relevant institutions (e.g. sport team in advance).

**HOW:** There are several types of absence:

- ▶ being late from school: in this case the parents can write to the teacher or call him/her and justify the reason. The teacher might erase the note from the register.
- ▶ absence announced in advance
  - few classes: if a student attends minimum 3 classes per a day it is counted as a full school day. In case of justifiable activities which lasts for a short time (e.g. sport activity, medical examination, family issues, etc.) parents can write a request to the school in order to ask the teacher to let the child to be absent for the duration of the activity.
  - longer period: The parents or relevant organizations (e.g. sport team in case of a competition or sport camp) can write a request to the school in order to ask the teacher to let the child to be absent for the duration of the activity. This request has to be an official letter and has to be submitted many days before the absence starts (there is no general regulation about it but it is advisable to submit this request as soon as possible).
- ▶ Unexpected absence (mostly illness)
  - Up to three days: parents can use their 3 days frame of allowed absence without formal justification (see below).
  - for longer period: a doctor's note or a written explanation by relevant institution is needed.

In agreement with his/ her parents a student can be absent up to three days in every year without obtaining school permission.

When the first unjustifiable absence occurs, the school will notify the parents in formal way. If the absences continue, the welfare services will step in. After missing 10 classes without justification, the school notifies the local notary (*jegyző*) who can start legal procedure against the parents.

If a student misses more than 30% of the classes in a school year he/she cannot go directly to the next grade, even if he/she fulfilled the learning requirements. In this



case the student has to submit a fairness request in the school and pass grading exams (usually held in August) in order to continue in the next grade.

**GOOD TO KNOW:** In the case of foreseeable reasons of absence you should notify the teacher/school in advance. In sudden absences, it is advisable to notify the school and provide reason right away.

## 4.3 SECONDARY SCHOOL

### 4.3 a description of the system

**TITLE:** Secondary school system (*középiskolai oktatás*)

**WHAT:** The next step in the educational system after primary school. Mostly for 14-18 years old students but there can be some differences in special cases.

**WHO:** Education in Hungary is compulsory for children until 16 years so almost every child participate in secondary education.

**HOW:** Students have to choose secondary school, submit the application and take the entrance exam. There are different types of secondary schools:

- ▶ **Gymnasium:** give high level of general knowledge, mostly for students who wish to continue their studies in higher education. Students have to take entrance exam. Apart from few special programmes, gymnasium lasts for 4 years.  
Students have the opportunity enrol into gymnasium after the 4<sup>th</sup> or the 6<sup>th</sup> grade of primary school if they fulfil the requirements on the entrance exam. In case of gymnasium programmes that last five years, the student enrolls gymnasium after the 8<sup>th</sup> grade (the first year is mostly dedicated to learning foreign languages and basics from other school subjects.)
- ▶ **Vocational high schools:** Last for 4 years. The students learn profession but they gain basic knowledge as well. In this case they have the opportunity to pass the mature exam (*érettségi vizsga*) and continue in higher education.
- ▶ **Vocational schools:** lasts for 4 years. In the first two years students gain basic knowledge, while the last two years are dedicated to learning specific profession. At the end there is no mature exam, but vocational exam and you cannot continue to higher education programmes.

**WHERE:** You can find the list of the local secondary educational institutions mostly on every municipality's webpage.

**WHEN:** The application process starts at the final year of primary school. See "Secondary school" – "Admission".

**GOOD TO KNOW:** Student and parents should be aware that in Hungarian secondary school system a student can change a school, but in usually cannot change a programme selected at the enrolment into secondary school. You can find more information about schools in Hungary (in English): <https://www.justlanded.com/english/Hungary/Hungary-Guide/Education/Schools-in-Hungary>

### 4.3 b admission

**TITLE:** Application to secondary school

**WHAT:** In the last year of primary school the students have to choose secondary education institution and submit the application.

**STEP 1:** Decide where do you want to go (type of secondary school and also the





exact school). The secondary schools have to release the admission information on their websites.

**STEP 2:** Check the schools you are interested in. Students can participate on open days in the schools they are interested in.

**STEP 3:** During the last year (or 4<sup>th</sup>, 6<sup>th</sup>) students receive information about the enrolment process from the primary school.

**STEP 4:** The primary school provides the entry form where you have to indicate which schools you choose for secondary education (the deadline to submit these documents is usually the middle of February). Students finishing primary school abroad and continuing their studies in Hungary need to fulfil this form as well and send it directly to the secondary school or Educational Office (*Oktatási Hivatal*).

**STEP 5:** Take the entrance exam (usually taken between the end of February and the beginning of March). Schools can also demand oral exams.

**STEP 6:** You receive the acceptance or rejection letter by with the follow-up information (documents needed for enrolment, information on school etc.)

**STEP 7:** In case of rejection, you have the right to appeal in the school.

**WHERE:** You must inquire in the Educational Office (*Oktatási Hivatal*), on this page you can see the contact details for the county level offices (in Hungarian): [https://www.oktatas.hu/koznevelas/kormanyhivatalok/kh\\_elerhetosegek](https://www.oktatas.hu/koznevelas/kormanyhivatalok/kh_elerhetosegek).

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 4.3 c transport to school

**TITLE:** Transport to school (*Közlekedés az iskolába*)

**WHAT:** The possibilities and reduced fares for students.

**WHO:** Secondary school students taking public transport to reach the school.

**HOW:** Children can travel by

- ▶ Public transport:
  - local transport: there are discounts for monthly tickets on students. The price depends on the city but it is around 2000-4000 HUF (~ 6,5-13 € in 2017) per a month.
  - transport between municipalities: For travelling between the school and the place of residency students have discounts on bus and train monthly tickets. The price of the monthly ticket depends on the long of the road, the discount on the monthly ticket is 90%.
- ▶ School bus: In Hungary there is no overall school bus system. Maintaining school buses is the decision of the bus company and the municipalities. In some larger cities there are school buses on the places which are not well connected to the public transport system.

**WHERE:** You can apply for discount at the cash register at the station where you buy the ticket. You have to show your student ID and your address card.

**WHEN:** You can apply for the discount when you buy the monthly ticket at the cash register.

### 4.3 d subsidized school meals





**TITLE:** Subsidized meals in secondary school

**WHAT:** State's financial support for meals in secondary schools.

**WHO:** There are two types of subsidies.

- ▶ Meals free of charge: children under guardianship (state care)
- ▶ 50% discount:
  - student who receive regularly child protection benefit;
  - permanently ill or handicapped,
  - live in a family with 3 or more children.

**HOW:** Submit the application form and the proof documents to the secondary school. For more information turn to the school or to the school authorities. You can verify your eligibility with the following documents:

- ▶ proof documents about illness or handicapped status (for these documents you have to ask the specialist doctor from outpatient care system)
- ▶ the address cards (*lakcímkártya*) of the family members

**WHERE:** In the institute which provides the school meals.

**WHEN:** Usually the deadline is the end of August every year. For detailed information ask the director of the school.

#### 4.3 e school holidays

**TITLE:** School holidays (*Iskolai szünetek*)

**WHAT:**

- ▶ Summer holiday: The longest holiday in primary school which separates the different grades. It starts in the middle of June and lasts until the last day of August.
- ▶ National Holiday: Memorial day of the revolution in 1956: 23<sup>rd</sup> of October
- ▶ Autumn break: One week long break in the first week of November (the 1<sup>st</sup> of November is holiday in Hungary).
- ▶ Winter break: 10-12 days long holiday which starts around the 21<sup>st</sup>-23<sup>rd</sup> of December and lasts until the 2<sup>nd</sup>-4<sup>th</sup> of January.
- ▶ National Holiday: Memorial day of the revolution in 1848: 15<sup>th</sup> of March
- ▶ Spring break: Free days connected to Easter: in Hungary the Easter weekend contains 4 free days, it lasts from Friday till Monday and students get 1-2 free days in additional.
- ▶ Labour Day: 1<sup>st</sup> of May
- ▶ Final exam break: The final exams take place on the first week of May and students who don't take the exams have break during these days. The long of the break depends on the number of examinees but it is around 2-4 days.
- ▶ Pentecost Sunday: 49 days after Easter
- ▶ Pentecost Monday: Monday after Pentecost Sunday
- ▶ Breaks connected to holidays: If any holiday falls to Tuesday or Thursday the Monday (before free Tuesday) or the Friday (after free Thursday) is free day. But students have to go to school on one Saturday (usually one week before or after the long weekend) instead of the additional free day.
- ▶ One day breaks: During the years when the teachers have training the children get free days. This usually happens 1-2 times per a year.

**GOOD TO KNOW:** In vocational schools students have to do internship, usually



during the summer months (2-4 weeks usually). This shortens the summer holidays. In Hungary students are obliged to do minimum 50 hours of social work during their secondary education before taking the final exams. While this work can be done throughout the year, most students do it during summer holidays.

### 4.3 f final exams

**TITLE:** Final exams in secondary schools

**WHAT:** Exams at the end of the final year in secondary schools that proves the student has acquired the needed knowledge during the course of secondary education. The exams differ according to the secondary school program.

Types:

- ▶ **Gymnasium:**
  - students have to take final exam (*érettségi vizsga*) from minimum 5 subjects: Hungarian literature and grammar, history, mathematics, one foreign language and one subject selected by the student. However, universities may demand to take additional subjects' exams (e.g. Medicine faculty' students need to have at least two exams from the following subjects: biology, chemistry, physics). Students who were enrolled at vocational education schools take exams from the professional subject instead of a selected one.
  - Each subject's exam can be taken at intermediate or advanced level. If a student takes advanced final exam he or she will receive more points in the application process to higher education. Some university programmes demand one or two subject's exams at advanced level.
- ▶ **Vocational school:** at the end of vocational school students have to take vocational examination.

**WHO:** Students who have successfully finished the final year of secondary school.

**HOW:** When you apply for the exam you have to present your ID or passport and address card (*lakcímkártya*) and if you are not a Hungarian citizen you have to present your residence permit too.

- ▶ **Final exam:** Apply for the final exams in the school where you study. If you plan to apply to university you have to check the requirements and apply for exam from those subjects. In the last 2 years before the mature exam you can attend additional classes if you want to take advanced exam, however it is not obligatory. Even if you attend these classes you are not obliged to take any exams at advanced level.
- ▶ **Vocational exam:** Usually students take the final exams in their school, but you have the right to apply for the final examination in other vocational school which organizes examination.

**WHERE:** You have to apply for final exams at your school. During the final year teachers give information about the process.

**WHEN:**

- ▶ **Mature exam (*érettségi vizsga*):** There are two exam periods in one year: May-June and September-October. Traditionally the students take the exam in May-June but if someone fails or can't take the exam he/she has the opportunity to take the exam in the autumn period. Application deadline for the May-June exams is usually the middle of February and for the Autumn exams the beginning of September.
- ▶ **Vocational exam:** There are exams in October, February, May and June. The time of the exam mainly depends on the subject. There is no detailed information



about the application deadlines so it is advisable to ask about them in the school.

### 4.3 g scholarships and grants

**TITLE:** Municipality scholarships

**WHAT:** These scholarships are mostly provided by the municipality. To get this you have to fulfil social and educational conditions. The amount of money is around 5-10000 HUF (~16-32 € in 2017) per a month.

**WHERE:** The process of applying for this scholarship differs according to municipality. For more information inquire at local school or at the department of the municipality which deals with educational or social issues.

**TITLE:** Local support for starting school

**WHAT:** This is a single support before starting the school year in September. The support depends on the socio-economic conditions of the students and they may be different in every municipality. The amount of the grant is 4-10.000 HUF (13-32 €).

**WHERE:** The process of applying for this scholarship differs according to municipality. For more information inquire at local school or at the department of the municipality which deals with social or educational issues.

**TITLE:** Scholarships for vocational school students

**WHAT:** Automatically supported secondary education for certain professions. The supported programmes are designated according to the local demand for workforce. The amount of money depends on the grade point average which is calculated from the grades for every subject (in Hungary schools use a five-degree grading scale on which 1 means failure and you can pass with 2 or better). Students receive this grant if their average is better than 2.51. The grant is on monthly basis, the minimum amount is 10.000 HUF (~ 32 € in 2017) the maximum is 30.000 HUF (~ 97 € in 2017).

**WHERE:** The supported professions are different in every county according to the local demand for workforce. There are 10 supported school programmes in every county, you have to acquire at the schools or at the local government for more detailed information. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

## 4.4 HIGHER EDUCATION AND UNIVERSITY

### 4.4 a description of the system

**TITLE:** Higher education (*felsőoktatás*) system in Hungary

**WHAT:** Higher level educational programmes after secondary education. In Hungary there are different type of programmes and universities: public universities with scholarships and with tuition fee and there are a few private universities.

Since 2005 in Hungary the higher education is based on the Bologna system. It means that the higher education is divided into three parts: BSc/Ba (bachelor of science/arts) which is the first level with 3-4 years duration, MSc/Ma (master of science/arts) with 1-2 years duration and PhD (*philosophiæ doctor*) which is the highest level in the education. This system enables the students to move easier



between universities and colleges in the same or similar fields of education. But there are also some undivided programmes (e.g. medicine, law, teacher training).

**WHO:** BSc/Ba and undivided programmes: Students can apply if they pass the mature exams and have enough points to get to the university. The minimum level is 260 points (in the 500 points system) but the number of necessary points depends on the programme, scholarship and number of applicants (it can be over 400 points in the case of popular supported programmes).

MSc/Ma and PhD programmes: Students who have BSc (for MSc) or MSc (for PhD) degree on relevant fields and fulfil the conditions of the entrance exam.

**HOW:** Students can study full time or at correspondence/distance programmes. In full time programme the students have classes during the week while in correspondence education they have to attend courses on Fridays or on weekends when they stay the whole day at the university.

Beside passing the exams students have to write and defend their thesis, pass the state exam and have at least one B2 level language exam (but on some programmes the university can ask for more B2 level exams or C level exam) to get a degree.

**WHERE:** The main universities are in Budapest and in the regional centres (Debrecen, Győr, Miskolc, Szeged, Pécs) but there is at least one university or college in every county centre or in larger towns.

**WHEN:** Usually students go to university right after the secondary school but people can apply any time after their mature exam (*érettségi vizsga*).

**GOOD TO KNOW:** In Hungary the students with state scholarship have to sign contract in which they declare that they will finish their studies at least in one and half times of the programme period (e.g. in the case of a 3 years long programme they have to finish in 4.5 years). In addition, they have to pledge for the following 20 years to work in Hungary for at least the period of time receiving the scholarship. In case of late graduation or working abroad the student must pay back the amount of money received through scholarship.

#### **4.4 b admission of students from EU/EEA member states and Switzerland**

**TITLE:** Admission of EU/EEA citizens

**WHAT:** Admission to the Hungarian higher education system for EU/EEA citizens.

**STEP 1:** Check the programmes and the universities you are interested in. You can check foreign language programmes on this website (in English): [https://www.felvi.hu/for\\_foreigners/academic](https://www.felvi.hu/for_foreigners/academic)

You can find not just the basic facts about the programmes here but list of contacts and requirements as well.

**STEP 2:** The Hungarian universities are in contact with many study-agencies abroad so you can search if there is an agency in your home country.

**STEP 3:** You need to have secondary level final exam for BSc/Ba level or university degree for master level.

**STEP 4:** You can submit your application directly to the university on this webpage (in English): [https://www.felvi.hu/for\\_foreigners](https://www.felvi.hu/for_foreigners)

**STEP 5:** You have to take part on entrance exam in Hungary.

**STEP 6:** If you are accepted the university will notify you about the next tasks.

**STEP 7:** When you move to Hungary to start your studies you have to announce



your staying in the regional office of the Immigration and Asylum Office. Here you can find more information about this:

(in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=55&temid=809&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=55&temid=809&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=83&temid=443&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=83&temid=443&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=46&temid=365&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=46&temid=365&lang=hu)

#### **GOOD TO KNOW:**

Many universities organize preparation programmes before the academic year. You can take part on this to get more knowledge about the school, the city and the schoolmates.

You can find more information about the admission on this link (in English): [https://www.felvi.hu/for\\_foreigners/higher\\_education/the\\_admission?itemNo=1](https://www.felvi.hu/for_foreigners/higher_education/the_admission?itemNo=1).

#### **4.4 c admission of third country students**

**TITLE:** Admission of third-country students

**WHAT:** Admission to the Hungarian higher education system for EU/EEA citizens.

**STEP 1:** Check the programmes and the universities you are interested in. You can check foreign language programmes on this website (in English): [https://www.felvi.hu/for\\_foreigners/academic](https://www.felvi.hu/for_foreigners/academic)

You can find not just the basic facts about the programmes here but list of contacts and requirements as well.

**STEP 2:** The Hungarian universities are in contact with many study-agencies abroad so you can search if there is an agency in your home country.

**STEP 3:** You need to have secondary level final exam for BSc/Ba level or university degree for master level.

**STEP 4:** You can submit your application directly to the university on this webpage (in English): [https://www.felvi.hu/for\\_foreigners](https://www.felvi.hu/for_foreigners)

**STEP 5:** You have to take part on entrance exam in Hungary. You may have to hold a visa for entering to Hungary, for more information please see “Arrival and Stay” – “Type of visas”

**STEP 6:** If you are accepted the university will notify you about the next tasks.

**STEP 7:** You need to apply for a Residence Permit for the Purpose of Studies. You can find more information about it under the “Arrival and Stay” – “Students”

#### **GOOD TO KNOW:**

Many universities organize preparation programmes before the academic year. You can take part on this to get more knowledge about the school, the city and the schoolmates.

You can find more information about the admission on this link (in English): [https://www.felvi.hu/for\\_foreigners/higher\\_education/the\\_admission?itemNo=1](https://www.felvi.hu/for_foreigners/higher_education/the_admission?itemNo=1).

#### **4.4 d subsidized school meals**



**TITLE:** Subsidized meals

**WHAT:** In Hungary there are no subsidized meals for higher education students, but there are some catering options in larger cities where students with using their student card can get meals with discount as part of caterer's promotion.

#### **4.4 e university holidays**

**TITLE:** University holidays

**WHAT:**

- ▶ Summer holiday: The summer holiday officially begins at the end of the exam period which starts in the beginning of May and ends in the end of June (but if you finish your exams earlier your holiday will be longer). The academic year begins in the beginning or in the middle of September (depends on the university).
- ▶ Autumn break: The existence, the time and the duration of the autumn break depends on the university, but usually it is one week long in the beginning of November.
- ▶ Winter break: There is winter break just in the few universities. The winter exam period includes the break which usually starts around the 21st-23rd of December and lasts until the 3rd-5th of January. Winter break means there are no exams in this period.
- ▶ Spring break: The existence, the time and the duration of the spring break depends on the university, it is usually one week before or one week after the Easter weekend.
- ▶ One day breaks: The rector or the dean can declare one or half day breaks in the case of special events (e.g. university or faculty days, sport day).

#### **4.4 f scholarships and grants (*Ösztöndíjak és támogatások*)**

**TITLE:** State scholarships (*Állami ösztöndíj*)

**WHAT:** Scholarship to study for free in higher education. Only Hungarian citizens or people with Hungarian ethnic background from the neighbouring countries are eligible for this scholarship.

**WHERE:** When you submit the application, you have to indicate that you apply for free (state supported) or self-financed educational programme. If you have enough points and you sign the student contract (you can read about it under "Higher education system in Hungary") you get the scholarship automatically.

**TITLE:** Study scholarship (*Tanulmányi ösztöndíj*)

**WHAT:** If you participate in state supported programme and you have sufficient grades you automatically get monthly scholarship which can be around 10.000 – 40.000 HUF (~32-129 € in 2017) per a month. Only Hungarian citizens or people with Hungarian ethnic background from the neighbouring countries are eligible.

**WHERE:** The system works automatically, there is no need to apply for this scholarship. The amount of the grant is calculated from your grades after every exam period. If you reach the minimum average you will receive the money automatically.

**TITLE:** Social scholarships (*Szociális ösztöndíj*)

**WHAT:** Monthly social grants for students who fulfil the requirements. These





requirements are connected to the socio-economic background of the appliers, but may be different in every municipality. The grant is on monthly basis and it is around 10000 HUF (~32 € in 2017) per a month. Only Hungarian citizens or people with Hungarian ethnic background from the neighbouring countries are eligible.

**WHERE:** You have to apply for it in each semester, but the process can be different in every university.

**TITLE:** Scholarships for foreigners

**WHAT:** There are several types of scholarships for foreigner students who plan to study in Hungary. You can apply for full degree programmes, for one semester or for partial studies, for research activities and for summer courses.

**WHERE:** You can apply for these scholarships through the relevant office in your home country or with submitting an individual application in the Tempus Public Foundation's system (*Tempus Közalapítvány*). On this page you can find more information about the scholarships and about the application procedure (in English, in Hungarian): <http://tka.hu/international-programmes/4133/information-for-applicants>

**TITLE:** Research and excellence scholarships

**WHAT:** If you want to do scientific research during your higher education studies you can find several opportunities. Usually these are complex programmes what means that you receive direct financial support for a certain period of time, but beside that you receive money what you can use for limited purposes connected to your research (e.g. buy the devices you need, travel costs, etc.)

**WHERE:** You can apply for these scholarships after you start the university. If you plan to do research during your studies you should find a mentor in the relevant department and he/she can recommend you the best options. On these links you can find information about the most important transnational programmes:

- ▶ Innovative Training Networks (in 24 European languages): [http://ec.europa.eu/research/mariecurieactions/language-selector/site-language\\_en?destination=node/151](http://ec.europa.eu/research/mariecurieactions/language-selector/site-language_en?destination=node/151)
- ▶ Scholarships managed by the Tempus Public Foundation:  
(in English): [http://tka.hu/docs/palyazatok/bejovo\\_tanuten\\_1718\\_uj3.pdf](http://tka.hu/docs/palyazatok/bejovo_tanuten_1718_uj3.pdf)  
(in Hungarian): [http://tka.hu/docs/palyazatok/bejovo\\_tanuthu\\_1718\\_uj2.pdf](http://tka.hu/docs/palyazatok/bejovo_tanuthu_1718_uj2.pdf)

#### 4.4 g accommodation subsidies (*Szállás támogatások*)

**TITLE:** Accommodation subsidies for university students

**WHAT:** Support of housing during the university years. In Hungary this means possibility to live in student dorms or student hostels.

Different universities have different systems. On this link you can check the accommodation possibilities for foreigners (in English): [https://www.felvi.hu/for\\_foreigners/useful\\_cues/accomodation\\_options\\_in\\_hungary](https://www.felvi.hu/for_foreigners/useful_cues/accomodation_options_in_hungary)

**WHO:** Every university student can apply for place in dormitory, but the acceptance depends on several factors. The requirements and the procedure may be different among universities and among dormitories. During the application procedure the dorms or other relevant bodies at the university examine several factor:

- ▶ socio-economic background: income per capita in the applier's family, health condition of the applier. Beside the compulsory documents you should submit every other possible proof documents which justify our social background (e.g.





document about handicapped family member).

- ▶ studying performance of the applier: with better grades you have better chance to be enrolled
- ▶ how far is your permanent residence from the university: if you come from large distance you have better chance to be enrolled.

**HOW:** The application procedure takes place before the academic year starts and usually it is done online. If you didn't get a place after the admission you can make application during the semester in person in the dormitory because usually places become vacant during the year. It is advisable for foreign students to ask the university coordinator, tutor or mentor students about accommodation possibilities.

**WHERE:** Universities have dormitories and student hostels. Usually the application procedure has to be done online (this is more relevant for the general application before the academic year starts). If you would like to apply during the school year you might have to apply in person in the dormitory.

**WHEN:** The general application takes place before the academic year starts but you can apply during the semester as well.

#### **4.4 h admission of students with credentials from Hungarian education system**

**TITLE:** Admission of students with credentials from Hungarian education system

**WHAT:** You have to do the admission procedure if you would like to continue your studies in the Hungarian higher education system.

**WHO:** You can do this type of admission if you finished your previous studies in a Hungarian educational institution.

**STEP 1:** Check the entrance requirements of the programme. If you apply for a BSc/BA programme you might have to take the mature exam (*érettségi vizsga*) from specific subjects. If you apply for MSc/MA programme you are required to hold a BSc/BA degree from related fields.

**STEP 2:** Submit the application online or via regular mail. The deadline is usually the middle of February for programmes which start in September.

**STEP 3:** For BSc/BA you have to take the mature exam (*érettségi vizsga*) at the end of the high school or if you applied for MSc/MA programme you have to take the entrance exam.

**STEP 4:** You can change the sequence of the programmes you applied until the beginning of July. It is important because you will be accepted automatically to the first programme in the row for what you have the sufficient number of the points.

**STEP 6:** If you have enough points the university sends you all the information about the enrolment process, accommodation, online learning system etc. via regular mail.

**STEP 7:** If you are not accepted you can apply for only one more place (mostly without scholarship) until the beginning of August and you will receive the notification at the end of August.

**WHEN:** For the programmes start in September you have to submit your application till the middle of February.



## 4.5 APPRENTICESHIP

### 4.5 a apprenticeship possibilities

**TITLE:** Vocational Education Training (VET) guidance system

**WHAT:** VET guidance system: Guidance for students and companies who want to start apprenticeship trainings.

**WHO:** The service is available for you if you are a(n)

- ▶ career-starter,
- ▶ job-seeker,
- ▶ adult who wants further education,
- ▶ adult who isn't active at the labour market,
- ▶ student.

On the website of the responsible institution (*Nemzeti Szakképzési és Felnőttképzési Hivatal*) you can read more about the system:

(in Hungarian): [www.euroguidance.hu](http://www.euroguidance.hu)

(in English): [http://www.npk.hu/public/index\\_en.php](http://www.npk.hu/public/index_en.php)

(in German): [http://www.npk.hu/public/index\\_de.php](http://www.npk.hu/public/index_de.php)

(in French): [http://www.npk.hu/public/index\\_fr.php](http://www.npk.hu/public/index_fr.php)

You can find more information about the guidance system in Hungary on this link (in English):

[http://www.npk.hu/public/kiadvanyaink/2013/NPK\\_Guidance\\_System\\_Hungary.pdf](http://www.npk.hu/public/kiadvanyaink/2013/NPK_Guidance_System_Hungary.pdf)

**HOW:** Contact the organization below and ask about the opportunities.

**WHERE:**

Nemzeti Szakképzési és Felnőttképzési Hivatal (*National Office of Vocational Education and Training and Adult Learning*)

Kálvária tér 7.

1089 BUDAPEST

Tel: +36 30 488 0246, +36 30 535 2646

[www.euroguidance.hu](http://www.euroguidance.hu)

E-mail: [eg@nive.hu](mailto:eg@nive.hu)

**GOOD TO KNOW:** Your other option is to look for an internship and contact the institution individually. For this you have to type the words "internship in Hungary" (*szakmai gyakorlat Magyarországon*) into your Internet browser, choose an organization and contact them.

## 4.6 ADULT EDUCATION

### 4.6 a primary and secondary school programmes for adults

**TITLE:** Primary school programmes for adults

**WHAT:** Possibility for adults to complete their previously uncompleted primary education. Adults above 17 years of age can only complete primary school through adult training.

**WHERE:** The special schools for adults can be found in the larger cities. You should look for these opportunities on local level. You can contact the department of



education (or equivalent) of the municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*. You can also search for this opportunity in Hungarian if you search for this on the Internet: “*általános iskolai oktatás felnőtteknek* + the name of the city where you plan to attend the program”.

**TITLE:** Mature exam (*érettségi vizsga*) preparatory class for adults

**WHAT:** Possibility for adults with finished primary education to pass the mature exam. These programmes are during the evenings or weekends so you can work beside studying.

**WHERE:** Special schools for adults can be found in the larger cities. You should look for these opportunities on local level. You can contact the department of education (or equivalent) of the municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

You can also search for this opportunity in Hungarian if you search for this on the Internet: “*általános iskolai oktatás felnőtteknek*+the name of the city where you plan to attend the program”.

**GOOD TO KNOW:**

You can find more information about adult training and adult education on these pages:

(in English): <http://www.cedefop.europa.eu/hu/news-and-press/news/hungary-new-legislation-improve-quality-adult-training>

(in English): <http://www.infonet-ae.eu/country-overviews/hungary>

## 4.6 b vocational training

**TITLE:** Vocational training possibilities for adults

**WHAT:** Vocational trainings for adults with completed basic education with the aim of obtaining professional qualifications.

**WHO:** This programme is for people with primary education or with other type of qualification (e.g. mature exam, higher education), who wish to get professional skills and qualifications. According to a law (*2011. évi CLXXXVII. törvény a szakképzésről*) passed recently the acquisition of the first two vocations is free of charge.

**HOW:** On this link you can find the relevant supported vocational education programmes (in Hungarian): [https://www.nive.hu/index.php?option=com\\_content&view=article&id=297](https://www.nive.hu/index.php?option=com_content&view=article&id=297). You can inquire in the accredited institutions which provide these trainings. You can find these institutions here (in Hungarian): [https://www.nive.hu/Downloads/Szakkepzesi\\_centrumok/DL.php?f=SZC\\_elerhetosegi\\_adatok.xlsx](https://www.nive.hu/Downloads/Szakkepzesi_centrumok/DL.php?f=SZC_elerhetosegi_adatok.xlsx).

**WHERE:** You can ask information from these institution:

Nemzeti Szakképzési és Felnőttképzési Hivatal – NIVE (*National Vocational and Adult Training Office*)

Kálvária tér 7

1089, BUDAPEST

Tel: +36 (1) 303 9300

E-mail: [szakkepzes@nive.hu](mailto:szakkepzes@nive.hu)



**WHEN:** Since these programmes take place during evenings or weekends, you can also work beside studying.

**GOOD TO KNOW:**

You can find more information about adult training and adult education on these pages:

(in English): <http://www.cedefop.europa.eu/hu/news-and-press/news/hungary-new-legislation-improve-quality-adult-training>

(in English) <http://www.infonet-ae.eu/country-overviews/hungary>

#### 4.6 c courses for retirees

**TITLE:** Courses for retirees

**WHAT:** There are several courses available for retirees mostly in the field of digital skills, languages or handicraft activities.

**WHERE:** These courses are mostly organized by the local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*. You can also search for the local pensioner association.

## 4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS

### 4.7 a nostrification/recognition of education

**TITLE:** Recognition of primary, secondary or tertiary education for the purpose of further studies

**WHAT:** If you would like to continue your studies in the Hungarian educational system the school where you would like to continue your studies is the relevant institutions for recognition. There is no obligation to do the legal recognition however the school can ask for it. With this process your documents are valid just for the purpose of studying.

**WHERE:** The educational institution is responsible for the recognition of the educational certificates during the application process. There is no need to ask for it because it is part of the admission process. If there is any doubt regarding to the originality of the document you have to get verification from the relevant institution in your home country.

**TITLE:** Legal recognition of primary and secondary education

**WHAT:** If you need to prove your primary and secondary education for any other purpose than continuing your studies you have to do the legal recognition procedure. The Educational Authority, Hungarian Equivalence and Information Centre (*Oktatási Hivatal Magyar Ekvivalencia és Információs Központja*) is the responsible body for the recognition. The fee of the process is 15.000 HUF (~48 € in 2017) what you can pay with check or with bank transfer. You have to provide certified translation about the document which proves your education, about this please check: “Sworn, certified or official translations.”

You can find more information on these links:

- ▶ recognition of primary education (in Hungarian): [https://www.oktatas.hu/kepesitesek\\_elismertetese/kulfoldon\\_szerzett\\_oklevelek/altalanos\\_iskolai](https://www.oktatas.hu/kepesitesek_elismertetese/kulfoldon_szerzett_oklevelek/altalanos_iskolai)



[bizonyítvány](#)

- ▶ recognition of secondary education (in Hungarian): [https://www.oktatas.hu/kepesitesek\\_elismertetese/kulfoldon\\_szerzett\\_oklevelek/kozepiskolai\\_bizonyitvany](https://www.oktatas.hu/kepesitesek_elismertetese/kulfoldon_szerzett_oklevelek/kozepiskolai_bizonyitvany)

**WHERE:**

Oktatási Hivatal Magyar Ekvivalencia és Információs Központja (*Educational Authority, Hungarian Equivalence and Information Centre*):

Maros utca 19-21

1122 BUDAPEST

Tel: +36 1 374 2212

[https://www.oktatas.hu/kepesitesek\\_elismertetese/meik\\_oldalak](https://www.oktatas.hu/kepesitesek_elismertetese/meik_oldalak)

E-mail: [recognition@oh.gov.hu](mailto:recognition@oh.gov.hu)

**TITLE:** Legal recognition of tertiary education

**WHAT:** If you need to prove your tertiary education for any other purpose than continuing your studies you have to do the legal recognition process. The Educational Authority, Hungarian Equivalence and Information Centre (*Oktatási Hivatal Magyar Ekvivalencia és Információs Központja*) is the responsible body for the recognition. The fee of the process is 61.000 HUF (~193 €) what contains the recognition of the education (the degree itself) and qualification (that you are allowed to work on a certain field) as well. You can pay this fee with check or with bank transfer. You have to provide certified translation about the document which proves your education, about this please check: "Sworn, certified or official translations."

On these links you can find more information about the recognition of tertiary education:

(in Hungarian):

[https://www.oktatas.hu/kepesitesek\\_elismertetese/kulfoldon\\_szerzett\\_oklevelek/felsofoku\\_oklevel](https://www.oktatas.hu/kepesitesek_elismertetese/kulfoldon_szerzett_oklevelek/felsofoku_oklevel),

(in English):

<http://www.nefmi.gov.hu/english/hungarian-equivalence/information-bulletin-on>

**WHERE:**

Oktatási Hivatal Magyar Ekvivalencia és Információs Központja (*Educational Authority, Hungarian Equivalence and Information Centre*):

Maros utca 19-21

1122 BUDAPEST

Tel: +36 1 374 2212

[https://www.oktatas.hu/kepesitesek\\_elismertetese/meik\\_oldalak](https://www.oktatas.hu/kepesitesek_elismertetese/meik_oldalak)

E-mail: [recognition@oh.gov.hu](mailto:recognition@oh.gov.hu)

## 4.7 b vocational qualifications

**TITLE:** Recognition of vocational qualification

**WHAT:** If you would like to work in certain fields in Hungary you need to have vocational qualification. If you own a vocational qualification from abroad you have to do the recognition process. The Educational Authority, Hungarian Equivalence and Information Centre (*Oktatási Hivatal Magyar Ekvivalencia és Információs Központja*) is the responsible body for the recognition. The fee of the process is



45.000 HUF (~145). You can pay this fee with cheque or with bank transfer. You have to provide certified translation about the document which proves your education. About this, please check: **Sworn, certified or official translations**. On this link you can find more information about the recognition of vocational qualification: [https://www.oktatas.hu/kepesitesek\\_elismertetese/kulfoldon\\_szerzett\\_oklevelek/szakkepesites](https://www.oktatas.hu/kepesitesek_elismertetese/kulfoldon_szerzett_oklevelek/szakkepesites) (in Hungarian).

**WHERE:**

Oktatási Hivatal Magyar Ekvivalencia és Információs Központja (*Educational Authority, Hungarian Equivalence and Information Centre*):

Maros utca 19-21

1122 BUDAPEST

Tel: +36 1 374 2212

[https://www.oktatas.hu/kepesitesek\\_elismertetese/meik\\_oldalak](https://www.oktatas.hu/kepesitesek_elismertetese/meik_oldalak)

E-mail: [recognition@oh.gov.hu](mailto:recognition@oh.gov.hu)

## 4.8 SUPPORT SERVICES FOR MIGRANTS

### 4.8 a list of support services and projects regarding education

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** This organization provides general help for migrants as well as information about studying in Hungary. You can also contact them if you need general help in the Hungarian administration system. On this link you can find more information about the association (in English): <http://menedek.hu/en/about-us>. Here you can find the webpage of Menedék (in English and Hungarian): <http://menedek.hu/en>

**WHERE:**

Menedék, Hungarian Association for Migrants

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502, +36 20 575 5850

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Oktatási Tanácsadó Intézet (*Educational Consultant Institute*)

**WHAT:** Help for children with learning disabilities

**WHERE:** You can find the list of these institutes here (in Hungarian): <http://www.manosuli.hu/hu/nevelesi-tanacsadok-t78/>

**TITLE:** StepTogether - School language programme for children

**WHAT:** Examining and developing teaching and learning methods for 8-14 years old migrant children. The target groups were the children, parents and teachers. The core aim of the programme was to integrate the migrant children with different Hungarian language skills to the schools.

You can find more information about Step together language programme on these webpages:

(in English): <http://www.egyutthalado.uni-miskolc.hu/en/>

(in Hungarian): <http://www.egyutthalado.uni-miskolc.hu/>



**WHERE:**

University of Miskolc, Faculty of Arts  
Building: B/2 room: 307.  
3515 MISKOLC-EGYETEMVÁROS  
Tel.: +(36) 46 565-111  
<http://www.egyutthalado.uni-miskolc.hu/en/kapcsolat/>

**TITLE:** Vocational trainings

**WHAT:** The responsible institution for vocational training is the Nemzeti Szakképzési és Felnőttképzési Hivatal – NIVE.

**WHERE:**

Nemzeti Szakképzési és Felnőttképzési Hivatal – NIVE (*National Vocational and Adult Training Office*)  
Kálvária tér 7  
1089, BUDAPEST  
Tel: +36 (1) 303 9300  
<https://eu.munka.hu/>  
E-mail: [szakkepzes@nive.hu](mailto:szakkepzes@nive.hu)

**TITLE:** Educational certification recognition

**WHAT:** The Educational Authority, Hungarian Equivalence and Information Centre (*Oktatási Hivatal Magyar Ekvivalencia és Információs Központja*) is the responsible body for the recognition of education.

**WHERE:**

Oktatási Hivatal Magyar Ekvivalencia és Információs Központja (*Educational Authority, Hungarian Equivalence and Information Centre*):  
Maros utca 19-21  
1122 BUDAPEST  
Tel: +36 1 374 2212  
[https://www.oktatas.hu/kepesitesek\\_elismertetese/meik\\_oldalak](https://www.oktatas.hu/kepesitesek_elismertetese/meik_oldalak)  
E-mail: [recognition@oh.gov.hu](mailto:recognition@oh.gov.hu)

**TITLE:** Tempus Public Foundation

**WHAT:** The Tempus Public Foundation is the responsible organization for managing different mobility programmes and scholarships.

**WHERE:**

Tempus Közalapítvány (Tempus Public Foundation)  
Kéthly Anna tér 1.  
1077 BUDAPEST  
Telephone: +36 1 237-1300, +36 1 237-1300  
<http://www.tpf.hu/english>  
E-mail: [studyinhungary@tpf.hu](mailto:studyinhungary@tpf.hu), [info@tpf.hu](mailto:info@tpf.hu)

**TITLE:** Felvi.hu





**WHAT:** Felvi.hu is a webpage which provides information about higher education possibilities and about the enrolment process.

**WHERE:**

Customer service of the Felvi.hu

Maros utca 19-21

1122 BUDAPEST

Tel.: +(06 1) 477-31-31

[https://www.felvi.hu/for\\_foreigners](https://www.felvi.hu/for_foreigners)

E-mail: [info@felvi.hu](mailto:info@felvi.hu)

#### **4.8 b list of online resources regarding education**

**TITLE:** Menedék's leaflet about the Hungarian educational system.

**WHAT:** The Menedék association designed a comprehensive leaflet about studying in Hungary for foreign adults (parents) and for young foreigners.

**WHERE:** You can find the leaflet here (in English): <http://menedek.hu/sites/default/files/okttajangolweb.pdf>

**TITLE:** Study Hungary webpage

**WHAT:** Information about university programmes in foreign languages (in English, in German): <http://www.studyhungary.hu/>

**WHERE:** Here you can find the contact persons in the different countries (in English): <http://www.studyhungary.hu/index.php?pageID=41>



## 5 EVERYDAY LIFE

### 5.1 HOUSING

#### 5.1.1 RENTING

##### 5.1.1 a procedure check list

**TITLE:** Renting a property in Hungary

**WHAT:** To rent a property, you can contact the owner of the property directly or find a property through a real estate agency. Before moving-in you will be required to sign a written contract.

**WHO:** Anyone over 18 years of age. You might be asked to show documentation concerning your immigration and employment status.

**STEP 1:** Search for the apartment/house on the internet or contact an intermediary agency.

**STEP 2:** Contact the owner and make an appointment with him/her about checking the place.

**STEP 3:** After you decide about the place you would like to rent you should conclude a contract with the owner. The contract should contain the followings:

- ▶ personal data of the owner and the tenant,
- ▶ data of the house/apartment,
- ▶ amount of the rent and the process of the payment,
- ▶ payment of the overhead (who pays?, how?, when?),
- ▶ amount of the deposit, when the tenant has to pay it,
- ▶ period of the contract,
- ▶ provisions about the termination,
- ▶ rights and obligations of the tenant and the owner,
- ▶ list about the objects in the house/apartment and their condition, displayed numbers on the meters (e.g. gas, electricity),
- ▶ when and where was the contract concluded and signatures.

**STEP 4:** List of the obligations and rights of the tenant:

- ▶ obligations:
  - the tenant has to provide access to the house/apartment for the owner in order to check its condition (it is advisable to include the terms of this into the contract)
  - if the tenant cause any harm he/she has to pay for it
- ▶ rights:
  - if a machine goes wrong or a furniture breaks (as a result of normal usage) the owner has to repair it

**STEP 5:** Register your new address at the government window (*kormányablak*) (See "Arrival and Stay" – "Registration of Address"). The owner of the flat is obliged to sign a form that confirms your tenancy at that address.

**GOOD TO KNOW:** To avoid misunderstandings it is advisable the ask someone (lawyer, someone who has knowledge in this part of the Hungarian law or a support service for migrants) to read the contract before you sign it. If you



conclude the renting procedure with the assistance of a real estate agency they might charge an extra fee.

#### **5.1.1 b real estate search**

**TITLE:** Webpages

**WHAT:** List of webpages that offer information in English about real estates for rent.

**WHERE:**

(in English): <http://www.alberlet.hu/en>

(in English): <http://www.budapestrent.com/apartments>

(in English): [https://housing.justlanded.com/en/Hungary/For-Rent\\_Apartments](https://housing.justlanded.com/en/Hungary/For-Rent_Apartments)

(in English): <http://flat-rent-hungary.com/>

(in English): <https://www.longtermlettings.com/find/rentals/Hungary/>

**TITLE:** Real estate agencies

**WHAT:** Agencies that offer information on properties and assist with the renting procedure.

**WHERE:** On this link you can find the list of real estate agencies (in Hungarian): <https://ingatlanok.hu/ingatlanirodak>

**TITLE:** MigSzol's Supporting programme for migrants

**WHAT:** Housing for everyone is one of the key goals of this organization. On this link you can read more about this programme (in English): <http://www.migszol.com/blog/migrant-solidarity-and-housing-rights-a-shared-struggle>

**WHERE:**

MigSzol, Migrant Solidarity Group of Hungary

Auróra utca 11

1084, BUDAPEST

Tel.: +36 20 28 67 987

<http://www.migszol.com/>

E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** This organization offer general help for migrants. They can help you in housing problems. Here you can find the webpage of the organization:

(in Hungarian): <http://menedek.hu/>

(in English): <http://menedek.hu/en>

**WHERE:**

Menedék, Hungarian Association for Migrants.

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)



## 5.1.2 BUYING

### 5.1.2 a procedure check list

**TITLE:** Buying a real estate in Hungary

**WHAT:** In Hungary EEA citizens can buy a real estate under the same terms as Hungarian citizens, but if you are a third country citizen you need additional permissions (STEP 2).

**STEP 1:** Find the suitable real estate and contact a lawyer (common lawyer with the seller), because legal representation is obligatory during the procedure.

**STEP 2** For third-country citizens permission is needed that the buying of the real estate doesn't violate Hungarian interests (for Hungarian, EU, EEA and Swiss citizens no additional permit is needed for buying real estate, they just have to make the contract). To get the permission you have to do the followings:

- ▶ submit the application form to the local government office (*kormányhivatal*), attach the copy of your passport (verified by notary - *közjegyző*); the draft of the contract and the ownership card of the real estate which is not older than 21 days
- ▶ pay the fee of the process (50 000 HUF, ~161.3 € in 2017).

The government office contacts the local government and ascertain if the acquisition violates the interest of the municipality. The government office also contacts the Immigration and Asylum Office and the police to get information about the foreign buyer. The government office decides about the permission in 30 days.

**STEP 3:** The lawyer checks of the ownership of the real estate. The estimation of the real estate's value is carried out in this step.

**STEP 4:** The lawyer prepares the contract.

**STEP 5:** The buyer and the seller sign the contract in front of the lawyer and the buyer give the deposit to the seller (usually is 10 % of the price).

**STEP 6:** You have to notify the seller if you get the permission from the government office.

**STEP 7:** In 30 days the lawyer sends the contract to the Land Registry (*Földhivatal*) and they put the name of the buyer into the file of the real estate. This provides legal protection for the buyer.

**STEP 8:** The transferring of the ownership of the real estate lasts for maximum 6 months. During this period the buyer pays the whole price to the seller.

**STEP 9:** The buyer and the seller sign the closing statement which proofs that the buyer payed the whole price and the ownership has shifted. After this the buyer can occupy the real estate but the shift in the ownership becomes official just after the end of the transferring process of the ownership.

**WHERE:** If you are a third country citizen you can apply for permission in the government offices (*kormányhivatal*): You can find the contacts of the county level government offices on this link: <http://www.kormanyhivatal.hu/hu/elerhetosegek> (Hungarian). However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling



from abroad call this number: +36 (1) 550-1858.

### 5.1.2 b real estate search

**TITLE:** Webpages

**WHAT:** List of webpages offer information in English about real estates on sale

**WHERE:**

(in English): <http://www.rightmove.co.uk/overseas-property/in-Hungary.html>

(in English): <http://realestatehungary.hu/>

(in English): <http://www.hungarianhouses.com/contact.html>

**TITLE:** Real estate agencies

**WHAT:** Agencies that offer information on properties and assist with the buying procedure.

**WHERE:** On this link you can find the list of real estate agencies (in Hungarian):  
<https://ingatlanok.hu/ingatlanirodak>

**TITLE:** MigSzol's Supporting programme for migrants

**WHAT:** Housing for everyone is one of the key goals of this organization. On this link you can read more about this programme (in English): <http://www.migszol.com/blog/migrant-solidarity-and-housing-rights-a-shared-struggle>

**WHERE:**

MigSzol, Migrant Solidarity Group of Hungary

Auróra utca 11

1084, BUDAPEST

Tel.: +36 20 28 67 987

<http://www.migszol.com/>

E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** This organization offer general help for migrants. They can help you in housing problems. Here you can find the webpage of the organization:

(in Hungarian): <http://menedek.hu/>

(in English): <http://menedek.hu/en>

**WHERE:**

Menedék, Hungarian Association for Migrants.

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

## 5.1.3 WASTE MANAGEMENT

### 5.1.3 a national rules and fines

**TITLE:** Waste management



**WHAT:** Organized removal of household waste. You are required to separate your waste and contribute to the recycling of certain materials such as paper, plastic, metals, organic waste and glass (there are two different containers for glass: transparent glass or dark glass).

**WHO:** The user of the real estates (households, companies, etc.) participate in the garbage removal which is the task of the public provider.

**HOW:** The households (or companies, etc.) collect the garbage in the collector points and the responsible company removes it regularly. You have to collect recyclable waste selectively, for this the municipalities provide bins, the service provider just removes the waste which placed in the containers. Green waste has to be collected selectively, for this reason the public service provides plastic bags. After every real estate fee has to be paid for this service.

Sometimes there are one-day actions when people can put old furniture or other stuffs next to the collecting points and the public service removes them.

You should collect construction waste selectively and manage the removal and the deposition by yourself. To do this you can rent containers and deposit the waste on the designated place or hire a company. Here you can find more information about the waste management in Hungary (in English):

[http://www.un.org/esa/dsd/dsd\\_aofw\\_ni/ni\\_pdfs/NationalReports/hungary/Waste\\_Management.pdf](http://www.un.org/esa/dsd/dsd_aofw_ni/ni_pdfs/NationalReports/hungary/Waste_Management.pdf)

**WHEN:** Usually the service provider removes the household waste once a week.

## 5.2 SOCIAL SUPPORT

### 5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL ASSISTANCE

#### 5.2.1 a assistance for families and children

**TITLE:** Raising support (*nevelési ellátás*)

**WHAT:** Financial support since the birth of the child until he/she starts the school. The amount of money is between 12 200 HUF and 25 900 HUF (40 € - 84 € in 2017). It depends on the number of children, the status of the parents (e.g. raise the child alone) and on illnesses. This allowance is given for the following groups:

- ▶ EEA citizens: you can receive this support if you have job and social insurance.
- ▶ Third-country nationals: You are entitled if you are officially settled (with valid permit) or a spouse of an EEA citizen.
- ▶ People with refugee status or enjoying subsidiary/temporary protection
- ▶ Stateless people
- ▶ Posted workers receive this support from their home country but after 24 months they need to apply for permission at the National Health Insurance Fund of Hungary. On this link you can find more information about this institution (in English):

[http://www.neak.gov.hu/felso\\_menu/rolunk/kozerdeku\\_adatok/tevekenysege\\_mukodesre\\_vonatkozo\\_adatok/a\\_szerv\\_feladata\\_alaptevekenysege\\_es\\_hatarkore/en\\_a\\_szerv\\_alaptevekenyeye\\_feladata\\_es\\_hatarkore](http://www.neak.gov.hu/felso_menu/rolunk/kozerdeku_adatok/tevekenysege_mukodesre_vonatkozo_adatok/a_szerv_feladata_alaptevekenysege_es_hatarkore/en_a_szerv_alaptevekenyeye_feladata_es_hatarkore)

Here you can find more information about raising support (in Hungarian): <http://kormanyablak.hu/hu/feladatkorok/28/KINCS00017>. You have to apply for it in the government office (*kormányhivatal*) or government window (*kormányablak*).

**WHERE:** Here you can search for the nearest government window (in Hungarian):



<http://www.nyilvantarto.hu/hu/oik>

You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

**TITLE:** Educational support (*iskoláztatási támogatás*)

**WHAT:** Financial support since the child start school until he/she reaches 18 years old. The amount of money is between 12200 HUF and 25 900 HUF (40 € - 84 € in 2017). It depends on the number of children, the status of the parents (e.g. raise the child alone) and on illnesses. The families receive this support if the child is not absent from the school more than 50 hours without verification.

- ▶ EEA citizens: you can receive this support if you have job and social insurance.
- ▶ Third-country nationals: You are entitled if you are officially settled (with valid permit) or a spouse of an EEA citizen.
- ▶ People with refugee status or enjoying subsidiary/temporary protection
- ▶ Stateless people
- ▶ Posted workers receive this support from their home country but after 24 months they need to apply for permission at the National Health Insurance Fund of Hungary. On this link you can find more information about this institution (in English): [http://www.neak.gov.hu/felso\\_menu/rolunk/kozerdeku\\_adatok/tevekenysegre\\_mukodesre\\_vonatkozo\\_adatok/a\\_szerv\\_feladata\\_alaptevekenysege\\_es\\_hatarkore/en\\_a\\_szerv\\_alaptevekenyege\\_feladata\\_es\\_hatarkore](http://www.neak.gov.hu/felso_menu/rolunk/kozerdeku_adatok/tevekenysegre_mukodesre_vonatkozo_adatok/a_szerv_feladata_alaptevekenysege_es_hatarkore/en_a_szerv_alaptevekenyege_feladata_es_hatarkore)

Here you can find more information about educational support (in Hungarian): <http://kormanyablak.hu/hu/feladatok/28/KINCS00018>. You have to apply for it in the government office (*kormányhivatal*) or government window (*kormányablak*).

**WHERE:**

Here you can search for the nearest government window (in Hungarian): <http://www.nyilvantarto.hu/hu/oik>

You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”





**TITLE:** Family tax benefit (*családi adókedvezmény*)

**WHAT:** Certain amount of money which is deducted from the personnel income tax if you have child(ren). After one child the amount of deducted money is 10000 HUF (~32 € in 2017) per month, two children: 30000 HUF (97 € in 2017) per month, three or more children: 99000 HUF (319 € in 2017) per month. Foreigners can receive this benefit too if minimum 75% of their yearly income is taxable in Hungary. On this link you can find more information on family tax benefits (in English): [https://hro.ceu.edu/tac\\_credit\\_allowances](https://hro.ceu.edu/tac_credit_allowances). You have to submit a statement about the tax benefits to the employer.

**WHERE:** Nemzeti Adó- és Vámhivatal (*National Tax and Customs Administration*)

- ▶ You can find the list of the local offices of the National Tax and Customs Administration on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html)
- ▶ And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>.

**TITLE:** Maternity leave (*szülési szabadság az anyának*)

**WHAT:** In Hungary the maximum length of the maternity leave is 24 weeks. From this timeframe the mother has to stay home 4 weeks before the child-birth. The support for this period is 70% of the salary.

**WHERE:** You have to announce the request for maternity leave to the employer.

**TITLE:** Paternity leave (*szülési szabadság az apának*)

**WHAT:** 5 (in case of twins 7) days long leave for the fathers in case of childbirth. You have to use these days in the following two months after your child was born

**WHERE:** You have to announce the request for paternity leave to your employer.

**TITLE:** Child Support Care (*GYED*)

**WHAT:** You are entitled for this support if you have worked minimum 1 year in the previous two years before the child-birth. You can receive this allowance till the 2<sup>nd</sup> birthday of the child.

The amount of the money is 70% of your monthly salary but maximum 178500 HUF (~576 € in 2017) per a month.

If you aren't a Hungarian citizen you are entitled for this allowance if you have social security insurance in Hungary. Posted workers can receive it just if the whole family lives in Hungary. If the amount of money is more in the sending country you can ask for the difference from the sending country.

Here you can find more information about *GYED* (in Hungarian): <http://kormanyablak.hu/hu/feladatok/92/EGBIZ00055>. You can apply for it in the government office (*kormányhivatal*).

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the



governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

**TITLE:** Maternity allowance (*anyasági támogatás*)

**WHAT:** Single support after child-birth. For one child the amount of money is 225 % of the minimum old age pension (64125 HUF – 207 €), for twins 300 % of the old age pension (85500 HUF – 276 €). If you aren't a Hungarian citizen you need to have employment relationship and social insurance in Hungary. Third-country citizens need to have residence permit to apply for the allowance.

Here you can find more information about maternity allowance (in Hungarian): <http://kormanyablak.hu/hu/feladatok/28/KINCS00021>. You can apply for it in the government office (*kormányhivatal*).

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

**TITLE:** Child Care Allowance (*GYES*)

**WHAT:** Monthly support for mothers:

- ▶ until the 3<sup>rd</sup> birthday of the child,
- ▶ in case of twins until they go to school or
- ▶ in case of child with disability until the 10<sup>th</sup> birthday.

The amount of monthly money is 100% (28500 HUF – 92 € in 2017) of the minimum old-age pension for one child. The support after twins the is 200%, after triplets is 300% and after quadruplets is 400% of the minimum old-age pension. If you aren't a Hungarian citizen you need to have employment relationship and social insurance in Hungary in order to receive this support. Third-country citizens need to have residence permit to apply for receiving the allowance.

Here you can find more information about *GYES* (in Hungarian): <http://kormanyablak.hu/hu/feladatok/28/KINCS00019>. You can apply for it in the government office (*kormányhivatal*).

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the



governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

**TITLE:** Child Raise Support (*GYET*)

**WHAT:** Support for families with 3 or more children in which family the youngest child is between 3 and 8 years age. The amount of monthly money is 100% (28500 HUF – 92 € in 2017) of the minimum old-age pension. If you aren't a Hungarian citizen you need to have employment relationship and social insurance in Hungary in order to receive this support. Third-country citizens need to have residence permit to apply for receiving the allowance.

Here you can find more information about *GYET* (in Hungarian): <http://kormanyablak.hu/hu/feladatkorok/28/KINCS00020>. You can apply for it in the government office (*kormányhivatal*).

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

### 5.2.1 b death and assistance

**TITLE:** Temporary widow(er)'s pension

**WHAT:** Financial support in the following year after the death of the spouse. The amount of money is 60% of the pension of the dead person. Here you can find the website of the responsible organization:

(in Hungarian): [www.onyf.hu](http://www.onyf.hu)

(in English): <https://www.onyf.hu/en/>

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

On this page you can find more information about the Hungarian pension system (in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/en/>

**WHERE:** Országos Nyugdijbiztosítási Főigazgatóság (Central administration of National Pension Insurance Address)

Fiumei út 19./a.

1081 BUDAPEST

Tel.: +36-1-270-8107

On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rhet%C5%91s%C3%A9gek.html> (If you type the name of the town after “*település*” or the zip code after “*irányítószám*” on the top of the page you can search for the nearest offices)



You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

**TITLE:** Widow(er)'s pension (*özvegyi nyugdíj*)

**WHAT:** Pension after the death (after reaching the pension age limit or reaching the needed years of employment) of the spouse. Here you can find the website of the responsible organization:

(in Hungarian): [www.onyf.hu](http://www.onyf.hu)

(in English): <https://www.onyf.hu/en/>

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

On this page you can find more information about the Hungarian pension system (in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/en/>

**WHERE:** Országos Nyugdíjbiztosítási Főigazgatóság (Central administration of National Pension Insurance Address)

Fiumei út 19./a.

1081 BUDAPEST

Tel.: +36-1-270-8107

On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rh%C3%A9s%C3%A9gek.html> (If you type the name of the town after “település” or the zip code after “irányítószám” on the top of the page you can search for the nearest offices),

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

**TITLE:** Orphan's allowance (*árvasági nyugdíj*)

**WHAT:** Financial support for children who lost their parent (if the parent was retired or reached the sufficient period of employment). Here you can find the website of the responsible organization:

(in Hungarian): [www.onyf.hu](http://www.onyf.hu)

(in English): <https://www.onyf.hu/en/>

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

On this page you can find more information about the Hungarian pension system (in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/en/>

**WHERE:** Országos Nyugdíjbiztosítási Főigazgatóság (Central administration of National Pension Insurance Address)

Fiumei út 19./a.

1081 BUDAPEST

Tel.: +36-1-270-8107

On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rh%C3%A9s%C3%A9gek.html> (If you type the name of the town after “település” or the zip code after “irányítószám” on the top of the page you can search for the nearest offices),

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”



**TITLE:** Parental pension

**WHAT:** If someone's child dies after reaching the pension age or sufficient years of employment the parents are eligible to receive parental pension. Here you can find the website of the responsible organization:

(in Hungarian): [www.onyf.hu](http://www.onyf.hu)

(in English): <https://www.onyf.hu/en/>

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system"

On this page you can find more information about the Hungarian pension system (in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/en/>

**WHERE:** Országos Nyugdíjbiztosítási Főigazgatóság (*Central administration of National Pension Insurance Address*)

Fiumei út 19./a.

1081 BUDAPEST

Tel.: +36-1-270-8107

On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rh%C3%A9s%C3%A9gek.html> (If you type the name of the town after "település" or the zip code after "irányítószám" on the top of the page you can search for the nearest offices),

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system"

**TITLE:** Funeral support

**WHAT:** Financial support for funeral. The amount is minimum 10%, maximum 100% of the costs of the funeral. Local government or the employer (it is free of taxes) can provide this support.

**WHERE:**

- ▶ Municipality level local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.
- ▶ Former employer of the deceased person

### 5.2.1 c financial assistance for housing

**TITLE:** Housing allowance for job seekers (*Lakhatási támogatás*)

**WHAT:** Financial support for renting a real estate for jobseekers (for people who find job in a place which is at least 60 kilometres from their home). The maximum duration of the support is 12 months for one person and the maximum amount of the support is 100 000 HUF (~322 € in 2017). You have to inquire about eligibility rules (it can be different regarding to municipality) and apply for the support in the government office (*kormányhivatal*).

Here you can find more information (in Hungarian): [http://nfsz.munka.hu/engine.aspx?page=ak\\_tamogatasok\\_lakhatas](http://nfsz.munka.hu/engine.aspx?page=ak_tamogatasok_lakhatas)

Here you can find more information how can you apply for it if you aren't a Hungarian citizen (in English - registration is required): <http://www.mkik.hu/en/magyar-kereskedelmi-es-iparkamara/cikkek/foreigners-may-also-apply-for-hungary-s-new-family-housing-allowance-88314>

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However,



the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Housing allowance for migrants

**WHAT:** Housing support, which is 50% of the monthly rent of the apartment. But in case of one person maximum 25800 HUF/month (~83 € in 2017), in case of a family maximum 51600 HUF/month (~166 € in 2017). The maximum duration of this support is 18 months. To apply for it you have to submit the renting contract and a wealth declaration to the Immigration and Asylum Office. On this page you can find more information about this support (in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&id=352:lakhatasi-tamogatas&Itemid=1107&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&id=352:lakhatasi-tamogatas&Itemid=1107&lang=hu)

**WHERE:** In the nearest office of the Immigration and Asylum Office: You can find the list of the regional offices of the Immigration and Asylum Office on these links: (in English):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=476&Itemid=695&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=476&Itemid=695&lang=de)

(in Hungarian):

[http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=175&Itemid=462&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=175&Itemid=462&lang=hu)

**TITLE:** Housing support from the employer

**WHAT:** Support for housing (monetary, providing place to stay) from the employer.

**WHERE:** You have to ask your employer about this support.

**TITLE:** VAT reimbursement or reduced VAT

**WHAT:** Reimbursement of the VAT up to 5 million HUF (16 129 € in 2017) after the costs of house building. Instead of 27% the VAT after the costs of house building is just 5%. The owner has to decide between this or the previous opportunity. To receive this support you need to have Hungarian address and official residence status.

**WHERE:**

Nemzeti Adó és Vámhivatal, Klienelt Adó- és Vámigazgatása – NAV KAVIG  
(National Tax and Customs Administration, Large Taxpayers Tax and Customs Directorate (KAVIG) of the NTCA)

Dob utca 75-81,

1077 BUDAPEST

Tel.: +36 1 461 3300





[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Which\\_of\\_the\\_tax\\_auth20161221.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Which_of_the_tax_auth20161221.html)

#### 5.2.1 d low income assistance

**TITLE:** Regular social allowance

**WHAT:** Financial support for people if their social conditions justify it. About the eligibility rules you have to inquire at the municipality level local government.

**WHERE:** To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Benefits in kind

**WHAT:** Different types of support for people if their social conditions justify it. About the eligibility rules you have to inquire at the municipality level local government.

**WHERE:** To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

#### 5.2.1 e unemployment assistance

**TITLE:** Housing allowance for job seekers (*Lakhatási támogatás*)

**WHAT:** Financial support for renting a real estate for jobseekers (for people who find job in a place which is at least 60 kilometres from their home). The maximum duration of the support is 12 months for one person and the maximum amount of the support is 100 000 HUF (~322 € in 2017). You have to inquire about eligibility rules (it can be different regarding to municipality) and apply for the support in the government office (*kormányhivatal*).

Here you can find more information (in Hungarian): [http://nfsz.munka.hu/engine.aspx?page=ak\\_tamogatások\\_lakhatás](http://nfsz.munka.hu/engine.aspx?page=ak_tamogatások_lakhatás)

Here you can find more information how can you apply for it if you aren't a Hungarian citizen (in English - registration is required): <http://www.mkik.hu/en/magyar-kereskedelmi-es-iparkamara/cikkek/foreigners-may-also-apply-for-hungary-s-new-family-housing-allowance-88314>

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Job seeking support (*Álláskeresői támogatás*)

**WHAT:** Job seeking support is a certain amount of monthly income from the social care system after someone lose his/her job. You can get it if you have worked minimum 360 days in the past three years. Third country nationals can receive this support with residence permit and the system extends to refugees to.





**WHERE:**

Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)

Kálvária tér 7.

1089 BUDAPEST

Tel.: +36 (1) 303 9300

<http://en.munka.hu/Engine.aspx>

E-mail: [munka@lab.hu](mailto:munka@lab.hu)

Here you can find the list of the county level centres and contact details (in Hungarian): <https://www.profession.hu/munkaugyikozpontok>

**TITLE:** Information and consulting about seeking for a job, training possibilities and enterprising.

**WHAT:** If you are unemployed you can get information about job possibilities, vocational trainings and about support programmes on entrepreneurship.

**WHERE:**

Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)

Kálvária tér 7.

1089 BUDAPEST

Tel.: +36 (1) 303 9300

<http://en.munka.hu/Engine.aspx>

E-mail: [munka@lab.hu](mailto:munka@lab.hu)

Here you can find the list of the county level centres and contact details (in Hungarian): <https://www.profession.hu/munkaugyikozpontok>

**TITLE:** Reimbursement of travelling expenses

**WHAT:** Refunding travelling expenses (with public transport) which are in connection with job seeking.

**WHERE:**

Nemzeti Foglalkoztatási Szolgálat (*National Employment Service*)

Kálvária tér 7.

1089 BUDAPEST

Tel.: +36 (1) 303 9300

<http://en.munka.hu/Engine.aspx>

E-mail: [munka@lab.hu](mailto:munka@lab.hu)

Here you can find the list of the county level centres and contact details (in Hungarian): <https://www.profession.hu/munkaugyikozpontok>

## 5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID

### 5.2.2 a aid in food, clothes etc.

**TITLE:** Benefits in kind

**WHAT:** Different types of support for people if their social conditions justify it. About the eligibility rules you have to inquire at the municipality level local government.

**WHERE:** To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example:



Veszprém önkormányzat.

**TITLE:** Magyar Máltai Szeretetszolgálat (*Hungarian Charity Service of the Order of Malta*)

**WHAT:** The Magyar Máltai Szeretetszolgálat organizes different donation programmes, permanent aid services, voluntary services and provides help in the case of disasters.

**WHERE:**

Magyar Máltai Szeretetszolgálat (*Hungarian Charity Service of the Order of Malta, National Centre*)

Szarvas Gábor út 58-60.

1125, BUDAPEST

Tel.: +36 1/39-14-700; +36 1/39-14-704

<https://maltai.hu/>

E-mail: [mmsz@maltai.hu](mailto:mmsz@maltai.hu)

You can search for the nearest organization on this link (in Hungarian and English):

<http://www.maltai.hu/tevekenysegkereso>

**TITLE:** Hungarian Interchurch Aid

**WHAT:** The Hungarian Interchurch Aid organizes different donation programmes, permanent aid services, voluntary services and provides help in case of disasters. (in English):

**WHERE:**

Ökumenikus Segélyszervezet (*Hungarian Interchurch Aid*)

Kossuth Lajos utca 64.

1221 BUDAPEST

Tel.: (+36-1) 208-4932, (+36-1) 208-4933

<http://www.segelyszervezet.hu/en>

E-mail: [segelyszervezet@segelyszervezet.hu](mailto:segelyszervezet@segelyszervezet.hu)

**TITLE:** Caritas Hungarica

**WHAT:** Caritas Hungarica organizes different donation programmes, permanent aid services, voluntary services and provides help in case of disasters.

**WHERE:**

- ▶ Carita Hungarica

1111, Budapest, Bartók Béla út 30.

Tel.: + 361 / 372-0910

<https://karitasz.hu/>

E-mail: [office@caritas.org.hu](mailto:office@caritas.org.hu)

- ▶ You can find the nearest organization on the bottom of this page on the map (in Hungarian): <http://karitasz.hu/kapcsolat/orszagos-kozpont>

**TITLE:** Magyar Vöröskereszt (*Hungarian Red Cross*)

**WHAT:** Hungarian Red Cross organizes donation programmes and blood donation provides first aid, works in the field of disaster management, helps in tracing of lost family members (mostly for refugees).



**WHERE:**

- ▶ Centre of the Magyar Vöröskereszt (*Hungarian Red Cross*)  
Arany János u. 31.  
1051 BUDAPEST  
Tel.: +36 (1) 374 1300  
<http://voroskereszt.hu/en/>
- ▶ Contact details of the Magyar Vöröskereszt, Keresőszolgálat (*HRC Tracing Service*):  
Arany J. utca 31.  
BUDAPEST  
Tel.: +36-1-374-13-23  
<http://voroskereszt.hu/en/tracing/>  
E-mail: [tracing@redcross.hu](mailto:tracing@redcross.hu)
- ▶ You can find the nearest service on the map on this page (in Hungarian):  
<http://voroskereszt.hu/rolunk/elerhetosegeink/>

**TITLE:** Hungarian Food Bank Association

**WHAT:** The food bank collects surplus from supermarkets which cannot be sold in the stores. The organization doesn't have contact directly with people in need but with other organizations in the field (see above).

**WHERE:**

Magyar Élelmiszerbank Egyesület (*Hungarian Food Bank Association*)  
Lokátor utca 3.  
1172 BUDAPEST  
Tel.: + 36 1 262 3991  
<http://www.elelmiszerbank.hu/?Lang=en>  
E-mail: [elemiszerbank@elemiszerbank.hu](mailto:elemiszerbank@elemiszerbank.hu)

### 5.2.3 LEGAL AID

#### 5.2.3 a state pro bono legal aid

**TITLE:** Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for Fundamental Rights*)

**WHAT:** The Commissioner for Fundamental Rights pays special attention to the protection of:

- ▶ the rights of children,
- ▶ the rights of nationalities living in Hungary,
- ▶ the rights of the most vulnerable social groups,
- ▶ the values determined as 'the interests of future generations'.

You can lodge a complaint anonymously via online on this page:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/lodge-a-complaint>

(in Hungarian): <https://www.ajbh.hu/hu/forduljon-a-biztoshoz>

Or you also have the possibility to make an appointment:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/making-an-appointment1>

(in Hungarian): [https://www.ajbh.hu/hu/idopontfoglalas\\_ugyintezes](https://www.ajbh.hu/hu/idopontfoglalas_ugyintezes)

**WHERE:**

Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for*



*Fundamental Rights)*

Nádor u 22.

1051, BUDAPEST

Tel: (+36) (1) 475-7100

<https://www.ajbh.hu/en/web/ajbh-en/>

E-mail: [panasz@ajbh.hu](mailto:panasz@ajbh.hu), [hungarian.ombudsman@ajbh.hu](mailto:hungarian.ombudsman@ajbh.hu)

**TITLE:** Judicial Service (*Igazságügyi Szolgálat*)

**WHAT:** If you don't have money to hire a lawyer you can go to the judicial service to the nearest government office (*kormányhivatal*). The service provides information for everyone and provides further legal assistance for people whom social status justifies it. On this link you can find more information about the service (in Hungarian): <http://www.kormanyhivatal.hu/hu/szakigazgatasi-szervek/igazsagugyi-szolgalat>

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

### 5.2.3 b other legal aid

**TITLE:** Hungarian Helsinki Committee

**WHAT:** NGO which provides legal help, protects human dignity, human rights. It also provides assistance in the asylum procedure and legal help if the Immigration and Asylum office refused your application.

**WHERE:**

Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)

Bajcsy-Zsilinszky út 36-38.

1054 BUDAPEST

Tel.: (+36 1) 321 4323, (+36 1) 321 4141

<http://www.helsinki.hu/en/>

e-mail: [helsinki@helsinki.hu](mailto:helsinki@helsinki.hu)

**TITLE:** Társaság a Szabadságjogokért (*Hungarian Civil Liberties Union*)

**WHAT:** Civic organization which offers legal consultation and legal aid on the following areas:

- ▶ Patients' rights,
- ▶ Right to self-determination,
- ▶ Right to informational privacy,
- ▶ Right to freedom of expression,
- ▶ Right to political representation.

**WHERE:**



Társaság a Szabadságjogokért (*Hungarian Civil Liberties Union*)

Tátra utca 15/b

1136, BUDAPEST

Tel.: +36 1 209 0046

<https://tasz.hu/en>

E-mail: [tasz@tasz.hu](mailto:tasz@tasz.hu)

## 5.2.4 PSYCHOSOCIAL SUPPORT

### 5.2.4 a programmes by state social services

**TITLE:** Psychological support within the social security system

**WHAT:** If you have social insurance in Hungary you can receive psychological support in provided by the social security sytem

**WHERE:**

You can find the list of the local institutions here: (in Hungarian) <http://www.lelekbenotthon.hu/tesztek/hova1.htm>.

On the top of the page you can select category. For the you can find English translation here:

- ▶ *Pszichiátriai osztályok:* psychiatric wards
- ▶ *Pszichiátriai gondozók:* psychiatric caregivers
- ▶ *Gyermekgondozók:* caregivers for children
- ▶ *Drog ambulanciák:* drug ambulances
- ▶ *Addiktológiai gondozók:* addiction caregivers
- ▶ *Klinikai szakpszichológusok:* specialists
- ▶ *Pszichoterapeuták:* psychotherapists

### 5.2.4 b programmes by NGOs

**TITLE:** Menedék (Shelter) – Hungarian Association for Migrants

**WHAT:** Menedék provides general help and several types of services for migrants. The organization employs social workers who are ready to help for migrants.

**WHERE:**

Menedék, Hungarian Association for Migrants.

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Cordeila Foundation

**WHAT:** The aim of the Foundation is to assist torture survivor and severely traumatized asylum seekers, refugees and their family members arriving in Hungary through psychiatric, psychotherapeutic, psychological treatment, psycho-social counselling.

**WHERE:**

Cordeila Alapítvány (*Cordeila Foundation*)

Kárpát utca 1/b.



1133 BUDAPEST

Tel: +36-1-349-14-50

<http://www.cordelia.hu/index.php/en/>

E-mail: [cordelia@cordelia.hu](mailto:cordelia@cordelia.hu)

#### 5.2.4 c counselling for families and children

**TITLE:** SOS Gyermekfalvak Magyarország (“SOS Villages for Children Hungary”)

**WHAT:** Caring system for orphans. The children can live together with their brothers and sisters in family houses where they receive social help. The organization provides help for migrant children as well. They provide the help right next to the borders, in transit zones, in refugee camps and in other institutions where migrant children stay.

Here you can find the webpage of the organization (in Hungarian):

**WHERE:**

SOS Gyermekfalvak Magyarország (“SOS Villages for Children Hungary”)

Angyal utca 1-3.

1094 BUDAPEST

Tel.: +36 1 301 3160

<https://www.sos.hu/>

E-mail: [adomanyinfo@sos.hu](mailto:adomanyinfo@sos.hu)

**TITLE:** Caregivers for Children

**WHAT:** Psychiatric help for children as part of the social care system.

**WHERE:** You can find the nearest one from this list (in Hungarian): <http://www.lelekbenotthon.hu/tesztek/hoval.htm>

### 5.2.5 CHILD AND FAMILY PROTECTION

#### 5.2.5 a safe houses for women and children

**TITLE:** Safe houses for women and children

**WHAT:** Safe place to stay for mothers with their children. These are mostly secret places, where the staff provides social help and protection.

**WHO:** If you feel that you and your child(ren) are in danger or you live under really poor conditions you can contact a safe house for help.

**HOW:** Contact the safe houses via phone. You can find the contact details below.

**WHERE:**

- ▶ List of these homes in Budapest (in Hungarian): <http://gyerekkel-egymagam.reblog.hu/csaladok-atmeneti-otthonai-budapest>
- ▶ List of these homes (in Hungarian): <http://gyermekfelugyelo.hupont.hu/5/anya-otthonok-elerhetosegei>
- ▶ Our Fate and Future Charity Association (in English): <http://www.sorsunk-jovonk.hu/english.html>

**WHEN:** Ask information 0-24 on this number: + 36 (1) 338-4186. This is a central number where you can ask information about safe houses.

#### 5.2.5 b counselling for families and children

**TITLE:** SOS Gyermekfalvak Magyarország (“SOS Villages for Children, Hungary”)



**WHAT:** Caring system for orphans. The children can live together with their brothers and sisters in family houses where they receive social help. The organization provides help for migrant children as well. They provide the help right next to the borders, in transit zones, in refugee camps and in other institutions where migrant children stay.

**WHERE:**

SOS Gyermekfalvak Magyarország (“SOS Villages for Children Hungary”)

Angyal utca 1-3.

1094 BUDAPEST

Tel.: +36 1 301 3160

<https://www.sos.hu/>

E-mail: [adomanyinfo@sos.hu](mailto:adomanyinfo@sos.hu)

**TITLE:** Caregivers for Children

**WHAT:** Psychiatric help for children as part of the social care system.

**WHERE:** You can find the nearest one from this list (in Hungarian): <http://www.lelekbenotthon.hu/tesztek/hova1.htm>

### 5.2.5 c helplines

**TITLE:** Police

**WHAT:** Telephone of the police force. You can report crimes or ask for help. The number works in the entire country and it's free of charge. Here you can see the webpage of the police:

(in English): <http://www.police.hu/en>

(in Hungarian): <http://www.police.hu/hu>

**WHERE:** Tel. 107

**TITLE:** Ambulance service

**WHAT:** If you need medical help in an emergency situation, you can call the ambulance service. The paramedics will make a first assessment on site and transport you to the medical centre. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 104

**TITLE:** Firefighters

**WHAT:** Emergency number of firefighters. The number works in the entire country and it's free of charge.

**WHERE:** Tel. 105

**TITLE:** General helpline

**WHAT:** If you are in emergency situation but you aren't sure which helpline should you call you can call the general helpline and they will contact the right services. You also should call this line if you are in an emergency situation in which you need help from more services, e.g. car accident where there is a need for firefighters and for ambulance as well.

**WHERE:** Tel. 112





**TITLE:** Governmental helpline

**WHAT:** 0-24 helpline that provides assistance in the Hungarian administration in English and in Hungarian. It provides information about different state services and offices, about relevant laws regarding to specific issues, about the electronic administrative system. You can also announce a complaint and make appointment to different offices. On this link you can find more information about this service (in Hungarian): <https://kapcsolat.magyarorszag.hu/1818>

**WHERE:**

Tel. (if you call in Hungary) and SMS: 1818

Tel. (if you call from abroad): +36 (1) 550-1858

E-mail: [1818@1818.hu](mailto:1818@1818.hu)

**TITLE:** SOS Telefon Lelkiségegy Alapítvány

**WHAT:** If you feel that you are in psychological crisis, you have suicidal thoughts you can call this number for help: + (62) 420 111

**WHERE:**

SOS Telefon Lelkiségegy Alapítvány

Kossuth L. sgt. 42.

6720 SZEGED

E-mail: [sostelefon@deltav.hu](mailto:sostelefon@deltav.hu)

**TITLE:** T.E.S. Miskolc

**WHAT:** If you feel that you are in psychological crisis, you have suicidal thoughts you can call this number for help: + (46) 323 888

**WHERE:**

T.E.S. Miskolc

Vörösmarty u. 1

3530 MISKOLC

**TITLE:** Blue Line (*Kék Vonal*): Child Crisis Foundation

**WHAT:** There are two emergency lines operated by this foundation:

- ▶ If you call this number you can get psychological help for children: 116-111
- ▶ You can announce missing children on this number: 116-110

**TITLE:** List of emergency lines

**WHAT:** You can find different emergency lines on this link (e.g. psychological support, support in crisis, support for different vulnerable groups). The page is in Hungarian, but you can use the translator in your browser (the English translation is correct).

**WHERE:** You can find the list of the contacts on this page (in Hungarian): [http://www.fszek.hu/konyvtaraink/kozponti\\_konyvtar/kozossegi\\_informaciok\\_tara/a\\_honap\\_kerdesei/?article\\_hid=3642](http://www.fszek.hu/konyvtaraink/kozponti_konyvtar/kozossegi_informaciok_tara/a_honap_kerdesei/?article_hid=3642)

#### 5.2.5 d legal representations of unaccompanied minors

**TITLE:** Legal representation of unaccompanied minors



**WHAT:** Legal representation during the asylum procedure of an unaccompanied person who is under 18 years.

**WHO:** Unaccompanied minor is a person who is younger than 18 years and entered to Hungary without his/her official guardian or left alone after entering to Hungary.

**HOW:** The authority notifies the guardianship authority immediately and arranges the placement of the child. The guardianship authority nominates a guardian in 8 days.

In case of any type of violence against the rights of the minors you have to contact the Office of the Commissioner for Fundamental Rights.

There are also civil associations that pay special attention to the situation of accompanied minors, the most important is the Hungarian Helsinki Committee. You can find them on this link (in English, in Hungarian): <http://www.helsinki.hu/en/>

**WHERE:** The refugee authority starts the process right next to the borders and they decide about the placement of the unaccompanied minors. These are usually special refugee camps or children's homes.

**WHEN:** The procedure starts right after the child crosses the borders, the authority has to conclude the asylum process out of turn.

## 5.3 DRIVING AND TRANSPORT

### 5.3.1 DRIVING LICENCE

#### 5.3.1 a steps to get a driving licence

**TITLE:** How to get a driving license

**WHAT:** You have to register at a driving school and pass exams:

- ▶ on road regulations in Hungary and on basic knowledge about the mechanical structure of the vehicle,
- ▶ first aid course
- ▶ driving test.

You also need a note from a doctor confirming that you passed the medical exam

**STEP 1:** To get a license you have to start with the medical examination at your general practitioner. For some types of vehicles you need special examinations, the general practitioner will send you to these examinations.

**STEP 2:** After the examination you have to go to the driving school. They organize the trainings and they provide help regarding the registration for the exams. If you want to search for them just type this to Google: "*Hungary driving school*" for information in English. You also can type this to the Google: "*autósiskola*" + the name of the city where you are to get Hungarian search results and contacts to the school where you can ask if they are able to provide training in English.

**STEP 3:** You have to participate on theoretical and practical courses and pass the exams after them. You also have to participate on health course anytime during the process. Usually the driving school doesn't organize health courses but they can help how to find one. Non-Hungarian speakers can take oral exam but if they need translation they have to afford the price. You can inquire about official translators at the customer service of the Nemzeti Közlekedési Hatóság (*National Transportation Authority*).

**STEP 4:** If you pass all the exams and you have the verification form the authority



(they provide stamp and signatures right after the exam, if they don't you should ask for it) you have to go to the government window (*kormányablak*) to get your driving license.

**WHERE:** You can do the driving licence training at any driving school that is regulated and recognized by the government.

Here you can find the webpage of the Nemzeti Közlekedési Hatóság (*National Transportation Authority*) which is the responsible institution for the examination:

(in Hungarian): <http://www.nkh.gov.hu/a-hatosagrol>

(in English): <http://www.nkh.gov.hu/en/web/english/>

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**WHEN:** You can register at the driving school 6 months before the minimum age for driving license. To get B category driving license (for car) the minimum age is 17.

**GOOD TO KNOW:** Here you can find more information about getting a driving license in Hungary (in English): <http://www.budapest-moms.com/2011/01/how-to-get-your-driver%E2%80%99s-license-in-hungary-a-guide-for-non-europeans/>

### 5.3.2 INTERNATIONAL DRIVING LICENCE

#### 5.3.2 a validity of international driving licence

**TITLE:** International driving licence (*Nemzetközi jogosítvány*).

**WHAT:** If you are a third-country citizen and you would like to drive a vehicle in Hungary you are required to hold a valid driving licence obtained in your country of origin and a valid international driving licence

**WHO:** If you want to drive abroad and you hold a driving licence which was issued in a country which hasn't ratified the Vienna Convention on Road Traffic you have to obtain for international driving licence.

**HOW:** You need to obtain the international driving licence from the competent authority in the country where your driving licence was issued. In some countries, you can apply for the international driving licence by post.

**WHERE:** The authority in charge for issuing the international driving licence is different in each country.

**WHEN:** Apply for the international driving licence before travelling to Hungary.

#### 5.3.2 b validity of foreign driving licence

**TITLE:** Foreign driving licence

**WHAT:** If you are an EU/EEA citizen, you can drive with a valid driving licence issued in your country of origin.

If you aren't an EEA citizen but you are from a country which has ratified the Vienna Convention on Road Traffic you can use your driving licence in Hungary for 1 year, then you have to change it.

In any other case you need to have international driving licence.

**WHO:** Holder of a foreign driving licence

**HOW:** The driving licences from EU countries are valid in the whole EU automatically. If you have an EU driving licence which was issued by naturalization you have to ask about it if you can use this licence in other countries of the EU. If



you want to make the recognition of your driving licence which isn't from another EEA state you have to go to the Central Office of Administrative and Electronic Public Services (*Közigazgatási és Elektronikus Közszolgáltatások Központi Hivatala*). Take these documents with you:

- ▶ driving licence issued by the foreign authorities
- ▶ medical opinion certifying fitness
- ▶ proof of payment of the driving-licence issuing fee
- ▶ an authentic Hungarian translation of the driving licence (if the country in which the driving licence was issued is not a party to the 1968 Vienna Convention on Road Traffic)
- ▶ The procedure costs 6300 HUF (~20.3 € in 2017)

Here you can find the webpage of the responsible organization (in English): <http://www.kekkh.gov.hu/en/>

On this page you can find more information about validity of foreign driving license in Hungary:

(in English): [http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/hungary/index\\_en.htm](http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/hungary/index_en.htm)

(in Hungarian): [http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/hungary/index\\_hu.htm](http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/hungary/index_hu.htm)

**WHERE:**

Közigazgatási és Elektronikus Közszolgáltatások Központi Hivatala (*Central Office of Administrative and Electronic Public Services*)

Csalogány utca 9-11.

1027 Budapest,

Tel.: +36-1/795-2871

E-mail: [info@kifu.gov.hu](mailto:info@kifu.gov.hu)

**WHEN:** If there is no problem with the submitted documents the deadline of the process is 8 days, in other cases the deadline is 21 days.

### 5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION

#### 5.3.3 a vehicle registration

**TITLE:** Registration of a foreign vehicle

**WHAT:** Registration of a vehicle in Hungary which is already registered in another country.

**WHO:** If you would like to use your vehicle for maximum 30 days during a 6 months long period you don't have to do the registration in Hungary. You just have to register your vehicle in Hungary if you would like to use it for more than 6 months or the 30 days expires.

**HOW:** You have to do the vehicle inspection (this is for every vehicle) and authentication in order to certificate of origin.

On this page you can find more general information about registration process:

(in English): [http://europa.eu/youreurope/citizens/vehicles/registration/formalities/hungary/index\\_en.htm](http://europa.eu/youreurope/citizens/vehicles/registration/formalities/hungary/index_en.htm)

(in Hungarian): [http://europa.eu/youreurope/citizens/vehicles/registration/formalities/hungary/index\\_hu.htm](http://europa.eu/youreurope/citizens/vehicles/registration/formalities/hungary/index_hu.htm)

Here you can find the webpage of the responsible institution



(in English): <https://www.nkh.gov.hu/en/web/english/>

(in Hungarian): <http://www.nkh.gov.hu/a-hatosagrol>

**WHERE:** Nemzeti Közlekedési Hatóság Közúti Gépjármű-közlekedési Hivatala,  
(Road Transport Office of the National Transport Authority)

- ▶ Műszaki Engedélyezési Osztály (Vehicle Conformity Department)  
Teréz krt. 62.  
1066 BUDAPEST  
Tel.: +36-1-477-1592  
E-mail: [autocert@nkh.gov.hu](mailto:autocert@nkh.gov.hu)
- ▶ Forgalmi Engedélyezési Osztály (Vehicle Registration Department)  
Teréz krt. 62.  
1066 BUDAPEST  
Tel.: +36-1-477-1564  
E-mail: [forgalmiengedelyezo.kjh.f.kui@nkh.gov.hu](mailto:forgalmiengedelyezo.kjh.f.kui@nkh.gov.hu)

### 5.3.3 b technical examination

**TITLE:** Technical examination (*Műszaki vizsgálat*)

**WHAT:** Inspection of a vehicle, regarding to its technical condition.

**WHO:** If you own a vehicle you have to do the technical examination of it in every 2 years. Otherwise the vehicle can't take part in the traffic.

**HOW:** You have to take the vehicle to the vehicle inspection point. If everything is in order with the car they extend the duration of the traffic licence. Environmental inspection can be included into this process, it is advisable to do the two inspections together.

If there is any problem with the car, the traffic licence will be abolished even if the former permission would be valid for some more time.

You can take your vehicle for preliminary examination and the service can repair the car if there is any problem.

**WHERE:** You can search for the nearest authorized vehicle examination point with a map on the bottom of this page (in Hungarian): <https://www.nkh.gov.hu/a-hatosagrol>

**WHEN:** The traffic licence is valid for 2 years. You should ask for appointment for the examination 2-3 weeks before the licence expires. The duration of the examination is around 30-60 minutes.

### 5.3.3 c insurance

**TITLE:** Insurance for vehicles (*gépjárműbiztosítás*)

**WHAT:** All motor vehicles in operation must be insured. You won't be able to register a vehicle without purchasing insurance first. If you fail to show the proof of insurance to competent authorities you will be issued a fine. You need to have at least the obligatory liability insurance for vehicles (*kötelező biztosítás*).

**WHO:** Operators of vehicles have to conclude this insurance. This is also relevant for vehicles from another country if the owner/operator wants to participate in the traffic in Hungary.

**HOW:** You can choose the most suitable insurer and make the contract. You have to carry the proof of payment with you as well as other documents of the vehicle while driving it.

Entering to Hungary by a vehicle from third-country is just possible if the operator has international proof document about valid liability insurance.



On these links you can find more information about the obligatory insurance:

(in English): <https://www.angloinfo.com/how-to/hungary/transport/vehicle-ownership/vehicle-insurance>

(in English): <http://www.startupoverseas.co.uk/starting-a-business-in-hungary/insurance.html>

(in Hungarian): [https://net.jogtar.hu/jr/gen/hjegy\\_doc.cgi?docid=a0900062.tv](https://net.jogtar.hu/jr/gen/hjegy_doc.cgi?docid=a0900062.tv)

**WHERE:** You can make this insurance just for vehicles that are registered in Hungary.

For insurance companies you have to type this to Google: “kötelező biztosítás”. The search results will be in Hungarian but you can search for contacts for of the insurance companies on their webpages.

**WHEN:** The insurance company and the operator of the car make contract for one year. After the one year expires you have to renew the contract or make contract with another company.

### 5.3.4 PUBLIC TRANSPORT

#### 5.3.4 a means of public transport

**TITLE:** Public transport within the cities

**WHAT:** These kind of public transport services are connected in every city so if there are more means of public transport you can use them with the same ticket/ monthly ticket (e.g. you can use the buses, trams and trolley buses in Szeged with the same monthly ticket). The monthly ticket for students is 50% of the normal price and public transport is free for people older than 65 years and also for handicapped children. The types of public transport:

- ▶ buses: in every middle-size or large city you can find inside bus transportation
- ▶ tram: you can travel with tram in Budapest, Debrecen, Miskolc and Szeged
- ▶ trolley buses: in Budapest, Debrecen and Szeged
- ▶ subway: just in Budapest

**TITLE:** Train

**WHAT:** The Hungarian Railway company (MÁV) operates most of the railway connections in Hungary but there is another company (GYSEV) which operates mostly the in western parts of the country. The quality of this service depends on your location. Near to Budapest and from larger cities to Budapest the system is good enough but in the peripheries the system isn't sufficient. Hungary also have limited number of railway connections with the neighbouring countries.

You can search for the schedule on this page:

(in Hungarian): <https://www.mavcsoport.hu/>

(in English): <https://www.mavcsoport.hu/en>

(in German): <https://www.mavcsoport.hu/de>

You can buy the ticket on the train stations at the ticket office or from the machines. You also can buy ticket online:

(in Hungarian): <https://jegyvasarlas.mav-start.hu/eTicketV2/V2/Bejelentkezes.jsp?Lang=HU>

(in English): <https://jegyvasarlas.mav-start.hu/eTicketV2/V2/Bejelentkezes.jsp?Lang=EN>

(in German): <https://jegyvasarlas.mav-start.hu/eTicketV2/V2/Bejelentkezes>.





[jsp?Lang=DE](#)

If there is no possibility to buy the ticket on the station you can buy it on the train. But if there is ticket selling on the station but you buy the ticket just on the train you have to pay extra fee.

**TITLE:** Buses (intercity connection)

**WHAT:** In Hungary it is obligatory by law to provide bus connection to every settlement, so by bus you can reach every city and village. There are six companies provide this service:

- ▶ DAKK Dél-alföldi Közlekedési Központ, *Southern Great Plain*: <http://www.dakk.hu/>
- ▶ Dél-dunántúli Közlekedési Központ, *Southern Transdanubia*: <http://www.ddkk.hu/>
- ▶ Észak-magyarországi Közlekedési Központ, *Northern Hungary*: <http://www.emkk.hu/index.php?lang=hu>
- ▶ ÉNYKK Északnyugat-magyarországi Közlekedési Központ (Northwestern Hungary) <http://www.enykk.hu/>
- ▶ KMKK Középhelet-magyarországi Közlekedési Központ (Centraleastern Hungary): <http://www.kmkk.hu/>
- ▶ KNYKK Középnnyugat-magyarországi Közlekedési Központ (Centralwestern Hungary): <http://www.knykk.hu/>

You can search for the schedule on this link: <https://menetrendek.hu/> (Hungarian)

- ▶ first gap: from where?
- ▶ second gap: to where?
- ▶ + the date

If you choose this: *Volán, MÁV és Bahart járatok* (above the first gap) it will provide not just buses but trains and ships as well. With the second option (*csak Volán járatok*) you will find just buses.

**TITLE:** Ships and ferries

**WHAT:** On the lake Balaton you can use ships and ferries. On this link you can search for the schedule:

(in English) <http://en.balatonihajozas.hu/>

(in German) <http://de.balatonihajozas.hu/>

(in Hungarian) <http://balatonihajozas.hu/>

### 5.3.4 b other means of transport

**TITLE:** City-bike

**WHAT:** Renting bicycle to use them within the cities. You can find this kind of service in these cities:

- ▶ Budapest (in English and Hungarian): <https://molbubi.bkk.hu/>
- ▶ Győr (in English, German and Hungarian): <http://www.gyorbike.hu/en/>
- ▶ Miskolc (in English, German and Hungarian): <http://mibike.hu/en/general-terms-and-conditions/>
- ▶ Esztergom (in English, German and Hungarian): <http://esztergombicikli.hu/>
- ▶ Kaposvár (in English and Hungarian): [https://cityebike.hu/kaposvar-en/?noredirect=en\\_GB](https://cityebike.hu/kaposvar-en/?noredirect=en_GB)





- ▶ Szeged (in English, German and Hungarian): <http://www.citybikeszeged.hu/en>
- ▶ Hévíz (in English, German, Russian, Croatian and Hungarian): <http://hevizbike.hu/index.php/home-2>

**TITLE:** Car-sharing

**WHAT:** The most popular car-sharing service in Hungary is the Motar (*Oszkár*): ridesharing in Central Europe. As driver, you can post your offer in a few seconds, while as passenger, you can search among the drivers' offers. As passenger, you can also post offers; in this case you will receive suitable offers in email. Webpage of the service

(in English): <https://www.motar.eu/>

(in Hungarian): <https://www.oszkar.com/>

You can search for BlaBla car (which is more international) as well (in English): <https://www.blablacar.com/>.

## 5.4 PERSONS WITH SPECIAL NEEDS

### 5.4.1 FINANCIAL AND OTHER ASSISTANCE

#### 5.4.1 a list of financial assistance

**TITLE:** Regular Social Allowance

**WHAT:** If you live under poor living and financial conditions (the amount of income per person is significantly lower than the minimum wage) you are entitled to receive financial support from the local government. You can obtain this financial aid on a monthly basis if you can't support yourself and your family. To apply for this support, you need to submit an income support documents, documents related with housing, proof of benefits applied for, pass for people with special needs (see section "other means of assistance") and proof of any assets (e.g. car, pension provision) to the responsible authorities. The allowance system is on municipality level, so the rules of eligibility may be different according to municipality.

**WHERE:** To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Disability allowance (*Fogyatékosági támogatás*)

**WHAT:** This is a regular, monthly basis financial support for people with disabilities. You are entitled to receive this support if your conditions justify it, you are older than 18 years and you are:

- ▶ Hungarian citizen,
- or
- ▶ officially settled,
- or
- ▶ stateless persons
- or
- ▶ refugee or person under subsidiary/temporary protection.

The allowance is for mentally handicapped, autistic, hearing or visually impaired and



disabled people who have proof document issued by the doctor.

On this link you can find more information about the disability allowance (in Hungarian): <http://kormanyablak.hu/hu/feladatok/45/KINCS00024>. You can apply for this support in the government office (*kormányhivatal*).

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system"

**TITLE:** Disability support (*Rokkantsági ellátás*)

**WHAT:** This is a financial support for people whom health condition justifies it. The amount of support depends on the category which depends on the physical capacity:

- ▶ B2: health status:51-60%, 40% of the minimum wage,
- ▶ C2: health status 31-50%, 60% of the minimum wage,
- ▶ D: health status: 1-30%, 65% of the minimum wage,
- ▶ E: health status: 1-30% but unable to be self-reliant, 70% of the minimum wage.

On this link there is more information: <http://officina.hu/belfoeld/124-rokkantsagi-ellatas-2017-osszege-igenylese> (Hungarian). Here you can find the webpage of the responsible institution:

(in English): <https://www.onyf.hu/en/>

(in Hungarian): [www.onyf.hu](http://www.onyf.hu)

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system"

On this page you can find more information about the Hungarian pension system (in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/en/>

**WHERE:** Országos Nyugdijbiztosítási Főigazgatóság (*Central administration of National Pension Insurance*)

Fiumei út 19./a.

1081 BUDAPEST

Tel.: +36-1-270-8107

On this link you can search for the local offices (in Hungarian): <https://www.onyf.hu/hu/uegyintezes/el%C3%A9rh%C3%A9t%C5%91s%C3%A9gek.html> (Hungarian - if you type the name of the town after "település" or the zip code after "irányítószám" on the top of the page you can search for the nearest offices)

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system"



**TITLE:** Transport support (*Közlekedési kedvezmény*)

**WHAT:** Financial support for disabled people to buy new vehicles or transform one regarding to their special needs. Non-Hungarian citizens need to have a residence permit in order to obtain this support. Preferred persons: workers, students, person with a child who is younger than 14 years old, person who became disabled because of military service. You can apply for the support in the government office (*kormányhivatal*). The amount of support is:

- ▶ 1 million HUF (13225 € in 2017) in case of buying a new car,
- ▶ 600000 (~1935 € in 2017) HUF in case of buying used car, motorbike with 3-4 wheels, machine driven wheelchair,
- ▶ 90000 HUF (~290 € in 2017) for transformation of a car.

**WHERE:** You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

#### 5.4.1 b other means of assistance

**TITLE:** Public transport allowance

**WHAT:** 100% discount on public transport tickets inside the cities, 90% discount on public transport between cities. If you are entitled for this support you get a card what you should show when you buy a ticket or when the conductor checks the tickets of the passengers on the bus or train. Entitled persons:

- ▶ who receives blind person’s annuity,
- ▶ severely handicapped children or children whom family receives higher amount of family support. One accompanying person is also entitled for the discount.

You can find more information about this support on this link (in Hungarian): <http://www.kormanyhivatal.hu/download/d/1f/73000/T%C3%A1j%C3%A9koztat%C3%B3%20az%20utaz%C3%A1si%20kedvezm%C3%A9nyre%20jogos%3ADt%C3%B3%20hat%C3%B3s%C3%A1gi%20igazolv%C3%A1ny%20haszn%C3%A1lat%C3%A1r%C3%B3l.pdf>

**WHERE:** You should start the process at the general practitioner who fills out the application form. You can apply for the card in the government office (*kormányhivatal*).

You can find the contacts of the county level government offices (*kormányhivatal*) on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the



governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

**TITLE:** Residential Institutions for people with special needs

**WHAT:** These places are not just place to stay but they provide programmes, possibility to work and supervision by professional staff. These services are not covered by the social security system.

**WHERE:** You can find a list about these institutions on this page (in Hungarian): [http://fogyatekos.lap.hu/ertelmi\\_fogyatekos\\_intezmenyek/25540089](http://fogyatekos.lap.hu/ertelmi_fogyatekos_intezmenyek/25540089).

**TITLE:** Dogs for blind people

**WHAT:** Hungarian Federation of the Blind and Partially Sighted organizes dog trainings and give the trained dogs to blind people. There is an application form what the applicants have to fill out and pay 50000 HUF (161 € in 2017). In the application form there are questions about the health conditions of the applier, there is no condition regarding the applier’s nationality. Here you can find the webpage of the organization:

(in English): <http://www.mvgyosz.hu/en>

(in Hungarian): <http://www.mvgyosz.hu/>

**WHERE:**

Magyar Vakok és Gyengénlátók Országos Szövetsége (*Hungarian Federation of the Blind and Partially Sighted*)

Dunadülő sor 206883 hrsz

1212 BUDAPEST

Tel.: +36 1 277-6566; +36 (30) 195-4313 (Mónika Schiff, director)

<http://www.mvgyosz.hu/>

E-mail: [vakvezetoki@gmail.com](mailto:vakvezetoki@gmail.com)

**TITLE:** Services for blind people

**WHAT:** The Hungarian Federation of the Blind and Partially Sighted provides Braille books, audiobook, aid, support for blind people.

**WHERE:**

Magyar Vakok és Gyengénlátók Országos Szövetsége (*Hungarian Federation of the Blind and Partially Sighted*)

Hermína út 47.

1146 BUDAPEST

Tel.: +36 1 384 84 40

<http://www.mvgyosz.hu/>

E-mail: [titkarsag@mvgyosz.hu](mailto:titkarsag@mvgyosz.hu)

**TITLE:** Legal aid for deaf people and support in administration.

**WHAT:** If you are deaf or you have hearing difficulties you can ask for help in administration from the Hungarian Association of the Deaf and Hard of Hearing.



**WHERE:**

Siketek és Nagyothallók Országos Szövetsége - SINOSZ (Hungarian Association of the Deaf and Hard of Hearing)

Benczúr utca 21.

1068 BUDAPEST

Tel.: +36 1 3510434

<http://sinosz.hu/sinosz-materials-in-english/about-us/>

E-mail: [nad.hungary@sinosz.hu](mailto:nad.hungary@sinosz.hu)

**5.4.1 c carer's allowance**

**TITLE:** Carer's allowance (*ápolási díj*)

**WHAT:** The carer's allowance is a financial support on monthly basis for adult persons who take care about a handicapped or permanently ill person.

**WHO:** You are entitled to receive this support if you take care about a severely handicapped person or a permanently ill minor.

**HOW:** You have to ask the general practitioner for the supporting document and then you can apply for the allowance. You have to submit the application with the supporting documents in the municipality level local government (*önkormányzat*) or in the government office (*kormányhivatal*).

You can apply for this if you are either:

- ▶ Hungarian citizen,
- ▶ officially immigrated or settled,
- ▶ stateless,
- ▶ person with the right of free movement if you address and residence status in Hungary,
- ▶ refugee,
- ▶ under temporary protection,
- ▶ under subsidiary protection.

Here you can find more information about this allowance (in Hungarian): <http://kormanyablak.hu/hu/feladatok/100/JARAS00026>

**WHERE:** You can find the contacts of the county level government offices (*kormányhivatal*) on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*". For example: *Veszprém önkormányzat*.

**WHEN:** You receive the carer's allowance till the 5<sup>th</sup> of every month.

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system"



## 5.4.2 RIGHTS

### 5.4.2 a rights and employment

**TITLE:** Integrated employment

**WHAT:** In integrated employment the employer has to provide the proper environment and tools. During the recruitment process the employer has to ensure equal rights if the applicant notifies the employer in advance about his/her disabilities. To ensure equal rights the employment can apply for central support. If you think your rights are violated you can ask for counselling and legal help from the Equal Treatment Authority.

On this link you can find a list of advocacy institutions (in Hungarian): [http://www.vital.hu/fogyatekosok\\_erdekvelme](http://www.vital.hu/fogyatekosok_erdekvelme).

**WHERE:**

- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
Krisztina krt. 39/B  
1013, Budapest  
Tel.: +36-1-795-2975, Free number: +36 80 203 939, Administrative and Legal Department: +36-1-795-2975, +36-80-203-939  
<http://www.egyenlobanasmod.hu/eng>  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county level offices (in Hungarian): <http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9lfogad%C3%A1s-1>

**TITLE:** Protected employment

**WHAT:** The accredited employers provides access to job for people who can't participate in integrated employment. These accredited employers are supported from the central budget.

**WHERE:** You can search for accredited employers if you download this excel file (in Hungarian): [http://nfsz.munka.hu/resource.aspx?ResourceID=ma\\_tam\\_akkreditacio\\_nevjegyzek](http://nfsz.munka.hu/resource.aspx?ResourceID=ma_tam_akkreditacio_nevjegyzek)

### 5.4.2 b rights and education

**TITLE:** Integrated education

**WHAT:** In case of minor disabilities children can participate in integrated education. Children with special needs that study in integrated school need to have access to special learning materials, books and help. The school has to employ special education teacher.

The maintainer of the system provides information about schools who can receive children with special needs. The schools, parents, rehabilitation committee decide together about the placement of the child.

If you think your or your child's rights are violated you can ask for counselling and legal help from the Equal Treatment Authority, here you can find the webpage of the institution:

(in English): <http://www.egyenlobanasmod.hu/eng>

(in Hungarian): <http://www.egyenlobanasmod.hu/>

On this link you can find a list of advocacy institutions (in Hungarian): [http://www.vital.hu/fogyatekosok\\_erdekvelme](http://www.vital.hu/fogyatekosok_erdekvelme).

**WHERE:**



- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
1013 Budapest, Krisztina krt. 39/B  
Tel.: +36-1-795-2975, Free number: +36 80 203 939, Administrative and Legal  
Department: +36-1-795-2975, +36-80-203-939  
<http://www.egyenlobanasmod.hu/eng>  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county  
level offices (in Hungarian): <http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9ifogad%C3%A1s-1>

**TITLE:** Special schools

**WHAT:** There are special schools for children who can't participate in integrated education. In these schools there are teachers with special education and the appropriate conditions are provided. The maintainer of the system provides information about schools who can receive children with special needs. The schools, parents, rehabilitation committee decide together about the placement of the child.

If you think your or your child's rights are violated you can ask counselling and legal help from the Equal Treatment.

On this link you can find a list of advocacy institutions (in Hungarian): [http://www.vital.hu/fogyatekosok\\_erdekvelme](http://www.vital.hu/fogyatekosok_erdekvelme).

**WHERE:**

- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
Krisztina krt. 39/B  
1013, Budapest  
Tel.: +36-1-795-2975, Free number: +36 80 203 939, Administrative and Legal  
Department: +36-1-795-2975, +36-80-203-939  
<http://www.egyenlobanasmod.hu/eng>  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county  
level offices (in Hungarian): <http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9ifogad%C3%A1s-1>

### 5.4.3 CHILDREN WITH SPECIAL NEEDS

#### 5.4.3 a assistance for children with special needs

**TITLE:** Raising support (nevelési ellátás)

**WHAT:** Financial support on monthly basis since the birth of the child until he/she starts the school. The amount of money is 23300 HUF (~ 75 € in 2017) in the case of disabled children. Regarding the disability you have to show proof documents from the doctors while applying for the support. This allowance is given for the following groups:

- ▶ EEA citizens: you can receive this support if you have job and social insurance.
- ▶ Third-country nationals: You are entitled if you are officially settled (with valid permit) or a spouse of an EEA citizen.
- ▶ People with refugee status or enjoying subsidiary/temporary protection
- ▶ Stateless people
- ▶ Posted workers receive this support from their home country but after 24 months they need to apply for permission at the National Health Insurance





Fund of Hungary. On this link you can find more information about this institution (in English): [http://www.neak.gov.hu/felso\\_menu/rolunk/kozerdeku\\_adatok/tevekenysegre\\_mukodesre\\_vonatkozo\\_adatok/a\\_szerv\\_feladata\\_alaptevekenysege\\_es\\_hatarkore/en\\_a\\_szerv\\_alaptevekenyege\\_feladata\\_es\\_hatarkore](http://www.neak.gov.hu/felso_menu/rolunk/kozerdeku_adatok/tevekenysegre_mukodesre_vonatkozo_adatok/a_szerv_feladata_alaptevekenysege_es_hatarkore/en_a_szerv_alaptevekenyege_feladata_es_hatarkore)

Here you can find more information about raising support (in Hungarian): <http://kormanyablak.hu/hu/feladatok/28/KINCS00017>. You have to apply for it in the government office (*kormányhivatal*) or government window (*kormányablak*).

**WHERE:**

On this link you can search for the nearest government window (*kormányablak*) <http://www.nyilvantarto.hu/hu/oik>.

You can find the contacts of the county level government offices on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life - Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system"

**TITLE:** Schooling

**WHAT:** Children with special needs have the right to participate in integrated or special education based on their condition. You can find more information under the entry: "Everyday life" - "Rights and education" rights and education. The maintainer of the school system provides information about schools who can receive children with special needs. The schools, parents and rehabilitation committee decide together about the placement of the child.

If you think your or your child's rights are violated you can ask for counselling and legal help from the Equal Treatment Authority.

On this link you can find a list of advocacy institutions (in Hungarian): [http://www.vital.hu/fogyatekosok\\_erdekvelme](http://www.vital.hu/fogyatekosok_erdekvelme).

**WHERE:**

- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
Krisztina krt. 39/B  
1013, Budapest  
Tel.: +36-1-795-2975, Free number: +36 80 203 939, Administrative and Legal Department: +36-1-795-2975, +36-80-203-939  
<http://www.egyenlobanasmod.hu/eng>  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county level offices (in Hungarian): <http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9lfogad%C3%A1s-1>

**TITLE:** Public transport allowance

**WHAT:** 100% discount on public transport tickets inside the cities, 90% discount on public transport between cities. If you are entitled for this support you get a



card what you should show when you buy a ticket or when the conductor checks the tickets of the passengers on the bus or train. Entitled persons:

- ▶ who receives blind person's annuity,
- ▶ children whom family receives higher amount of family support or severely handicapped.

One accompanying person is also entitled for the discount. You can apply for this if you are either:

- ▶ Hungarian citizen,
- ▶ officially immigrated or settled,
- ▶ stateless,
- ▶ person with the right of free movement if you address and residence status in Hungary,
- ▶ refugee,
- ▶ under temporary protection,
- ▶ under subsidiary protection.

You can find more information about this support on this link (in Hungarian): <http://www.kormanyhivatal.hu/download/d/1f/73000/T%C3%A1j%C3%A9koztat%C3%B3%20az%20utaz%C3%A1si%20kedvezm%C3%A9nyre%20jogos%3ADt%C3%B3%20hat%C3%B3s%C3%A1gi%20igazolv%C3%A1ny%20haszn%C3%A1lat%C3%A1r%C3%B3l.pdf>.

You should start the process at the general practitioner who fills out the application form. You can apply for the card in the government office (*kormányhivatal*).

**WHERE:** You can find the contacts of the county level government offices (*kormányhivatal*) on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under "Everyday life – Governmental helpline". If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

You can read more about the Hungarian social security system under "Everyday life - Description of the Hungarian social security system"

**TITLE:** Home for disabled children

**WHAT:** There are special homes for children with special needs, in these institutions children participate in education and in different programmes. However children can live there just in exceptional and justified cases.

**WHERE:** There are special institutions with these social services. You can't search in English for them, but these are a list of support institutions where you can ask for information (in Hungarian): [http://www.vital.hu/fogyatekosok\\_erdekvelme](http://www.vital.hu/fogyatekosok_erdekvelme)

#### 5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS

##### 5.4.4 a assistance for persons with special needs



**TITLE:** Government offices (*kormányhivatal*)

**WHAT:** In Hungary these offices are the connections between the people and the public administration. In the government offices you can apply for different allowances, you can have legal aid. In the county level government offices you can inquire about job and training opportunities.

**WHERE:** You can find the contacts of the county level government offices (*kormányhivatal*) on this link (in Hungarian): <http://www.kormanyhivatal.hu/hu/elerhetosegek>. However the page is in Hungarian after you click on the name of the county you can use the translator in your browser and translate to page to English, the translation is satisfying.

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** Associations, organizations

**WHAT:** In Hungary several NGOs provide services for people with special needs.

**WHERE:** On this page you can find the list about these institutions, on the top of the page you can choose the county (in Hungarian): [http://www.vital.hu/fogyatekosok\\_civil\\_szervezetei](http://www.vital.hu/fogyatekosok_civil_szervezetei). The page is in Hungarian, but you can use your browser to translate it to English. The English translation is useable to find the type of association you are looking for.

You can read more about the Hungarian social security system under “Everyday life - Description of the Hungarian social security system”

**TITLE:** Protected employment

**WHAT:** With these kind of employment accredited employers provides access to job for people who can't participate in integrated employment. These accredited employers are supported from the central budget.

**WHERE:** You can search for accredited employers if you download this excel file (in Hungarian): [http://nfsz.munka.hu/resource.aspx?ResourceID=ma\\_tam\\_akkreditacio\\_nevjegyzek](http://nfsz.munka.hu/resource.aspx?ResourceID=ma_tam_akkreditacio_nevjegyzek)

## 5.5 PARTICIPATING IN SOCIETY

### 5.5.1 MIGRANTS' ADVISORY BODIES

#### 5.5.1 a list of advisory bodies

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** This organization has a lot of experience in the field of migrant issues. It provides help, information and several types of services for migrants.

**WHERE:**

Menedék, Hungarian Association for Migrants

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>



E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** International Organisation for Migration

**WHAT:** International organization which protects the dignity and well-being of migrants and improve their situation. It has a national office in Hungary.

**WHERE:** International Organisation for Migration

Falk Miksa utca 8

1055 BUDAPEST

Tel.: (+36 1) 472 2500

[www.iom.hu](http://www.iom.hu)

E-mail: [iombudapest@iom.int](mailto:iombudapest@iom.int)

**TITLE:** Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)

**WHAT:** NGO which provides legal help, and generally protects human dignity, human rights. Provides assistance in the asylum procedure and legal help if the Immigration and Asylum office refused your application.

**WHERE:**

Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)

Bajcsy-Zsilinszky út 36-38.

1054, BUDAPEST

Tel.: (+36 1) 321 4323, (+36 1) 321 4141

<http://www.helsinki.hu/en/>

E-mail: [helsinki@helsinki.hu](mailto:helsinki@helsinki.hu)

**TITLE:** MIGSZOL (Migrant Solidarity Group of Hungary)

**WHAT:** The volunteers of this association visit refugee camps, the organization has connection with migrants and with relevant associations. They provide help and services for migrants.

**WHERE:**

MIGSZOL (Migrant Solidarity Group of Hungary)

Auróra utca 11

1084, BUDAPEST

Tel.: +36 20 28 67 987

<http://www.migszol.com/>

E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** MIGHelp - Migráns Segítség Magyarország Egyesület (*Migrants Help Association of Hungary*)

**WHAT:** This organization provides different trainings and programmes for migrants. Through these activities they enhance the participation of migrants in the society.

**WHERE:**

- ▶ MIGHelp Skills Development Center:

Raday utca 9

1092 BUDAPEST

<http://mighelp.hu/en/>



- ▶ MIGHelp Cultural Center:  
Magyar utca 44  
1053, BUDAPEST  
<http://mighelp.hu/en/kulturakhaza>  
E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)

**TITLE:** Bevándorlási és Menekültügyi Hivatal (*Immigration and Asylum Office*)

**WHAT:** The main national level public body deals with immigration. You can apply for residence permits, work permits and for asylum here.

**WHERE:**

- ▶ Central office: Bevándorlási és Menekültügyi Hivatal (*Immigration and Asylum Office*)  
Budafoki utca 60.  
1117 BUDAPEST  
Tel.: +36 1 463 9100, Call Center: +36 1 463 9292  
<http://www.bmbah.hu/index.php?lang=en>  
E-mail: [nef@bah.b-m.hu](mailto:nef@bah.b-m.hu)
- ▶ Regional offices: You can find the list of the regional offices of the Immigration and Asylum Office on these links:  
(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)  
(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=476&Itemid=695&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=476&Itemid=695&lang=de)  
(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=175&Itemid=462&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=175&Itemid=462&lang=hu)

Integrity advisor inside the office. There is one person who is responsible for this service on national level.

- ▶ Mr. Csongor Bándy  
Email: [intergritas@bah.b-m.hu](mailto:intergritas@bah.b-m.hu)  
Tel.: +36 1 463 9100
- ▶ Here you can find more information about the integrity advisor:  
(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=804&Itemid=1470&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=804&Itemid=1470&lang=en)  
(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=803&Itemid=1469&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=803&Itemid=1469&lang=de)  
(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=800&Itemid=1466&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=800&Itemid=1466&lang=hu)

## 5.5.2 CIVIC ASSOCIATIONS

### 5.5.2 a procedure for establishing civic associations

**TITLE:** Founding an association

**WHAT:** Civic organization is not organized for profit but operates for educational or charitable purposes or for social welfare purposes. Here you can find information regarding the legal basis for founding an association.

**STEP 1:** To establish an association you need minimum 10 people who participate on the establishment meeting.

**STEP 2:** The members have to declare the establishment of the association, establish the rules and nominate a representative. The minutes of the meeting and the founding document have to contain the names and the contact



details of the representatives. The minutes also has to contain the name of the participants the date of the establishment and the members.

**STEP 3:** The representatives have to make a conflict of interest statement.

**STEP 4:** 30 days after the establishment you have to register the association at the county level court. On this link you can find the related application forms (in Hungarian): <http://birosag.hu/allampolgaroknak/civil/civil-eljarasok-urlapjai-112012-ii29-kim-rendelet>

**STEP 5:** The court will send the data to the tax office and to the Central Statistical Office.

**STEP 6:** You have 8 days after receiving the tax number to register the association at the government window to have access to the online administration system.

**STEP 7:** You have to open a bank account.

**WHERE:** On this link you can search for the contact details for the county level courts (in Hungarian): <http://birosag.hu/torvenyszekek>

You can find the list of the local offices of the National Tax and Customs Administration on this link (in English):

[http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html). And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>

You also have to provide data for the Hungarian Central Statistical Office (in Hungarian): <https://elektra.ksh.hu/>

#### 5.5.2 b register of civic associations

**TITLE:** Court register of civic associations

**WHAT:** You can search for civic associations in the court register.

**WHERE:** (in Hungarian): <http://birosag.hu/allampolgaroknak/civil-szervezetek/civil-szervezetek-nevjegyzeke-kereses>

**TITLE:** List of NGOs

**WHAT:** On this webpage you can find a list of Hungarian NGOs in alphabetic order.

**WHERE:** (in Hungarian): <http://www.c3.hu/ngo-h1.html>; (in English): <http://www.c3.hu/ngo-el.html>

### 5.5.3 RELIGION

#### 5.5.3 a registering a religious organization

**TITLE:** Registering a religious organization

**WHAT:** Religious organization is an association organized for the reason of religious purposes. Here you can find some information regarding the foundation of a new religious community.

**STEP 1:** To register a religious organization you need to have minimum 100 members.

**STEP 2:** The members have to accept the basic rules. It has to contain the followings:

- ▶ the name of the organization (it can't be confused with another organization),
- ▶ the seat of the organisation,



- ▶ the organizational structure.

**STEP 3:** The members nominate a representative.

**STEP 4:** The members declare a statement that they established the organization to practice a religion and they don't do any kind of activities which are against the Hungarian laws.

**STEP 5:** The representative has to register the organization at the county court.

**WHERE:** You have to register the organization at the county level court. On this link you can search for the contact details for the county level courts (in Hungarian): <http://birosag.hu/torvenyszekek>

### 5.5.3 b list of recognized religious organizations

**TITLE:** List of churches

**WHAT:** The Ministry of Human Capacities is the responsible public body for registering the churches.

**WHERE:** On this link you can find the list if recognised churches (in Hungarian): <http://egyhazi.emmi.gov.hu/>

## 5.5.4 VOTING RIGHTS

### 5.5.4 a active voting right

**TITLE:** Voting for the members of the EU Parliament

**WHAT:** Vote for the Hungarian members of the European Parliament. In this election there are no electoral districts.

To have voting right you have to be adult (older than 18 years or older than 16 years and married) and you cannot be suspended from public affairs. Here you can see the different ways to vote based on nationality and residence place:

- ▶ Hungarians who live in Hungary: They can vote at the local voting point or if they want to vote another place they have to notify the authorities in advance
- ▶ Hungarians abroad: in EU member countries they can participate on the national election.
- ▶ EU citizens living in Hungary: you have to register in the system and prove that you have permanent address in Hungary

**TITLE:** Voting for the members of the National Parliament – National list

**WHAT:** To get into the Hungarian Parliament the parties nominate persons to the national list and everyone who has right to vote can vote for one list.

To have voting right you have to be adult (older than 18 years or older than 16 years and married) and you cannot be suspended from public affairs. Here you can see the different ways to vote based on residence place:

- ▶ Hungarians who live in Hungary: They can vote at the local voting point or if they want to vote another place they have to notify the authorities in advance
- ▶ Hungarians who live abroad without Hungarian address: in letter what they have to send to the National Election Office or in person at the consulates or embassies.
- ▶ Hungarians who live abroad, but they have Hungarian permanent address as well: in person at the consulates or embassies.

**TITLE:** Voting for the members of the National Parliament – Electoral districts





**WHAT:** In every electoral district the people with voting right can vote for the nominees of parties or for individual candidates. To have voting right you have to be adult (older than 18 years or older than 16 years and married) and you cannot be suspended from public affairs. Here you can see the different ways to vote based on nationality and residence place:

- ▶ Hungarians who live in Hungary: They can vote at the local voting point or if they want to vote another place they have to notify the authorities in advance
- ▶ Hungarians who live abroad, but they have Hungarian permanent address as well: in person at the consulates or embassies.

**TITLE:** County council

**WHAT:** Voting for the members of the county council. To have voting right you have to be adult (older than 18 years or older than 16 years and married) and you cannot be suspended from public affairs. Here you can see the different ways to vote based on residence place:

- ▶ Hungarians who live in Hungary: They can vote in the local voting point or if they want to vote another place they have to notify the authorities in advance
- ▶ Hungarians who live abroad, but they have Hungarian permanent address as well: in person at the consulates or embassies.

**TITLE:** Local elections

**WHAT:** Voting for the mayor and for the members of the city council. To have voting right you have to be adult (older than 18 years or older than 16 years and married) and you cannot be suspended from public affairs. Here you can see the different ways to vote based on residence place:

- ▶ Hungarians who live in Hungary: They can vote in the local voting point or if they want to vote another place they have to notify the authorities in advance
- ▶ Hungarians who live abroad, but they have Hungarian permanent address as well: in person at the consulates or embassies.

#### 5.5.4 b passive voting right

**TITLE:** Members of EU Parliament

**WHAT:** People can vote the members of the list of parties that has minimum 20000 signatures: Members of the list can be Hungarians or other EU citizens who live in Hungary. They have to be adults and not suspended from public affairs.

**TITLE:** Members of the National Parliament – from the electoral district

**WHAT:** A person who is older than 18 years, collects 500 signed recommendation in him/her electoral district.

**TITLE:** Members of the National Parliament – from the national list

**WHAT:** A party can set up a list if they could set a nominee minimum in 27 electoral districts (from 106). The nominees have to come from minimum 9 counties/Budapest.

**TITLE:** Members of the county council

**WHAT:** Person can be elected if he/she has recommendations from minimum 0.5% of the total number of constituents in the electoral district



**TITLE:** Mayor

**WHAT:** To start for the mayor's title a person needs to have a certain amount of recommendations:

- ▶ in a municipality with 10000 or less inhabitants: has recommendations from minimum 1% of the total number constituents in the town
- ▶ in a town between 10000-100000 inhabitants: has the recommendation from minimum 300 constituents
- ▶ In a city with more than 100000 inhabitants: has the recommendation from minimum 500 constituents

**TITLE:** Members of the municipality council

**WHAT:** A person who has recommendations from minimum 1% of the total number of constituents in the electoral district

## 5.6 HOLIDAYS AND FREE TIME

### 5.6.1 PUBLIC HOLIDAYS

#### 5.6.1 a list of public holidays

**TITLE:** Public holidays

**WHAT:**

- ▶ New Year's Day: 1<sup>st</sup> of January
- ▶ National Holiday: Memorial day of the revolution in 1848: 15<sup>th</sup> of March
- ▶ Good Friday: Friday before Easter weekend: Moveable
- ▶ Easter Sunday: Moveable
- ▶ Easter Monday: Moveable
- ▶ Labour Day: 1<sup>st</sup> of May
- ▶ Pentecost Sunday: 49 days after Easter
- ▶ Pentecost Monday: Monday after Pentecost Sunday
- ▶ National Holiday: State Foundation Day: 20<sup>th</sup> of August
- ▶ National Holiday: Memorial day of the revolution in 1956: 23<sup>rd</sup> of October
- ▶ All saints Day: 1<sup>st</sup> of November
- ▶ Christmas: 25<sup>th</sup> of December
- ▶ 2<sup>nd</sup> day of Christmas: 26<sup>th</sup> of December

#### 5.6.1 b school holidays

**TITLE:** Summer holiday (*Nyári szünet*)

**WHAT:** The longest holiday in primary school which separates the different grades. It starts in the middle of June and lasts until the last day of August.

**TITLE:** Autumn break (*Őszi szünet*)

**WHAT:** One week long break on the first week of November (the 1<sup>st</sup> of November is holiday in Hungary)

**TITLE:** Winter break (*Téli szünet*)



**WHAT:** 10-12 days long holiday which starts around the 21<sup>st</sup>-23<sup>rd</sup> of December and lasts until the 2<sup>nd</sup>-4<sup>th</sup> of January.

**TITLE:** Spring break (*Tavaszi szünet*)

**WHAT:** Free days connected to Easter: in Hungary the Easter holidays weekend contains 4 free days, it lasts from Friday till Monday and children get 1-2 free days before the Easter weekend and after it as well.

**TITLE:** Breaks connected to holidays

**WHAT:** If any holiday falls to Tuesday or Thursday the Monday (before free Tuesday) or the Friday (after free Thursday) is free day. But students have to go to school on one Saturday (usually one week before or after the long weekend) instead of the additional free day.

**TITLE:** One day breaks

**WHAT:** During the years when the teachers have training the children get free days. This happens 1-2 days per a year.

#### 5.6.1 c holidays services

**TITLE:** Daycare

**WHAT:** The local government of the municipality is responsible for organising daycare service.. This is not for every child just whom background justifies it (e.g. the parents are ill).

**WHERE:** For this activity the municipality level local government (*önkormányzat*) is responsible. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Subsidized camps

**WHAT:** In larger cities there are subsidized camps for the children during the summer. These camps aren't free, but they are quite cheap.

**WHERE:** Mostly public bodies organize these camps so it is advisable to ask about them at the local government. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Summer programmes

**WHAT:** During the summer there are several programmes which are organized on local level. These are different kind of festivities, common events usually held on the centre of the cities.

**WHERE:** Usually the municipality local governments organize and promote these programmes, so you can ask about them locally and check the municipalities' website. To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

You can find a couple of programmes on this link (in English):

[http://gotohungary.com/?utm\\_source=www.gotohungary.com&utm\\_medium](http://gotohungary.com/?utm_source=www.gotohungary.com&utm_medium)



## 5.6.2 USEFUL SOCIAL NETWORKS (FB, LinkedIn, etc.)

### 5.6.2 a list of social networks groups

**TITLE:** Social networks

**WHAT:** Social networks are a useful and fast way for communication in Hungary. You can contact many organisations and institutions through social networks.

- ▶ Facebook: it's one of the most used social network tool. You can find groups with different aims like accommodation, job markets or groups of foreigners living in Hungary.
- ▶ Twitter: Twitter isn't as popular in Hungary as Facebook but many organizations and institutions have an active account with updated information.
- ▶ Youtube: It's a video-sharing website. The site allows users to upload, view, rate, share, add to favourites, report and comment on videos. Available content includes music videos, short and documentary films, audio recordings, movie trailers and other content such as video blogging or educational videos.

## 5.7 SUPPORT SERVICES FOR MIGRANTS

### 5.7 a list of support services and projects regarding housing

**TITLE:** MigSzol's Supporting programme for migrants

**WHAT:** Housing for everyone is one of the key goals of this organization. On this link you can read more about this programme (in English): <http://www.migszol.com/blog/migrant-solidarity-and-housing-rights-a-shared-struggle>

**WHERE:**

MigSzol, Migrant Solidarity Group of Hungary

Auróra utca 11

1084, BUDAPEST

Tel.: +36 20 28 67 987

<http://www.migszol.com/>

E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** This organization offer general help for migrants. They can help you if you have housing problems.

**WHERE:**

Menedék, Hungarian Association for Migrants.

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Housing allowance for migrants

**WHAT:** Housing support, which is 50% of the monthly rent of the apartment. But



in case of one person maximum 25800 HUF/month (~83 € in 2017), in case of a family maximum 51600 HUF/month (~166 € in 2017). The maximum duration of this support is 18 months. To apply for it you have to submit the renting contract and a wealth declaration to the Immigration and Asylum Office. On this page you can find more information about this support (in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&id=352:lakhatasi-tamogatas&Itemid=1107&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&id=352:lakhatasi-tamogatas&Itemid=1107&lang=hu)

**WHERE:** In the nearest office of the Immigration and Asylum Office: You can find the list of the regional offices of the Immigration and Asylum Office on these links:

(in English): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=33&Itemid=678&lang=en](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en)

(in German): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=476&Itemid=695&lang=de](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=476&Itemid=695&lang=de)

(in Hungarian): [http://www.bmbah.hu/index.php?option=com\\_k2&view=item&layout=item&id=175&Itemid=462&lang=hu](http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=175&Itemid=462&lang=hu)

**TITLE:** Housing support from the employer

**WHAT:** Support for housing (monetary, providing place to stay) from the employer.

**WHERE:** You have to ask your employer about this support.

### **5.7 b list of online resources regarding housing**

**TITLE:** Just Landed: Hungary Guide – Housing and Rentals

**WHAT:** Online resource about how to find an apartment in Hungary and about renting.

**WHERE:** (in English): <https://www.justlanded.com/english/Hungary/Housing-Rentals>

**TITLE:** Angloinfo: Housing in Hungary

**WHAT:** Information about buying and renting a real estate in Hungary.

**WHERE:** (in English): <https://www.angloinfo.com/how-to/hungary/housing>

**TITLE:** Tenant's Rights Brochure for Hungary

**WHAT:** This is a document about the rental agreement and about the tenant's and the landlord's rights during and when ending the tenancy.

**WHERE:** (in English):

[http://www.tenlaw.uni-bremen.de/Brochures/HungaryBrochure\\_09052014.pdf](http://www.tenlaw.uni-bremen.de/Brochures/HungaryBrochure_09052014.pdf)

### **5.7 c list of support services and projects regarding social support**

**TITLE:** Menedék Hungarian Association for Migrants

**WHAT:** Menedék provide comprehensive services for migrants. One of these services is the social work, they organize different trainings and programmes for migrants to help their social inclusion. If you would like to participate you need to make an appointment, you can find the contact details below.

**WHERE:**

Menedék, Hungarian Association for Migrants

Népszínház utca 16. III/3.

1081 BUDAPEST



Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Migration Aid

**WHAT:** This organization raised a fund to support refugees and people with subsidiary or temporary protection. They help migrants in entering to Hungary in the border zones with providing food, water, clothes and immaterial help for them.

**WHERE:**

Migration Aid

Tel.: +36 30 592 8066 (also works on WhatsApp, Viber and Signal)

<http://migrationaid.org/en/>

E-mail: [info@migrationaid.org](mailto:info@migrationaid.org)

**TITLE:** Regular social allowance

**WHAT:** Financial support for people if their social conditions justify it. The allowance system is on municipality level, so the relevant institution is the local government (*önkormányzat*).

**WHERE:** To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Benefits in kind

**WHAT:** Different types of support for people if their social conditions justify it. The allowance system is on municipality level, so the relevant institution is the local government (*önkormányzat*).

**WHERE:** To find the municipality level local government you have to search for this expression: „the name of the municipality + *önkormányzat*”. For example: *Veszprém önkormányzat*.

**TITLE:** Magyar Máltai Szeretetszolgálat (*Hungarian Charity Service of the Order of Malta*)

**WHAT:** The Magyar Máltai Szeretetszolgálat organizes different donation programmes, permanent aid services, voluntary services and provides help in the case of disasters.

**WHERE:**

Magyar Máltai Szeretetszolgálat (*Hungarian Charity Service of the Order of Malta, National Centre*)

Szarvas Gábor út 58-60.

1125, BUDAPEST

Tel.: +36 1/39-14-700; +36 1/39-14-704

<https://maltai.hu/>

E-mail: [mmsz@maltai.hu](mailto:mmsz@maltai.hu)

**TITLE:** Ökomenikus Segélyszervezet (*Hungarian Interchurch Aid*)

**WHAT:** The Hungarian Interchurch Aid organizes different donation programmes,



permanent aid services, voluntary services and provides help in the case of disasters.

**WHERE:**

Ökumenikus Segélyszervezet (*Hungarian Interchurch Aid*)

Kossuth Lajos u. 64.

1221, BUDAPEST

Tel.: (+36-1) 208-4932, (+36-1) 208-4933

<http://www.segelyszervezet.hu/en>

E-mail: [segelyszervezet@segelyszervezet.hu](mailto:segelyszervezet@segelyszervezet.hu)

**TITLE:** Caritas Hungarica

**WHAT:** Caritas Hungarica organizes different donation programmes, permanent aid services, voluntary services and provides help in the case of disasters.

**WHERE:**

- ▶ Centre of Caritas Hungarica  
Bartók Béla út 30.  
1111, BUDAPEST  
Tel.: + 361 / 372-0910  
<https://karitasz.hu/>  
E-mail: [office@caritas.org.hu](mailto:office@caritas.org.hu)
- ▶ You can find the nearest organization on the bottom of this page on the map (in Hungarian): <http://karitasz.hu/kapcsolat/orszagok-kozpont>

**TITLE:** Magyar Vöröskereszt (*Hungarian Red Cross*)

**WHAT:** Hungarian Red Cross organizes donation programmes and blood donation provides first aid, works in the field of disaster management, helps in tracing of lost family members (mostly for refugees).

**WHERE:**

- ▶ Centre of the Magyar Vöröskereszt (*Hungarian Red Cross*)  
Arany János u.  
31.1051 BUDAPEST  
Tel.: +36 (1) 374 1300  
<http://voroskereszt.hu/en/>
- ▶ Contact details of the Magyar Vöröskereszt, Keresőszolgálat (*HRC Tracing Service*):  
Arany J. utca 31.  
BUDAPEST  
Tel.: +36-1-374-13-23  
<http://voroskereszt.hu/en/tracing/>  
E-mail: [tracing@redcross.hu](mailto:tracing@redcross.hu)
- ▶ You can find the nearest service on the map on this page (in Hungarian): <http://voroskereszt.hu/rolunk/elerhetosegeink/>

## 5.7 d list of online resources regarding social support

**TITLE:** Description of the Hungarian social security system.

**WHAT:** Here you can see a detailed description about the security system with the responsible institutions.

**WHERE:**





(in English): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/m/2017/nemzetkozi/english.pdf>

(in German): <https://nyugdijbiztositas.tcs.allamkincstar.gov.hu/m/2017/nemzetkozi/deutsch.pdf>

**TITLE:** European Commission: Your social security rights in Hungary

**WHAT:** Comprehensive document about the Hungarian social support system.

**WHERE:** (in English): [ec.europa.eu/social/BlobServlet?docId=13766&langId=en](http://ec.europa.eu/social/BlobServlet?docId=13766&langId=en)

**TITLE:** Angloinfo: Benefits and Allowances in Hungary

**WHAT:** Short text about the types of social supports in Hungary.

**WHERE:** (in English): <https://www.angloinfo.com/how-to/hungary/money/social-security/benefits-allowances>

**TITLE:** Family support system – childraising – employment (chapter of Demographic Portrait of Hungary)

**WHAT:** This document describes the support system of families with young children.

**WHERE:** (in English):

<http://demografia.hu/en/publicationsonline/index.php/demographicportrait/article/download/885/647>

**TITLE:** Euromod: Country Report, Hungary

**WHAT:** Information about the Hungarian tax-benefit and social support system.

**WHERE:** (in English): [https://www.euromod.ac.uk/sites/default/files/country-reports/year7/Y7\\_CR\\_HU\\_Final.pdf](https://www.euromod.ac.uk/sites/default/files/country-reports/year7/Y7_CR_HU_Final.pdf)

## **5.7 e list of support services and projects regarding driving and transport**

**TITLE:** MigHelp – Migráns Segítség Magyarország Egyesület (*Migrants' Help Association of Hungary*)

**WHAT:** This organization provides classes for migrants to get driving license. On the webpage of the organization you can find more information about this possibility: <http://mighelp.hu/classes/driving> (English).

**WHERE:**

Center for the driving course: MIGHelp Skills Development Center

Raday Utca 9.

1092, BUDAPEST

<http://mighelp.hu/>

E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)

## **5.7 f list of support services and projects addressing persons with special needs**

**TITLE:** Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)

**WHAT:** If you think you suffer discrimination because of your mental or physical



disabilities you can turn to the Equal Treatment Authority.

**WHERE:**

- ▶ Egyenlő Bánásmód Hatóság (*Equal Treatment Authority*)  
Krisztina krt. 39/B  
1013, Budapest  
Tel.: +36-1-795-2975, Free number: +36 80 203 939, Administrative and Legal  
Department: +36-1-795-2975, +36-80-203-939  
<http://www.egyenlobanasmod.hu/eng>  
E-mail: [ebh@egyenlobanasmod.hu](mailto:ebh@egyenlobanasmod.hu)
- ▶ Here you can choose the county and see the contact details for the county level  
offices (in Hungarian): <http://www.egyenlobanasmod.hu/article/view/%C3%BCgyf%C3%A9lfogad%C3%A1s-1>

**TITLE:** Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for Fundamental Rights*)

**WHAT:** The Commissioner for Fundamental Rights pays special attention to the protection of:

- ▶ the rights of children,
- ▶ the rights of nationalities living in Hungary,
- ▶ the rights of the most vulnerable social groups,
- ▶ the values determined as 'the interests of future generations'.

You can lodge a complaint anonymously via online on this page:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/lodge-a-complaint>

(in Hungarian): <https://www.ajbh.hu/hu/forduljon-a-biztoshoz>

Or you also have the possibility to make an appointment:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/making-an-appointment>

(in Hungarian): [https://www.ajbh.hu/hu/idopontfoglalas\\_ugyintezes](https://www.ajbh.hu/hu/idopontfoglalas_ugyintezes)

Here you can find the webpage of the institution:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/>

(in Hungarian): <https://www.ajbh.hu/>

**WHERE:**

Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for Fundamental Rights*)

Nádor utca 22.

1051, Budapest

Tel: (+36) (1) 475-7100

<https://www.ajbh.hu/en/web/ajbh-en/>

E-mail: [panasz@ajbh.hu](mailto:panasz@ajbh.hu), [hungarian.ombudsman@ajbh.hu](mailto:hungarian.ombudsman@ajbh.hu)

**TITLE:** Associations, organizations

**WHAT:** In Hungary several NGOs provide services for people with special needs.

**WHERE:** On this page you can find the list about these institutions, on the top of the page you can choose the county (in Hungarian): [http://www.vital.hu/fogyatekosok\\_civil\\_szervezetei](http://www.vital.hu/fogyatekosok_civil_szervezetei). The page is in Hungarian but you can use your browser to translate it to English. The English translation is useable to find the type of association you are looking for.



**TITLE:** Protected employment

**WHAT:** With these kind of employment accredited employers provides access to job for people who can't participate in integrated employment. These accredited employers are supported from the central budget.

**WHERE:** You can search for accredited employers if you download this excel file (in Hungarian): [http://nfsz.munka.hu/resource.aspx?ResourceID=ma\\_tam\\_akkreditacio\\_nevjegyzekek](http://nfsz.munka.hu/resource.aspx?ResourceID=ma_tam_akkreditacio_nevjegyzekek)

**TITLE:** Associations for the Disabled in Hungary

**WHAT:** Links, short descriptions about associations in Hungary dealing with special needs.

**WHERE:** (in English): <https://www.angloinfo.com/how-to/hungary/healthcare/people-with-disabilities/disability-organisations>

### **5.7 g list of online resources addressing people with special needs**

**TITLE:** European Commission: Your social security rights in Hungary

**WHAT:** Comprehensive document about the Hungarian social support system which also talks about the rights of people with disabilities.

**WHERE:** (in English): <ec.europa.eu/social/BlobServlet?docId=13766&langId=en>

**TITLE:** Hungary – Special needs education within the education system

**WHAT:** This is a comprehensive text about the education of children with special needs in Hungary.

**WHERE:** (in English):

<https://www.european-agency.org/country-information/hungary/national-overview/special-needs-education-within-the-education-system>

### **5.7 h list of support services and projects regarding participating in society**

**TITLE:** Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for Fundamental Rights*)

**WHAT:** The Commissioner for Fundamental Rights pays special attention to the protection of:

- ▶ the rights of children,
- ▶ the rights of nationalities living in Hungary,
- ▶ the rights of the most vulnerable social groups,
- ▶ the values determined as 'the interests of future generations'.

You can lodge a complaint anonymously via online on this page:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/lodge-a-complaint>

(in Hungarian): <https://www.ajbh.hu/hu/forduljon-a-biztoshoz>

Or you also have the possibility to make an appointment:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/making-an-appointment1>

(in Hungarian): [https://www.ajbh.hu/hu/idopontfoglalas\\_ugyintezes](https://www.ajbh.hu/hu/idopontfoglalas_ugyintezes)



Here you can find the webpage of the institution:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/>

(in Hungarian): <https://www.ajbh.hu/>

**WHERE:**

Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for Fundamental Rights*)

Nádor utca 22.

1051, Budapest

Tel: (+36) (1) 475-7100

<https://www.ajbh.hu/en/web/ajbh-en/>

E-mail: [panasz@ajbh.hu](mailto:panasz@ajbh.hu), [hungarian.ombudsman@ajbh.hu](mailto:hungarian.ombudsman@ajbh.hu)

**TITLE:** International Organisation for Migration

**WHAT:** International organization which protects the dignity and well-being of migrants and improve their situation. It has a national office in Hungary.

**WHERE:** International Organisation for Migration

Falk Miksa utca 8

1055 BUDAPEST

Tel.: (+36 1) 472 2500

<https://www.iom.int/>

E-mail: [iombudapest@iom.int](mailto:iombudapest@iom.int)

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** This organization has a lot of experience in the field of migrant issues. It provides help, information and several types of services for migrants.

**WHERE:**

Menedék, Hungarian Association for Migrants.

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)

**WHAT:** NGO which provides legal help, and generally protects human dignity, human rights. Provides assistance in the asylum procedure and legal help if the Immigration and Asylum office refused your application. Here you can find the webpage of the organization:

(in Hungarian): [www.helsinki.hu](http://www.helsinki.hu)

(in English): <http://www.helsinki.hu/en/>

**WHERE:**

Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)

Bajcsy-Zsilinszky út 36-38.

1054, BUDAPEST



Tel.: (+36 1) 321 4323, (+36 1) 321 4141

<http://www.helsinki.hu/en/>

E-mail: [helsinki@helsinki.hu](mailto:helsinki@helsinki.hu)

**TITLE:** MIGSZOL (Migrant Solidarity Group of Hungary)

**WHAT:** The volunteers of this association visit refugee camps, the organization has connection with migrants and with relevant associations.

**WHERE:**

MIGSZOL (Migrant Solidarity Group of Hungary)

Auróra utca 11

1084, BUDAPEST

<http://www.migszol.com/>

Tel.: +36 20 28 67 987

E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** MIGHelp - Migráns Segítség Magyarország Egyesület (*Migrants Help Association of Hungary*)

**WHAT:** This organization provides different trainings and programmes for migrants. Through these activities they enhance the participation of migrants in the society.

**WHERE:**

- ▶ MIGHelp Skills Development Center:

Raday utca 9

1092 BUDAPEST

<http://mighelp.hu/en/>

- ▶ MIGHelp Cultural Center:

Magyar utca 44

1053, BUDAPPEST

<http://mighelp.hu/en/kulturakhaza>

E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)

## 5.7 i list of support services and projects regarding holidays and free time

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** This organization has a lot of experience in the field of migrant issues. It provides help, information and several types of services for migrants.

**WHERE:**

Menedék, Hungarian Association for Migrants.

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** MIGSZOL (Migrant Solidarity Group of Hungary)

**WHAT:** The volunteers of this association visit refugee camps, the organization has



connection with migrants and relevant associations and provides help and services for migrants.

**WHERE:**

MIGSZOL (Migrant Solidarity Group of Hungary)

Auróra utca 11

1084, BUDAPEST

<http://www.migszol.com/>

Tel.: +36 20 28 67 987

E-mail: [contact@migszol.com](mailto:contact@migszol.com)

**TITLE:** MIGHelp (Migrants Help Association of Hungary – (*Migráns Segítség Magyarország Egyesület*).

**WHAT:** This organization provides different trainings and programmes for migrants. During these activities they enhance the migrant's participation in the society.

**WHERE:**

MIGHelp Skills Development Center:

Raday utca 9

1092 BUDAPEST

<http://mighelp.hu/en/>

MIGHelp Cultural Center:

Magyar utca 44

1053, BUDAPEST

<http://mighelp.hu/en/kulturakhaza>

E-mail: [info@mighelp.hu](mailto:info@mighelp.hu)

**TITLE:** Facebook groups for foreigners living in Hungary

**WHAT:** In these groups you can contact other foreigners living in Hungary. You can ask questions, organize programmes and meet new people. There are also some pages where you can find programmes, interesting thing about Hungary.

**WHERE:**

- ▶ English speaking people living in Hungary, Budapest
  - From the description on fb: For those foreigners living in Budapest wanting to communicate in English and want to make new friends than this group is for you!
  - [https://www.facebook.com/groups/englishspeakingpeople/?ref=br\\_rs](https://www.facebook.com/groups/englishspeakingpeople/?ref=br_rs)
- ▶ Hungary for foreigners
  - Photos, articles, information about Hungary in English
  - <https://www.facebook.com/hungaryforforeigners/>
- ▶ 365 days in Hungary:
  - Photos, articles, information about Hungary in English.
  - [https://www.facebook.com/365daysinHungary/?hc\\_ref=SEARCH&fref=nf](https://www.facebook.com/365daysinHungary/?hc_ref=SEARCH&fref=nf)
- ▶ Hungary jobs:
  - Job offers for English speaking people.
  - [https://www.facebook.com/groups/805432422924808/?ref=nf\\_target&fref=nf](https://www.facebook.com/groups/805432422924808/?ref=nf_target&fref=nf)



- ▶ Foreign Medical Students in Hungary
  - The most important foreign student group in Hungary is the group of medical students. There is English medical education in Budapest, Szeged, Pécs, Debrecen. These students have their own facebook groups
  - [https://www.facebook.com/groups/2270521153/?ref=br\\_rs](https://www.facebook.com/groups/2270521153/?ref=br_rs)
- ▶ Erasmus Student Network Hungary – ESN Hungary
  - Page for Erasmus people in Hungary.
  - [https://www.facebook.com/esn.hu/?hc\\_ref=SEARCH](https://www.facebook.com/esn.hu/?hc_ref=SEARCH)
- ▶ Language Exchange Budapest
  - Matches people who want to study languages. Promotes and organizes events.
  - <https://www.facebook.com/LanguageExchangeBudapest/>

**TITLE:** Migrant Communities in Hungary

**WHAT:** A blog and a Facebook page where you can read news and essays about migrant communities. They also provide information about different events related to the topic.

**WHERE:**

- ▶ Blog (in English): <http://migrantcommunity.blog.hu/>
- ▶ Facebook page (in English): <https://www.facebook.com/Migrant-Communities-in-Hungary-468053910196346/>

**TITLE:** Hungary Today

**WHAT:** Webpage with news about Hungary.

**WHERE:** (in English): <http://hungarytoday.hu/>





## 6 HEALTH

### 6.1 PUBLIC HEALTH CARE

#### 6.1 a description of the system

**TITLE:** Public healthcare in Hungary

**WHAT:** Public healthcare is provided by the state. To have access to public healthcare you need to have compulsory health insurance or private health insurance. On this link you can find more information about the health care system in Hungary (in English): <https://www.justlanded.com/english/Hungary/Hungary-Guide/Health/Public-health-care>.

**WHO:** The public health care system is based on the social security system. If you are employed, self-employed, on pension or you receive job seeking support you become insured automatically. Everyone under 18 years old or you study in higher education you are insured as well.

If you are an EU citizen and you are insured in your home country the health care is free of charge for you if you hold a European Health Insurance Card.

If you don't belong to one of these groups you have to pay 7110 HUF (23 € in 2017) per a month if you want to be part of the system.

**HOW:** The public health care performs these tasks:

- ▶ Preventive care: Prevention and early detection of diseases. The prevention of epidemics, screenings, environmental and employment health care, family and women protection belong to this part of the system as well.
- ▶ Primary care: based on the network of general practitioners, dentists, health visitors and school doctors.
- ▶ Outpatient care: onefold or occasional special care for health problems which doesn't require inpatient care. The general doctors in the primary care system can send the patients to this part of the health care system.
- ▶ Inpatient care: continuous treatment of patient during continuous stay in a hospital or in other institutions (e.g. clinic, sanatorium).

**WHERE:**

- ▶ List of Hungarian hospitals (in Hungarian): <http://korhazakaneten.hu/wp-content/uploads/2015/06/White-paper-K%C3%B3rh%C3%A1zak-a-neten.pdf>
- ▶ Map about Hungarian hospitals (in Hungarian): <http://korhazakaneten.hu/#lista>
- ▶ Here you can find the list of the Hungarian hospitals (with address and phone number) which provide inpatient care (in Hungarian): [http://www.neak.gov.hu/felso\\_menu/lakossagnak/szerzodott\\_szolgaltatok/fekvobeteg\\_ellatast\\_nyujto\\_intezmenyek\\_korhaz.html](http://www.neak.gov.hu/felso_menu/lakossagnak/szerzodott_szolgaltatok/fekvobeteg_ellatast_nyujto_intezmenyek_korhaz.html)
- ▶ Here you can find the list of the Hungarian hospitals (with address and phone number) which provide outpatient care (in Hungarian): [http://www.neak.gov.hu/felso\\_menu/lakossagnak/szerzodott\\_szolgaltatok/jarobeteg\\_ellatast\\_nyujto\\_intezmenyek\\_korhaz.html](http://www.neak.gov.hu/felso_menu/lakossagnak/szerzodott_szolgaltatok/jarobeteg_ellatast_nyujto_intezmenyek_korhaz.html)
- ▶ Here you can find the list of general practitioners in Hungary (in Hungarian): [http://www.neak.gov.hu/felso\\_menu/lakossagnak/szerzodott\\_szolgaltatok/haziorvosi\\_szolgaltatok.html](http://www.neak.gov.hu/felso_menu/lakossagnak/szerzodott_szolgaltatok/haziorvosi_szolgaltatok.html)

**WHEN:** The general practitioners have their own schedule. Out of the office hours there are doctors on duty.



The patients are sent to outpatient and to inpatient care by the general practitioners. After receiving the referral you have to make appointment with the health service provider institution.

### 6.1 b steps to get medical aid

**TITLE:** How to get medical aid

**WHAT:** You need to have insurance to get medical aid. Basically the general practitioner is your starting point in the health care system who will send you further if it's necessary. Of course in the case of serious acute health problem you can call the ambulance.

**STEP 1:** Make social security number and card and find a general practitioner. If you are employed or student you also can ask the company/school doctor to help. Maybe this last way is better if you aren't Hungarian and you don't know the systems and the doctors in the town.

**STEP 2:** If you have problem:

- ▶ general problem: go to the general practitioner or to the company/school doctor.
- ▶ acute illness:
  - in office hours go to the general practitioner
  - out of office hours: visit the doctor in attendance (nights, weekend, holidays)
- ▶ acute illness when the patient can't move but the problem is not serious: call the general practitioner or the doctor in attendance on phone and ask him/her to go to your place
- ▶ serious problem: call the ambulance on these free numbers: 104, 112

**STEP 3:** The doctors will tell you what to do next. If the doctor sends you to outpatient or inpatient care you have to make an appointment in the nearest health service provider institutions.

**WHERE:**

- ▶ Here you can find the list of general practitioners and you can search for the nearest one (in Hungarian): [http://www.neak.gov.hu//data/cms1008442/Haziorvosi\\_szolgalatok\\_2017\\_10.xlsx](http://www.neak.gov.hu//data/cms1008442/Haziorvosi_szolgalatok_2017_10.xlsx)
- ▶ Here you can find institutions which provide outpatient care (in Hungarian): [http://www.neak.gov.hu/felso\\_menu/lakossagnak/szerzodott\\_szolgaltatok/jarobeteg\\_ellatast\\_nyujto\\_intezmenyek\\_korhaz.html](http://www.neak.gov.hu/felso_menu/lakossagnak/szerzodott_szolgaltatok/jarobeteg_ellatast_nyujto_intezmenyek_korhaz.html)
- ▶ Here you can find the list of hospitals which provide inpatient care (in Hungarian): [http://www.neak.gov.hu//data/cms1013937/fekvobeteg\\_szakellato\\_intezmenyek\\_201709.xls](http://www.neak.gov.hu//data/cms1013937/fekvobeteg_szakellato_intezmenyek_201709.xls)

## 6.2 HEALTH INSURANCE

### 6.2 a state compulsory system - description

**TITLE:** Compulsory health insurance

**WHAT:** In order to receive public health care for free you have to be part of the social security system which means having a social security card and number.

**WHO:**

The law makes difference between domestic persons and foreigners. Domestic



persons are:

- ▶ Hungarian citizens,
- ▶ immigrated people,
- ▶ settled people,
- ▶ people with the right of free movement,
- ▶ stateless people.

**HOW:** Foreigners (not domestic persons) have to pay for the social security. The amount of money is 100% of the minimal wage for adults and 30% for children.

Every domestic person under 18 years gets social security number for free. The employer pays social security after employees, otherwise you have to pay 7110 HUF (23 € in 2017) per a month if you want to be part of the system.

You have to pay the fee to the National Tax and Administration office. To make registration in the system you have to fill out ask the application form, number 17T1011.

On this page you can find more information about the compulsory health care system:

(in Hungarian): [http://www.neak.gov.hu/felso\\_menu/lakossagnak/ellatas\\_magyarorszagon/jogosultsag\\_az\\_ellatasra/az\\_egszszegbiztositas\\_szolgaltatasaira\\_jogosultak](http://www.neak.gov.hu/felso_menu/lakossagnak/ellatas_magyarorszagon/jogosultsag_az_ellatasra/az_egszszegbiztositas_szolgaltatasaira_jogosultak)

(in English): [http://www.neak.gov.hu/felso\\_menu/rolunk/kozerdeku\\_adatok/tevekenysegre\\_mukodesre\\_vonatkozo\\_adatok/a\\_szerv\\_feladata\\_alaptevekenysege\\_es\\_hatarkore/en\\_a\\_szerv\\_alaptevekenyege\\_feladata\\_es\\_hatarkore](http://www.neak.gov.hu/felso_menu/rolunk/kozerdeku_adatok/tevekenysegre_mukodesre_vonatkozo_adatok/a_szerv_feladata_alaptevekenysege_es_hatarkore/en_a_szerv_alaptevekenyege_feladata_es_hatarkore)

**WHEN:** Social security is paid on monthly basis. If you are employed the fee is automatically deducted from your gross salary, if you are not employed you have to pay this individually.

#### **WHERE**

- ▶ Nemzeti Egészségbiztosítási Alapkezelő (*National Health Insurance Fund of Hungary*)  
Váci út 73/A.  
1139 BUDAPEST  
<http://www.oep.hu>  
Tel.: (+36-1) 350-2001  
E-mail: [oep@oep.hu](mailto:oep@oep.hu)
- ▶ National Tax and Customs Administration (*Nemzeti Adó- és Vámhivatal*)
  - You can find the list of the local offices of the National Tax and Customs Administration on this link (in English): [http://en.nav.gov.hu/contact/Tax\\_and\\_Customs\\_Directorates\\_of\\_the\\_NTCA/Central\\_Customer\\_Serv20160412.html](http://en.nav.gov.hu/contact/Tax_and_Customs_Directorates_of_the_NTCA/Central_Customer_Serv20160412.html)
  - And you can search for the nearest office on this link (in Hungarian): <http://www.nav.gov.hu/nav/ugyfelszolg>

## **6.2 b health insurance card**

**TITLE:** Social security card (*TAJ kártya*)

**WHAT:** This is a card with the social security number on it. You need this card in order to receive free treatment in public health care, otherwise you have to pay for it. If you need health care the service provider will ask for this card and check if you are insured. You have to apply for this card in the government office (*kormányhivatal*). You can find more information about the health insurance system under “Health” – “Compulsory health insurance system”.



**WHERE:** On this link you can find the nearest government office deals with health insurance issues (in Hungarian):

[http://www.neak.gov.hu/felso\\_menu/lakossagnak/ellatas\\_magyarorszagon/jogosultsag\\_az\\_ellatasra/ellatasra\\_jogosultsag\\_igazolasa/taj\\_kartya/taj\\_kartya\\_igenyles\\_kaidas.html#Ki%C3%A9s\\_hol\\_ig%C3%A9nyelhet\\_TAJ\\_k%C3%A1rty%C3%A1t?](http://www.neak.gov.hu/felso_menu/lakossagnak/ellatas_magyarorszagon/jogosultsag_az_ellatasra/ellatasra_jogosultsag_igazolasa/taj_kartya/taj_kartya_igenyles_kaidas.html#Ki%C3%A9s_hol_ig%C3%A9nyelhet_TAJ_k%C3%A1rty%C3%A1t?). Go to this page and type your zip code to the first gap (under the paragraph, titled: “*Ki és hol igényelhet TAJ kártyát?*”).

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

**TITLE:** European Health Insurance Card

**WHAT:** Health insurance card for persons who have access to the Hungarian health care system and have residence place in Hungary or other member state of the EU. Here you can read more about European Health Insurance Card (in several European languages): <http://ec.europa.eu/social/main.jsp?catId=509&langId=en> You have to apply for this card in the government office (*kormányhivatal*).

**WHERE:** On this link you can find the nearest government office deals with health insurance issues (in Hungarian):

[http://www.neak.gov.hu/felso\\_menu/lakossagnak/ellatas\\_magyarorszagon/jogosultsag\\_az\\_ellatasra/ellatasra\\_jogosultsag\\_igazolasa/taj\\_kartya/taj\\_kartya\\_igenyles\\_kaidas.html#Ki%C3%A9s\\_hol\\_ig%C3%A9nyelhet\\_TAJ\\_k%C3%A1rty%C3%A1t?](http://www.neak.gov.hu/felso_menu/lakossagnak/ellatas_magyarorszagon/jogosultsag_az_ellatasra/ellatasra_jogosultsag_igazolasa/taj_kartya/taj_kartya_igenyles_kaidas.html#Ki%C3%A9s_hol_ig%C3%A9nyelhet_TAJ_k%C3%A1rty%C3%A1t?). Go to this page and type your zip code to the first gap (under the paragraph, titled: “*Ki és hol igényelhet TAJ kártyát?*”).

For information in English about the Hungarian administration system (government offices, government windows, allowances, etc.) you can call the governmental helpline, what you can find under “Everyday life – Governmental helpline”. If you are calling from Hungary call this number: 1818, if you are calling from abroad call this number: +36 (1) 550-1858.

## 6.2 c private insurance

**TITLE:** Private insurance in Hungary

**WHAT:** It’s an insurance coverage offered by a private company. There are different kinds of private insurances.

**WHO:** Private insurance is an opportunity for people who already have public insurance in Hungary, but wish to have additional insurance coverage or people who aren’t eligible for public health insurance (e.g. non EU-citizens which are not working in Hungary).

**HOW:** To set up a private insurance you have to contact the private insurance company. Normally they have different kind of coverage, policies and prices. It’s important to make sure you are insured when you arrive to Hungary.

**WHERE:** You can search for private insurance if you type this to Google: “*private insurance Hungary*” or “*magán betegbiztosítás/egészségbiztosítás*”.

Students usually have the opportunity to make private insurance in school.



## 6.3 PRIVATE HEALTHCARE

### 6.3 a description of private healthcare

**TITLE:** Private healthcare

**WHAT:** Some hospitals, doctors' offices (general practitioners, specialists and dentists) and rehabilitation centres are run privately. Because of to the long waiting lists in public health there are several private health care providers.

**WHO:** Everyone can have access for private healthcare who pays for it.

**HOW:** There are private doctor's offices or clinics where you can use this kind of services. Usually you have to make an appointment in advance on phone, but there are places where you just can go and wait for the supply.

**WHERE:** List of a few private general practices in Hungary (in English): <http://www.whatclinic.com/doctors/hungary>

You can search in Google: "*magánrendelő*"/"*magánorvos*" + the name of the place where want to use the service (e.g. *magánrendelő Budapest*).

## 6.4 EMERGENCY

### 6.4 a emergency medical attention

**TITLE:** Emergency medical attention

**WHAT:** In case of sudden, acute health problem you can get emergency medical care.

**HOW:**

There are three ways to get emergency medical attention:

take the person who has the health problem to the nearest emergency care provider doctor in duty or to the nearest hospital,

in case of acute illness when the patient can't move but the problem is not serious: call the general practitioner or the doctor in attendance on phone and ask him/her to go to your place,

serious problem: call the ambulance on these free numbers: 104, 112.

**WHERE:** There are doctors in duty or emergency health providers in every larger municipality. But if you have any doubts about who you should call in case of emergency is better to call the ambulance.

**WHEN:** The general rule is that the ambulance car has to be on the venue in 15 minutes but in the places which are farther from the ambulance station it can be more. There is a map which shows how much time the ambulance needs to get to a place (in Hungarian): <http://www.esrihu.hu/maps/mentok/>.

If your general practitioner doesn't work you have to call the doctor in duty. The doctors in duty work when your general practitioner doesn't so during the nights, weekends and holidays.

### 6.4 b dental first aid

**TITLE:** Dental first aid

**WHAT:** In larger cities there are dentists on duty during the weekends and holidays. In case of emergency you can go to any dentist on duty. On this link you can find more information (in Hungarian): [http://neak.gov.hu/felso\\_menu/](http://neak.gov.hu/felso_menu/)



[lakossagnak/ellatas\\_magyarorszagon/egeszsegugyi\\_ellatasok/fogorvosi\\_ellatas/fogorvosi\\_ellatas.html#Melyek%20a%20fog%C3%A1szati%20s%C3%BCrg%C5%91ss%C3%A9gi\\_ell%C3%A1t%C3%A1s%20k%C3%B6r%C3%A9be%20tartoz%C3%B3%20beavatkoz%C3%A1sok?](#)

**WHERE:** There isn't a list about dentists on duty, you have to look for them. If you search for "ügyeletes fogorvos" + the name of the nearest larger city (usually the centre of the county) you might find the contact details to the dentist on duty.

#### **6.4 c on duty pharmacies in large cities**

**TITLE:** On duty pharmacies

**WHAT:** In the larger cities, there are pharmacies on duty during nights and weekends. The closing hours of pharmacies are different but usually they close around 8-9 pm. After this you need to go to the pharmacy on duty.

**WHERE:** On this link, you can search for the pharmacies on duty and for their schedule (in Hungarian): <http://www.ugyeletesgyogyszertar.com/>. On the page from the second list you can choose the county in which you are looking for a pharmacy on duty.

### **6.5 PRO BONO HEALTH SERVICE**

#### **6.5 a description and a list of pro bono health services**

**TITLE:** Magyar Vöröskereszt (*Hungarian Red Cross*)

**WHAT:** Hungarian Red Cross organizes donation programmes and blood donation provides first aid, works in the field of disaster management, helps in tracing of lost family members (mostly for refugees).

**WHERE:**

- ▶ Centre of the Magyar Vöröskereszt (*Hungarian Red Cross*)  
Arany János u. 31.  
1051 BUDAPEST  
Tel.: +36 (1) 374 1300  
<http://voroskereszt.hu/en/>
- ▶ Contact details of the Magyar Vöröskereszt, Keresőszolgálat (*HRC Tracing Service*):  
Arany J. utca 31.  
BUDAPEST  
Tel.: +36-1-374-13-23  
<http://voroskereszt.hu/en/tracing/>  
E-mail: [tracing@redcross.hu](mailto:tracing@redcross.hu)
- ▶ You can find the nearest service on the map on this page (in Hungarian): <http://voroskereszt.hu/rolunk/elerhetosegeink/>

**TITLE:** Magyar Máltai Szeretetszolgálat (*Hungarian Charity Service of the Order of Malta*)

**WHAT:** The Magyar Máltai Szeretetszolgálat organizes different donation programmes, permanent aid services, voluntary services and provides help in the case of disasters.

**WHERE:**

Magyar Máltai Szeretetszolgálat (*Hungarian Charity Service of the Order of Malta*,



National Centre)  
Szarvas Gábor út 58-60.  
1125, BUDAPEST  
Tel.: +36 1/39-14-700; +36 1/39-14-704  
<https://maltai.hu/>  
E-mail: [mmsz@maltai.hu](mailto:mmsz@maltai.hu)

## 6.6 INTERPRETERS

### 6.6 a list of different services

**TITLE:** SVOE – Jelnyelvi Tolmácsszolgálat (Sign Language Interpreters)

**WHAT:** Sign language interpreters for people with hearing impairment. One person can use 120 hours of free interpretation.

**WHERE:**

SVOE – Jelnyelvi Tolmácsszolgálat (Sign Language Interpreters) In Budapest and in Pest country.

Múzeum krt. 3. 2nd floor

1053, BUDAPEST

Tel.: +36 1 226 0727, 0-24 phone: +36 20 435 7045

[svoe-tolmacs.hu](http://svoe-tolmacs.hu)

E-mail: [svoe@jtsz.hu](mailto:svoe@jtsz.hu)

**TITLE:** Menedék, Hungarian Association for Migrants

**WHAT:** Menedék provides general help and several types of services for migrants. The organization can help you in the Hungarian healthcare system.

**WHERE:**

Menedék, Hungarian Association for Migrants.

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

## 6.7 PATIENTS' RIGHTS

### 6.7 a list of the most important rights

**TITLE:** Rights of the patients and advocacy

**WHAT:**

- ▶ Right to have proper treatment.
- ▶ Right to keep in touch: Parents with child can stay together during the whole treatment. Adults in end-stage state can name one person who can stay next to them during the whole treatment.
- ▶ Self-determination:





- Everyone can forbid to use him/her organs after death for medical treatment.
- You can refuse the medical treatment (except life-saving treatments)
- ▶ Medical secrecy: Just those people can present during the examination who really need to be there (in educational hospitals medical students might can be there however you has right to forbid it).
- ▶ Right to leave the hospital: You can leave the hospitals any time, but in most of the cases you have to sign a statement that you leave the hospital on your own responsibility (except infectious and psychiatric patients).
- ▶ Free choice of doctor and institution: You can choose your doctor (general practitioner too) and place of the treatment, but it is advisable to make an agreement with the new doctor in advance. You have to pay the costs of moving from one hospital to another.
- ▶ Right to get the documentation about the treatment: You can ask for the documents about your treatment however you have to pay for the copies.
- ▶ Right to human dignity: The staff have to use proper tonality, can't ask the patient to stay undressed for longer time than it's necessary.
- ▶ Right to get information: You can have all the information about your illness and the treatments.

**WHERE:** If you feel your rights are violated in a Hungarian healthcare institution you can ask for help from these organizations:

- ▶ Integrált Jogvédelmi Szolgálat (Integrated Right Protecton Service).
  - This is an independent unit of the Ministry of Human Capacities which protects and enforces patient's and children's right.
  - You can search for the relevant representative on this map (in Hungarian): <http://www.obdk.irq.hu/kepviselok1.html>. And you can see the regional offices here (in Hungarian): <http://www.obdk.irq.hu/regionalis-irodak-elerhetosegei.html>.
- ▶ Betegjogi képviselő (*Patient right representative*)
  - Person who represents patient's right.
  - There is at least one representative for each healthcare institution, you can ask for the name and contact details in the health care institution where you get the treatment. You can see the list of these representatives here (in Hungarian): [http://www.szoszolo.hu/04betegjogok\\_erv/bjogi\\_kepv\\_nevsor.htm](http://www.szoszolo.hu/04betegjogok_erv/bjogi_kepv_nevsor.htm)
- ▶ Társaság a szabadságjogokért (*Hungarian Civil Liberties Union*)  
Tátra utca 15/b  
1136 BUDAPEST  
Tel.: +36 1 209 0046  
<https://tasz.hu/en>  
E-mail: [tasz@tasz.hu](mailto:tasz@tasz.hu)
- ▶ Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)  
Bajcsy-Zsilinszky út 36-38.  
1054 BUDAPEST  
Tel.: (+36 1) 321 4323, (+36 1) 321 4141  
<http://www.helsinki.hu/en/>  
E-mail: [helsinki@helsinki.hu](mailto:helsinki@helsinki.hu)
- ▶ Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for Fundamental Rights*)  
Nádor utca 22.



1051, BUDAPEST  
Tel.: (+36) (1) 475-7100  
<https://www.ajbh.hu/en/web/ajbh-en/>  
E-mail: [panasz@ajbh.hu](mailto:panasz@ajbh.hu), [hungarian.ombudsman@ajbh.hu](mailto:hungarian.ombudsman@ajbh.hu)

## 6.8 SUPPORT SERVICES FOR MIGRANTS

### 6.8 a list of support services and projects regarding health

**TITLE:** Menedék (Shelter) – Hungarian Association for Migrants  
**WHAT:** Menedék provides general help and several types of services for migrants. The organization can help you in the Hungarian healthcare system.

**WHERE:**

Menedék, Hungarian Association for Migrants.

Népszínház utca 16. III/3.

1081 BUDAPEST

Tel.: +36 1 322 1502

<http://menedek.hu/en>

E-mail: [menedek@menedek.hu](mailto:menedek@menedek.hu)

**TITLE:** Magyar Vöröskereszt (*Hungarian Red Cross*)

**WHAT:** Hungarian Red Cross organizes donation programmes and blood donation provides first aid, works in the field of disaster management, helps in tracing of lost family members (mostly for refugees).

**WHERE:**

- ▶ Centre of the Magyar Vöröskereszt (*Hungarian Red Cross*)  
Arany János u. 31.  
1051 BUDAPEST  
Tel.: +36 (1) 374 1300  
<http://voroskereszt.hu/en/>
- ▶ Contact details of the Magyar Vöröskereszt, Keresőszolgálat (*HRC Tracing Service*):  
Arany J. utca 31.  
1051 BUDAPEST  
Tel.: +36-1-374-13-23  
<http://voroskereszt.hu/en/tracing/>  
E-mail: [tracing@redcross.hu](mailto:tracing@redcross.hu)
- ▶ You can find the nearest service on the map on this page (in Hungarian): <http://voroskereszt.hu/rolunk/elerhetosegeink/>

**TITLE:** Magyar Máltai Szeretetszolgálat (*Hungarian Charity Service of the Order of Malta*)

**WHAT:** The Magyar Máltai Szeretetszolgálat organizes different donation programmes, permanent aid services, voluntary services and provides help in the case of disasters.

**WHERE:**

Magyar Máltai Szeretetszolgálat (*Hungarian Charity Service of the Order of Malta, National Centre*)



Szarvas Gábor út 58-60.  
1125, BUDAPEST  
Tel.: +36 1/39-14-700; +36 1/39-14-704  
<https://maltai.hu/>  
E-mail: [mmsz@maltai.hu](mailto:mmsz@maltai.hu)

**TITLE:** Társaság a Szabadságjogokért (*Hungarian Civil Liberties Union*)

**WHAT:** Civic organization which offers legal consultation and legal aid on the following areas:

- ▶ Patients' rights,
- ▶ Right to self-determination,
- ▶ Right to informational privacy,
- ▶ Right to freedom of expression,
- ▶ Right to political representation.

**WHERE:**

Társaság a Szabadságjogokért (*Hungarian Civil Liberties Union*)  
Tátra utca 15/b  
1136, BUDAPEST  
Tel.: +36 1 209 0046  
<https://tasz.hu/en>  
E-mail: [tasz@tasz.hu](mailto:tasz@tasz.hu)

**TITLE:** Hungarian Helsinki Committee (*Magyar Helsinki Bizottság*)

**WHAT:** NGO which provides legal help, and generally protects human dignity, human rights. Provides assistance in the asylum procedure and legal help if the Immigration and Asylum office refused your application.

**WHERE:**

Magyar Helsinki Bizottság (*Hungarian Helsinki Committee*)  
Bajcsy-Zsilinszky út 36-38.  
1054, BUDAPEST  
Tel.: (+36 1) 321 4323, (+36 1) 321 4141  
<http://www.helsinki.hu/en/>  
E-mail: [helsinki@helsinki.hu](mailto:helsinki@helsinki.hu)

**TITLE:** Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for Fundamental Rights*)

**WHAT:** The Commissioner for Fundamental Rights pays special attention to the protection of:

- ▶ the rights of children,
- ▶ the rights of nationalities living in Hungary,
- ▶ the rights of the most vulnerable social groups,
- ▶ the values determined as 'the interests of future generations'.

You can lodge a complaint anonymously via online on this page:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/lodge-a-complaint>



(in Hungarian): <https://www.ajbh.hu/hu/forduljon-a-biztoshoz>

Or you also have the possibility to make an appointment:

(in English): <https://www.ajbh.hu/en/web/ajbh-en/making-an-appointment1>

(in Hungarian): [https://www.ajbh.hu/hu/idopontfoglalas\\_ugyintezes](https://www.ajbh.hu/hu/idopontfoglalas_ugyintezes)

**WHERE:**

Alapvető Jogok Biztosának Hivatala (*The Office of the Commissioner for Fundamental Rights*):

Nádor u 22.

1051, BUDAPEST

Tel: (+36) (1) 475-7100

<https://www.ajbh.hu/en/web/ajbh-en/>

E-mail: [panasz@ajbh.hu](mailto:panasz@ajbh.hu), [hungarian.ombudsman@ajbh.hu](mailto:hungarian.ombudsman@ajbh.hu)

## 6.8 b list of online resources regarding health

**TITLE:** Information guide about the Hungarian health care system

**WHAT:** You can find and overview and useful recommendations about the Hungarian health care system.

**WHERE:** After giving your name and your e-mail address you can download the guide in English from this webpage (in English):

<https://www.justlanded.com/english/Hungary/Services/Health/Health-guide-for-Hungary-Free-Download>

**TITLE:** Information for EU citizens about the Hungarian health care system.

**WHAT:** Brief description about the treatment of EU citizens and using European Health Insurance Card in the Hungarian health care system.

**WHERE:** You can find this information on the webpage of the Central European University, on this link (in English): <https://www.ceu.edu/oo/health-care/eu>

**TITLE:** Information for asylum seekers about the Hungarian health care system.

**WHAT:** Brief description about the treatment of asylum seekers in the Hungarian health care system.

**WHERE:** You can find the description prepared by the Hungarian Helsinki Committee on this link (in English): <http://www.asylumineurope.org/reports/country/hungary/reception-conditions/health-care>



## **Danube Compass Serbia (English version)**

### OTHER LANGUAGES CHOSEN:

- ▶ Serbian
- ▶ Arabic
- ▶ Farsi
- ▶ Urdu

RESPONSIBLE PARTNER:  
Lawyers Committee for Human Rights



# Structure

<b>1</b>	<b>ARRIVAL AND STAY .....</b>	<b>853</b>
1.1	VISA .....	853
1.2	ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION .....	854
1.3	TEMPORARY WORK MOBILITY .....	854
1.4	TEMPORARY IMMIGRATION .....	856
1.5	LONG TERM IMMIGRATION .....	859
1.6	CITIZENSHIP .....	861
1.7	IRREGULAR/UNDOCUMENTED SITUATION .....	863
1.8	PERSONAL DOCUMENTS .....	865
1.9	CERTIFICATES .....	867
1.10	VERIFICATION OF DOCUMENTS .....	868
1.11	JUDICIAL TRANSLATIONS .....	869
1.12	REGISTRATION OF ADDRESS .....	869
1.13	SUPPORT SERVICES FOR MIGRANTS .....	871
<b>2</b>	<b>WORK .....</b>	<b>876</b>
2.1	EMPLOYMENT .....	876
2.2	BUSINESS .....	895
2.3	TAXES .....	914
2.4	SUPPORT SERVICES FOR MIGRANTS .....	917
<b>3</b>	<b>LEARNING LOCAL LANGUAGE .....</b>	<b>922</b>
3.1	STATE SUPPORTED PROGRAMS .....	922
3.2	COMMERCIAL PROGRAMS .....	922
3.3	LANGUAGE COURSES FOR CHILDREN .....	922
3.4	LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP .....	923
3.5	SUPPORT SERVICES FOR MIGRANTS .....	924

<b>4</b>	<b>EDUCATION .....</b>	<b>926</b>
4.1	PRESCHOOL EDUCATION .....	926
4.2	PRIMARY SCHOOL .....	928
4.3	SECONDARY SCHOOL .....	934
4.4	HIGHER EDUCATION AND UNIVERSITY .....	937
4.5	APPRENTICESHIP .....	942
4.6	ADULT EDUCATION .....	942
4.7	NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS .....	944
4.8	SUPPORT SERVICES FOR MIGRANTS .....	946
<b>5</b>	<b>EVERYDAY LIFE .....</b>	<b>948</b>
5.1	HOUSING .....	948
5.2	SOCIAL SUPPORT .....	951
5.3	DRIVING AND TRANSPORT .....	964
5.4	PERSONS WITH SPECIAL NEEDS .....	971
5.5	PARTICIPATING IN SOCIETY .....	981
5.6	HOLIDAYS AND FREE TIME .....	986
5.7	SUPPORT SERVICES FOR MIGRANTS .....	990
<b>6</b>	<b>HEALTH .....</b>	<b>998</b>
6.1	PUBLIC HEALTH CARE .....	998
6.2	HEALTH INSURANCE .....	999
6.3	PRIVATE HEALTHCARE .....	1001
6.4	EMERGENCY .....	1002
6.5	PATIENTS' RIGHTS .....	1005
6.6	SUPPORT SERVICES FOR MIGRANTS .....	1007







# 1 ARRIVAL AND STAY

## 1.1 VISA

### 1.1 a types of visas

**TITLE:** Airport transit visa

**WHAT:** Visa for transit through the international transit area of the airport, on the basis of which a foreigner in this space can stay up to 24 hours during one passage.

**HOW:** Visa application can be submitted to the diplomatic-consular mission of the RS abroad.

**WHERE:** Information on Airport transit visa and Serbian embassies (in Serbian - Cyrillic and Latin, English): <http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-requirements>

**TITLE:** Transit pass

**WHAT:** Visa for travel through the territory of the Republic of Serbia (RS). It shall be issued with a validity period of up to 6 months where residence time of one transit shall not exceed 5 days.

**HOW:** Visa application can be submitted to the diplomatic-consular mission of the RS abroad.

**WHERE:** Information on Transit pass visa and Serbian embassies (in Serbian - Cyrillic and Latin, English): <http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-requirements>

**TITLE:** A short stay visa

**WHAT:** Visa for tourist, business and other trips for one, two or multiple entries into the RS. The total duration of successive visits of a foreigner with a short stay visa cannot be longer than 90 days within a period of 6 months from the date of first entry. A short stay visa with multiple entries shall be issued with a validity of up to one year.

**HOW:** Visa application can be submitted to the diplomatic-consular mission of the RS abroad.

**WHERE:** Information on a short stay visa and Serbian embassies (in Serbian - Cyrillic and Latin, English): <http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-requirements>

**TITLE:** Temporary residence visa

**WHAT:** Visa for entry and temporary stay of foreigners in the RS. A foreigner who intends to reside in the Republic of Serbia for more than 90 days is required to obtain this visa, or that during his stay in the Republic of Serbia by the competent authority obtain a temporary residence permit.

**HOW:** Visa application can be submitted to the diplomatic-consular mission of the RS abroad.

**WHERE:** Information on a temporary residence visa and Serbian embassies (in Serbian - Cyrillic and Latin, English): <http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-requirements>



## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

### 1.2 a types of protection

**TITLE:** Right to refugee protection

**WHAT:** A right that is granted to a foreigner due to justified fear of being persecuted for reasons of race, sex, language, religion, nationality or membership of a particular social group or political opinions, which is not in the country of origin and is unable or owing to such fear does not want to be put under the protection of that country, as well as a stateless person who is outside the country of his former a permanent residence and who is unable or owing to such fear, is unwilling to return to that country.

More information about Right to refugee protection (in English, [Arabic](#), [Urdu](#), [Farsi](#), [Français](#)): [http://azil.rs/azil\\_novi/wp-content/uploads/2016/12/English.pdf](http://azil.rs/azil_novi/wp-content/uploads/2016/12/English.pdf)

**WHERE:** Authorized police officer of the Ministry of Interior at a border crossing or anywhere within the territory of Republic of Serbia.

**TITLE:** Right to Subsidiary protection

**WHAT:** The protection that is given to a foreigner, that if returned to the country of origin will be subject of torture, inhuman or degrading treatment, or his life, safety or freedom would be threatened by violence caused by external aggression or internal armed conflict.

More information about Right to refugee protection (in English, [Arabic](#), [Urdu](#), [Farsi](#), [Français](#)): [http://azil.rs/azil\\_novi/wp-content/uploads/2016/12/English.pdf](http://azil.rs/azil_novi/wp-content/uploads/2016/12/English.pdf)

**WHERE:** Asylum Office

**TITLE:** Temporary protection

**WHAT:** Protection that is granted by Government decision only in cases of a mass influx of persons from a country where their life, safety or freedom is endanger by violence, foreign aggression, internal conflicts, massive violation of human rights or other circumstances which have seriously disturbed public order when because of mass arrival there is no possibility to conduct individual asylum procedure and can last no longer than one year.

## 1.3 TEMPORARY WORK MOBILITY

### 1.3 a posted workers from a third country company

**TITLE:** Posted workers from a third country company

**WHAT:** Special type of a work permit for “special cases of employment” and it can be issued at the request of the employer.

**WHO:** Foreigner who is employed by a foreign employer temporarily performing and providing services from the activities of a foreign employer in the territory of the Republic of Serbia (RS).

**HOW:** In order to obtain a work permit, you need to submit:

a proof for temporary residence for foreigners

a contract concluded between the employer who a person performs activities or



provides services to and the foreign employer, containing the place and the time limit for the agreed work

a proof that a posted worker has been employed by a foreign employer for at least one year

act on the referral to temporary work in the RS stipulating the rights and obligations of work as well as the type of accommodation and food during employees stay and work

**GOOD TO KNOW:** Can be issued for the period concluded in the contract between the employer who asked for the services to be provided and the foreign employer, but no longer than a year.

**WHERE:** The request can be submitted to organization competent for employment according to the main office of the employer, place of work, or the place of temporary residence or permanent residence.

Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languagelid=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**WHEN:** After completing the conditions stated above

**GOOD TO KNOW:** A list of all branch offices in the RS (in Serbian - Cyrillic and Latin): <http://www.nsz.gov.rs/live/mreza/direkcija>

### 1.3 b transnational hiring out of workers

**TITLE:** Transnational hiring out of workers

**WHAT:** Employment of foreigners in the Republic of Serbia (RS) is performed in accordance with [The Law on Employment of Foreigners](#). If a person is employed in accordance with this law, he/she has equal rights and obligations in terms of work, employment and self-employment as a citizen of the RS.

**WHO:** In order to be employed, a person needs to obtain a permit for temporary residence and work permit - a personal work permit (at a request of a foreigner), as a regular work permit (at a request of an employer).

**HOW:** More about how to obtain a work permit can be found on [Rulebook on work permits](#).

In the case of submitting a request for a work permit for employment, the National Employment Agency is obliged to preliminary test labor market.

**WHERE:** The request can be submitted to organization competent for employment according to the main office of the employer, place of work, or the place of temporary residence or permanent residence.

Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800



<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languagel=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**WHEN:** After completing the conditions stated above.

**GOOD TO KNOW:** A list of all branch offices in the RS (in Serbian - Cyrillic and Latin): <http://www.nsz.gov.rs/live/mreza/direkcija>

### 1.3 c seasonal workers

**TITLE:** Seasonal workers

**WHAT:** Jobs that are identified as seasonal in the area of agriculture, forestry, construction or other activities, characterized by a significant temporary workload incensement no longer than 6 months during a year.

**WHO:** Every foreigner who has temporary residence, concluded labor contract with employer, and act of employer which defines accommodation and nutrition of employee. Students could also be employed if they meet certain conditions.

**HOW:** In order to obtain a work permit for performing seasonal work, you have to submit:

5. a proof for temporary residence for foreigners;
6. concluded contract of employment with the employer, containing a provision that food is provided to a worker;
7. employer's act on accommodation and food during employees stay and work in the RS.

**WHERE:** You should submit the request to organization competent for employment according to the main office of the employer, place of work, or the place of temporary residence or permanent residence.

Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languagel=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**GOOD TO KNOW:** A list of all branch offices in the Republic of Serbia (in Serbian - Cyrillic and Latin): <http://www.nsz.gov.rs/live/mreza/direkcija>

## 1.4 TEMPORARY IMMIGRATION

### 1.4 a workers

**TITLE:** Workers

**WHAT:** Temporary residence can be approved to you if you intend to reside in the Republic of Serbia (RS) longer than 90 days due to work, employment, economic and other activities.

**WHO:** It can be approved:



1. if the right to work is granted, or temporary residence is a precondition for approval of the right;(if your right to work is granted, or you need temporary residence as a precondition for your approval of the right to work)
2. if you intend to reside in the RS longer than 90 days, and a work permit is not required based on the regulations governing the employment of foreigners in the RS.

**HOW:** Work permit may be issued to you as:

- ▶ a personal work permit – at personal request
- ▶ a work permit – at the request of the employer

Personal work permit can be obtained if a person:

- ▶ Has got permission for permanent residence
- ▶ Has received a status of a refugee
- ▶ Belongs to a specific category of foreigners.
- ▶ There are 3 other types of work permit that can be obtained:
  - ▶ work permit for employment
  - ▶ work permit for special cases of employment
  - ▶ work permit for self-employment.

**WHERE:**

Police Department in charge of affairs related to foreigners according to the place of residence

Ministarstvo unutrašnjih poslova (The Ministry of Interior)

2a, Boulevard of Mihajlo Pupin,

1000 Belgrade

Tel:+381 11 3148 364

Email: [mfa@mfa.rs](mailto:mfa@mfa.rs)

Google map: <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd,+Srbija/@44.8202222,20.4251772,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.8202222!4d20.427366>

List of all police department in the RS (available in Serbian language - Latin)

<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETpOQC&CVID=IETpOQC>

## 1.4 b family reunification

**TITLE:** Family reunification

**WHAT:** Temporary residence can be approved to you if you intend to reside in the Republic of Serbia (RS) longer than 90 days due to family reunification. The residence permit for family member allows resident close family members in Serbia to live temporary with unlimited access to the labour market.

**WHO:** The immediate family that includes: spouses, your minor children born in or out of marriage, adopted minor children or stepchildren. Other relative can be, in exceptional situations, considered as a member of the immediate family, if there are particularly important personal or humanitarian reasons for family reunification in the RS.

**HOW:** You have to submit the request for temporary residence for family reunification, if you are a close family member of a citizen of the RS or of a foreigner



who has been granted permanent or temporary residence. In addition to the request, following documentation, that confirms kinship, needs to be submitted:

1. certificate of citizenship or a copy of a valid ID card of a citizen of the RS;
2. a copy of a valid ID card of a foreigner if he/she guarantees, and who has already been granted permanent or temporary residence;
3. a marriage certificate, birth certificate or other relevant document that confirms kinship with a citizen of the RS, i.e. a foreigner who has already been granted permanent or temporary residence;

**WHERE:** Police Department in charge of affairs related to foreigners according to the place of residence

Ministarstvo unutrašnjih poslova (The Ministry of Interior)

2, Boulevard of Mihajlo Pupin,

11000 Belgrade

Tel:+381 11 3148 364

Email: [mfa@mfa.rs](mailto:mfa@mfa.rs)

Google map: <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.8202222,20.4251773,17z/data=!3m1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.8202222!4d20.427366>

List of all police department in the RS (available in Serbian language - Latin)

<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETp0QC&CVID=IETp0QC>

## 1.4 c students

**TITLE:** Students

**WHAT:** Temporary residence for students may be obtained based on schooling and studying.

**WHO:** Temporary residence can be approved to you if you intend to reside in the Republic of Serbia (RS) longer than 90 days due to regular schooling, studies, specialization, scientific research, practical training, and participation in programmes of international exchange of pupils or students, i.e. other scientific and educational activities.

**HOW:** You have to submit documents that justify the request for temporary residence due to studying.

Rulebook on fulfilling conditions determines that in purpose of:

1. studying- to submit certificate from college or school that you attend;
2. specialization -to submit certificate from the competent institution or organization of specialist studies;
3. research work - to submit certificate from the institution where you will perform a scientific research;
4. practical training - to submit a decision on registration of the organization that performs practical training or certificate of the institution that organizes the practical training.

**WHERE:** Police Department in charge of affairs related to foreigners according to the place of residence

Ministarstvo spoljnih poslova (The Ministry of Interior)

2, Boulevard of Mihajlo Pupin,



11000 Belgrade

Tel:+381 11 3148 364

Email: [mfa@mfa.rs](mailto:mfa@mfa.rs)

Google map: <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.8202222,20.4251773,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.8202222!4d20.427366>

List of all police department in the RS (in Serbian - Latin):

<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETpOQC&CVID=IETpOQC>

**GOOD TO KNOW:** Temporary residence may be extended no longer than 2 years following the end of the time limit for the duration of studies.

More info you may find in the [Rulebook on the fulfillment of conditions for granting temporary residence to foreigners for study purpose](#). ( in Serbian - Latin)

**ATTENTION:** If you are a student, you can be employed, under the conditions stipulated for obtaining a work permit, but during the time when you have lecture activities you are allowed to work no longer than 20 hours a week.

## 1.5 LONG TERM IMMIGRATION

### 1.5 a permanent residence permit

**TITLE:** Permanent residence permit

**WHAT:** Permanent residence permit is legally regulated residence of foreigners in the Republic of Serbia (RS). A foreigner, who has been granted residence, has equal rights and obligations as the citizens of the RS, except in respect of the rights and obligations stipulated by the Constitution and the law.

**WHO:** It can be submitted if you are:

1. a person who is continuously a resident in the RS more than 5 years on the basis of permission for a temporary residence, unless reasons of humanity require or that is in the interest of the RS
2. a person who has been at least 3 years married to a citizen of the RS or to a foreigner with permanent residence
3. a person who is juvenile with temporary residence in the RS, and one of the parents is a citizen of the RS or a foreigner who has been approved permanent residence, with the consent of the other parent

a person who originates from the territory of the RS

**HOW:** In order to obtain this type of residence, in addition to the request certain [documentation](#) (documentation for permanent residence permit, available in Serbian - Latin) you [need to be submit](#), as a proof of the merits of the request, depending on the reason of residence.

**WHERE:** Police Department according to the place of residence

Policijska uprava za grad Beograd (Police Department administrative office for the City of Belgrade)

107, Boulevard of Despota Stefana,

11000 Belgrade

Tel: +381 11 2798101

Email: [muprs@mup.gov.rs](mailto:muprs@mup.gov.rs)





Google map: [https://www.google.rs/maps?q=bulevar+despota+stefana+107&espv=2&biw=1536&bih=759&um=1&ie=UTF-8&sa=X&ved=0ahUKEwilxP7qpr3TAhXJPxQKHQBUPsQ\\_AUICCGB](https://www.google.rs/maps?q=bulevar+despota+stefana+107&espv=2&biw=1536&bih=759&um=1&ie=UTF-8&sa=X&ved=0ahUKEwilxP7qpr3TAhXJPxQKHQBUPsQ_AUICCGB)

List of all police department in the RS (available in Serbian language - Latin)  
<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETp0QC&CVID=IETp0QC>

## 1.5 b temporary residence permit

**TITLE:** Temporary residence permit

**WHAT:** According to the Law on Aliens, there are three types of residence in the Republic of Serbia (RS):

1. residence up to 90 days –a foreigner is allowed to stay up to 90 days with or without a visa (temporary residence visa (visa D)), unless the Law or an international agreement stipulate it differently. A foreigner does not need a special approval from the Ministry of Interior (MOI) that is also responsible for the affairs of foreigner's residence in the Republic of Serbia. Even though there is no special permission of the MOI, a foreigner or accommodation provider, are obliged to report a stay or change of the address of the accommodation within 24 hours from the date of arrival at the place of residence or from the day of the change of the accommodation.
2. temporary residence –a foreigner is allowed to stay more than 90 days, up to one year, with the possibility of extension for the same period, as the MOI approves. The approval of a temporary residence shall be indicated in a travel document. Therefore expiration date of the travel document needs to be at least six months longer than the period which the residence permission is issued for.
3. permanent residence - a foreigner can obtain permanent residence only if certain conditions has been fulfilled and the MOI approves. Depending on the basis of a stay, certain documentation is required in order to obtain permanent residence on the request.

**WHO:** It can be obtained if a person intends to reside in Serbia for more than 90 days, for the following reasons:

1. work
2. studying
3. family reunification
4. other justified reasons in accordance with the law or international agreement.

**HOW:** In order to obtain residence it is required to [submit](#) (conditions for issuing approval of a temporary stay, in Serbian – Cyrillic and Latin, English):

- ▶ a valid passport
- ▶ a certificate of residence
- ▶ two photographs (size 4,3cm, in color)
- ▶ filled in forms (in triplicate)
- ▶ proof of paid fees for submitting documentation and fees for residence

A residence can be approved to you if, in addition to the request, you submit:

- ▶ a proof of enough means of subsistence
- ▶ a proof of health insurance



- ▶ justification for residence, depending on the reason

**WHEN:** It is important to submit a request before the expiration of the visa or tourist passes, or 3 months before it expires starting from the date of your entry into the country.

**WHERE:** Police Department in charge of affairs related to foreigners according to your place of residence.

Ministarstvo unutrašnjih poslova (The Ministry of Interior)  
2, Boulevard of Mihajlo Pupin,

11000 Belgrade

Tel:+381 11 3148 364

Email: [mfa@mfa.rs](mailto:mfa@mfa.rs)

Google map: <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.8202222,20.4251773,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.8202222!4d20.427366>

List of all police department in the RS (available in Serbian language - Latin)

<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETp0QC&CVID=IETp0QC>

## 1.6 CITIZENSHIP

### 1.6 a naturalization (based on application)

**TITLE:** Naturalization

**WHAT:** Naturalization is the process of granting nationality or citizenship to a foreigner under special conditions stipulated by the Law on Citizenship of the Republic of Serbia (RS).

**WHO:** If you have obtained 'permanent residence' in the RS and have been registered as a permanent resident in the territory of the RS for at least 3 continuous years as well as discharged from foreign citizenship.

If you have been married to a citizen of the RS for at least 3 years, or you have been granted permanent residence in the RS submitting [written statement](#) (statement that you consider the RS your country, available in Serbian - Cyrillic) that you considers the RS your country.

If you are emigrant from the RS, you are descendant or a 18 years old who hasn't been incapacitated submitting written statement that he/she considers the RS his/her country.

If you are a member of Serbian nation and do not have permanent residence in the territory of the RS, you have the right to be admitted to citizenship of the RS without discharging from foreign citizenship.

**HOW:** In order to obtain citizenship, in addition to the request you need to submit certain [documentation](#) (documentation necessary for obtaining citizenship, in Serbian - Cyrillic and Latin, English).

**WHERE:** Police Department in charge of affairs related to foreigners according to your place of residence, but it can also be submitted at the competent diplomatic and consular missions of the RS.

Ministarstvo unutrašnjih poslova (The Ministry of Interior)



2, Boulevard of Mihajlo Pupin,

11000 Belgrade

Tel:+381 11 3148 364

Email: [mfa@mfa.rs](mailto:mfa@mfa.rs)

Google map: <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.8202222,20.4251773,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.8202222!4d20.427366>

[Bulevar+Mihajla+Pupina+2,+Beograd/@44.8202222,20.4251773,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.8202222!4d20.427366](https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.8202222,20.4251773,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.8202222!4d20.427366)

List of all police department in the RS (available in Serbian language - Latin)

<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETp0QC&CVID=IETp0QC>

## 1.6 b acquiring citizenship by birth

**TITLE:** Acquiring citizenship by birth

**WHAT:** It is the process of granting nationality or citizenship to a child born or found on the territory of the Republic of Serbia (RS).

**WHO:**

- ▶ If a child was born or found on the territory of the RS he/she will acquire the citizenship of the RS by birth if both parents are unknown or with unknown citizenship or stateless, or if the child is stateless. Child will acquire the citizenship of the RS even his/her parents hold another state citizenship.
- ▶ A child who has acquired the citizenship of the RS in this way becomes a citizen of the RS since his/her birth, but the citizenship can be revoked if it is, after he/she turns 18, is discovered that both of parents are foreign nationals.
- ▶ If the child is over 14 years old in order to renounce the citizenship, it is required that he/she agrees on that.

**HOW:** If you are a parent or guardian, you need to submit a request for registration of a child in the register of citizens of the competent authority in the RS. The fact of birth is written in the register of births by the place where the child was born.

**WHEN:** The birth of a child needs to be reported within 15 days of birth.

**WHERE:** Registration needs to be performed in the place, organizational unit, where a child was born:

Ministarstvo uprave i lokalne samouprave, Sektor za matične knjige i registre (The Ministry of Public Administration and Local Self-Government, Registering department)

Koče Popovića 3

11000 Belgrade

Tel:+ 011/2685344

Email: [maticneknjigeiregistri@mduls.gov.rs](mailto:maticneknjigeiregistri@mduls.gov.rs)

Google map: <https://www.google.rs/maps/place/Ministry+of+Public+Administration+and+Local+Self-government/@44.8051369,20.4559475,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aa82a85de91:0xbb5fa26674fc1242!8m2!3d44.8051331!4d20.4581362?hl=en>

## 1.6 c other types of acquiring citizenship



**TITLE:** Acquiring citizenship by origin and acquiring citizenship under international agreement

**WHAT:** There are two types of acquiring citizenship:

- ▶ acquiring citizenship by origin – a child, whose both parents or one parent is a citizen of the Republic of Serbia (RS) in the moment when the child was born;
- ▶ acquiring citizenship under international agreement - based a ratified international agreement, subject to reciprocity.

**WHO:** If parents were, in the moment of child's birth, citizens of the RS, a person is an adult, not older than 23 years, and as a child lost citizenship and hasn't been registered, a request to the diplomatic-consular mission of the RS can be submitted.

**HOW:** In addition to the request for citizenship it is required to submit certain [documentation](#) (documentation for acquiring the citizenship by origin, available in Serbian - Cyrillic and Latin, English language).

**WHERE:** It is important to be within a time limit in diplomatic and consular mission of the RS in order to register a child.

Ministarstvo spoljnih poslova (The Ministry of Interior)

2, Boulevard of Mihajlo Pupin,

11000 Belgrade

Tel:+381 11 3148 364

Email: [mfa@mfa.rs](mailto:mfa@mfa.rs)

Google map: [https://www.google.rs/maps?espv=2&biw=1536&bih=759&q=Kneza+Milo+C5%A1a+24-26&bav=on.2.or.r\\_cp.&ion=1&um=1&ie=UTF-8&sa=X&ved=0ahUKEwiz786HhL7TAhVGApoKHXauADQQ\\_AUIBigB](https://www.google.rs/maps?espv=2&biw=1536&bih=759&q=Kneza+Milo+C5%A1a+24-26&bav=on.2.or.r_cp.&ion=1&um=1&ie=UTF-8&sa=X&ved=0ahUKEwiz786HhL7TAhVGApoKHXauADQQ_AUIBigB)

**WHEN:** The birth of a child needs to be reported within 15 days of birth.

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

### 1.7 a visa/permit overstay

**TITLE:** Visa/permit overstay

**WHAT:** Visa is the permission that foreigners need to obtain in order to enter, stay in or transit through the territory of the Republic of Serbia (RS). Validity of visa cannot be extended, except for specific humanitarian, professional or personal reasons or force majeure. Overstay is a situation when your visa expires while you're still in the country. Before your visa expires you can apply for an extension.

**WHO:** Your visa can be extended in case of:

1. emergency medical assistance
2. the transport of humanitarian aid
3. need for immediate presence of foreign nationals in the RS for personal, professional or other reasons.

**HOW:** Extension of visa can be obtained if you submit an application and provide evidence of the aforementioned reasons.

**WHERE:** Police Department in charge of affairs related to foreigners according to the place of residence

The Ministry of Interior

2, Boulevard of Mihajlo Pupin, 11000 Belgrade



+381 11 3148 364

Google map: <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.8202222,20.4251773,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a18m2!3d44.8202222!4d20.427366>

List of all police department in the RS (available in Serbian language - Latin)

<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETp0QC&CVID=IETp0QC>

**WHEN:** Application for extension of visa should be submitted before the expiry date of the visa.

**ATTENTION:** Validity of visa can be extended to a maximum period of 90 days.

**GOOD TO KNOW:** Visa validity is extended in a way that the visa for short stays sticker is put on the first free page of the travel document.

## 1.7 b undocumented migrant worker

**TITLE:** Undocumented migrant worker

**WHAT:** An undocumented migrant worker can be a person working without a legal contract but with a valid residence permit, or a person working without a legal contract and without a valid residence permit.

**WHO:** Undocumented migrant worker.

**HOW:** If you're working without a legal contract but with a residence permit, first you need to check if your residence permit allows you to work (see "temporary immigration"). If it does, you need to file a complaint against your company to the [Labour inspection](#). If you do not have, you should submit for a personal work permit. If you aren't allowed to work according to your residence permit, you should ask for legal advice. There are different organisations that offer legal support and counselling for migrants. You can find more information here (in English): <http://www.apc-cza.org/en/o-nama.html>.

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languagel=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**GOOD TO KNOW:** If you are in the process of recognition of your right to asylum (asylum seekers), and your status has not been resolved (without your fault) within 9 months, you have the right to a personal work permit of 6 months with the possibility of extension. The condition is that you are in possession of an identity card for asylum seekers. There is also the possibility for you to gain right to social assistance (with the condition that you do not live in the collective center for asylum seekers), which may enable you to obtain a personal work permit without paying the republic administrative fees.



## 1.8 PERSONAL DOCUMENTS

### 1.8 a important personal documents

**TITLE:** ID Card (Lična karta)

**WHAT:** Identity Card is a public document with which person confirm their identity and can be used as a travel document if it is prescribed by an international agreement. Is being issued with five years validity.

**WHERE:** In the police department according to the place of registered residence and can also be submitted through the relevant diplomatic or consular representative office of the Republic of Serbia (RS).

**MORE INFO:** (information about ID cards for foreigners, available in Serbian - Cyrillic and Latin, English language) [http://mup.gov.rs/wps/portal/en/information/identity%20cards%20for%20foreign%20citizens!/ut/p/z1/tVZdU-lwFP0r7AOPNbdJ-sG-dbVGqpVYIG-OGIJSxBSLEXW\\_fWbuu4sH0rdETvDICb3nntzcnJaFKEhihR\\_IBkvZa74TD-Plvuu0wptkwG-ZFfhN\\_Bsh7j-tYWhbaLBT0DtY\\_BunNbZpe8S9wJQpKdN3MIXhMFVx8fn4JmDsl7fD4MeBfQDRShKVkUhVIIGZbESzwOqXJQTNFqs4pIM7oRqwiJPRKl4E6RK82LOEzkV-mGs82T51Eh4MV429Ez1EzJTjUSW8pdQywpvkcqgXGtmpEil6ImFS7Bo05bbBqRCCGK8aCEDuNWwYz5WdCBjqPN9boUT\\_E2IxlYwXAzdv4TAG5e3k19L6H6B7fqs7Vf5LGDsGndCspe\\_F\\_B\\_9fcDosPLG1R81zCw08OFXy2R2uz2jGDkZL2AfVHVSRcGkJvl8R8FeyomboaiQqSiE\\_MXJqtDDk7JcLL82oQnr9foky\\_NsJk6KZRNeY5jkyXlNtwKRbiOo6zOok\\_9Is-lsIjYeawSbXHpXjmsC03Q-SrFGfVJfoa6\\_8TMaYuKOMGGgxNuUMehRoyxY5gxBp5alm0D3YXfERN2jgu\\_3T3zyZHhGdPyCUOb9G6p5sb6zO5By\\_DI3Ht670Ow4HuXAovSD8IHdUakZYyL8DTUMI7wcmJUvomG2k4Vb9zzouRo-MjHU6GmolGniudRUeXJ6cND5GkbzIUpfmrlv\\_hw8lTImf6z4cZZoTG4kk0Y5\\_ereXGjZcxPbtRrQmvVusKtbcR25bj2W8z9S5HPwx\\_A8eFh75p6X32bjUAta8F5HO7tz4V3j4yOTuHoO18ED6oe5u9fgje89Vw4Bh87HNkMe\\_PXTI3-voagmwbUfxE1jL0iZXN73ZuSzEw2GnsrnpfPs2cJfel99z19ck/dz/d5/L2dBISEvZ0FBIS9nQSEh/?urile=wcm%3Apath%3A%2Fpublic\\_en%2Fpocetna%2Finformacije%2Fidentity%2Bcards%2Bfor%2Bforeign%2Bcitizens](http://mup.gov.rs/wps/portal/en/information/identity%20cards%20for%20foreign%20citizens!/ut/p/z1/tVZdU-lwFP0r7AOPNbdJ-sG-dbVGqpVYIG-OGIJSxBSLEXW_fWbuu4sH0rdETvDICb3nntzcnJaFKEhihR_IBkvZa74TD-Plvuu0wptkwG-ZFfhN_Bsh7j-tYWhbaLBT0DtY_BunNbZpe8S9wJQpKdN3MIXhMFVx8fn4JmDsl7fD4MeBfQDRShKVkUhVIIGZbESzwOqXJQTNFqs4pIM7oRqwiJPRKl4E6RK82LOEzkV-mGs82T51Eh4MV429Ez1EzJTjUSW8pdQywpvkcqgXGtmpEil6ImFS7Bo05bbBqRCCGK8aCEDuNWwYz5WdCBjqPN9boUT_E2IxlYwXAzdv4TAG5e3k19L6H6B7fqs7Vf5LGDsGndCspe_F_B_9fcDosPLG1R81zCw08OFXy2R2uz2jGDkZL2AfVHVSRcGkJvl8R8FeyomboaiQqSiE_MXJqtDDk7JcLL82oQnr9foky_NsJk6KZRNeY5jkyXlNtwKRbiOo6zOok_9Is-lsIjYeawSbXHpXjmsC03Q-SrFGfVJfoa6_8TMaYuKOMGGgxNuUMehRoyxY5gxBp5alm0D3YXfERN2jgu_3T3zyZHhGdPyCUOb9G6p5sb6zO5By_DI3Ht670Ow4HuXAovSD8IHdUakZYyL8DTUMI7wcmJUvomG2k4Vb9zzouRo-MjHU6GmolGniudRUeXJ6cND5GkbzIUpfmrlv_hw8lTImf6z4cZZoTG4kk0Y5_ereXGjZcxPbtRrQmvVusKtbcR25bj2W8z9S5HPwx_A8eFh75p6X32bjUAta8F5HO7tz4V3j4yOTuHoO18ED6oe5u9fgje89Vw4Bh87HNkMe_PXTI3-voagmwbUfxE1jL0iZXN73ZuSzEw2GnsrnpfPs2cJfel99z19ck/dz/d5/L2dBISEvZ0FBIS9nQSEh/?urile=wcm%3Apath%3A%2Fpublic_en%2Fpocetna%2Finformacije%2Fidentity%2Bcards%2Bfor%2Bforeign%2Bcitizens)

**TITLE:** Passport (Pasoš)

**WHAT:** Travel document issued for the purpose of travel and stay abroad

**WHERE:** In the police department according to the place of registered residence and can also be submitted through the relevant diplomatic or consular representative office of the RS.

**MORE INFO:** (information about passport, available in Serbian - Cyrillic and Latin, English language) [http://mup.gov.rs/wps/portal/en/information!/ut/p/z1/tVVbV\\_lwEP4rvvBYM016Y98q1AC1oglr5MXTlIiqkNZQZP33O6h7DICXnj2reWkzmW8u38wkRJApeESp-ybO4ygsVL3A\\_E87dsB05Jgca8ovoDHZHZV5waVPom-T2QMEJKPjXbrsbBh7zekAEHpu0TXuMw8UwoOfgm8PueBJEg7EF5CcRRKRraWqyKzSa\\_kmUFVZzcmsXCeLPL1LX3W-wJ8WIEUqKxW3INPx\\_WOs8hbcFO\\_rJaLzkw8ZnqKuik-eYl3h5gWlUj3Kk61UvknfnJRpfk9msdW2ZJJSw6VpbFiu\\_axkJpa5hJhTiB9t2HLA-sjyShtglwbPARJZ87oHtURj9YQn-svwDfCPLdQf7\\_nk\\_2OL5gPNLOoxYDV9TOOaf01qVawGK4-kdx6ODY\\_7DJv\\_hOz40O06PY3l4p2-D346s3ln3moVt5wN\\_RKGRf9GUojw0Qu2JblcftNlIOJmTaE-KUIVHBCRLYrkfSx9ITAvlOLLB6mPlIrFM-rqlz9aEELNpvNaVYU2UKe6lULPkPMiIVFpnuKBMMYNMU5aJrpGblt7ljonKMFh4X-heuZwLEdXnK5IRNV6CUmM\\_rHYTwwfzAM1P1a8\\_vR84B9sXnsR\\_CjyGHjGwu5sb8zesA2\\_GLufax9BDZcjRjwkwfWf5gdNFym2MdVRJ8l2LuNqbuTqoSDTneueTD-97hGXPz4\\_Cx\\_flkJV8hd2\\_vc9LiOpSLmCLD22NCbvawp53xDJK9vkUcDsbHl38FnJW-M3jMrJaA!/?1dmy&urile=wcm%3Apath%3A%2Fpubl](http://mup.gov.rs/wps/portal/en/information!/ut/p/z1/tVVbV_lwEP4rvvBYM016Y98q1AC1oglr5MXTlIiqkNZQZP33O6h7DICXnj2reWkzmW8u38wkRJApeESp-ybO4ygsVL3A_E87dsB05Jgca8ovoDHZHZV5waVPom-T2QMEJKPjXbrsbBh7zekAEHpu0TXuMw8UwoOfgm8PueBJEg7EF5CcRRKRraWqyKzSa_kmUFVZzcmsXCeLPL1LX3W-wJ8WIEUqKxW3INPx_WOs8hbcFO_rJaLzkw8ZnqKuik-eYl3h5gWlUj3Kk61UvknfnJRpfk9msdW2ZJJSw6VpbFiu_axkJpa5hJhTiB9t2HLA-sjyShtglwbPARJZ87oHtURj9YQn-svwDfCPLdQf7_nk_2OL5gPNLOoxYDV9TOOaf01qVawGK4-kdx6ODY_7DJv_hOz40O06PY3l4p2-D346s3ln3moVt5wN_RKGRf9GUojw0Qu2JblcftNlIOJmTaE-KUIVHBCRLYrkfSx9ITAvlOLLB6mPlIrFM-rqlz9aEELNpvNaVYU2UKe6lULPkPMiIVFpnuKBMMYNMU5aJrpGblt7ljonKMFh4X-heuZwLEdXnK5IRNV6CUmM_rHYTwwfzAM1P1a8_vR84B9sXnsR_CjyGHjGwu5sb8zesA2_GLufax9BDZcjRjwkwfWf5gdNFym2MdVRJ8l2LuNqbuTqoSDTneueTD-97hGXPz4_Cx_flkJV8hd2_vc9LiOpSLmCLD22NCbvawp53xDJK9vkUcDsbHl38FnJW-M3jMrJaA!/?1dmy&urile=wcm%3Apath%3A%2Fpubl)





[ic\\_en%2FPocetna%2FInformacije%2F](#)

**TITLE:** Permanent residence list (dozvola za stalno nastanjenje)

**WHAT:** Document when citizen wants to prove that he/she is permanently settled on a certain territory.

**WHERE:** Territorially relevant organizational unit of the MOI

**MORE INFO:** (information about permanent residence list, available in Serbian - Cyrillic and Latin, English language) [http://mup.gov.rs/wps/portal/en/information/permanent%20stay!/ut/p/z1/tVbfW5swFP1X3EMfMZeEX90bKsai2GntbHnxCzSlcRSQpu26v35hc98EZnGfNS-B5N6Tew-HAYhEExRmbCMSJk WesVTdTOPrYdgPLJ0CvqRXwQm4Ik0c79rEMNDRfSPA8jC4N3b\\_7NJziHMBK-FTbOu7jC0Lhaujhc3D14dnd2Av8OwPQVxSiMF6XJc8kmspyzX8tZLKQCzQt1IEq4gee9aDIYy4z1gORzfNyyWLxyNUqV5eZyj1aSbarUotYzNCURcyYGSbX2JzNNMMhthbNdUfDnPR1zphNCHuufU9x4cvWHAN01btLHTAdDKM\\_vcMrw23kd3LXPqB-Ph14VT71Kb3Gw4C08IsB\\_3d-OyDc3959xXcHA40aLryqRcOit2cEG1RvBbT108WCj8lkzaPfyNwziDgJCKs-5yUvj9elWI5IWaw-96AH2-32OMnzJOXH5aoH\\_8pY5CuJJrVApMrw-r0u5Q-VWzbLxBOzxWCRS7dK9vRgSo6N4Jv0Tir1J2i0V8xR1bETcZ1jdk0OQzM-IrUN2MtjrlhRibTbdtpwjFehO3Dwterpx45MDylSj5BYJG7W0Nxy35k9aBkeGDuXfXsAzDh y4gAHRnhvPe7jEjJGJfBaaBkXDC50CqLRJOi5JHYsFSsJK9CxoPTU-gqc80zyb8rkT-7a7wrRaouXnhsUrLZI8tED2b5t\\_VS-as4el5TuzXgEc9a9NaNxLve7\\_9NPrOf\\_gYOCw9j3VRPz70dAlZu5ZOPrd78UHjrwOQOpD2w3wnvd32j9uj2zX8Fr7we9aBiOV46ZKmN1ZiAGGhh tCNbEXjETJYPjUmakTH1Nz9OrrX6pJK27gefryVydwl!/dz/d5/L2dBISevZ0FBIS9nQSEh/?uril=wcm%3Apath%3A%2Fpublic\\_en%2FPocetna%2FInformacije%2FPermanent%2Bstay%2F](http://mup.gov.rs/wps/portal/en/information/permanent%20stay!/ut/p/z1/tVbfW5swFP1X3EMfMZeEX90bKsai2GntbHnxCzSlcRSQpu26v35hc98EZnGfNS-B5N6Tew-HAYhEExRmbCMSJk WesVTdTOPrYdgPLJ0CvqRXwQm4Ik0c79rEMNDRfSPA8jC4N3b_7NJziHMBK-FTbOu7jC0Lhaujhc3D14dnd2Av8OwPQVxSiMF6XJc8kmspyzX8tZLKQCzQt1IEq4gee9aDIYy4z1gORzfNyyWLxyNUqV5eZyj1aSbarUotYzNCURcyYGSbX2JzNNMMhthbNdUfDnPR1zphNCHuufU9x4cvWHAN01btLHTAdDKM_vcMrw23kd3LXPqB-Ph14VT71Kb3Gw4C08IsB_3d-OyDc3959xXcHA40aLryqRcOit2cEG1RvBbT108WCj8lkzaPfyNwziDgJCKs-5yUvj9elWI5IWaw-96AH2-32OMnzJOXH5aoH_8pY5CuJJrVApMrw-r0u5Q-VWzbLxBOzxWCRS7dK9vRgSo6N4Jv0Tir1J2i0V8xR1bETcZ1jdk0OQzM-IrUN2MtjrlhRibTbdtpwjFehO3Dwterpx45MDylSj5BYJG7W0Nxy35k9aBkeGDuXfXsAzDh y4gAHRnhvPe7jEjJGJfBaaBkXDC50CqLRJOi5JHYsFSsJK9CxoPTU-gqc80zyb8rkT-7a7wrRaouXnhsUrLZI8tED2b5t_VS-as4el5TuzXgEc9a9NaNxLve7_9NPrOf_gYOCw9j3VRPz70dAlZu5ZOPrd78UHjrwOQOpD2w3wnvd32j9uj2zX8Fr7we9aBiOV46ZKmN1ZiAGGhh tCNbEXjETJYPjUmakTH1Nz9OrrX6pJK27gefryVydwl!/dz/d5/L2dBISevZ0FBIS9nQSEh/?uril=wcm%3Apath%3A%2Fpublic_en%2FPocetna%2FInformacije%2FPermanent%2Bstay%2F)

**TITLE:** Temporary residence list (dozvola za privremeni boravak)

**WHAT:** Document when citizen wants to prove that he/she temporarily reside outside the place of residence for more than 90 days.

**WHERE:** Territorially relevant organizational unit of the MOI

**MORE INFO:** (information about temporary residence list, available in Serbian - Cyrillic and Latin, English language) [http://mup.gov.rs/wps/portal/en/information/terms%20for%20issuance%20of%20authorization%20for%20temporary%20stay!/ut/p/z1/tVZdW9owFP4r7ILLmtOkX-yuao1UKyoyoTc-aQOQRz9MAwx\\_YJzz6RV2Cb2Jmlyzptz3r55WxSjlypzthATpkSRs5l-HsXOXa8TOSYFfEbPo0PwHZd4wYWN0Wui21qAE2Dwr9zO8VngEe8UUKyXTdzBp4TCeS\\_AJ-CbveObQRCFNxagbyhGcTqXkucKjZSc8-eJXJVqikblPJmJ9I7nbSiLlKuctUHk40JmLBUPvA2Ky6xq6YmWqKo5y1PeKsYtNlftQoqn5y6eVxXPyklyuWpViq3WW5SpuEcjZrmJaaam4XBIDcvB2OhYLjcSPNYrtkU6ZvLS45Ym4tcUeBaYmiOfemB7GPq\\_OYJ3Lr-Wv5Pj5gab-9NusM6nlaUXuBeRRn4j4N\\_2bwbE29u7XfO9g4FaDafBukXLodfHBFvUBAQ0dbaLhRDFk1mR\\_BK1nyfEm6BY8jGXXB7MpZ6eKIVWX9vQhuVyeTApismMH8iqDW9ITItKoeFGINJlHlvqDHediJFm232FcHSiERxy5p-7nglU07kQfIkG-foUzFD\\_j5gTJ-E246bBXI8YFmYdl-nYqZGm3LITm5mu69Xha2LC7n7hN6unAdkzPKVaPIHkkJtrS3Njf2b1oGW4Z-59\\_e4jsOGyT4D2rQ\\_Ch7uMSMsYy-go0jIumZoaaytFw1LyRCzYTFskrOPEw-Nj7GsTLnLlf2iRv7hwupJipm9eefEsvsHlos23Bff55n2cNF6mdOrG8B9njfo3TQS33m\\_7\\_y6e3wV7BfeBiYtn57\\_nUPsHarkHxu9fanwjt7Jqcm7a77Qfhw1zdqj273\\_vfw9jH6T7AyG2QeyYyBvoYgukacrMhSRAGxJ9ldbVB2Yo3CxdPhhbE56KSI\\_-UnrmvCNg!/dz/d5/L2dBISevZ0FBIS9nQSEh/?uril=wcm%3Apath%3A%2Fpublic\\_en%2FPocetna%2FInformacije%2FTerms%2For%2Bissuance%2Bof%2Bauthorization%2Bfor%2Btemporary%2Bstay%2F](http://mup.gov.rs/wps/portal/en/information/terms%20for%20issuance%20of%20authorization%20for%20temporary%20stay!/ut/p/z1/tVZdW9owFP4r7ILLmtOkX-yuao1UKyoyoTc-aQOQRz9MAwx_YJzz6RV2Cb2Jmlyzptz3r55WxSjlypzthATpkSRs5l-HsXOXa8TOSYFfEbPo0PwHZd4wYWN0Wui21qAE2Dwr9zO8VngEe8UUKyXTdzBp4TCeS_AJ-CbveObQRCFNxagbyhGcTqXkucKjZSc8-eJXJVqikblPJmJ9I7nbSiLlKuctUHk40JmLBUPvA2Ky6xq6YmWqKo5y1PeKsYtNlftQoqn5y6eVxXPyklyuWpViq3WW5SpuEcjZrmJaaam4XBIDcvB2OhYLjcSPNYrtkU6ZvLS45Ym4tcUeBaYmiOfemB7GPq_OYJ3Lr-Wv5Pj5gab-9NusM6nlaUXuBeRRn4j4N_2bwbE29u7XfO9g4FaDafBukXLodfHBFvUBAQ0dbaLhRDFk1mR_BK1nyfEm6BY8jGXXB7MpZ6eKIVWX9vQhuVyeTApismMH8iqDW9ITItKoeFGINJlHlvqDHediJFm232FcHSiERxy5p-7nglU07kQfIkG-foUzFD_j5gTJ-E246bBXI8YFmYdl-nYqZGm3LITm5mu69Xha2LC7n7hN6unAdkzPKVaPIHkkJtrS3Njf2b1oGW4Z-59_e4jsOGyT4D2rQ_Ch7uMSMsYy-go0jIumZoaaytFw1LyRCzYTFskrOPEw-Nj7GsTLnLlf2iRv7hwupJipm9eefEsvsHlos23Bff55n2cNF6mdOrG8B9njfo3TQS33m_7_y6e3wV7BfeBiYtn57_nUPsHarkHxu9fanwjt7Jqcm7a77Qfhw1zdqj273_vfw9jH6T7AyG2QeyYyBvoYgukacrMhSRAGxJ9ldbVB2Yo3CxdPhhbE56KSI_-UnrmvCNg!/dz/d5/L2dBISevZ0FBIS9nQSEh/?uril=wcm%3Apath%3A%2Fpublic_en%2FPocetna%2FInformacije%2FTerms%2For%2Bissuance%2Bof%2Bauthorization%2Bfor%2Btemporary%2Bstay%2F)

**TITLE:** Health insurance card (zdravstvena kartica)

**WHAT:** Health card is a document on health insurance proving the status of insured





person.

**WHERE:** Obtained when applying for health insurance in the relevant branch or office of the National Health Insurance Fund.

**MORE INFO:** (information about health care for foreign citizens, available in English language) <http://www.eng.rfzo.rs/>

**TITLE:** Driving license (vozačka dozvola)

**WHAT:** Official certificate that documents person's ability to manage passenger vehicle

**WHERE:** Territorially relevant organizational unit of the Ministry of Internal in whose territory a person whose driver's license need to be issued resides.

**MORE INFO:** (information about procedure for issuing driving license, available in Serbian - Cyrillic and Latin language) [http://mup.gov.rs/wps/portal/sr/gradjani/dokumenta/vozacka%20dozvola/izdavanje%20nove%20vozacke%20po%20osnovu%20zamene%20stare/!ut/p/z1/xVRNd5pAFP0rZMES5zEgYHc0EqyGmKatwiZngAligCHjgKm\\_vpOYRTWtJqf2IA3wPu7c996dhyK0QFFF2jwjImcVKeR\\_GFI3415g6T7gkWOCdq7l-g50HQwTHc33A3zLw-B-s3v9kecYzgBQJN067uGB4cP12MNX4Orj\\_nTmBcOpCeg7iICUNJzTSqBQ8la-GCpRiyUK6yYu8uQu-cHzQn6oULOioqokHGSRkiVq5Cyh6aU2bnyapPelmlJ8kCUIG1bVkhDvk1JS6oVVSrWUmXnpOrNFLaWlkbZEoIBlbUg\\_IVBneQpChMgRmyajuaYGGumIXY1oltUI9i2YxwTQnvw2oljNUbvaSH84XHfmX8kiDoOP3-u9wSDfQ7-wHs-wrT8276BTv9\\_E\\_BGBkMUZQWLd5Jyq9hwmhRxeK855Z2GS\\_NSiHr9SQUVNptNJ2MsK2iHr1X4XcaSrQVa7AWi3SknaRyfVSibaf-CcHkIESxj5F7bjg6-7Fab0w2aVYyXspjJB7VyAH8wK2yF36fve8ZZ4b3faMOILCM6aOpe9P9l-xBquzMvXf17APows3EAH9i\\_ix88NQ9ITLGPLgMplxrlpZaXt0ztDhYV\\_WjxsVUIQfPV42PkyqXJKkGf5LX4TluzLmelY5TabLa\\_KacO8L5svr8VQuH7Xb\\_dTOosouLn\\_gnP-U!/dz/d5/L2dBISEvZOFBIS9nQSEh/?uril=wcm%3Apath%3A%2Fpublic\\_cyrillic%2Fpocetna%2Fgradjani%2Fdokumenti%2Bgradjana%2Fvozacka%2Bdozvola%2Fizdavanje%2Bnove%2Bvozacke%2Bpo%2Bosnovu%2Bzamene%2Bstare](http://mup.gov.rs/wps/portal/sr/gradjani/dokumenta/vozacka%20dozvola/izdavanje%20nove%20vozacke%20po%20osnovu%20zamene%20stare/!ut/p/z1/xVRNd5pAFP0rZMES5zEgYHc0EqyGmKatwiZngAligCHjgKm_vpOYRTWtJqf2IA3wPu7c996dhyK0QFFF2jwjImcVKeR_GFI3415g6T7gkWOCdq7l-g50HQwTHc33A3zLw-B-s3v9kecYzgBQJN067uGB4cP12MNX4Orj_nTmBcOpCeg7iICUNJzTSqBQ8la-GCpRiyUK6yYu8uQu-cHzQn6oULOioqokHGSRkiVq5Cyh6aU2bnyapPelmlJ8kCUIG1bVkhDvk1JS6oVVSrWUmXnpOrNFLaWlkbZEoIBlbUg_IVBneQpChMgRmyajuaYGGumIXY1oltUI9i2YxwTQnvw2oljNUbvaSH84XHfmX8kiDoOP3-u9wSDfQ7-wHs-wrT8276BTv9_E_BGBkMUZQWLd5Jyq9hwmhRxeK855Z2GS_NSiHr9SQUVNptNJ2MsK2iHr1X4XcaSrQVa7AWi3SknaRyfVSibaf-CcHkIESxj5F7bjg6-7Fab0w2aVYyXspjJB7VyAH8wK2yF36fve8ZZ4b3faMOILCM6aOpe9P9l-xBquzMvXf17APows3EAH9i_ix88NQ9ITLGPLgMplxrlpZaXt0ztDhYV_WjxsVUIQfPV42PkyqXJKkGf5LX4TluzLmelY5TabLa_KacO8L5svr8VQuH7Xb_dTOosouLn_gnP-U!/dz/d5/L2dBISEvZOFBIS9nQSEh/?uril=wcm%3Apath%3A%2Fpublic_cyrillic%2Fpocetna%2Fgradjani%2Fdokumenti%2Bgradjana%2Fvozacka%2Bdozvola%2Fizdavanje%2Bnove%2Bvozacke%2Bpo%2Bosnovu%2Bzamene%2Bstare)

## 1.9 CERTIFICATES

### 1.9 a important certificates

**TITLE:** Birth certificate (Izvod iz matične knjige rođenih)

**WHAT:** Official certificate that documents the birth of a person.

**WHERE:** Civil Registry of the competent registry office of the town/municipality administration.

**MORE INFO:** (information about procedure for issuing birth certificate, available in Serbian - Cyrillic and Latin language) [https://www.euprava.gov.rs/eusluge/opis\\_usluge?generatedServiceId=480&alphabet=lat](https://www.euprava.gov.rs/eusluge/opis_usluge?generatedServiceId=480&alphabet=lat).

**TITLE:** Marriage certificate (Izvod iz knjige venčanih)

**WHAT:** Official certificate that two people are married.

**WHERE:** Civil Registry of the competent registry office of the town/municipality administration



**MORE INFO:** (information about procedure for issuing marriage certificate, available in Serbian - Cyrillic and Latin language) <https://www.euprava.gov.rs/eusluge?service=servicesForTemplate&serviceTemplateId=540>

**TITLE:** Death certificate (Izvod iz knjige umrlih)

**WHAT:** Official certificate that documents the death of a person.

**WHERE:** Civil Registry of the competent registry office of the town/municipality administration

**MORE INFO:** (information about procedure for issuing death certificate, available in Serbian - Cyrillic and Latin language) <http://www.euprava.gov.rs/eusluge?service=servicesForTemplate&serviceTemplateId=542>

**TITLE:** Certification of the criminal record (Potvrda da nisi osuđivan).

**WHAT:** Official certificate that documents that the person has no criminal record.

**WHERE:** Respective unit of Ministry of Interior. For certificate that he/she is not a subject of investigation, the certificate shall be requested from the respective basic/high court

**MORE INFO:** (information about procedure for issuing certification of the criminal record, available in Serbian - Latin language) <http://sudskitumacns.com/post/uverenje-o-nekaznjavanju-iz-policije-kako-sta-i-gde-kao-i-prevodjenje-na-engleski-birokratija-i-prevodjenje>

**TITLE:** Power of attorney

**WHAT:** Written authorization to represent or act on another's behalf in private affairs, business, or some other legal matter, sometimes against the wishes of the other.

**WHERE:** With each office of attorney at law/court.

## 1.10 VERIFICATION OF DOCUMENTS

### 1.10 a types of verification

**TITLE:** Apostil verification

**WHAT:** Formality need to be done in order for public documents made in the territory of one State Party, could be used in the territory of all States Parties.

If you wish to validate a document with an apostil seal, in most cases one must submit the original document. Document should be brought to the relevant basic court. If you need a certified translation of the document by a court interpreter, the apostil should be translated too.

**WHERE:** Apostil stamp or signature can be removed ONLY BY THE COURT (Office for International Certification) and in the place where the document was issued (specifically by the court where the signatures of persons who signed the document itself were deposited).

**TITLE:** Diplomatic and consular legalization – Full legalization –For States who are not parties to the Hague Convention.

**WHAT:** Formality needed to be done in order to certify the authenticity of signatures in public documents in the territory where it should be used by the



diplomatic/consular representatives of a State that issued the document.

Basic Court confirms the signature of the authorized person, as well as his/her status in the institution and stamp of the authority.

Ministry of Justice verifies the signature of the President of the court, as well as the stamp of the court.

Ministry of Foreign Affairs verifies the signature of the authorized person and the seal of the Ministry of Justice.

The process ends when diplomatic/consular mission of the State that issued the document, in the territory of the State where the document will be used, confirms the signature of the authorized person and seal of the Ministry of Foreign Affairs.

**WHERE:** Legalization process can be started before the relevant basic court - in the town/municipality where the document was issued. After this, previously described steps should be followed.

## 1.11 JUDICIAL TRANSLATIONS

### 1.11 a sworn, certified or official translations

**TITLE:** Sworn, certified or official translations

**WHAT:** All original documents in the immigration procedure must be translated by an authorized court interpreter or translator. Keep in mind that most interpreters and translators have fees for their services. All authorized translations must be in Serbian (Cyrillic).

**HOW:** A list of court interpreters and translators on the entire territory of Serbia can be found on this [link](#) (available in Serbian - Cyrillic and Latin language), with more contacts available [here](#) (addresses of court interpreters and translators, available in Serbian - Latin language) and [here](#) (addresses of court interpreters and translators, available in Serbian - Latin language). Contact an interpreter or translator that is located nearest to your current place of stay.

**WHERE:**

[MINISTRY OF JUSTICE](#)

22-26 Nemanjina Street, 11000 Belgrade

+381 11 7858000

[kontakt@mpravde.gov.rs](mailto:kontakt@mpravde.gov.rs)

Google maps: <https://www.google.rs/maps/place/Ministry+of+Justice/@44.8042082,20.4599333,17z/data=!3m1!4b1!4m5!3m4!1s0x475a70081c2aa8df:0xf26a84202a5f51aa!8m2!3d44.8042044!4d20.462122?hl=en>

**ATTENTION:** Court interpreters and translators have fees for their services, so you should inform yourself in advance about the service price.

**GOOD TO KNOW:** Because there is usually a lack of court interpreters and translators for languages that are the most needed, the UNHCR in Serbia compiled an unofficial list of translators in order to increase the translation service capacities for asylum seekers/migrants. Please contact the office of UNHCR in Serbia directly in order to get access to that list.

## 1.12 REGISTRATION OF ADDRESS

### 1.12 a registration of temporary address



**TITLE:** Registration of temporary address

**OVERVIEW:** If you are a migrant and not accommodated at one of the official reception centers of the Commissariat for Refugees and Migration (CRM), and you have the means to find your own temporary stay, you are obliged to register yourself with one of the units of the Ministry of Interior (i.e. Police, referred to as MOI).

**WHO:** All foreign nationals that are not accommodated at one of the reception centers of the CRM, regardless of status.

**HOW:**

- ▶ A temporary residence request is submitted to the MOI in your place of stay:
  1. valid passport
  2. apartment registration
  3. two photographs (4x3cm, in color)
  4. completed request forms (3 copies)
  5. proof of paid tax on submission and tax on stay
- ▶ The temporary residence request form can be found [here](#) (available in Serbian – Cyrillic and Latin, English language).

A foreign national can be granted temporary residence if they provide proof of:

1. enough money or means of subsistence;
2. health insurance;
3. justification for the temporary residence request in line with the purpose of temporary residence that can be issued to a foreigner who intends to stay in Serbia for longer than 90 days.

**WHERE:** You can do this in one of the units of MOI in your place of stay.

**WHEN:** This must be done within 24 hours of entering the territory of Serbia, unless you are accommodated at a hotel or other tourist accommodation, where it's the obligation of the host.

**ATTENTION:** If you do not adhere to the laws regarding address registration, you may be in risk of getting arrested and prosecuted for breaking the laws of the Republic of Serbia.

**GOOD TO KNOW:** Addresses and contact of all MOI units can be found [here](#) (available in Serbian – Latin language).

## 1.12 b registration of permanent address

**TITLE:** Registration of permanent address

**OVERVIEW:** If you are a migrant and not accommodated at one of the official reception centers of the CRM, and you have the means to find your own permanent stay, you are obliged to register yourself with one of the units of the Ministry of Interior (i.e. Police, referred to as MOI).

**WHO:** This procedure applies to all foreign nationals that are not accommodated at one of the reception centers of the CRM and have gained temporary residence. Permanent residence can be granted to a foreigner:

1. who until the date of submission of request for permanent residence in Serbia spent at least five years in Serbia without interruptions on a granted temporary residence;
2. who is married to a national of Serbia, or a foreign national with permanent residence, for at least 3 years;
3. who is underage, on a temporary residence, if one of their parents is a national



of Serbia or a foreign national with permanent residence, with the consent of the other parent;

4. who has heritage from the territory of Serbia.

**HOW:** The permanent residence request is submitted in person to the MOI unit in charge of foreign national affairs in your place of stay. You need following documents:

1. passport with granted temporary residence,
2. two photographs,
3. certificate of citizenship for spouse who is a citizen of Serbia (if applicable),
4. marriage register confirmation (if applicable),
5. birth certificate for request submitter and children who are citizens of Serbia,
6. confirmation of completed education,
7. proof of adequate financial means,
8. medical certificate,
9. proof of residence.

The permanent residence request form can found [here](#) (available in Serbian – Cyrillic and Latin, English language).

**WHERE:** You can do this in one of the units of MOI in the place of your stay.

**WHEN:** After completing the conditions stated above.

**ATTENTION:** Keep in mind that if you do not adhere to the laws regarding address registration, you may be in risk of getting arrested and prosecuted for breaking the laws of the Republic of Serbia.

**GOOD TO KNOW:** Addresses and contact of all MOI units can be found [here](#) (available in Serbian – Latin, language).

If you want to register on new apartment address, you need to have lease contract in order to prove that you are really on that address.

## 1.13 SUPPORT SERVICES FOR MIGRANTS

### 1.13 a list of support services and projects regarding arrival and stay

**TITLE:** Office for Asylum

**WHERE:** 2, Boulevard of Mihajlo Pupin,  
11070 Novi Beograd

**TITLE:** Commissariat for Refugees and Migration

**WHAT:** The institution that offers offer accommodation to migrants.

**WHERE:** 4, Narodnih heroja Street,

11070 Novi Beograd

Tel:+ 381 11 311 72 72

Email: [kirs@kirs.gov.rs](mailto:kirs@kirs.gov.rs)

**TITLE:** Asylum Center Banja Koviljača

**WHAT:** Free housing, food, clothing, medical aid.



**WHERE:** Narodnog fronta Street,  
15316 Banja Koviljaca  
Tel:+ 381 15 820 267

**TITLE:** Asylum Center Bogovada  
**WHAT:** Free housing, food, clothing, medical aid.  
**WHERE:** No formal address,  
14225 Bogovadja  
Tel:+ 381 14 78 035

**TITLE:** Asylum Center Krnjača  
**WHAT:** Free housing, food, clothing, medical aid.  
**WHERE:** Pancevacki put,  
11210 Krnjaca  
Tel:+ 381 64 8281 635

**TITLE:** Asylum Center Sjenica  
**WHAT:** Free housing, food, clothing, medical aid.  
**WHERE:** JablanickaStreet,  
36310 Sjenica  
Tel:+ 381 63 8765 220

**TITLE:** Asylum Center Tutin  
**WHAT:** Free housing, food, clothing, medical aid.  
**WHERE:** 1,Vidrenjacka Street,  
36320 Tutin  
Tel:+ 381 20 5724 304

**TITLE:** Reception Center Preševo  
**WHAT:** Free housing, food, clothing, medical aid.  
**WHERE:** 2, Vase SmajevicaStreet,  
17523 Preševo

**TITLE:** Reception Center Adaševci  
**WHAT:** Free housing, food, clothing, medical aid.  
**WHERE:** A3, 22244 Adasevci

**TITLE:** Reception Center Šid  
**WHAT:** Free housing, food, clothing, medical aid.  
**WHERE:** JankaVeselinovicaStreet,  
22240 Sid

**TITLE:** Reception Center Dimitrovgrad



**WHAT:** Free housing, food, clothing, medical aid.

**WHERE:** Sofijska Street,  
18320 Dimitrovgrad

**TITLE:** Reception Center Subotica

**WHAT:** Free housing, food, clothing, medical aid.

**WHERE:** 23. Tuk Ugarnice Street,  
24000 Subotica

**TITLE:** Reception Center Sombor

**WHAT:** Free housing, food, clothing, medical aid.

**WHERE:** Sikara,  
25000 Sombor

**TITLE:** Reception Center Bujanovac

**WHAT:** Free housing, food, clothing, medical aid.

**WHERE:** Industrijska zona,  
17520 Bujanovac

**TITLE:** Reception Center Bosilegrad

**WHAT:** Free housing, food, clothing, medical aid.

**WHERE:** Blat,  
17540 Bosilegrad

**TITLE:** Reception Center Pirot

**WHAT:** Free housing, food, clothing, medical aid.

**WHERE:** Berilovacki put (community „4. kilometar“), 18300 Pirot

**TITLE:** UNHCR Serbia

**WHAT:** Headquarters of the UN High Commissioner for Refugees in Serbia.

**WHERE:** 58, Krunska Street,  
11000 Belgrade  
Tel: + 381 11 3082 100  
Email: [srbbe@unhcr.org](mailto:srbbe@unhcr.org)

**TITLE:** International Organisation for Migration – IOM

**WHAT:** For all persons who wish to voluntarily return to their country of origin.

**WHERE:** 8, Skenderbegova Street,  
11158 Beograd  
Tel: + 381 11 3282 075  
Tel: + 381 11 3282 079  
Medicinsko odeljenje:  
Tel: + 381 11 3282 072





Tel: + 381 11 3282 073

Email: [iombeograd@iom.int](mailto:iombeograd@iom.int)

**TITLE:** Belgrade Center for Human Rights

**WHAT:** Free legal aid

**WHERE:** 4, Kneza Milosa Street,

11000 Belgrade

Tel: + 381 11 3085 328

Email: [bgcentar@bgcenta.org.rs](mailto:bgcentar@bgcenta.org.rs)

**TITLE:** Danish Council for Refugees

**WHAT:** Medical aid.

**WHERE:** 18, Sindjeliceva Street,

11111 Belgrade

Tel: + 381 11 344 35 74

Tel: + 381 11 308 66 88

Email: [administration@drc.org.rs](mailto:administration@drc.org.rs)

**TITLE:** Centar za zaštitu i pomoć tražilaca azila

**WHAT:** Legal, psychosocial and other types of help and protection for asylum seekers, refugees and displaced persons

**WHERE:** 16, Misarska Street,

11000 Belgrade

### **1.13 b list of online resources regarding arrival and stay**

**TITLE:** Database of Serbian Embassies

**WHAT:** Information on Serbian embassies. If there isn't any Serbian Embassy in your country, contact the Ministry of Foreign Affairs and ask which embassy in the neighbouring country you can ask for a help. <http://www.mfa.gov.rs/sr/index.php/diplomatsko-konzularna-predstavnistva/diplomatske-misije/ambasade?lang=cyr>

**TITLE:** Information for foreigners

**WHAT:** Web page of the Serbian Ministry of Interior with information for foreigners (in English). Here you have useful information for your entry and stay, visa, temporary and permanent stay.

[http://www.mup.gov.rs/wps/portal/en/information!/ut/p/z1/jZHLboMwEEW\\_pQuWxYOHxHRHhWtCQujCOpN5KQELPGScVA\\_v0mbRdW0KLOb0bn3zmgQRznirRhIKbTsWIEf-zfubhIvdi0GeMGW8QP47swmdHWHYW6h7AuAf8oHxH\\_qCZvTk55FjK1wEtnvYU9HNoMlgnFj-BbSbBOaRytnSv1EwC\\_Zv8JgE-flyH-KyKk1tHBcdlLYGOHWReASzH4zzMvWFBikxDOWERihHhZd9vfwf\\_jt1iYI4qrYF6pQ5kEdx5XW\\_b0B BghVyVGYzaE3y2401WDArhk2O6kMqLqmMNthb4Bs34uP21pos9LNn65VN2iUX7ih16JFfZomaQ7yqcmIJv7NJx-pKW8!/dz/d5/L2dBISEvZ0FBIS9nQSEh/?uri=nm%3Aoid%3AZ6\\_O9M61G02KGLMB0A6738EN520I1](http://www.mup.gov.rs/wps/portal/en/information!/ut/p/z1/jZHLboMwEEW_pQuWxYOHxHRHhWtCQujCOpN5KQELPGScVA_v0mbRdW0KLOb0bn3zmgQRznirRhIKbTsWIEf-zfubhIvdi0GeMGW8QP47swmdHWHYW6h7AuAf8oHxH_qCZvTk55FjK1wEtnvYU9HNoMlgnFj-BbSbBOaRytnSv1EwC_Zv8JgE-flyH-KyKk1tHBcdlLYGOHWReASzH4zzMvWFBikxDOWERihHhZd9vfwf_jt1iYI4qrYF6pQ5kEdx5XW_b0B BghVyVGYzaE3y2401WDArhk2O6kMqLqmMNthb4Bs34uP21pos9LNn65VN2iUX7ih16JFfZomaQ7yqcmIJv7NJx-pKW8!/dz/d5/L2dBISEvZ0FBIS9nQSEh/?uri=nm%3Aoid%3AZ6_O9M61G02KGLMB0A6738EN520I1)

**TITLE:** Crveni krst Srbije – Red Cross Serbia



**WHAT:** Web page of the social programme of Red Cross Serbia. (in English and Serbian): <https://www.redcross.org.rs/what-we-do/social/>

**TITLE:** Commissariat for Refugees

**WHAT:** Commissariat for Refugees, as a separate organization within the public system, was established by the Law on Refugees, for professional and other tasks related to the care, return and integration of refugees under this Law and the related administrative tasks. Here you have a web page with useful information: (in English and Serbian) <http://www.kirs.gov.rs/articles/aboutus.php?lang=ENG>



## 2 WORK

### 2.1 EMPLOYMENT

#### 2.1.1 JOB SEARCH

##### 2.1.1 a searching for a job

**TITLE:** National Employment Service (NES)

**WHAT:** Unemployed people can get all required information and advice at NES.

Required documentation: ID card for foreigners, validated diploma (permanent residence); Passport and validated diploma (temporary residence)

**WHERE:** It includes two provincial departments, 34 branches, 21 offices and more than 120 branch offices in all districts in the RS

**MORE INFO:** (list of branch offices, available in Serbian – Cyrillic and Latin language) <http://www.nsz.gov.rs/live/mreza/filijale>

Tel: 0800 / 300-301

Opening hours: 8AM – 4PM

**TITLE:** Youth Cooperative Service (YCS)

**WHAT:** Members can be young people (aged 15-30).

Required documentation for students under the age of 26:

ID card (health card for persons younger than 18 years and parents ID), college/school report card or certificate from college/school

For unemployed people up to the age of 30: ID card, an employment record book and its copy.

**WHERE:** List of YCS in Serbia (available in Serbian – Cyrillic and Latin language)

<http://www.yellowpages.rs/en/youth-cooperatives/srbija>

**TITLE:** Work employment agency

**WHAT:** Organizations matching employers to employees

Register on the website of the agency and leave CV. If there is any corresponding job position available, the agency will contact you.

**WHERE:** List of licensed agencies (available in Serbian – Latin language)

<http://www.astra.rs/korisni-kontakti/spisak-licenciranih-agencija-za-zaposljavanje/>

**TITLE:** Job Search Website

**WHAT:** Register on the website and leave CV or make your own profile.

Search for available job positions and apply for the corresponding ones.

**WHERE:** List of the websites (available in Serbian – Latin language)

<http://www.poslovi.infostud.com>

<http://www.lakodoposla.com>

<http://www.klikdoposla.com>

<http://www.posao.oglas.rs>

<http://www.sljaka.com>



<http://www.ponudaposlova.com>  
<http://www.nadjiposao.rs>  
<http://www.zaposlimo-srbiju.com>

### 2.1.1 b apprenticeship

**TITLE:** Apprenticeship

**WHAT/OVERVIEW:** Apprenticeship is a system of training of practitioners of a trade or profession combining on-the-job training and often some studies. Apprenticeship also enables practitioners to gain a license to practice in a regulated profession.

**WHO/ELIGIBILITY:** You must be over the age of 18 and not older than 30. If you are students or graduated you can apply.

**HOW:** You can search for available apprenticeship mostly online and apply for the ones that correspond to your professional skills.

**WHERE:** In addition to [Youth Office](#) (available in Serbian – Latin language) where can be found most offers for apprenticeship and volunteering, there are also offers on the following websites ( in Serbian – Latin ):

<http://www.prakse.rs>  
<http://www.studentskapraksa.com>  
<http://www.najstudent.com>  
<http://www.studentskizivot.com/studentske-prakse>  
<http://portalmjadi.com/prakse>

As well as a list of foreign and international student organizations ( in Serbian – Latin ): <http://www.balkanex.info/Organizacije/organizacije.html>

**WHEN:** Applicant is allowed to apply during the studies (commonly during the final year of studies) or right after graduation.

**GOOD TO KNOW:** All about apprenticeship in Serbia, its legal basis and procedures can be found (available in Serbian – Latin): <http://www.poslodavci.rs/wp-content/uploads/2016/05/Vodic-za-strucnu-praksu.pdf>

## 2.1.2 TYPES OF EMPLOYMENT

### 2.1.2 a employment for indefinite period of time

**TITLE:** Employment for indefinite period of time

**WHAT:** Type of employment whose duration is indefinite. It means that, if the contract is indefinite, the ending date of employment isn't specified. If a foreign citizen has obtained personal work permit, this type of contract can be concluded.

Job contract for indefinite period of time can be a full time or part time. Full time job is developed between 36 and 40 hours per week according to Serbian Labor Law or the collective agreements. When you work less than 36 hours per week, it's considered a part time job.

**WHO:** Serbian citizens' and holders of a residence permit which allows access to labour market. If resident wants to have a Employment for indefinite period of time, he/she needs to obtain personal work permit.

**HOW:** You can conclude contract with your employer if you are a Serbian citizen or resident with personal work permit. A personal work permit can be issued at personal request of a foreigner if he/she:

1. has been approved permanent residence (for a period foreigner's ID is valid)



2. has received the status of a refugee (a work permit can be obtained 9 months after submitting the request for asylum, for a period of six months with the possibility of extension)
3. belongs to a specific category of foreigners
4. has been approved a temporary protection status (for a period of temporary protection status)
5. is a victim of trafficking (for a period of the residence permit)

has subsidiary protection status (for a period of subsidiary protection status)

is a member of immediate family (for a period of the residence permit).

Before you conclude a contract, first it would be good to read it in detail.

**WHERE:** Authorized institution for any problems is :

Ministarstvo za rad boračka i socijalna pitanja ([Ministry of Labor, Veterans and Social Affairs](#))

22-24 Nemanjina,

11000, Belgrade

Tel: 011/303-86-77

Email: [brziodgovori@minrzs.gov.rs](mailto:brziodgovori@minrzs.gov.rs)

**MORE INFO:**

[http://www.paragraf.rs/propisi/the\\_labour\\_law.html](http://www.paragraf.rs/propisi/the_labour_law.html) (Labor Law, available in Serbian – Cyrillic and Latin, English language)

[http://www.paragraf.rs/propisi/zakon\\_o\\_zaposljavanju\\_stranaca.html](http://www.paragraf.rs/propisi/zakon_o_zaposljavanju_stranaca.html) (Law on Employment of Foreigners, available in Serbian – Cyrillic and Latin language)

**ATTENTION:** You can not have employment contract for a definite period of time, longer than 2 years. If your previous contract for a definite period of time is for a longer period than 2 years, than it becomes automatically a employment for indefinite period of time, when the 2 years expired.

### 2.1.2 b flexible forms of work

**TITLE:** Employment for Performing Higher-Risk Jobs

**WHAT:** This regards to jobs with higher-risk, determined in accordance with the law, but every employee should meet with the work conditions at such jobs.

**WHERE:** Authorized institution for any problems is :

Ministarstvo za rad boračka i socijalna pitanja ([Ministry of Labor, Veterans and Social Affairs](#))

22-24 Nemanjina,

11000, Belgrade

Tel: 011/303-86-77

Email: [brziodgovori@minrzs.gov.rs](mailto:brziodgovori@minrzs.gov.rs)

**MORE INFO:**

[http://www.paragraf.rs/propisi/the\\_labour\\_law.html](http://www.paragraf.rs/propisi/the_labour_law.html) (Labor Law, available in Serbian – Cyrillic and Latin, English language)

[http://www.paragraf.rs/propisi/zakon\\_o\\_zaposljavanju\\_stranaca.html](http://www.paragraf.rs/propisi/zakon_o_zaposljavanju_stranaca.html) (Law on Employment of Foreigners, available in Serbian – Cyrillic and Latin language)

**TITLE:** Employment for conducting activities outside the premises of the employer

**WHAT:** This contract is only related to activities that include remote work and work



from home, and all other regulations are the same as for a regular Employment Contract.

**WHERE:** Authorized institution for any problems is:

Ministarstvo za rad boračka i socijalna pitanja ([Ministry of Labor, Veterans and Social Affairs](#))

22-24 Nemanjina,

11000, Belgrade

Tel: 011/303-86-77

Email: [brziodgovori@minrzs.gov.rs](mailto:brziodgovori@minrzs.gov.rs)

**MORE INFO:**

[http://www.paragraf.rs/propisi/the\\_labour\\_law.html](http://www.paragraf.rs/propisi/the_labour_law.html) (Labor Law, available in Serbian – Cyrillic and Latin, English language)

[http://www.paragraf.rs/propisi/zakon\\_o\\_zaposljavanju\\_stranaca.html](http://www.paragraf.rs/propisi/zakon_o_zaposljavanju_stranaca.html) (Law on Employment of Foreigners, available in Serbian – Cyrillic and Latin language)

**TITLE:** Employment for Employing Household Help

**WHAT:** It relates to the employment established for performing work relating to household. Earnings can be partly provided through accommodation and food as well as in money. The lowest earnings paid out in money may not be lower than 50% of employee's earnings.

**WHERE:** Authorized institution for any problems is :

Ministarstvo za rad boračka i socijalna pitanja ([Ministry of Labor, Veterans and Social Affairs](#))

22-24 Nemanjina,

11000, Belgrade

Tel: 011/303-86-77

Email: [brziodgovori@minrzs.gov.rs](mailto:brziodgovori@minrzs.gov.rs)

**MORE INFO:**

[http://www.paragraf.rs/propisi/the\\_labour\\_law.html](http://www.paragraf.rs/propisi/the_labour_law.html) (Labor Law, available in Serbian – Cyrillic and Latin, English language)

[http://www.paragraf.rs/propisi/zakon\\_o\\_zaposljavanju\\_stranaca.html](http://www.paragraf.rs/propisi/zakon_o_zaposljavanju_stranaca.html) (Law on Employment of Foreigners, available in Serbian – Cyrillic and Latin language)

**TITLE:** Employment for temporary and occasional work

**WHAT:** It does not include established employment status, temporary include those jobs that last for a shorter time while occasional work is mostly seasonal, and can be repeated within a year. The contract can be concluded with a maximum of 120 working days in a calendar year.

**WHERE:** Authorized institution for any problems is :

Ministarstvo za rad boračka i socijalna pitanja (Ministry of Labor, Veterans and Social Affairs)

22-24 Nemanjina,

11000, Belgrade

Tel: 011/303-86-77

Email: [brziodgovori@minrzs.gov.rs](mailto:brziodgovori@minrzs.gov.rs)

**MORE INFO:**



[http://www.paragraf.rs/propisi/the\\_labour\\_law.html](http://www.paragraf.rs/propisi/the_labour_law.html) (Labor Law, available in Serbian – Cyrillic and Latin, English language)

[http://www.paragraf.rs/propisi/zakon\\_o\\_zaposljavanju\\_stranaca.html](http://www.paragraf.rs/propisi/zakon_o_zaposljavanju_stranaca.html) (Law on Employment of Foreigners, available in Serbian – Cyrillic and Latin language)

**TITLE:** Employment for additional work

**WHAT:** This Contract can be concluded for persons who are already employed full time, but need to be engaged for extra-time for another employer.

**WHERE:** Authorized institution for any problems is :

Ministarstvo za rad boračka i socijalna pitanja (Ministry of Labor, Veterans and Social Affairs)

22-24 Nemanjina,

11000, Belgrade

Tel: 011/303-86-77

Email: [brziodgovori@minrzs.gov.rs](mailto:brziodgovori@minrzs.gov.rs)

**MORE INFO:**

[http://www.paragraf.rs/propisi/the\\_labour\\_law.html](http://www.paragraf.rs/propisi/the_labour_law.html) (Labor Law, available in Serbian – Cyrillic and Latin, English language)

[http://www.paragraf.rs/propisi/zakon\\_o\\_zaposljavanju\\_stranaca.html](http://www.paragraf.rs/propisi/zakon_o_zaposljavanju_stranaca.html) (Law on Employment of Foreigners, available in Serbian – Cyrillic and Latin language)

**TITLE:** Trainees

**WHAT:** For persons starting employment for the first time, who has gained certain type and level of professional education. The internship lasts no longer than a year.

**WHERE:** Authorized institution for any problems is :

Ministarstvo za rad boračka i socijalna pitanja (Ministry of Labor, Veterans and Social Affairs)

22-24 Nemanjina,

11000, Belgrade

Tel: 011/303-86-77

Email: [brziodgovori@minrzs.gov.rs](mailto:brziodgovori@minrzs.gov.rs)

**MORE INFO:**

[http://www.paragraf.rs/propisi/the\\_labour\\_law.html](http://www.paragraf.rs/propisi/the_labour_law.html) (Labor Law, available in Serbian – Cyrillic and Latin, English language)

[http://www.paragraf.rs/propisi/zakon\\_o\\_zaposljavanju\\_stranaca.html](http://www.paragraf.rs/propisi/zakon_o_zaposljavanju_stranaca.html) (Law on Employment of Foreigners, available in Serbian – Cyrillic and Latin language)

### 2.1.2 c self-employment

**TITLE:** Self-employment

**OVERVIEW:** Self-employment can be established through entrepreneurship or Limited Liability Company.

**ELIGIBILITY:** Foreign legal and natural persons may establish a company in accordance with the Law of Business Associations and the Law on foreign investments. Foreign investors in terms of their role enjoy equal status, rights and obligations as a domestic natural and legal person, unless the Law on foreign investment stipulates it differently.





#### **HOW:**

For establishing it should be submitted:

- ▶ single registration application form
- ▶ a copy of ID card or a passport of the founder
- ▶ a proof of fee payment for the establishment
- ▶ if you register for the activity for which consent is sought of a body, you need to stand here and approval.

If a business concern needs to be registered, a person additionally submits:

- ▶ founding act, with certified signatures of the founders
- ▶ bank certificate of payment in cash of the founders to the temporary account - minimum deposit is 100 RSD(0,84 EUR in 2017.);
- ▶ decisions on the appointment of a counsel if he/she is not determined by the Articles of Association;
- ▶ decision on the appointment of the President and members of the supervisory board if the company has other than Assembly and the Supervisory Board;
- ▶ proof of payment for obtaining the registration number, which will be required in various situations 2,140 RSD(17.95 EUR in 2017);
- ▶ notarized signature of the representative, in the appropriate form, which is certified by the court or the municipality.

**WHERE:** Can either submit the application to the local government unit in charge of economic affairs in the municipality where he/she will have a place of business as well as to Serbian Business Registers Agency.

Serbian Business Registers Agency  
25,Brankova Street, 11000 Belgrade  
+381 11 2023350

Working hours: 9AM-3PM

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281ba b363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

**ATTENTION:** A foreign person needs to obtain a work permit for self-employment. It can be issued at the request of a person who has a temporary residence permit in the RS.

Work permit for self-employment is issued for the same time period as a temporary residence is defined, and it can be extended under certain conditions. A person who obtains a work permit for self-employment is obliged to start performing activities within 90 days from the date of obtaining the permit.

**GOOD TO KNOW:** All the details can be found at [Serbian Business Registers Agency](#) (available in Serbian – Cyrillic and English language)

### **2.1.3 EMPLOYMENT OF EU/EEA CITIZENS**

It is the same as employment of non-eu citizens.

### **2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS**

#### **2.1.4 a types of resident/working permits**

**TITLE:** Types of residence/working permits

**WHAT:** Personal work permit for foreigners in the Republic of Serbia (RS) provides



free employment, self-employment and rights in case of unemployment.

**WHO:** A personal work permit can be issued at personal request of a foreigner if he/she:

1. has been approved permanent residence (for a period foreigner's ID is valid)
2. has received the status of a refugee (a work permit can be obtained 9 months after submitting the request for asylum, for a period of six months with the possibility of extension)
3. belongs to a specific category of foreigners
4. has been approved a temporary protection status (for a period of temporary protection status)
5. is a victim of trafficking (for a period of the residence permit)
6. has subsidiary protection status (for a period of subsidiary protection status)
7. is a member of immediate family (for a period of the residence permit)

**HOW:** Personal work permit can be obtained for family reunification and at the request of a member of your immediate family. In addition to the request following documents need to be submitted:

- ▶ foreigner's passport or ID card and Act on the recognition of refugee status
- ▶ permission for foreigner's permanent or temporary residence
- ▶ proof of paid administrative fees

**WHERE:** Place of temporary residence or permanent residence.

or

National Employment Agency / Directorate Belgrade

8, KraljaMilutina Street, 11000 Belgrade

+381 11 29 29 800

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**GOOD TO KNOW:** All necessary documents (available in Serbian – Cyrillic and Latin language) [http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/nezaposleni/zapo\\_ljavanje\\_u\\_republici\\_srbiji\\_\\_dozvole\\_za\\_rad.cid17194](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/nezaposleni/zapo_ljavanje_u_republici_srbiji__dozvole_za_rad.cid17194)

A list of all branch offices in the RS (available in Serbian – Cyrillic and Latin language) <http://www.nsz.gov.rs/live/mreza/direkcija>

## 2.1.5 WORK ACCIDENTS AND INJURIES

### 2.1.5 a work injuries compensation and support

**TITLE:** Salary payment during temporary inability for work.

**WHAT:** If you cannot work as a result of an injury at the workplace that was not your responsibility, your employer pays you 100% of your salary as compensation.

The compensation is paid for by your employer for 30 days, after which the duty (if there is still a need) goes to the Institute for Social Insurance.

**MORE INFO:** (the right to salary compensation during temporary disablement, available in Serbian – Cyrillic and Latin, English language) <http://www.zso.gov.rs/english/pravo-na-naknadu-zarade.htm>

**TITLE:** Compensation for injuries at work.

**WHAT:** In case of physical injuries as a result of injury at work, you are entitled to a



compensation that depends on the level of the injury.

The compensation is paid for by the Serbian Pension and Disability Fund (PDF)

**MORE INFO:** (Compensation for injuries at work, available in Serbian – Cyrillic and Latin, English language) <http://www.pio.rs/eng/contact.html>

**TITLE:** Medical aid in case of injury at work

**WHAT:** If you got an injury at work, whether you were insured or not, you have the right to medical aid on any necessary level.

Right to medical aid is provided by the National Health Insurance Fund

**MORE INFO:** (Rights under compulsory health insurance, available in Serbian – Cyrillic and English language) <http://www.eng.rfzo.rs/index.php/useful-information>

**TITLE:** Family pension

**WHAT:** In case of death as a result of work injury, your family members are entitled to a family pension, regardless of how long you were working for.

Family pension is provided by Pension and Disability Fund

**MORE INFO:** (detail procedure for obtaining family pension, available in Serbian – Cyrillic and Latin, English language) <http://www.pio.rs/eng/survivor-pension.html>

**TITLE:** Disability pension

**WHAT:** In case of an extended inability for work as a result of work injury, after up to 6 months of constant inability to work due to injury, or if you were unable to work for a total of 12 months within an 18 month period, medical commission is obliged to send you to a disability commission with all the necessary documents to evaluate the loss of working ability.

Disability pension is provided by Pension and Disability Fund

**MORE INFO:** (detail procedure for obtaining disability pension, available in Serbian – Cyrillic and Latin, English language) <http://www.pio.rs/eng/disability-pension.html>

### 2.1.5 b treatment of work injuries

**TITLE:** Treatment of work injuries

**WHAT:** If you receive an injury at work, which was not the result of your actions or was caused by your employer's oversight, you have the right to insurance in case of injuries received at work, which is a part of the required health insurance at work, as well as to a monetary compensation for physical injuries that resulted from the same reason.

**STEP 1:** Inform the manager or person responsible immediately.

**STEP 2:** Go to the nearest emergency hospital. If you can't go on your own, call the emergency number (194).

**STEP 3:** In the hospital, they will ask for your personal data, so have your health insurance card and an identification document with you. If you don't have the health insurance card with you, doctors will give you primary aid in situation of emergency.

**STEP 4:** After you have received medical aid, your employer is obliged to inform the relevant labor inspection and police directly, and to send a report by fax or by email to the local body of the Ministry of Labor, Employment, Veteran and Social Issues within 24 hours of the injury.

**STEP 5:** The form is completed in 5 copies and then is given to the doctor (that



treated you) to fill out the medical report. This must be done within 24 hours of the injury. When the verification by the doctor and medical institution is finished, the deadline for submitting all 5 copies of the form to the National Health Insurance Fund is 48 hours.

**WHERE:** At any health insurance branch  
Republički fond za zdravstveno osiguranje (National Health Insurance Fund)  
2, Jovana Marinovica Street,  
11040 Belgrade  
Tel: +381 11 2053-830  
Email: [public@rfzo.rs](mailto:public@rfzo.rs)  
Working hours: 7:30am – 3:30pm  
Google map: <https://www.google.rs/maps/place/Jovana+Marinovi%C4%87a,+Beograd+11040/@44.7769017,20.4558309,17z/data=!4m5!3m4!1s0x475a7047dc64694d:0x361047d50d09e679!8m2!3d44.7762829!4d20.4563325?hl=en>

**ATTENTION:** This procedure is only for injuries received at work that were not the result of your actions, when you are not directly guilty for injuries, or your violation of work and safety procedures.

**GOOD TO KNOW:** For all issues and questions, talk to the Labor Inspection in your municipality, or in special circumstances, contact the Ministry for Labor, Employment, Veteran and Social Issues.

List of all health insurance branches (in Serbian – Cyrillic and Latin):  
<http://www.rfzo.rs/index.php/kontakt-top-menu>

## 2.1.6 RETIREMENT AND PENSIONS

### 2.1.6 a old-age retirement

**TITLE:** Old-age retirement

**WHAT:** Old-age retirement is regular monthly income, which amount depends on the earnings of the insured. The calculation of retirement benefits is based on the average income of the insured.

**WHO:** The right to old-age retirement is acquired when the insured men turns 65 years of age, and 61,5 for women, and at least 15 years of insurance period or upon reaching 45 years of insurance period.

**HOW:** The right to old-age retirement is acquired by the request for exercise of the right to retirement of the parties that should be submitted with supporting documentation to the relevant branch office of the place of last insurance or the place of residence of the applicant.

**WHERE:** Branch offices on the territory where the insured person was last employed – insured.

Republic Fund for Pension and Disability Insurance  
9, Dr Aleksandra Kostica Street, 11000 Belgrade  
+381 11 2066000

Google map: <https://www.google.rs/maps/place/Dr+Aleksandra+Kosti%C4%87a+9,+Beograd+11000/@44.8067568,20.4542631,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aa9f2ea7f75:0x4f7e395baea87259!8m2!3d44.806753!4d20.4564518?hl=en>

**GOOD TO KNOW:** Important notes for old-age retirement (in Serbian – Cyrillic and



Latin, English):

<http://www.pio.rs/eng/old-age-pension.html>

### 2.1.6 b widow(er) pension

**TITLE:** Widow(er) pension

**WHAT:** If you lost a wife or a husband, you have the right to receive their pension if she/he made sufficient contributions to the Republic Pension and Disability Insurance Fund.

**WHO:**

Widow:

- ▶ Widow at the age of 53, if she was at least 45 years old at the time of her husband's death.

Widower:

- ▶ Widower if he was at least 58 years old at the moment of his wife's death.

A spouse can use the Widow(er) pension with a child who is also a user of the family pension, if she/he is performing her/his parental duties, and a child is not 18 years old. Also, if within one year after the death of the spouse she/he becomes totally incapacitated for work.

A divorced spouse is entitled to Widow(er) pension if the judgment of the court assigned her/him alimony for as long as it is indicated in the judgment.

If the deceased insured person or deceased beneficiary of old-age or disability pension at the time of the marriage was the age of 65 (men) or 60 (women), the surviving spouse may be entitled to a Widow(er) pension if they had a child together or if the marriage lasted for at least two years.

**HOW:** You can submit the request to the local office of the Republic Pension and Disability Insurance Fund.

WHERE

List of branches (in Serbian – Cyrillic and Latin, English language) <http://www.pio.rs/eng/business-network/branches.html>

or

Republički fond za penzijsko i invalidsko osiguranje (Republic Fund for Pension and Disability Insurance)

9, Dr Aleksandra Kostica Street,

11000 Belgrade

Tel: +381 11 2066000

Google map: [https://www.google.rs/maps/place/Dr+Aleksandra+Kosti%C4%87a+9,+Beograd+11000/@44.8067568,20.4542631,17z/](https://www.google.rs/maps/place/Dr+Aleksandra+Kosti%C4%87a+9,+Beograd+11000/@44.8067568,20.4542631,17z/data=!3m1!4m5!3m4!1s0x475a7aa9f2ea7f75:0x4f7e395baea87259!8m2!3d44.806753!4d20.4564518?hl=en)

[data=!3m1!4m5!3m4!1s0x475a7aa9f2ea7f75:0x4f7e395baea87259!8m2!3d44.806753!4d20.4564518?hl=en](https://www.google.rs/maps/place/Dr+Aleksandra+Kosti%C4%87a+9,+Beograd+11000/@44.8067568,20.4542631,17z/data=!3m1!4m5!3m4!1s0x475a7aa9f2ea7f75:0x4f7e395baea87259!8m2!3d44.806753!4d20.4564518?hl=en)

**WHEN:** You can submit the request after the death of your spouse.

**GOOD TO KNOW:** Widow(er) pension is only 70% of the deceased spouse's pension.

Useful link for e-submission asa (in Serbian – Cyrillic and Latin, English): <http://www.pio.rs/eng/>

### 2.1.6 c orphan pension



**TITLE:** Orphan pension

**WHAT/OVERVIEW:** If you are a child who has lost a parent you have a right to receive their pension if they made sufficient contributions to the Republic Pension and Disability Insurance Fund. You can receive their pension until you turn 18 or as long as you're being educated until you turn 26.

If you become unable to take care of yourself before or one year after your parent's death you may also receive their pension regardless of your age as long as your condition last.

**WHO/ELIGIBILITY:** Orphan

**HOW:** You or your other parent has to submit a request to the local office of the Republic Pension and Disability Insurance Fund.

**WHERE:**

List of branches (in Serbian – Cyrillic and Latin): <http://www.pio.rs/eng/business-network/branches.html>

or

Republički fond za penziju i invalidsko osiguranje (Republic Fund for Pension and Disability Insurance)

9, Dr Aleksandra Kostica Street,

11000 Belgrade

Tel:+381 11 2066000

Google map: <https://www.google.rs/maps/place/Dr+Aleksandra+Kosti%C4%87a+9,+Beograd+11000/@44.8067568,20.4542631,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aa9f2ea7f75:0x4f7e395baea87259!8m2!3d44.806753!4d20.4564518?hl=en>

**WHEN:** You or your other parent can submit the request after the death of your parent.

**ATTENTION:** You can work and have a part-time job as long as you make less than half of the minimum wage. If you get a full time job, you will lose the pension.

**GOOD TO KNOW:** Your pension is only 70% of the pension of the parent that died.

Useful link for e-submission (in Serbian – Cyrillic, Latin, English): <http://www.pio.rs/eng/>

#### 2.1.6 d voluntary retirement insurance

**TITLE:** Voluntary retirement insurance

**WHAT:** Type of investment fund used to collect voluntary pension contributions and their investment in order to ensure private retirement insurance. As these are long-term savings, the funds are strictly regulated by the law and permanently controlled by the National Bank of Serbia.

**WHO:** If you are domestic or foreign natural person you may be a member of a voluntary pension fund, and a member doesn't even have to be a person who pays contributions.

**HOW:** The prospectus and simplified prospectus contain important details about the fund and the company managing the fund. A prospectus is annually updated and every time if there is any significant change. The amount of payment is specified in the contract of membership which needs to be signed as well as declarations of full understanding of the prospectus and all fees. Payments can be monthly, periodic or at once.

**WHERE:**



Narodna banka Srbije ([National Bank of Serbia](#))

Kralja Petra 12,

11000 Belgrade

TEL: +381 11/3027-100, 0800 111 110

Email: [informativni.centar@nbs.rs](mailto:informativni.centar@nbs.rs)

Google maps: <https://www.google.rs/maps/place/National+Bank+of+Serbia/@44.8036405,20.4621431,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7009da218fb1:0xdc81c0627998440d!8m2!3d44.8036367!4d20.4643318?hl=en>

List of voluntary pension funds (in Serbian – Cyrillic and Latin, English) - [https://www.nbs.rs/internet/english/62/62\\_pf.html](https://www.nbs.rs/internet/english/62/62_pf.html)

**WHEN:** As later person starts savings, the additional income in old age can be significantly reduced.

**GOOD TO KNOW:** If the rate of return is low, a member of the fund may transfer their assets into another fund where the rate of return is higher, while any compensation doesn't have to be paid, except transaction costs.

#### 2.1.6 e early retirement

**TITLE:** Early retirement

**WHAT:** Early retirement is a situation in which a person stops working earlier than in the usual statutory retirement age.

**WHO/ELIGIBILITY:** An insured man who is 56 years and 4 months old and has at least 40 years of insurance period is eligible.

An insured woman who is 55 years and 8 months old and has at least 37 years and 6 months of insurance period is eligible.

**HOW:** You can submit the request to the local office of the Republic Pension and Disability Insurance Fund.

**WHERE:**

List of branches (available in Serbian – Cyrillic and Latin language) - <http://www.pio.rs/eng/business-network/branches.html>

or

Republic Fund for Pension and Disability Insurance

9, Dr Aleksandra Kostica Street, 11000 Belgrade

+381 11 2066000

Google map: <https://www.google.rs/maps/place/Dr+Aleksandra+Kosti%C4%87a+9,+Beograd+11000/@44.8067568,20.4542631,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aa9f2ea7f75:0x4f7e395baea87259!8m2!3d44.806753!4d20.4564518?hl=en>

**WHEN:** You can submit the request as soon as you meet the required conditions

**ATTENTION:** The minimum requirements for early retirement are changing annually on a predetermined scale!

**GOOD TO KNOW:** If you have two years or less left until meeting the conditions required for an early retirement, you can receive unemployment benefits for the entire period.

Useful link for e-submission (available in Serbian – Cyrillic language): <http://www.pio.rs/eng/>

#### 2.1.6 f compensations for funeral expenses





**TITLE:** Compensations for funeral expenses

**What/overview:** If you suffer a death in the family, some of the funeral expenses may be covered by his/her insurance and you may get a discount when paying the funeral bill or compensation afterwards.

**WHO:** If you are an employee, your employer is in charge for funeral expenses. If you are a pensioner, the Republic Pension and Disability Insurance Fund is in charge for funeral expenses. Person who is paying the funeral expenses may request a discount before paying the bill or compensations afterwards.

**HOW:** Submitting a request at the local "Funeral Services" public communal company before the final bill for the funeral expenses is levied and the discount will be calculated on the spot.

Submitting a request at the local office of the Republic Pension and Disability Insurance Fund and you should receive compensation within 30 days.

**WHERE:**

List of branches (in Serbian – Cyrillic and Latin) - <http://www.pio.rs/eng/business-network/branches.html>

or

Republic Fund for Pension and Disability Insurance

9, Dr Aleksandra Kostica Street, 11000 Belgrade

+381 11 2066000

Google map: <https://www.google.rs/maps/place/Dr+Aleksandra+Kosti%C4%87a+9,+Beograd+11000/@44.8067568,20.4542631,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aa9f2ea7f75:0x4f7e395baea87259!8m2!3d44.806753!4d20.4564518?hl=en>

**WHEN:** Before or after paying for the funeral expenses.

**ATTENTION:** Official request forms may differ if you're requesting the entire amount or just the difference between the expenses you paid and the maximum amount of the compensation.

All of the different forms are available online at (available in Serbian – Cyrillic and Latin language): <http://pio.rs/lat/obrasci-republicki-fond-pio-maticna-evidencija/republicki-fond.html>

**GOOD TO KNOW:** Compensation of funeral expenses payable to families of deceased pensioners or to those who paid for the funeral in April, May and June 2017 amounts up to 35,000.71 RSD (289.19 EUR in 2017).

## 2.1.7 UNEMPLOYMENT

### 2.1.7 a unemployment/job seeking of third country citizens

**TITLE:** Unemployment of third country nationals

**WHAT:** If you are a person with permanent residence, you can enjoy the same rights as Serbian citizens, which means that you have equal right to access a labor market in Serbia with your personal work permit. It means also if you are a family member with temporary residence and personal work permit.

You can register at the National Employment Bureau (Nacionalna služba za zapošljavanje) to apply for financial assistance during unemployment and receive counseling in job seeking. As part of the counseling, you'll get information on different job positions as well as courses to help you get new job.

**WHO:** If you are unemployed individual who has permanent residence and personal work permit, or family member with temporary residence and personal



work permit. Also if you are a student and unemployed, your employer can submit request for your work permit under special conditions.

**HOW:** You have to register at National Employment Bureau. To register at the NEB, you have to visit personally the office with a valid identification document and residence permit. Once you have registered, they will assign you an advisor that will assist you in job seeking. For a personal work permit or work permit, you or your employer (if you are a student) can submit request at the same institution.

**WHERE:**

Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageld=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**ATTENTION:** If you are a student, you can be employed, under the conditions stipulated for obtaining a work permit, but during the time when you have lecture activities you are allowed to work no longer than 20 hours a week.

**GOOD TO KNOW:** Documents required for applying for a work permit in Serbia (in Serbian – Cyrillic and Latin): [http://www.nsz.gov.rs/live/dokumenti/dozvole\\_za\\_rad.cid17195](http://www.nsz.gov.rs/live/dokumenti/dozvole_za_rad.cid17195)

### 2.1.7 b unemployment/job seeking of EU citizens

It is the same for EU or non EU citizens

### 2.1.7 c unemployment support

**TITLE:** Unemployment support (allowance)

**WHAT:** Unemployment support consists of social welfare payments made by the state or other authorized bodies to unemployed people.

**WHO/ELIGIBILITY:** Unemployment benefits are given only if you are registered as unemployed, often on conditions ensuring that you seek work and do not currently hold a job.

**HOW:** Go to the National Employment Bureau, get registered as unemployed, than you will be officially an unemployed person in Serbia and will be able to receive the unemployment benefits.

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageld=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)



**GOOD TO KNOW:** Documents required for applying for a job in Serbia (in Serbian – Cyrillic and Latin ): <http://www.nsz.gov.rs/live/dokumenti>

If you have the status of unemployed person in Serbia you can realize certain benefits (subsidies for payment of utility products and services, in Serbian – Cyrillic): <https://www.infostan.rs/racuni/sistem-objedinjene-naplate/gradske-subvencije>

#### **2.1.7 d other unemployment support**

**TITLE:** Republic health care

**WHAT:** Unemployed persons and other categories of vulnerable persons whose monthly income is below the minimum are entitled to health care support.

**WHERE:**

Republički fond za zdravstveno osiguranje (Republic Fund for Health Insurance)  
2.JovanaMarinovica Street,

11040 Belgrade

Tel: +381 11 2053830

Email: [public@rfzo.rs](mailto:public@rfzo.rs)

Working hours: 7:30am – 3:30pm

**MORE INFO:** (Information about health insurance, available in Serbian – Cyrillic and Latin, English language) <http://www.zso.gov.rs/english/zdravstveno-osiguranje-nezaposleni.htm>

**TITLE:** Public city services - utilities

**WHAT:** Subsidy for reduced bills is approved by the Department of Social Protection. Depending on the category, JKP Infostan will calculate the percentage of subsidies on the order of the Department.

**WHERE:** You must submit a report to the Secretariat for Social Welfare to receive these benefits.

Sekretarijat za socijalnu zaštitu (Secretariat for Social Welfare)

43-45, 27.marta Street,

Reception of parties on working days from 9 am to 3 pm

11000 Belgrade

Tel:+381 113309092

**TITLE:** Transport

**WHAT:** If you are unemployed you can get benefits when paying for public transport on the territory of the City of Belgrade (Bus Plus card). In that case you will be issued special cards with discounts for monthly payments.

For issuing, you need following documents:

- ▶ Copy of personal ID card (bring original for inspection)
- ▶ Original confirmation that you are unemployed, issued by the National Employment Service. Confirmation must have been issued within the past 15 days of applying for the card.

**WHERE:** [Places](#) which can issue Bus Plus cards (available in Serbian – Latin language)

**TITLE:** Library card



**WHAT:** There are some individual libraries that provide some benefits, such as “Milutin Bojic”

**WHERE:** library “Milutin Bojic”

5, Ilije Garasanina Street,

Working time:

Monday-Friday 8am-8pm

Saturday 8am-2pm

11000 Belgrade

**TITLE:** Discount on building maintenance

**WHAT:** The City of Belgrade secured subsidies for payment of communal products and services for certain persons:

Users of monetary social aid have the right to a 30% discount

### 2.1.7 e state's unemployment schemes

**WHAT:** To decrease the number of unemployed people a country gives benefits to employers to increase the number of employed people. In Austria, all companies in the private and public sector have to hire one person with disability per every 20-49 workers and minimum two persons with disability per every 50 workers. If they don't, they need to pay a monthly compensation to a special compensatory fund, in the amount of three minimum Republic wages which is used for benefits awarded directly to people with disabilities and companies that hire them.

**HOW:** You need to be living legally in Serbia and you have to be able to prove certain degree of disability. The degree of disability is certified by a National Employment Bureau which is in charge for employment in Serbia. You will receive certification as a assessment of your work ability. The Labour Inspectorate makes regular controls on the companies to ensure they are keeping the ratio of one person with disability of per 20 workers, or two persons with disability of per 50 workers.

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, KraljaMilutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageld=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2,or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2,or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**GOOD TO KNOW:** National Employment Bureau support for employers – benefits explained in detail, how to realize them and other programmes of employing (available in Serbian – Cyrillic and Latin language): <http://www.nsz.gov.rs/live/nudite-posao/podrska-poslodavcima>

Government has adopted National Action Plan for Employment for 2017 (available in Serbian – Cyrillic and Latin, English language): <http://socijalnoukljucivanje.gov.rs/sr/%D1%83%D1%81%D0%B2%D0%BE%D1%98%D0%B5%D0%BD-%D0%BD%D0%B0%D1%86%D0%B8%D0%BE%D0%BD%D0%B0%D0%BB%D0%BD%D0%B8-%D0%B0%D0%BA%D1%86%D0%B8%D0%BE%D0%BD%D0%B8-%D0%BF%D0%BB%D0%B0%D0%BD-%D0%B7%D0%B0%D0%BF%D0%BE-2/>



**TITLE:** Employment subsidies for hardly hiring people

**WHAT:** Employment subsidies is a programme promoted by the [Ministry of Labor, Veterans and Social Affairs](#) for giving support to those job seekers who belong to the category of hardly hiring people, who are in risk of exclusion from the labour market. (job seekers over 50 years old, persons with disabilities, Roma people, victims of human trafficking...)

**HOW:** The companies who hire a person who belongs to this category can apply for subsidies at National Employment Bureau.

**MORE INFO:** (available in Serbian – Cyrillic and Latin) [http://www.nsz.gov.rs/live/nudite-posao/subvencija\\_za\\_zapo\\_ljavanje\\_nezaposlenih\\_lica\\_iz\\_kategorije\\_te\\_e\\_zapo\\_ljivih\\_na\\_novootvorenim\\_radnim\\_mestima.cid266?languageld=1](http://www.nsz.gov.rs/live/nudite-posao/subvencija_za_zapo_ljavanje_nezaposlenih_lica_iz_kategorije_te_e_zapo_ljivih_na_novootvorenim_radnim_mestima.cid266?languageld=1)

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

## 2.1.8 CAREER COUNSELING

### 2.1.8 a National Employment service's programmes and other State body programmes

**TITLE:** Public call for employers for dissemination of subsidies for employing unemployed persons from the difficult-to-employ category in newly opened jobs in 2017.

**WHAT:** The difficult-to-employ category is made up of the following groups of people:

- ▶ 30 years of age or younger – no qualifications / low qualifications or has been looking for a job for more than 12 months;
- ▶ 50 years of age or older;
- ▶ excess employees;
- ▶ Roma;
- ▶ persons with disabilities;
- ▶ work-capable users of monetary social aid;
- ▶ victims of human trafficking and
- ▶ victims of domestic violence.

Subsidy amount: RSD 150,000 – 300,000 (1261.61- 2523.22 in 2017.)

**MORE INFO:** (Public call, available in Serbian – Cyrillic) [http://www.nsz.gov.rs/live/digitalAssets/6/6946\\_javni\\_poziv\\_subvencija\\_za\\_te\\_e\\_zapo\\_ljive\\_kategorije\\_2017\\_godina.pdf](http://www.nsz.gov.rs/live/digitalAssets/6/6946_javni_poziv_subvencija_za_te_e_zapo_ljive_kategorije_2017_godina.pdf)

**TITLE:** Public call for employees for awarding subsidies for self-employment in 2017

**WHAT:** The self-employment subsidy is intended for unemployed persons registered with the National Employment Service, who have completed training to



start their own business.

Subsidy amount: RSD 180,000 – 220,000 (1513.93- 1850.36 in 2017.)

**MORE INFO:** (Public call, available in Serbian – Cyrillic) [http://www.nsz.gov.rs/live/digitalAssets/6/6935\\_javni\\_poziv\\_za\\_samozapo\\_ljavanje\\_2017\\_godina.pdf](http://www.nsz.gov.rs/live/digitalAssets/6/6935_javni_poziv_za_samozapo_ljavanje_2017_godina.pdf)

**TITLE:** Public call for organizing the implementation of public works that provide work for the unemployed in 2017.

**WHAT:** Public works programme that is primarily intended to provide for unemployed persons from the difficult-to-employ category with the aim of maintaining and improving the work capabilities of the unemployed.

Public works are conducted by the employer – performer of the public works, determined by the National Employment Service.

Subsidy amount: RSD 18,000 per person per month.

**MORE INFO:** (Public call, available in Serbian – Cyrillic) [http://www.nsz.gov.rs/live/digitalAssets/6/6933\\_javni\\_konkurs\\_javni\\_radovi\\_2017\\_godine.pdf](http://www.nsz.gov.rs/live/digitalAssets/6/6933_javni_konkurs_javni_radovi_2017_godine.pdf)

### 2.1.8 b private initiatives and CSOs/NGOs

**TITLE:** Youth cooperatives

**WHAT:** Youth cooperatives (YC) are legal entities that are a special form of organization of people that achieve economic interest through a set of principles for cooperatives.

Student - YC provides you chances for doing temporary or occasional jobs with companies in line with laws that regulate this field of work.

YC are in charge of:

- ▶ Finding temporary and occasional jobs for you;
- ▶ Finding seasonal jobs for you;
- ▶ Finding workers for companies in need of more employees because of work overload – doing help work for which the employer does not give you formal employment;
- ▶ Finding workers for limited-time jobs.

**WHERE:** [List](#) and addresses of YC (available in Serbian – Latin and English language)

**TITLE:** Employment agencies

**WHAT:** An employment agency (EA) is a service for mediating work organized in a way that ensures recruitment efficiency and worker employment.

Employment agencies:

- ▶ inform you on possibilities and conditions for employment;
- ▶ mediate during employment in Serbia or abroad;
- ▶ offer professional orientation and counseling in your career planning;
- ▶ conduct certain measures of active employment policies, based on an agreement with the National Employment Service.

**WHERE:** [List](#) of EA that offer mediation in your employment (available in Serbian – Cyrillic language)



## 2.1.9 WORKERS RIGHTS

### 2.1.9 a overview of most important workers' rights according to national legislation

**TITLE:** Legal working hours

**WHAT:** Working week lasts 5 working days and as a rule a workday lasts 8 hours, but every employer determines working schedule, depending on nature and organization of work.

**TITLE:** Breaks

**WHAT:** Employer makes decision on the use of rest breaks. If a person works longer than 4 and less than 6 hours during a day, entitled break is at least 15 minutes; if he/she works at least 6 hours, a break can last at least 30 minutes and if he/she works longer than 10 hours a day, entitled break is at least 45 minutes.

**TITLE:** Holidays

**WHAT:** After a month of continuous work from the date of starting the employment, an employee will be entitled to annual leave. Minimum is 20 working days, but the length can be increased based on contributions to the work.

**TITLE:** Paid and unpaid leave

**WHAT:** Every employee has the right on a paid leave (up to 5 working days in a calendar year), in the case of marriage, childbirth, serious illness of a close family member, death of an immediate family member and in other cases stipulated by the general act and the employment contract.

Unpaid leave may be approved by the employer without salary compensation and during that period the rights and duties relating to employee's employment are paused.

**TITLE:** Minimum wage

**WHAT:** The minimum wage is determined in accordance with the Labor Law, the time spent at work and income taxes on wages and salaries.

Statistical data on minimum wage for 2017 can be found on the following link (in Serbian - Latin): [http://www.paragraf.rs/statistika/minimalna\\_zarada.html](http://www.paragraf.rs/statistika/minimalna_zarada.html)

**TITLE:** Maternity and paternity leave

**WHAT:** A woman employee is entitled to a leave for a total of 365 days. Maternity leave can start on the basis of a competent medical authority at the earliest 45 days, and obligatory 28 days before the time determined for the childbirth and lasts three months from the date of childbirth. The father of the child may exercise this right on a leave in a case when a mother abandons the child, dies or for other justified reasons prevented from using this right (prison sentence, serious illness, etc.), as well as when the mother is not employed. Two years maternity leave is entitled to a woman for child care for the third and each subsequent newborn.

If a child needs special care because of severe psychophysical disability, one of the parents, after the maternity/paternity leave, has the right to be absent from work not longer than 5 years.





**TITLE:** Sick leave

**WHAT:** An employee is obliged, not later than within 3 days of the day of occurrence of his/her temporary impediment from work, to deliver a certificate issued by a physician, indicating also the expected period of work impediment.

In the case of serious illness, instead of the employee, a member of immediate family or other person whom he/she lives with can deliver the certificate.

If the employer is distrustful of the reasons for employees' absence from work, he/she may request from to the competent health authority to assess the health of the employee.

## 2.1.10 LABOUR EXPLOITATION

### 2.1.10 a list of the most common labour exploitation examples

**TITLE:** List of the most common labour exploitation examples

**WHAT:**

- ▶ The employer doesn't pay the social security taxes for you to cover health, accident, unemployment and pension insurance.
- ▶ You aren't compensated for the extra hours.
- ▶ You get a mini-job contract but you work part or full time and you get part of the salary paid-in-cash.
- ▶ They make you sign a contract without the chance of reading it or translating it.
- ▶ Employer doesn't tell you the truth about your rights and your salary according to the law/collective agreement.
- ▶ Employer says that you have to give part of your salary for accommodation and food.
- ▶ Employer keeps your personal documents so you can't leave.

**WHERE:** More information at Labor Inspectorate (*Inspektorijat za rad*): <https://www.minrzs.gov.rs/lat/inspektorat-za-rad.html>.

List of offices of Labour Inspectorate (in Serbian): <https://www.minrzs.gov.rs/lat/inspektorat-za-rad.html>.

## 2.1.11 REGULATED PROFESSIONS

### 2.1.11 a regulated professions

There is no clearly defined profession.

## 2.2 BUSINESS

### 2.2.1 PLANNING BUSINESS

#### 2.2.1 a legal forms of business enterprise

**TITLE:** Entrepreneur

**WHAT:** Self-employed person is a natural person who has established and registered his/her own business in order to provide certain incomes and earnings. According to the Labor Law an entrepreneur manages independent manufacture or repair of a particular item, including physical or intellectual work.

**WHERE:** Privredna komora Srbije (Chamber of Commerce and Industry of Serbia)



13-15, Resavska,  
Beograd 11000  
Tel: 0800 808 809  
Email: [info@pks.rs](mailto:info@pks.rs)

**MORE INFO:** (Chamber of Commerce and Industry of Serbia contact, available in Serbian – Latin and English language)

<http://www.pks.rs/kontakt.aspx?idjezik=3>

**TITLE:** Business company

**WHAT:** A company engaged in a business activity for the purpose of profit generation. Types: general partnership, limited partnership, limited liability company, joint-stock company.

**WHERE:** Privredna komora Srbije (Chamber of Commerce and Industry of Serbia)

13-15, Resavska,  
Beograd 11000  
Tel: 0800 808 809  
Email: [info@pks.rs](mailto:info@pks.rs)

**MORE INFO:** (Chamber of Commerce and Industry of Serbia contact, available in Serbian – Latin and English language)

<http://www.pks.rs/kontakt.aspx?idjezik=3>

**TITLE:** Social enterprise

**WHAT:** Activities of this type of company need to meet the needs of disabled persons, and company is required to employ at least one person with disabilities. There aren't any favorable statuses, tax relieves or other benefits for this type of enterprise which includes: associations, religious organizations, cooperatives.

## 2.2.1 b plan your business

**TITLE:** Plan your business

**WHAT:** To plan a business means to check which of business/company forms suits the desired type of business, as well as to collect all necessary and relevant documentation for the establishment.

**STEP 1:** Familiarize with the potential forms of the company/business.

**STEP 2:** Prepare necessary and relevant documentation for the establishment. (For more information, in Serbian – Latin and English <http://www.apr.gov.rs/eng/Home.aspx>)

**STEP 3:** Depending on the form, choose potential co-owners/co-establishers. Sometimes it is necessary to have more than 1 person in order to establish a new business.

**STEP 4:** Submit documentation to the Business Registry Agency, with all relevant documentation and paid taxes.

**WHERE:** Serbian Business Registers Agency,

25, Brankova Street, 11000 Belgrade  
+381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e>



[8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en](https://www.google.com/search?q=8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en)

### 2.2.1 c business incubators

**TITLE:** Business incubators

**WHAT:** A business incubator is an organization designed to accelerate the growth and success of entrepreneurial companies, giving them different kind of support. In a business incubator, you'll find all kind of expertise in different topics that will guide you during the process of creating your own business. The support of a business incubator not only can help to establish the business but can actually increase the probabilities of success. There is a many types of BIs, but they all have unique goal, to service and to give professional support to the new founders of companies.

**WHO:** Any person with entrepreneurial idea can visit a business incubator.

Specialized BIs, aimed at specific activities (such as development of technology, services and production).

**HOW:** If there is a need to establish a BI, you should identify potential BI users and define working group for its establishment. The working group needs to develop Business Plan with all details. There needs to be defined financial questions and construction, the location of BI and (re)construction of facility determined and users chosen. In order to evaluate the success of the BI program, you should also develop the system for monitoring and reporting.

They give support, resources and services, such as physical space, capital, coaching, common services, networking connections, counselling. You might need to pay for a membership or fee for using their services

**WHERE:**

Business Technology Incubator of Technical Faculties – Belgrade

1a,Ruzveltova Street,

11000 Belgrade

Tel:+381 11 3370950

- ▶ Email: [office@bitf.rs](mailto:office@bitf.rs)
- ▶ Google map: <https://www.google.rs/maps/place/Ruzveltova+1,+Beograd/@44.8056553,20.4761948,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7a9f30e9b991:0xe667cae58efd1ae818m2!3d44.8056515!4d20.4783835?hl=en>

or

Business incubators in:

- ▶ Nov Sad - <http://inkubator.biz/rs/kontakt/>
- ▶ Kruševac - <http://www.bickrusevac.co.rs/index.php/kontakt>
- ▶ Užice - <http://bicuzice.com/>
- ▶ Prokuplje - <http://www.inkubator.rs/kontakt>
- ▶ Vranje - <http://bicvranje.org.rs/>
- ▶ Pirot - <http://bicvranje.org.rs/>
- ▶ Zrenjanin - <http://bicvranje.org.rs/>
- ▶ Subotica - <http://www.bis-su.rs/>
- ▶ Kragujevac - <http://www.bickg.rs/>



## 2.2.2 SETTING UP BUSINESS

### 2.2.2 a setting up a private limited company/unlimited company

**TITLE:** Setting up a private limited company/unlimited company

**WHAT:** A limited partnership is a company under a common business name with minimum two members performing a particular activity. One of members has full responsibility, while the other one is responsible in the scope of his/her contracted role.

A limited liability company is a company with one or more members having equal interests in the company's capital. Within this type of company members are not responsible for the company's obligations except in cases provided by the law.

**STEP 1:** Filing the unique registration of legal persons and other entities and enrolment in a single register of taxpayers with appropriate documentation and evidence of payment of prescribed fee.

**STEP 2:** Registration application for establishment has to be submitted by a founder or a person authorized by the founders, in which case it is necessary to attach a power of attorney

**STEP 3:** Appropriate documentation: Founding act, proof of identity of the members of the company, Decision on appointing the representative unless it is under the founding act, bank certificate of payment of cash deposits, proof of payment for the registration of the establishment and proof of payment for the registration and publication of the founding act.

**WHERE:**

Agencija za privredne registre (Serbian Business Registers Agency)  
25, Brankova Street,  
11000 Belgrade  
Tel: +381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

- ▶ **GOOD TO KNOW:** Home page of the Business Registers Agency (in Serbian – Latin and English) - <http://apr.gov.rs/eng/Home.aspx>

### 2.2.2 b self-employed business/setting up as individual entrepreneur

**TITLE:** Self-employed business

**WHAT:** An entrepreneur is a natural person who has established and registered his/her own business in order to provide certain incomes and earnings. If you are an entrepreneur, you may be registered in a definite or indefinite period of time for performing certain work activities that include physical or intellectual work.

**STEP 1:** You should fill the unique registration of legal persons and other entities and enrolment in a single register of taxpayers with appropriate documentation and evidence of payment of prescribed fee

**STEP 2:** Registration application for establishment has to be submitted by an entrepreneur or a person authorized by the entrepreneur, in which case it is necessary to attach a power of attorney

**STEP 3:** Appropriate documentation you need: proof of your identity [and proof of payment](#) for the registration of the establishment and proof of payment for the



registration and publication of filled [Application for registration of entrepreneur](#).

**WHERE:**

Agencija za privredne registre (Serbian Business Registers Agency.)

25, Brankova Street,

11000 Belgrade

Tel: +381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

**GOOD TO KNOW:** Home page of the Serbian Business Registers Agency (available in Serbian – Latin and English language): <http://apr.gov.rs/eng/Home.aspx>

### 2.2.2 c setting up a social enterprise

**TITLE:** Setting up a social enterprise

**WHAT:** A social business is a per profit business company created to address a social problem and whose profits are reinvested in the business itself to keep creating a social impact. Although the social entrepreneurship in Serbia is in a slow growing, there is no special legal framework presently to categorize and regulate social businesses. The term is for the first time used in The Law on Professional Rehabilitation and Employment for the People with Disabilities.

The most common legal forms of social enterprise are:

- ▶ Association (udruženja)
- ▶ Cooperatives(zadruga)
- ▶ Limited liability company

Each legal form has different requirements and procedures.

**WHO:** Social enterprises are usually established by reason of helping people who need inclusion in society, such as socially vulnerable groups. (Roma people, people with disabilities, women...). It could be also established due to some public interest.

**HOW:** The essence of the social enterprise is a good idea and its realization. First you should make a good Marketing strategy. Than an optimal business plan, which will provide you basic directions. Here you can find a guide for a Setting up a social enterprise which contains the example of a business plan.

At the end you can register your social enterprise at the Serbian Business Registers Agency. Depending on a form of S.E. you will need to submit certain documentation.

Basic documentation you will need to provide, are following:

- ▶ Applications for registration;
- ▶ Certificate of the Serbian Register Agency (tax identification number);
- ▶ Seal made ;
- ▶ Bank account opened;

**WHERE:** Agencija za privredne registre (Serbian Business Registers Agency),

25, Brankova Street,

11000 Belgrade

Tel: +381 11 20 23 350

Google map: <https://www.google.rs/maps/place/>



[Business+Registers+Agency/@44.8149081.20.4511979.17z/data=3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en](https://businessregistersagency.rs/44.8149081.20.4511979.17z/data=3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en)

#### 2.2.2 d obtaining digital certificates for citizens

**TITLE:** Obtaining digital certificates

**WHAT:** A digital certificate is an electronic identification that allows a person to exchange information securely over Internet using the public key infrastructure. A lot of procedures can be done electronically. If you have your digital individual certificate, you can connect with all relevant state services online, and complete all paper work online, instead of going to all different institutions for many times.

**WHO:** Any person living and insured in Serbia, who owns a citizen card (E-card).

**STEP 1:** Fill the form on the web sites of those firms (online form submission)

**STEP 2:** Than you should check that you are a natural person.

**STEP 3:** You will get form of registration that need to be filled.

**STEP 4:** You need to send or deliver in person Application for digital certificates for natural person, photocopy of ID, two signed contracts and evidence of payment for this service (the price differs, approximately 50-60 EUR in 2017 per card/authorized person)

You have detailed instruction and forms on each site which provides this service. This certificate lasts for 3 years.

**WHERE:** There are four firms in the Republic of Serbia that can issue digital certificates / electronic cards: Halcom AD, Chamber of commerce and industry of Serbia, Post office of Serbia and the Ministry of Interior

POST OFFICE OF SERBIA

Tel: 0700 100 300

Ask question online ( in Serbian – Latin and English)- <http://www.posta.rs/struktura/eng/kontakt/postavite-pitanje.asp>

**GOOD TO KNOW:** It can take 1-3 days to decide on the request.

When approved, the card can be provided only to authorized person(s)/card owner(s).

Frequently asked questions (available in Serbian – Latin and English language) - <http://www.posta.rs/struktura/eng/kontakt/najcesca-pitanja.asp>

#### 2.2.2 e obtaining digital certificates for business

**TITLE:** Obtaining digital certificates

**WHAT:** Digital certificates are digital ID of any company. With them legal person is able to access and to easily communicate with Republic e-services e.g. e-administration, e-Republic Health Insurance Fund, etc. This way it is possible to connect with all relevant state services online, and complete all paper work online, instead of going to all different institutions for many times.

**STEP 1:** Filling the form on the web sites of those firms (online form submission)

**STEP 2:** Attach documents - excerpt from Serbian Business Registers Agency, Decision on the authorized person, photocopy of ID, etc.

**STEP 3:** Provide evidence of payment for this service (the price differs, approximately 50-60 EUR in 2017 per card/authorized person)

**WHERE:** There are four firms in the Republic of Serbia that can issue digital



certificates / electronic cards: Halcom AD, Chamber of commerce and industry of Serbia, Post office of Serbia and the Ministry of Interior

POST OFFICE OF SERBIA

Tel: 0700 100 300

Ask question online (in Serbian – Latin and English) - <http://www.posta.rs/struktura/eng/kontakt/postavite-pitanje.asp>

**GOOD TO KNOW:** It can take 1-3 days to decide on the request.

When approved, the card can be provided only to authorized person(s)/card owner(s).

Frequently asked questions (available in Serbian – Latin and English language) - <http://www.posta.rs/struktura/eng/kontakt/najcesca-pitanja.asp>

### 2.2.2 f self-employed business and/or trade licence

There is only special licence for special professions such as professional drivers, private security, doctors... but there is no unique sistem which is providing these licences

### 2.2.2 g setting up a partnership (OG) or a limited partnership (KG)

**TITLE:** Setting up a partnership (OG) or a limited partnership (KG)

**WHAT:** A limited partnership (komanditno društvo) is a company under a common business name with minimum two members performing a particular activity. One of members has full responsibility, while the other one is responsible in the scope of his/her contracted role. The partnership (ortačko društvo) is a company under a common business name with minimum two members performing a particular activity where the partners are liable towards the creditors of the company without restriction (with their entire assets)

**STEP 1:** [Filing the unique registration](#) for partnership and [Filing the unique registration](#) for limited partnership (komanditno društvo) of legal persons and other entities and enrolment in a single register of taxpayers with appropriate documentation and evidence of payment of prescribed fee.

**STEP 2:** Registration application for establishment has to be submitted by a founder or a person authorized by the founders, in which case it is necessary to attach a power of attorney

**STEP 3:** Appropriate documentation: [Contract of founding partnership](#), proof of identity of the members of the company, Decision on appointing the representative unless it is under the founding act, bank certificate of payment of cash deposits, proof of payment for the registration of the establishment and proof of payment for the registration and publication of the founding act.

More information about fees you can find here (in Serbian and English): <http://www.apr.gov.rs/eng/Registers/Entrepreneurs/Fees.aspx>

**WHERE:** Agencija za privredne registre (Serbian Business Registers Agency)

25, Brankova Street,

11000 Belgrade

Tel: +381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281ba b363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

**GOOD TO KNOW:** Home page of the Business Registers Agency (in Serbian – Latin





and English) - <http://apr.gov.rs/eng/Home.aspx>

### 2.2.3 DOING BUSINESS

#### 2.2.3 a taxes

**TITLE:** Value added tax

**WHAT:** General tax on consumption which needs to be calculated and paid for shipment of goods and services provision, during all phases of production and turnover of goods and services, as well as the import of goods

**WHERE:** The competent tax authority of the [Ministry of Finance](#) for the local government

**MORE INFO:** (type of taxes, in Serbian – Latin) <http://www.voditeracuna.rs/pitanja-odgovori/2015/10/10/Koje-vrste-poreza-postoje-u-Srbiji/>

(useful information regarding tax procedures, available in Serbian – Latin language) <http://upravusi.rs/preduzetnistvo/porezi-doprinosi-i-takse/sta-sve-moras-da-placas-drzavi/>

**TITLE:** Income tax for legal entities

**WHAT:** Base is taxable income and companies need to pay it.

**WHERE:** The competent tax authority of the [Ministry of Finance](#) for the local government

**MORE INFO:** (type of taxes, in Serbian – Latin) <http://www.voditeracuna.rs/pitanja-odgovori/2015/10/10/Koje-vrste-poreza-postoje-u-Srbiji/>

(useful information regarding tax procedures, available in Serbian – Latin language) <http://upravusi.rs/preduzetnistvo/porezi-doprinosi-i-takse/sta-sve-moras-da-placas-drzavi/>

**TITLE:** General consumption tax

**WHAT:** It is calculated and paid for shipment of goods and services provision, during all phases of production and turnover of goods and services, as well as the import of goods.

**WHERE:** The competent tax authority of the [Ministry of Finance](#) for the local government

**MORE INFO:** (type of taxes, in Serbian – Latin) <http://www.voditeracuna.rs/pitanja-odgovori/2015/10/10/Koje-vrste-poreza-postoje-u-Srbiji/>

(useful information regarding tax procedures, available in Serbian – Latin language) <http://upravusi.rs/preduzetnistvo/porezi-doprinosi-i-takse/sta-sve-moras-da-placas-drzavi/>

**TITLE:** Personal income tax

**WHAT:** Individuals who generate the following types of income need to pay taxes:

- ▶ earnings
- ▶ incomes from agriculture and forestry
- ▶ incomes from self-employment
- ▶ incomes from copyrights, related to copyrights and industrial property rights
- ▶ incomes from capital
- ▶ incomes from real estate



- ▶ capital gains and other income
- ▶ tax on inheritance and gift
- ▶ tax on transfer of absolute rights

**WHERE:** The competent tax authority of the [Ministry of Finance](#) for the local government

**MORE INFO:** (type of taxes, in Serbian – Latin) <http://www.voditeracuna.rs/pitanja-odgovori/2015/10/10/Koje-vrste-poreza-postoje-u-Srbiji/>

(useful information regarding tax procedures, available in Serbian – Latin language) <http://upravusi.rs/preduzetnistvo/porezi-doprinosi-i-takse/sta-sve-moras-da-placas-drzavi/>

**TITLE:** Property taxes

**WHAT:** Property tax needs to be paid on:

- ▶ the right on ownership
- ▶ the right on residence
- ▶ the right to lease an apartment or a residential building
- ▶ the right to lease construction land in public ownership, or agricultural land in state ownership
- ▶ the right to use construction land in public ownership.

**WHERE:** The competent tax authority of the [Ministry of Finance](#) for the local government

**MORE INFO:** (type of taxes, in Serbian – Latin) <http://www.voditeracuna.rs/pitanja-odgovori/2015/10/10/Koje-vrste-poreza-postoje-u-Srbiji/>

(useful information regarding tax procedures, available in Serbian – Latin language) <http://upravusi.rs/preduzetnistvo/porezi-doprinosi-i-takse/sta-sve-moras-da-placas-drzavi/>

**TITLE:** Taxes on the use, possession and carrying goods

**WHAT:**

- ▶ motor vehicle tax
- ▶ tax on boats
- ▶ tax on aircraft
- ▶ tax on registered weapons

**WHERE:** The competent tax authority of the [Ministry of Finance](#) for the local government

**MORE INFO:** (type of taxes, in Serbian – Latin) <http://www.voditeracuna.rs/pitanja-odgovori/2015/10/10/Koje-vrste-poreza-postoje-u-Srbiji/>

(useful information regarding tax procedures, available in Serbian – Latin language) <http://upravusi.rs/preduzetnistvo/porezi-doprinosi-i-takse/sta-sve-moras-da-placas-drzavi/>

### 2.2.3 b social security and insurance of employees

**TITLE:** Social security and insurance of employees

**WHAT:** The social security and insurance taxes that the employer pays monthly, allow the employee to have access to social security benefits such as doctor/hospital visits, pension insurance or insurance in the case of unemployment.



Compulsory health insurance covers health care-medical examination, treatment, hospitalization, benefits for work injuries, not-work injuries, disease and problems during pregnancy. It also includes transportation benefit when health care institution is located at least 50 km from your place of residence.

As an employee, when you fulfill prescribed conditions you have the right on pension and disability insurance. You can use old age pension, early retirement, disability pension, pension in case of death, cash benefit in case of injuries and care of another person.

**STEP 1:** When you start working, you (mostly your employer) need to submit application form to the Republic Health Care Insurance Fund or to the Pension and Disability Insurance Fund.

**STEP 2:** After you've submitted application form, you need to wait for a couple of months for your health card. As a substitute for your health card, they will give you a certified paper, which you can use instead of card.

**STEP 3:** After obtaining valid health card, you can go to a local community Health Care Center, clinics, hospitals where you have registered residence.

**WHERE:**

The Republic Health Care Insurance Fund  
2, Jovana Marinovica Street, 11040 Belgrade, Serbia  
+381 11 2053830

[public@rfzo.rs](mailto:public@rfzo.rs)

or

The Pension and Disability Insurance Fund  
9, dr Aleksandra Kostica Street, 11000 Belgrade, Serbia  
+381 11 2061000

[kontakt@pio.rs](mailto:kontakt@pio.rs)

**ATTENTION:** If you become unemployed without your fault and you have been working in the past 12 months or 18 months with breaks, you have the right on unemployment insurance ([Unemployment insurance](#) - Law on Employment and Unemployment Insurance, available in Serbian – Latin and English language).

### 2.2.3 c health and work safety

**TITLE:** Health and work safety

**WHAT:** As every employee has a right to work in health and safe environment, there needs to be provided conditions with low risk of injuries and professional infections, in planned and organized work atmosphere. Corresponding environment, gives you, as an employee, a chance of prosperity, developing physical, mental and social welfare.

**WHO:** Employees, students on professional practice, persons in professional rehabilitation, persons on voluntary and public works organized in the common interest and every other human being no matter where he/she takes work engagement, especially pregnant women.

**HOW:** Employer has to provide: good technical, organizational measures, risk assessment, necessary work material, organize regular check-ups in special medical service institutions, organize special task training for employees, provide first aid, warm and safe work environment. Labor Inspection should control, oversee and implement measures.

**WHERE:**



Ministry of Labor, Employment, Veteran and Social Affairs  
The Administration for the safety and health at work  
41, Terazije Street, 11000 Belgrade  
+381 11 334 73 91; +381 11 334 73 92

[upravazabzr@minrzs.gov.rs](mailto:upravazabzr@minrzs.gov.rs)

Google map: <https://www.google.rs/maps/place/Terazije+41,+Beograd+11000/@44.8115089,20.4600298,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aaef8c91629:0xaded35a34aefebe1!8m2!3d44.8115051!4d20.4622185>

**WHEN:** When you feel potential or real threatened at work.

**ATTENTION:** Every employer needs to have General act providing health and safety measures.

**GOOD TO KNOW:** Employees can establish Committee for the protection of the work for better cooperation with employer.

### 2.2.3 d change of company's registration data

**TITLE:** Change of company's registration data

**WHAT:**

**STEP 1:** You need to submit registration application with required documentation and proof of paying corresponding fee (Account number for the fee 840-29770845-52, model 97, reference number (open this [link](#), available in Serbian – Cyrillic language, and write in the given number)).

**STEP 2:** Registration application is not prescribed, but there are certain forms which can facilitate you the process of changing registration data. You always need to submit the first page of the application. First page of application contains mandatory information. Depending on registration data you want to change, you should submit other required documents.

**STEP 3:** If you are an entrepreneur or a manager you can submit the registration application form by yourself, or you can hire a registered procurator to take over the process of changing registration data.

**WHERE:**

Serbian Business Registers Agency  
25, Brankova Street, 11000 Belgrade  
+381 11 2023350

Working hours: 9AM-3PM

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

### 2.2.3 e public procurement

**TITLE:** Public procurement

**WHAT:** If you have a company that might offer services to the government, you can participate in the public procurement procedure in which the government hire services or goods of private companies.

Public procurement is the procurement of goods, services or works by the contracting authority, in the manner and under conditions stipulated by the Law on Public Procurement.

Public procurement of low value is the procurement of the same goods, services or works with an estimated value at an annual level, lower than the values



determined in the Law regulating the annual budget of the Republic of Serbia (RS).

**WHO:** Your company can participate as long as it fulfills the requirements specified by the government.

The bidder can be domestic or foreign legal or natural person offering to supply goods, provide services or perform work. All procurement activities need to be performed in accordance with the basic principles.

The public procurement officer performs public procurement of low value.

**HOW:** Every public procurement procedure is performed in a few steps, as following:

- ▶ procurement planning - is the process undertaken in order to plan all activities required for relevant public procurement for certain period of time;
- ▶ assessing and classifying contracts - Anticipated value of public procurement needs to be assessed before announcing the procurement procedure. The assessment needs to be reasonable and realistic for predicting the contract as the most efficient, cost-effective and transparent and fair use of public funds and resources;
- ▶ determining the procurement procedure - it is performed based on estimated request value or circumstances related to the request;
- ▶ preparing tender files - in this phase a tender file for each intended contract or design contest needs to be drafted, using corresponding standard, unless the contract is of minimal value;
- ▶ announcing - public announce of tenders
- ▶ opening and evaluating offers - formal assessment of tender liability, assessment of eligibility and qualifications of the bidder and technical bid assessment.
- ▶ allocating and contract signing - this phase should result in the ranking of bids. A bidder, who offers the best ranked bid, will be awarded the contract in accordance with criteria for awarding.
- ▶ fulfilling contract obligations - starting performing all contract obligations depending on accountability of the conditions of the tender file.

Procedure for public procurement of low value:

- ▶ This type of procurement defines the estimated value of goods, services or works, or application of this type of procedure depends on their estimated value;
- ▶ The low-value public procurement procedure buyer performs when it is:
  1. The estimated value of the public procurement is higher by 20% than the upper limit determined by law;
  2. Because of urgency or other justified reasons;
  3. The implementation of a low-value public procurement procedure is inadequate for other reasons not including economical;
- ▶ The low-value public procurement procedure is initiated by the ordering party by a decision on issuing an order decided by the director;
- ▶ This includes:
  1. Serial public procurement number;
  2. Subject of public procurement;
  3. The estimated value of public procurement;



#### 4. Data on financial plan for paying.

**WHERE:** Kancelarija za javnu nabavku ([Public Procurement Office](#))

22-26, Nemanjina Street,

11000 Belgrade

Tel: +38111 2888-712

Google map <https://www.google.rs/maps/search/Nemanjina+22/@44.8225824,20.4198215,14z/data=!3m1!4b1?hl=en>

**WHEN:** Every year in the first week of November, Public Procurement Office sends a request to all sectors to submit their procurement needs for the next year. They have 15 days to submit a request.

The order form is issued within eight days from the date of the decision on issuing order book.

#### 2.2.3 f court enforced payment

**TITLE:** Court enforced payment

**WHAT:** If the debt determined by court decision isn't paid within the deadline, it can be collected through enforcement proceedings initiated before the court.

**WHO:** Creditor is a person who has a right to request a payment based on the final verdict.

Debtor is person or institution that owes a sum of money and needs to pay off his/her debt.

**HOW:** When you have your final verdict, you can ask the court for a enforcement proceedings. You should submit your previous verdict and write a simple report. After giving in the form, the court will evaluate and take a decision and execute an order of enforced payment. Then the court will forward an enforcement order to the law enforcement officer, who can execute the order.

**WHERE:**

Competent court depending on debtor's residence

Example: Prvi osnovni sud (First basic court in Belgrade)

16, Boulevard of Mihajlo Pupin,

11000 Belgrade

<https://www.google.rs/maps/place/Fourth+Local+Court/@44.8321672,20.4094049,17z/data=!3m1!4b1!4m5!3m4!1s0x475a65755cba6205:0x956a7e19e90b5635!8m2!3d44.8321672!4d20.4115936?hl=en>

**WHEN:** You should initiate the enforcement proceedings 10 years after receiving the final verdict at the latest.

**ATTENTION:** Debt can be enforced on wages, pensions, movable and immovable assets.

**GOOD TO KNOW:** Certain assets and incomes are excluding from enforcement such as clothes, shoes and other items for personal, stove, fridge, aids for persons with disabilities, compensation for bodily injury etc.

#### 2.2.4 EMPLOYING STAFF

##### 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties

**TITLE:** Health insurance, Pension and disability insurance, Unemployment insurance.



**WHAT:** You need to submit a single form (M Form, that can be bought at the post office), and it contains information about the employee and the employer – contributions payer.

In addition to the M form for each employee you need to submit the employment contract, working booklet, a copy of ID and old health insurance card.

You will get a certified M-A form as a proof that an employee has been registered. Within a period of eight days from the day of receiving it, you are obliged to deliver a copy to every employee.

**WHERE:** Required documentation can be submitted in one of the branches of the NHIF (National Health Insurance Fund) or NPFD (National Pension and Disability Fund), but a better option is the NHIF, because at the same time a health card can be obtained.

Nacionalni zavod za zdravstveno osiguranje (National Health Insurance Fund)

Jovana Marinovića 2,

Beograd 11040

Tel: 011/ 2053-830

Faks: 011/2645-042; 2688-420

Email: [public@rfzo.rs](mailto:public@rfzo.rs)

#### 2.2.4 b legal duties and conditions

**TITLE:** Labour contract. (ugovor o radu)

**WHAT:** The basis for calculating contributions may not be lower than 35 percent of the average salary in the RS. Also contributions are not paid on the amount of earnings or profit higher than the fivefold average salary.

Contribution rates:

- ▶ pension and disability insurance - 22 % (i.e., by 11 % at the expense of employees and the same amount at the expense of employer)
- ▶ health insurance - 12,3 % (6,15% each);
- ▶ for unemployment insurance - 1,5 % (0,75 % each).

For all employees, regardless of the type of contracts, the employer calculates and pays contributions, paying out salaries.

No later than the 5th day of the month a form, on contributions paid during the previous month, has to be submitted to the Tax Administration.

**WHERE:** Online on the website

[Tax administration](#)

(Instruction on accounting and tax reporting, available in Serbian – Cyrillic and Latin language) it can be calculated the exact amount of the contribution. In addition to the calculated amount, it will be sent a reference number, required to perform transactions in the bank.

**TITLE:** Employment based on other types of contract – service contract or temporary and seasonal work

**WHAT:** If you as an employee have not already been insured on the basis of employment or retirement, contributions need to be paid for you (employment based on service contract or temporary and seasonal work). If you have already been insured, only contribution for pension and disability insurance needs to be paid.





If you are younger than 26 working on temporary and seasonal work, and at the same studying, only health and disability insurance needs to be paid.

**WHERE:** Online on the website

[Tax administration](#)

(Instruction on accounting and tax reporting, available in Serbian – Cyrillic and Latin language) it can be calculated the exact amount of the contribution. In addition to the calculated amount

### 2.2.4 c termination of labour contract

**TITLE:** Termination of labour contract

**WHAT:** Termination of the employment means that there are no longer mutual rights and obligations between the employee and the employer that have been established by the labor contract, general acts and the Labor Law.

Termination of employment is an employee's departure from a job. Termination may be voluntary on the employee's part, or it may be at the hands of the employer, often in the form of dismissal (firing) or a layoff.

**WHO:** According to the Labor Law, a contract can be terminated by mutual agreement between your employer and you; it can be terminated by you (employee) (Employment Contract Termination Letter) or by your employer (to fire an employee if there are reasonable grounds relating to the working ability of the employee and his/her behavior).

**HOW:** Employment can automatically be terminated if:

- ▶ You lose ability to work
- ▶ You are prohibited from performing some work, and the employer cannot provide another job position
- ▶ you go to prison for more than six months
- ▶ you are imposed to security, corrective or protective measures for a period longer than six months, which stops him/her to come to work
- ▶ your employer terminates with work
- ▶ an employee has died
- ▶ the defined work period has expired
- ▶ your employer and you agree on that
- ▶ your employer fires you, or you quit
- ▶ at the request of your parent or guardian, if you are younger than 18 years old
- ▶ you are a 65 years old and spent 15 years working, unless you agrees differently with the employer.

**WHEN:** If any of the conditions stated above is put into effect.

**WHERE:** Republički fond za zdravstveno osiguranje (The National Health Insurance Fund of the Republic of Serbia)

2, Jovana Marinovica Street,

11040 Belgrade

Tel :+381 11 2053 830

Google map: [https://www.google.rs/maps?q=jovana+marinovica+2&espv=2&biw=1536&bih=759&um=1&ie=UTF-8&sa=X&ved=0ahUKewintaXel8DTAhXDK5oKHT20Bo\\_sQ\\_AUICigD](https://www.google.rs/maps?q=jovana+marinovica+2&espv=2&biw=1536&bih=759&um=1&ie=UTF-8&sa=X&ved=0ahUKewintaXel8DTAhXDK5oKHT20Bo_sQ_AUICigD)



## 2.2.5 CLOSING DOWN BUSINESS

### 2.2.5 a closing down a limited company

**TITLE:** Closing down a business

**WHAT/OVERVIEW:** Deletion from the Registry of Business Entities can be made by: procedure of liquidation or forced liquidation, conclusion of the bankruptcy proceedings, decisions or termination of the founders, status changes.

Duration process of closing down a business lasts minimum 120 days:

During this process, the interest of company represents liquidation manager.

**STEP 1:** Liquidation process - registration application and liquidation announcement, decision to liquidate, proof of payment for the registration. Initiation has to be led by the decision of the assembly members of a limited liability company. Liquidation begins on the date of registration decision and posting ads on initiating liquidation. Liquidation process is ended, when Serbian Business Registers Agency issues the decision.

**STEP 2:** Bankruptcy is ex officio process. Registration: bankruptcy proceedings data changes, deletion of the entity due to the completion of bankruptcy.

**STEP 3:** Decisions or termination of the founders - Registration: decision to strike mission or proof of termination, proof of termination of tax obligations issued by the competent tax authority, confirmation that the company is removed from the register of VAT payers or declaration that the company is not a registered VAT payer, proof of payment for the deletion of the entity.

**STEP 4:** Termination of the company as a result of status changes.

**WHERE:**

Agencija za privredne registre, (Serbian Business Registers Agency)

25, Brankova Street,

11000 Belgrade

Tel: +381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

**GOOD TO KNOW:** Home page of Business Registers Agency (in Serbian – Cyrillic and Latin ) - <http://apr.gov.rs/eng/Home.aspx>

### 2.2.5 b closing down an unlimited company

**TITLE:** Closing down an unlimited company

**WHAT:** Unlimited company within Serbian law can be either entrepreneurs or general partnerships. Entrepreneurs will be elaborated in separate section, and for general partnerships it is the same as for the limited companies.

**WHERE:**

Serbian Business Registers Agency

25, Brankova Street, 11000 Belgrade

+381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en>



### 2.2.5 c closing down a self-employed status

**TITLE:** Closing down a self-employed status

**WHAT:** Closing down an individual enterprise means ending all economical or logistical activities that keep a business running. You can end your economical activities through deregistration or by law (ex lege).

You may not deregister on a date earlier than the date of filing of a report on cessation of operations with a competent registration authority. Deletion from the register may not be done retrospectively.

Process of deregistration:

**STEP 1:** Filling the [application for registration of deletion of entrepreneurs](#) with all relevant supporting documents

**STEP 2:** Supporting documents - proof of [paid fees](#) for submitting documentation, confirmation of the organizational unit of the Tax Administration confirming that on the date issuance of certificates the entrepreneur has no outstanding tax liabilities for taxes on income from self-employment and contributions for pension and disability insurance, which is not older than five days at the time of applying for deletion from the registry, confirmation of the Tax Administration the local government unit confirming that on the date issuance of certificates the entrepreneur has no outstanding liabilities based on local utility taxes and similar ones, which is not older than five days at the time of applying for deletion from the registry, and the proof of payment for the registration of the establishment and proof of payment for the registration and publication of the founding act.

After deletion from the register, entrepreneur has an obligation of submitting a Subsequent financial report.

There can be a several situations of closing down an individual enterprise by law.

**MORE INFO:** Closing down an individual enterprise by law (in Serbian - Cyrillic and Latin) <http://www.apr.gov.rs/%D0%A0%D0%B5%D0%B3%D0%B8%D1%81%D1%82%D1%80%D0%B8/%D0%9F%D1%80%D0%B5%D0%B4%D1%83%D0%B7%D0%B5%D1%82%D0%BD%D0%B8%D1%86%D0%B8/%D0%9F%D1%80%D0%B5%D0%B4%D1%83%D0%B7%D0%B5%D1%82%D0%BD%D0%B8%D1%86%D0%B8%D0%A3%D0%BF%D1%83%D1%82%D1%81%D1%82%D0%B2%D0%B0/%D0%9F%D1%80%D0%B5%D0%B4%D1%83%D0%B7%D0%B5%D1%82%D0%BD%D0%B8%D1%86%D0%B8%D0%A3%D0%BF%D1%83%D1%82%D1%81%D1%82%D0%B2%D0%B0%D0%91%D1%80%D0%B8%D1%81%D0%B0%D1%9A%D0%B5.aspx>

**WHERE:** Agencija za privredne registre (Serbian Business Registers Agency)

25, Brankova Street,

11000 Belgrade

Tel: +381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281bab363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

**GOOD TO KNOW:** Home page of BRA (in Serbian - Cyrillic and Latin) - <http://apr.gov.rs/eng/Home.aspx>

### 2.2.5 d going bankrupt

**TITLE:** going bankrupt

**WHAT:** Bankruptcy is a legal status of a legal person or legal entity that can't pay



the debts.

**STEP 1:** To go bankruptcy, there has to be existence of insolvency or over-debtedness. There has to be also an asset that can cover the start-up costs of the bankruptcy proceedings.

**STEP 2:** Submit the application for starting the bankruptcy proceedings.

**STEP 3:** The bankruptcy proceedings are initiated by the bankruptcy creditors, bankruptcy debtors or liquidation manager. Then the court will start the Bankruptcy proceedings with the opening of the insolvency file on the Internet publicly.

**STEP 4:** Court assigns a Bankruptcy Trustee who will take control over all assets.

**STEP 5:** If the debtor wants to continue with work of legal person, he can submit a restructuration plan controlled by the Bankruptcy Trustee, if all creditors achieve consensus.

**WHERE:** List of all courts in Serbia (in Serbian – Cyrillic and Latin): <http://www.portal.sud.rs/code/navigate.aspx?id=523>

Agencija za privredne registre. (Serbian Business Registers Agency)

25, Brankova Street,

11000 Belgrade

Tel: +381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281ba b363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

### 2.2.5 e selling an individual enterprise

**TITLE:** Selling an individual enterprise

**WHAT:** It means changing the owner of that business.

**WHO:** Owner of the company can sell the company, or someone else with the power of attorney of the owner. Depending on the type of the company, it can be necessary to have official decisions of relevant company departments in order to sell a company.

**HOW:** This transfer is done by the purchase contract. Contract on the selling the company has to be certified by the relevant authority, and signed by both parties (seller and buyer). The next step is to register this change with the Business agency, and to make all other necessary changes (such as bank account, tax changes, etc.)

**WHERE:** Certification of the contract has to be done by the relevant authority (court or public notary), depending on the municipality where the company is registered. Additional changes have to be done in the bank or tax institutions.

List of all courts in Serbia (in Serbian – Cyrillic and Latin): <http://www.portal.sud.rs/code/navigate.aspx?id=523>

**WHEN:** At the moment of the selling and after the contract has been signed and certified.

**GOOD TO KNOW:** Detailed list of documentation can be reached on the Business agency web site (in Serbian – Cyrillic and English): [www.apr.gov.rs](http://www.apr.gov.rs).

### 2.2.5 f selling a partnership (OG or KG)

**TITLE:** Selling a partnership

**WHAT:** A change of shareholders in partnership has to be registered by all former and new partners. All this changes have to be registered in the commercial



registration of the company.

**HOW:** First you need to have agreement of all partners if you want to sell your share to the third party. Selling shares are free open between partners.

Then you need to make a written contract on the selling the shares, which has to be certified by the relevant authority, and signed by both parties (seller and buyer).

When you make a contract, you need to change company's registration data at Serbian Business Registers Agency:

- ▶ [registration application](#)
- ▶ proof of paid [fees](#) for submitting documentation.
- ▶ contract on the selling the shares
- ▶ id of a new member

**WHERE:** List of all courts in Serbia (in Serbian – Cyrillic and Latin):-<http://www.portal.sud.rs/code/navigate.aspx?Id=523>

Agencija za privredne registre. (Serbian Business Registers Agency)

25, Brankova Street,

11000 Belgrade

Tel: +381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281ba b363a14!8m2!3d44.8149081!4d20.4533866?hl=enhtml>

**GOOD TO KNOW:** It's highly recommended to contact experts (e.g. Serbian Business Registers Agency) on the topic before doing anything, to make sure you have considered all possibilities (e.g. the partnership has debts).

## 2.2.5 g selling a limited company

**TITLE:** Selling a limited company

**WHAT:** A change of shareholders in a limited company has to be registered by all former and new partners. All this changes have to be registered in the commercial registration of the company.

**HOW:** Selling shares are free open, but company partners have a right of pre-emption. If not a single partner wants to buy your company share, you may sell your share to the third party (after 90 days), by the same conditions.

Then you need to make a written contract on the selling the shares, which has to be certified by the relevant authority, and signed by both parties (seller and buyer).

When you make a contract, you need to change company's registration data at Serbian Business Registers Agency:

- ▶ [registration application](#)
- ▶ proof of paid [fees](#) for submitting documentation.
- ▶ contract on the selling the shares
- ▶ id of a new member
- ▶ **WHERE:** List of all courts in Serbia (in Serbian – Cyrillic and Latin): <http://www.portal.sud.rs/code/navigate.aspx?Id=523>

Agencija za privredne registre. (Serbian Business Registers Agency)

25, Brankova Street,

11000 Belgrade

Tel: +381 11 20 23 350



Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281ba363a14!8m2!3d44.8149081!4d20.4533866?hl=enhtml>

**GOOD TO KNOW:** It's highly recommended to contact experts (e.g. Serbian Business Registers Agency) on the topic before doing anything, to make sure you have considered all possibilities (e.g. the partnership has debts).

## 2.3 TAXES

### 2.3.1 TAX NUMBER

#### 2.3.1 a registering for a tax number

**TITLE:** Registering for a tax number

**WHAT:** [The Tax Identification Number](#) (Rules on Tax Identification Number, in English) for migrants as natural persons in Serbia does not exist as a special category, however during registration, every person is given a Registration Number (evidencijski broj) that serves the same purpose as the Personal Identity Number in Serbia, and this represents their unique number.

As a legal person, when founding an entity, the Business Registers Agency gives every person a Tax Identification Number (TIN) that differs from the Registration Number and is specifically related to the legal person or entrepreneur.

**WHO:** If you seek asylum or you have a residence permit, the norms that will regulate how you pay your taxes in Serbia will depend on whether you have [resident or non-resident status](#) (The Law on Individual Income Tax, available in Serbian – Latin language). Legal persons may have both a resident and non-resident status, where based on the status, [current regulations](#) apply (The Law on Corporate Income Tax, available in Serbian – Latin language).

**HOW:** At the border control, when entering Serbia, or inside its territory, if you are a asylum seeker, you can express your intent on seeking asylum directly or in written form with the authorized police officer of the Ministry of Interior. After this, the authorized police officer will register you and give you your very own Identification Number. If you have a residence permit, Department for foreigners in every Police station will give you your Registration Number. Depending on your residence permit (permanent or temporary) Department for foreigners will make you a number based on a different formula.

**WHERE:**

Office for Asylum

35, Savska Street, 11000 Belgrade

+381113618956

Google map: <https://www.google.rs/maps/place/%D0%9F%D0%BE%D0%BB%D0%B8%D1%86%D0%B8%D1%98%D1%81%D0%BA%D0%B0+%D1%81%D1%82%D0%B0%D0%BD%D0%B8%D1%86%D0%B0+%22%D0%A1%D0%B0%D0%B2%D1%81%D0%BA%D0%B8+%D0%B2%D0%B5%D0%BD%D0%B0%D1%86%22/@44.8011911,20.4487704,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7003fbc2fe39:0x22c11d0993933cd5!8m2!3d44.8011873!4d20.4509591?hl=en&hl=en>

**WHEN:**

From the moment you express your intent on seeking asylum, an authorized person from the Ministry of Interior will give you an Identification Number.





## 2.3.2 OVERVIEW OF TAXES

### 2.3.2 a overview of taxes

**TITLE:** Value added tax - VAT

**WHAT:** VAT taxes the delivery of goods and provision of services (supply of goods and services) that the taxpayer conducts in Serbia for a fee, within their profession; imports of goods into Serbia (bringing goods into the Serbian customs area).

Tax returns are submitted within a 15 day period from the end of the taxing period to the relevant tax administration. The goods and/or services providers tax themselves, whereas when importing the Customs Administration is in charge.

Tax returns are submitted regardless of the obligation to pay VAT.

**WHERE:** [Tax Administration, Ministry of Finance contact centre](#) ( in Serbian – Cyrillic and Latin, English)

**TITLE:** Corporate (income) tax

**WHAT:** The taxpayer for the corporate (income) tax is the company or any other legal entity established with the purpose of conducting activities in order to gain a profit.

The taxpayer is also a cooperative that gains profit by selling products on the market or offering services for a fee, as well as other legal entities that were not established with the purpose of making profit, but were established to achieve other aims as defined in their general act, and in line with the law, if they achieve a profit by selling products on the market or offering services for a fee.

Residents and non-residents rates

The tax return is submitted within 180 days from the end of the period for which the tax is calculated.

Taxpayers that start activities during the year must submit a tax return within 15 days of registering with the relevant authority.

The tax base for corporate (income) tax is taxable profit.

The tax period for which the corporate (income) tax is calculated is the business year.

**WHERE:** [Tax Administration, Ministry of Finance contact centre](#) ( in Serbian – Cyrillic and Latin, English)

**TITLE:** Income tax

**WHAT:** Income tax for citizens is paid on the basis of all sources of income, except for those that are exempt by law.

Income represents the sum of all taxable income made in the calendar year.

**WHERE:** [Tax Administration, Ministry of Finance contact centre](#) (in Serbian – Cyrillic and Latin, English)

**TITLE:** Property tax

**WHAT:** Property tax includes real estate tax, tax on inheritance and gifts, tax on transfer of absolute rights.

Taxpayers for these taxes are both residents and non-residents, and depending also on the type of tax, they receive different tax rates.

The deadline for submitting a tax return starts when the tax obligation is made.





If tax payment is late, the taxpayer must pay an interest rate on the property.

**WHERE:** Tax returns are submitted to the local government body which is in charge of the territory where the real estate is located.

The tax return is submitted is also submitted for the real estate for which the taxpayer received a tax exemption.

If tax payment is late, the taxpayer must pay an interest rate on the property.

[Tax Administration, Ministry of Finance contact centre](#) (in Serbian – Cyrillic and Latin, English)

**TITLE:** Capital income tax

**WHAT:** Capital income tax is any interest rate on the basis of a credit, savings or other deposits (term or demand deposit) and on the basis of debt and other securities; dividends and profit shares; income from investment unit of an open investment fund; income from leasing owned real estate.

The taxpayer for capital income tax is the natural person who receives the income.

The tax obligation for capital income begins from the moment when the income is received.

**WHERE:** The tax return is submitted to the Tax Administration unit that is in charge for the area where the address of the income recipient is located, within 45 days from the day of receiving income, excluding income from leasing real estate, for which taxpayers are obliged to submit the tax return within 30 days from signing the contract.

[Tax Administration, Ministry of Finance contact centre](#) ( in Serbian – Cyrillic and Latin, English)

**TITLE:** Tax relief

**WHAT:** In the form of a reduced tax rate, tax credit, elimination of double taxation, provision of tax relief for certain taxpayers, exclusion of certain taxes from taxation, tax rebates. These are regulated by different laws and regulations of the Tax Administration.

**WHERE:** [Tax Administration, Ministry of Finance contact centre](#) ( in Serbian – Cyrillic and Latin, English)

### 2.3.3 INTERNATIONAL TAXATION

#### 2.3.3 a procedure to avoid double taxation

**TITLE:** Procedure to avoid double taxation

**WHAT:** Double taxation is when there are two different tax administrations that take tax from the same entity, for the same period and for the same type of tax. Avoiding double taxation is done on the basis of agreements between Serbia and other countries.

**WHO:** If you are from a country with which Serbia has an agreement on avoiding double taxation, you have the right to not be taxed on the part which is regulated by that agreement, or essentially the right to tax credit.

Depending on the tax type, there are 2 methods: method of exemption and tax credit method.

**HOW:** Depending on the tax type, there are 2 methods: method of exemption and tax credit method (if there is International Agreement).



You need to submit a several documents:

- ▶ [Tax application form](#) (PP OPO obrazac);
- ▶ Work contract translated by court interpreter;
- ▶ Evidences of real costs;
- ▶ Certificate of paid tax in another state;

**WHERE:** Tax Administration of the Republic of Serbia

5. Save Maskovica Street,

11000 Belgrade

Tel: 0700 700 007

Google map: <https://www.google.rs/maps/place/Poreska+uprava++Centrala/@44.7613006,20.4801142,17z/data=!3m1!4b1!4m5!3m4!1s0x475a710288a90ab9:0x15748d754b83e9d7!8m2!3d44.7613006!4d20.4823029?hl=en&hl=en>

**WHEN:** When determining the tax, depending on the type of tax, or the method that was chosen

**GOOD TO KNOW:** Additional information can be found below (in Serbian – Cyrillic and Latin, English): <http://www.poreskauprava.gov.rs/en/about-us/scope-of-activity.html>

### 2.3.3 b agreements on double taxation

**TITLE:** Country agreements on double taxation

**WHAT/OVERVIEW:** Double taxation avoidance agreement is concluded with the aim of creating stable conditions for the comprehensive development of economic and other cooperation and investments between the two countries.

**WHO/ELIGIBILITY:** The agreements relate to persons who are residents of one or both of the contracting countries.

**HOW:** The agreement applies to income taxes and property taxes owned by a contracting country or its political units or units of local self-government, irrespective of the manner of payment.

Taxes on income and on property are all taxes levied on total income, on total assets or on parts of income or assets, including taxes gained from alienation of movable or immovable property, taxes on the total amounts of salaries paid by enterprises, as well as taxes on the increase in property.

**GOOD TO KNOW:** List of countries that the Republic of Serbia concluded agreements with (in Serbian – Cyrillic and Latin language) <http://www.mfin.gov.rs/pages/issue.php?id=7063>

## 2.4 SUPPORT SERVICES FOR MIGRANTS

### 2.4 a list of support services and projects regarding employment

**TITLE:** Project example (more about other [projects](#))

**WHAT:** Developing skills for youth and public - private partnership in the Republic of Serbia

from 2016 to 2019.

**MORE INFO**

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)



8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageld=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**TITLE:** Project example (more about other [projects](#))

**WHAT:** Platform for Employment and Social questions - ESAP from 2016 to 2019.

**MORE INFO**

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, KraljaMilutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageld=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**TITLE:** Project example (more about other [projects](#))

**WHAT:** Reducing poverty and improving employment opportunities of marginalized and vulnerable groups with a focus on Roma women in Serbia from 2014 to 2017

**MORE INFO**

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street

11000 Belgrade

Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageld=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKEwjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**TITLE:** Example of programme renewed at the beginning of every year (more about other [programmes](#)).

**WHAT:** Public call to unemployed Roma for allocating subsidies for self-employment in 2017.

**MORE INFO**

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National



Employment Agency, Directorate Belgrade)  
8, Kralja Milutina Street  
11000 Belgrade  
Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageId=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**TITLE:** Example of programme renewed at the beginning of every year (more about other [programmes](#)).

**WHAT:** Public call to unemployed for allocating subsidies for self-employment in 2017.

**MORE INFO**

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street  
11000 Belgrade  
Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageId=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**TITLE:** Example of programme renewed at the beginning of every year (more about other [programmes](#)).

**WHAT:** Open call for organizing the implementation of public work engaging unemployed people in 2017.

**MORE INFO**

**WHERE:** Nacionalna služba za zapošljavanje, Direkcija u Beogradu (National Employment Agency, Directorate Belgrade)

8, Kralja Milutina Street  
11000 Belgrade  
Tel: +381 11 2929 800

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi?languageId=4>

Google map: [https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r\\_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ\\_AUIBigB](https://www.google.rs/maps?q=kralja+milutina+8&ion=1&espv=2&bav=on.2.or.r_cp.&biw=1536&bih=720&dpr=2.5&um=1&ie=UTF-8&sa=X&ved=0ahUKewjYk4Lh5LzTAhXJsxQKHQFMAPMQ_AUIBigB)

**TITLE:** Example of programme renewed at the beginning of every year (more about other [programmes](#))

**WHAT:** University working practice - BGPRAKSA

**MORE INFO**



**TITLE:** The office for advisory.

**WHAT:** [List](#) of employment agencies that participate in mediation of citizens' employment.

**TITLE:** Internet platform

**WHAT:** [Poslovi.infostud.com](http://Poslovi.infostud.com) is the leading employment website for employers and job seekers.

**TITLE:** Internet platform.

**WHAT:** [The National Employment Service](#) is the most important body of the state administration dealing with issues related to the employment of citizens.

## **2.4 b list of support services and projects regarding business**

**TITLE:** Project examples (more about other [projects](#))

**WHAT:** Examples of programmes renewed at the beginning of every year (more about other [programmes](#))

**WHERE:** The office for advisory, internet platforms

**TITLE:** Supporting the development of microenterprises in Serbia, Phase II 2016-2017

**MORE INFO**

**WHAT:** European programme for startups

**MORE INFO**

**WHERE:** [Serbia Development Agency](#) is government's agency established to perform developing, technical and operational activities to encourage the development of economic entities

**TITLE:** Startups

**MORE INFO**

**WHAT:** Incubation and mentoring programme which gives migrants and refugees the chance to be supported in the first steps of launching entrepreneurial projects.

**WHERE:** [Chamber of Commerce and Industry of the Republic of Serbia](#) is an independent, non-governmental, professional and business-interest association of legal and natural persons performing registered business activities.

## **2.4 c list of online resources regarding business**

**TITLE:** Create your business 2017 - 2018

**MORE INFO**

**WHAT:** Programs of financial support to citizens for their startups

**MORE INFO**

**WHERE:** entrepreneurship is a website with packages of state programmes and help developing business

**MORE INFO**



**TITLE:** Internet Academy

**WHAT:** Programs of Internet Academy:

- ▶ Digital Marketing Professional
- ▶ Program E-commerce & Sales
- ▶ Online communication
- ▶ Online advertising
- ▶ E-business & Marketing

**WHERE:** InternetAcademy is a website with packages of online programmes  
Internet Akademija (InternetAcademy)

34 Cara Dušana

11080 Zemun, Belgrade

Web: [www.internet-akademija.com](http://www.internet-akademija.com)

E-mail: [office@internet-academy.com](mailto:office@internet-academy.com)

Tel: +381 (11) 7856 156

#### **2.4 d list of support services and projects regarding taxes**

**TITLE:** Ministry of Finance of The Republic of Serbia - Tax Administration

**WHAT:** Tax Administration carries out assessment, control and collection of public revenues, issuing and revoking of authorizations to carry out exchange activities and audit of exchange activities, as well as activities of public administration in the area of the games of chance.

**WHERE:** Tax Administration

5, Save Maškovića,

11000 Belgrade

Tel: +381 11 3950680

Google map: [https://www.google.rs/search?q=PORESKA+UPRAVA&npsic=0&rflfq=1&rlha=0&rlag=44905324,20362727,27184&tbm=lcl&ved=0ahUKEwilqLSg7IbXAhVCEVAKHfXvAxUQtgMlPg&tbs=lr:2m1!e2!2m1!e3!3sIAE,lf:1,lf\\_ui:2&rlidoc=1#rifi=hd::si:1546016107012549079;mv:1m3!d4242.000997961306!2d20.482077202975915!3d44.7620681210951613m2!i635!2i575!4f!3.1](https://www.google.rs/search?q=PORESKA+UPRAVA&npsic=0&rflfq=1&rlha=0&rlag=44905324,20362727,27184&tbm=lcl&ved=0ahUKEwilqLSg7IbXAhVCEVAKHfXvAxUQtgMlPg&tbs=lr:2m1!e2!2m1!e3!3sIAE,lf:1,lf_ui:2&rlidoc=1#rifi=hd::si:1546016107012549079;mv:1m3!d4242.000997961306!2d20.482077202975915!3d44.7620681210951613m2!i635!2i575!4f!3.1)

E-mail: [kabinet@purs.gov.rs](mailto:kabinet@purs.gov.rs)

TITLE Ministry of Finance of The Republic of Serbia

WHAT : Ministry of the Serbian government in charge of the budget and tax policies

**WHERE:**

Ministarstvo finansija (Ministry of Finance)

20, Kneza Miloša 20,

11000 Belgrade

Tel: +381 11 3613245

Google map: <https://www.google.rs/maps/place/Ministry+of+Finance/@44.8072368,20.4590963,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aa88980ae81:0xaa755c9c426b1754!8m2!3d44.8072368!4d20.461285>



## 3 LEARNING LOCAL LANGUAGE

### 3.1 STATE SUPPORTED PROGRAMS

#### 3.1 a list of state supported programmes

**TITLE:** List of state supported programmes

The Republic of Serbia does not support any official state or independent Serbian language courses for foreigners. It is possible that there are independently held language courses at the official asylum centers, however these are usually held for a limited time, and there is no guarantee that there is one at any given time. If you are accommodated in one of the asylum centers, you can talk with the officers there and see if they are holding a Serbian language course at center or somewhere nearby. Most of the time these are free of charge, but it is better to ask always if there is a fee.

### 3.2 COMMERCIAL PROGRAMS

#### 3.2 a commercial programmes

**TITLE:** Commercial programmes

**WHAT:** Language centers and organizations across all of Serbia hold language courses for citizens of all language skill levels and ages. Programs usually last from several weeks to several months and some centers offer online courses.

**WHO:** Language courses may be intended for certain age groups or knowledge levels, but other than this, there are no limitations as to who can attend a course.

**HOW:** Contact a center and ask them about the courses they are offering. Normally, you will have to take a test to more closely assess what level course you are best suited for your level of knowledge.

**WHERE:** There is at least one language center in nearly every single larger town in Serbia. Always choose an option that is in the same area as you, as this will usually be the cheapest and easiest option.

**WHEN:** If you are planning on staying in Serbia, you should start taking Serbian language courses as soon as possible so that you can have as little difficulties in communication in Serbia as possible. Official and business communication in Serbia is rarely translated, so knowledge of the Serbian language is important for almost all aspects of living in Serbia.

**ATTENTION:** Most of the commercial programmes can be expensive, so make sure you find the closest and cheapest option possible.

**GOOD TO KNOW:** The quality of the courses cannot be guaranteed, so make sure you look into several options and their respective programmes to see which one will benefit you and your knowledge of the Serbian language the most.

### 3.3 LANGUAGE COURSES FOR CHILDREN

#### 3.3 a list of language courses for children

**TITLE:** Language courses specialized for children - St. Nicolas school





**WHAT:** Language center located in Belgrade. Offers lessons for children for a fee.

**WHERE:** Information about Serbian language courses for children (available in Serbian - Latin language) <http://www.kursevijezikazadecu.rs/kursevi-jezika-za-decu-nicolas/item/124-kursevi-srpskog-jezika-za-decu.html>

**TITLE:** Language courses specialized for children-Akademija Oxford

**WHAT:** Language center located in Belgrade and every major city in Serbia. Offers lessons for children for a fee.

**WHERE:** Information about Serbian language courses for foreigners (available in Serbian - Latin language) [http://www.akademijaoxford.com/kurs\\_srpskog\\_jezika\\_za\\_strance.php?gclid=CN3IyvSk9NMCfc7JsgodvSoFFw](http://www.akademijaoxford.com/kurs_srpskog_jezika_za_strance.php?gclid=CN3IyvSk9NMCfc7JsgodvSoFFw)

**TITLE:** Language courses specialized for children-Slovce

**WHAT:** Web blog that offers free Serbian lessons for all age groups.

**WHERE:** Web portal for Serbian language including free study material for children. (available in Serbian - Latin, English languages) <http://www.slovce.com/>

**TITLE:** Language courses specialized for children-Otvoreni Univerzitet "Znanje"

**WHAT:** Private University that offers Serbian lessons for all age groups. Offices in every major city in Serbia. For a fee.

**WHERE:** Serbian language for foreigners (available in Serbian - Latin language) <http://www.ouznanje.co.rs/kursevi/skola-stranijezika/srpski-jezik-za-strance>

**TITLE:** Language courses specialized for children-Skybridge

**WHAT:** Language center located in Belgrade. Offers lessons for children for a fee.

**WHERE:** Serbian language for foreigners (available in Serbian - Latin language) <http://skybridge-stranijezici.co.rs/jezici/srpski-jezik-za-strance.html>

**TITLE:** Language courses specialized for children-Wings

**WHAT:** Language center located in Kragujevac. Offers lessons for children for a fee.

**WHERE:** Language school wings (available in Serbian - Latin, English language) <http://www.skolajezika-wings.com/>

**TITLE:** Language courses specialized for children -Patuljak

**WHAT:** Language center located in Kragujevac. Offers lessons for children for a fee.

**WHERE:** Serbian for foreigners (available in Serbian - Latin, English language) <http://www.patuljak.rs/clanci/kursevi-jezika/serbian-for-foreigners.html>

## 3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP

### 3.4 a list of local language exams for qualification and citizenship



**TITLE:** List of local language exams for qualification and citizenship

The Republic of Serbia does not require a formal proof of knowledge of the Serbian language for either citizenship or special qualifications, so there are no official exams for qualification or citizenship. Exams proving a certain level of knowledge of the Serbian language can be taken at centers that provide Serbian language courses.

## 3.5 SUPPORT SERVICES FOR MIGRANTS

### 3.5 a list of support services and projects regarding local language courses

There are no official support services or projects conducted by any of the official bodies of the Republic of Serbia. Below is a list of specialized courses for children conducted by private language centers, most of them for a fee.

**TITLE:** Language courses specialized for children - St. Nicolas school

**WHAT:** Language center located in Belgrade. Offers lessons for children for a fee.

**WHERE:** Information about Serbian language courses for children (available in Serbian - Latin language) <http://www.kursevijezikazadecu.rs/kursevi-jezika-za-decu-nicolas/item/124-kursevi-srpskog-jezika-za-decu.html>

**TITLE:** Language courses specialized for children - Akademija Oxford

**WHAT:** Language center located in Belgrade and every major city in Serbia. Offers lessons for children for a fee.

**WHERE:** Information about Serbian language courses for foreigners (available in Serbian - Latin language) [http://www.akademijaoxford.com/kurs\\_srpskog\\_jezika\\_za\\_strance.php?gclid=CN3lyvSk9NMCfc7JsgodvSoFFw](http://www.akademijaoxford.com/kurs_srpskog_jezika_za_strance.php?gclid=CN3lyvSk9NMCfc7JsgodvSoFFw)

**TITLE:** Language courses specialized for children - Slovence

**WHAT:** Web blog that offers free Serbian lessons for all age groups.

**WHERE:** Web portal for Serbian language including free study material for children. (available in Serbian – Latin, English languages) <http://www.slovence.com/>

**TITLE:** Language courses specialized for children - OtvoreniUniverzitet “Znanje”

**WHAT:** Private University that offers Serbian lessons for all age groups. Offices in every major city in Serbia. For a fee.

**WHERE:** Serbian language for foreigners (available in Serbian - Latin language) <http://www.ouznanje.co.rs/kursevi/skola-stranijezika/srpski-jezik-za-strance>

**TITLE:** Language courses specialized for children - Skybridge

**WHAT:** Language center located in Belgrade. Offers lessons for children for a fee.

**WHERE:** Serbian language for foreigners (available in Serbian - Latin language) <http://skybridge-stranijezici.co.rs/jezici/srpski-jezik-za-strance.html>

**TITLE:** Language courses specialized for children - Wings



**WHAT:** Language center located in Kragujevac. Offers lessons for children for a fee.

**WHERE:** Language school wings (available in Serbian – Latin, English language)

<http://www.skolajezika-wings.com/>

**TITLE:** Language courses specialized for children - Patuljak

**WHAT:** Language center located in Kragujevac. Offers lessons for children for a fee.

**WHERE:** Serbian for foreigners (available in Serbian – Latin, English language)

<http://www.patuljak.rs/clanci/kursevi-jezika/serbian-for-foreigners.html>

### 3.5 b list of online resources regarding local language courses

**TITLE:** Online language courses specialized for children - Book 2

**WHAT:** Offers online lessons for children. You can use it as an application for [your Android telephone](#) and your [Iphone or Ipad](#). Application contains 30 lessons for free from the programme Book2. You can also use 100 more lessons for fee. Application provides MP3 language lessons.

**WHERE:** (in English, Farsi, French, German, Hungarian, Rumanian, Polish, Turkish and more): <http://www.goethe-verlag.com/book2/>

**TITLE:** Online courses of Serbian language

**WHAT:** This course is available all year round and in different time zones. Serbian Online Language Course is available to students of all levels, from beginners to advanced. Serbian Online Language Courses have a form of group video conference call, where you meet the professor and other colleagues online. Serbian Online Course can be followed either in a group or as an individual program

**WHERE:** (in English, French, German, Rumanian, Polish, Turkish and more) <http://www.srpskijezik.edu.rs/index.php?id=2320&jzk=en>

**TITLE:** Online Serbian for Foreigners Course - Akademija Oxford

**WHAT:** Online courses are created for people who, for some reason, are not able to attend regular courses. The advantage of online courses is having lectures from your own home. Online courses are individual, meaning that each student has their own lecturer and a student decides on the duration and intensity of the course. This type of course is suitable for people who want to save time and get the same level of knowledge as in classroom courses.

**WHERE:** Here you can apply for the course (in English, Slovenian and Serbian)

<https://www.akademijaoxford.com/en/apply-for-a-course.php>

**TITLE:** Online Serbian for children and adults - Slovence

**WHAT:** Online courses of Serbian language via website Slovence. Teachers are professionals with several years of experience. Lessons are adjusted to your needs: travelling, visiting relatives or business. The teacher will practice everyday situations, pronunciation and writing with you. You get a lot of personal attention. One private lesson (60 min) for one person is 37 euro (in 2017).

**WHERE:** Here you can find more information (in English, Dutch and Serbian) <https://slovcschool.wixsite.com/slovcschool/english>



## 4 EDUCATION

### 4.1 PRESCHOOL EDUCATION

#### 4.1 a description of the system

**TITLE:** Description of the system

**WHAT:** Preschool education includes education of children before they start with elementary school, and is designed as a preparatory programme for primary school.

**WHO:** Preschool education is provided for children from the age of 6 months old until they start primary school. Every child enrolls compulsory preparatory preschool program, until the beginning of the school year, if they are at least 5 and a maximum of 6 and half years old. Preschool for younger children is not compulsory.

**HOW:** General basics of preschool programmes are divided into 3 interrelated parts: basic programme of care and upbringing for children from 6 months to 3 years, basic programme of education for children from 3 years to the inclusion in the compulsory preparatory preschool program.

Preschool programmes prescribe preschools. Preschool institutions shall keep records of the educational work, through registry book of children enrolled in the preschool programme and yearbook.

**WHEN:** Children from the age of 6 months old until they start primary school. Compulsory preparatory preschool programme - one year before starting primary school.

**WHERE:** Preschool institution may be established by the Republic of Serbia (RS), autonomous province, local self-government ([list](#) of state kindergarten in the RS) and other legal or natural person ([list](#) of private kindergarten in the RS). (available in Serbian – Latin and English language)

**ATTENTION:** The child - a foreign citizen and a child without citizenship, the child belonging to vulnerable groups without proof of residence and other personal documents, expelled or displaced person enrolls in a preschool or school, which realizes the preschool program, under the same conditions and in the manner prescribed for citizens of the RS. To stay in the preschool or school, a parent of a child of a foreign citizen shall pay all the costs for child. Parents of a child without citizenship, exiled and displaced persons, are paying the price per child established by the founder in accordance with the law which regulates financial support for families with children.

**GOOD TO KNOW:** When you are enrolling your children in preschool, founded by the RS, autonomous province or local self-government, the priority for admission have children belonging to vulnerable groups.

#### 4.1 b admission/registration

**TITLE:** Admission/registration

**WHAT:** You can initiate the enrollment procedure [electronically](#) (e-service button) or in person.

Electronically is applied only for city of Belgrade. (available in Serbian – Latin, English, Hungarian, Ruthenian, Slovenian, Croatian and Romanian language)

**STEP 1:** Go to the site [www.euprava.gov.rs](http://www.euprava.gov.rs) (available in Serbian – Latin, English,



Hungarian, Ruthenian, Slovenian, Croatian and Romanian language)

**STEP 2:** Click on the “Login” in the upper right corner

**STEP 3:** Create an account or login to your profile

**STEP 4:** Select the service “registration of the child in preschool”

**STEP 5:** Select the desired preschool

**STEP 6:** Complete the personal data of parent and child, and information related to enrollment

**STEP 7:** You will get results based on the entered data, and if everything is ok, click on the “claim”

**STEP 8:** Then you will get notification that the request was submitted, but also the opportunity to interact with kindergarten through chat box, “write the message”

IN PERSON: When you are submitting documents in person with your consent, employees in preschool obtain your information electronically. If you did not agree that employees obtain your personal information, you can submit individually all necessary information. You must individually submit necessary documents if you have special documentation required for registration of a child on a priority basis (vulnerable groups, single parents etc).

The procedure for foreign citizen can also be submitted [electronically](#) (e-button service, available in Serbian – Latin, English, Hungarian, Ruthenian, Slovenian, Croatian and Romanian language) or you can in person submit your [request](#) (available in Serbian – Cyrillic) with the same documentation:

**STEP 1:** In the electronic form you need to fill out the required fields (data about the child, the parents, the applicant)

**STEP 2:** After you have completed the electronic form, you need to attach scanned documents, depending on the status of the parents:

For employees of foreign companies:

- ▶ Notification of residence for all family members;
- ▶ Confirmation of the employer translated and certified by a court interpreter.

For employees in embassies:

- ▶ Confirmation of employment status - issued by the Embassy;
- ▶ Photocopy of diplomatic identity card (for employees of the Embassy, for children and parents).

**WHERE:** The procedure is initiated by filing a request for preschool. (List of [state](#) and [private](#) kindergartens, available in Serbian – Latin and English language)

#### 4.1 c subsidized meals

**TITLE:** Subsidized meals

**WHAT:** Kindergarten institutions provide: food, care, preventive health and social protection of children of preschool age. Precise conditions and manner of exercise nutrition, care and preventive health care are set by the minister responsible for health affairs and the minister responsible for education. Child may also attend preschool programme at school (preschool programme is mandatory and it starts one year before primary education). Preschool education at school is free (except meals and lasts only 4 hours), but schools can't provide other certain services.

**WHO:** Discount in financing of preschool education is determined by the founder. An example of the City of Belgrade - the right to reimbursement of the total cost of preschool can realize: the third and each subsequent child in the family, the



children beneficiaries of social assistance, children with disabilities and children without parental care.

The right to reimbursement of the amount up to 50%, determined on the basis of recourse scale (which is required to bring each municipality) depends on total family income.

**HOW:** To realize the total discount of preschool price, it is important to have documents which prove that you belong to a certain population.

**WHERE:** You can initiate procedure by filing a request for preschool (List of [state](#) and [private](#) kindergartens, available in Serbian – Latin and English language)

#### **4.1 d tax deduction for families with children**

**TITLE:** Tax deduction for families with children

**WHAT:** In Serbia there is no tax deduction for families with children, but there is some financial support for families with children. Examples of this support are following:

- ▶ The right to reimbursement of the total cost of preschool for children with disabilities
- ▶ The right to reimbursement of the total cost of preschool for children without parental care
- ▶ The right to reimbursement of the total cost of preschool for materially endangered families.

**WHO:** Requirements:

- ▶ children with disabilities in preschool education.
- ▶ children without parental care in preschool education.
- ▶ materially endangered families with children in preschool education.

**HOW:** You can submit application for reimbursement of the total cost. Depending on which category the child belongs, you should add some additional documents. More information you can find at (in Serbian): Pravilnik o bližim uslovima i načinu ostvarivanja prava na finansijsku podršku porodici sa decom (Rulebook on closer terms and conditions and manner of exercising the right to financial support of the family with children Chapter 36.-45.)

**WHERE:** You can submit documentation to the local government unit.

## **4.2 PRIMARY SCHOOL**

### **4.2 a description of the system**

**TITLE:** Description of the system

**WHAT:** The activity of primary education is performed by primary school. The educational work includes teaching and other forms of organized work with pupils.

Types of primary schools are:

1. elementary school;
2. primary school to adult education;
3. primary musical schools;
4. basic ballet school;
5. primary school for pupils with disabilities.





According to the programme of education, the school may be a national school or international school. According to the founder, school can be a public school or private school. Primary education in elementary schools is carried out for a period of eight years. Elementary school is compulsory for children.

**WHO:** Every person has the right to free and quality primary education in a public school. The pupils of public schools may be free to use books, school supplies, transportation, food and accommodation if it is necessary.

**HOW:** Educational work is carried out in Serbian language. For members of a national minority, educational work is carried out in the language of national minorities or bilingually, if during the enrollment in the first class, at least 15 students choose that.

**WHEN:** The first class of primary school enter each child which is at least six and a half years old and maximum seven and a half years old, until the beginning of the school year. Exceptionally, the child can be delayed enrolling in the first grade for one year, in accordance with the law.

**WHERE:** List and addresses of [state](#) and [private](#) primary schools. (available in Serbian – Latin language)

## 4.2 b admission

**TITLE:** Admission

**WHAT:** A child who is from 6 and a half years old to 7 and a half years old can be enrolled in the first class after checking the readiness for school. If the child is older than 7 and a half years, and because of the illness or other reasons didn't enroll in the first grade, could be enrolled in the first class or equivalent, based on previous knowledge assessment. In school for the education of pupils with disabilities, child will be entered based on the opinion of interdepartmental commission for assessing the need for additional educational, health and social assistance, with the consent of parents or guardians. Deadline for submission of application for registration of a child expires on February 1st of the calendar year, to be able to attend school from the September 1st.

**STEP 1:** Documents needed for the School Secretariat:

- ▶ Birth certificate for child
- ▶ Certificate of attendance of preschool program
- ▶ Proof of medical examination of the child
- ▶ Proof of residence of the parent and child

**STEP 2:** You are required to bring your child to school for the purpose of testing by psychologist or pedagogue. In the case that the opinion of a child psychologist is negative, in the sense that child is not ready for school, support is provided to parents in overcoming those problems, as well as the possibility of achievement certain rights of social protection.

**WHERE:** Choosing a school depends of the territory which is covered by the school area. Each elementary school is obliged to enroll all future pupils from her area. There is a possibility for schools to enrol pupils from the area of some other schools, but only from the request of parents and if the school has capacity for that.

## 4.2 c transport to school

**TITLE:** Transport to school

**WHAT:** A child living at a distance of more than 4 kilometres from the school has a





right to a free transportation. Additionally, child with disabilities has the right to free transportation, regardless of the distance of his/her permanent residence from the school.

**WHO:** The school provides pupils transportation and if the school is unable to do it, then that's responsibility of local self-government.

**HOW:** There are different models of providing transport for pupils. One model is to provide a school bus. The second implies paying a monthly amount of 4 km (30 dinars/0.25 euros per km) based on data from school records of the presence and absence of children. Parents can bring confirmation of their place of residence in order to determine the right distance. Documents required if the municipality has funded: example [city of Sombor](#) (available in Serbian – Latin language). Students with disabilities have a right to transportation regardless of the distance of their residence from school.

**WHERE:** You can apply for transportation by submitting application at your school. List and addresses of [state](#) and [private](#) schools. (available in Serbian – Latin language)

#### **4.2 d before and after school care**

**TITLE:** Before and after school care

**WHAT:** School can organize day-to-day classes and extended stay as special forms of educational work (day care system), with the consent of the Ministry of education.

1. Extension of stay is a special form of educational work with students which are realizing at school after or prior to regular classes and within which the students have independent work and a variety of forms of free activities and also covered one meal.
2. Day-to-day teaching is a special form of educational-work, where the regular teaching is alternate with time of free activities, within which students have a meal and an hour of independent work.

**WHO:** Depending on the needs of parents or guardians and school capacities, the Ministry gives consent to organize such a program.

**HOW:** Extended stays and full-time classes are provided by teachers who fulfil the prescribed requirements, regarding the degree and type of education of teachers and expert co-worker in elementary school. Within day-to-day classes and extended stay, different activities can be organized, such as: cultural-artistic, sports activities, learning, making homework and performing other duties of a student, in a safe environment under the supervision of teachers. This two programmes are free but you can pay extra for two meals.

**WHERE:** List and addresses of [state](#) and [private](#) schools. (available in Serbian – Latin language)

**ATTENTION:** Extended stays and day-to-day classes could be organized in the first cycle of elementary education. Extended stays and full-time education at the school for the students with disabilities can be organized also in the second cycle of elementary education.

#### **4.2 e subsidized school meals**

**TITLE:** Subsidized school meals

**WHAT:** School within the school building, in cooperation with the school's parent's council, organizes nutrition for pupils. Depending on school policies you could be entitled to a free school meal.



**WHO:** School, in agreement with the local self-government unit and the donors, can provide all pupils with free nutrition, partially or in full. Certain school privileges could be given to children of vulnerable social status, which depends on the policy of the school itself. Local self-government can provide free nutrition, for children with disabilities and children with endangered material status. You should check with corresponding school, if you have right to a free school meal.

**HOW:** School may have a special rooms for children nutrition. Depending on the school organization, children can get special cards and 'bills' which can use for the school kitchen service.

**WHERE:** You can apply for free nutrition by submitting application at your school. List and addresses of [state](#) and [private](#) schools. (available in Serbian – Latin language).

#### **4.2 f children with special needs**

**TITLE:** Children with special needs

**WHAT:** There is special support in education which is provided to children with disabilities. The main purpose is engaging pupils in a regular educational process, emancipation within the peer group and their advancement.

**WHO:** Support is provided for: children with disabilities, children with special needs, children with learning disabilities, socially excluded children.

**HOW:** School provides the removal of physical and communication barriers and depending on the needs also provides an individual educational plan. An individual educational plan is a kind of educational support for the child, which is provided to ensure successful functioning for the children who need assistance. School programme insists on inclusive education that ensures the adaptation of the school to the needs of students, as well as involving the children in a regular educational process. For the purpose of providing additional support to education, the school is cooperating with local self-government bodies as well as other organizations and institutions at the local and broader level. There are also special schools for the education of children with disabilities and special needs. The child can enroll the school on the basis of the opinion of the special commission (inter-agency commission for assessing the need for providing additional education, health or social support) with parental consent.

**WHERE:** [List](#) of schools for children with special needs. (available in Serbian – Cyrillic language)

**GOOD TO KNOW:** More about inclusive education available in Serbian - <http://www.mrezainkluzija.org/inkluzivno-obrazovanje> (available in Serbian – Cyrillic and Latin language)

**ATTENTION:** Children with disabilities can be provided with free transportation, accommodation and nutrition.

#### **4.2 g school holidays**

**TITLE:** Winter holiday

**WHAT:** The school calendar is determined for each academic year separately. Winter holiday for school 2016-17 has two parts.

Duration of holiday: 31.12.2016 - 06.01.2017. and 30.1.2017 - 10.02.2017.

**TITLE:** Spring holiday



**WHAT:** Duration of holiday - 13.04.2017. - 17.04.2017.

**TITLE:** Summer holiday

**WHAT:** Duration of holiday - 21.06.2017. - 31.08.2017.

**TITLE:** Pupils and school employees have the right not to attend, at the time of the following religious holidays.

**WHAT:**

1. Orthodox holiday - on the first day of the family saint;
2. members of the Islamic community – 11th September 2016, on the first day of Kurban Bayram;
3. members of the Jewish community – 12th October 2016, on the first day of Yom Kippur;
4. members of religious communities that celebrate religious holidays according to the Gregorian calendar – 25th December 2016, on the first day of Christmas;
5. members of religious communities that celebrate religious holidays according to the Julian calendar - on January 7th 2017, on the first day of Christmas;
6. members of religious communities which celebrate the days of Easter holidays according to the Gregorian and Julian calendar - from Eastern Friday until the second day of Easter

#### **4.2 h school attendance and absence**

**TITLE:** School attendance and absence

**WHAT:** School keeps records of pupils. The pupil record is the data on the basis of which you can determinate his/her identity, educational, social and health status, as well as information about recommended and provided additional educational, health and social support. The school also records the attendance and absence of pupils. Parents also have the right to organize their children primary elementary education at their homes.

**WHO:** Recordings are conducted for each pupil.

**HOW:** Attendance record is kept by teacher through the log book. For pupils with disabilities education can be achieved at home by implementing an individual educational plan with adjusted standards. Parent or guardian is obliged to inform the school about the intention of achieving education at home conditions. Deadline for informing is the end of the school year (Jun). If pupil has not attended a one third of a school programme of a particular subject, he/she will remain undocumented and shall take the final exam from that subject in order to ensure that .

**WHERE:** List and addresses of [state](#) and [private](#) schools (available in Serbian – Latin language).

**WHEN:** Pupils are required to attend classes regularly, if they didn't acquire education at home. For absences from classes they are required to obtain a medical justification.

#### **4.2 i support for participation in school activities**

**TITLE:** Pedagogical assistant

**WHAT:** A pedagogical assistant is a professionally trained member of the school



staff who, working with teachers, children, families and the community helps the children from marginalised groups to use all the advantages of education and overcome the difficulties they face through their education.

**WHO:** This kind of support can enjoy children who belong to vulnerable groups (especially Roma children)

**HOW:** You can submit application (application form number 1) for your child. Special Commission will observe your application and decide which support your child can get. You can find application form in following link: <http://www.mpn.gov.rs/wp-content/uploads/2015/08/%D0%9F%D1%80%D0%B0%D0%B2%D0%B8%D0%BB%D0%BD%D0%B8%D0%BA-%D0%BE-%D0%B4%D0%BE%D0%B4%D0%B0%D1%82%D0%BD%D0%BE%D1%98-%D0%BE%D0%B1%D1%80-%D0%B0%D0%B7%D0%BE%D0%B2%D0%BD%D0%BE%D1%98-%D0%B7%D0%B4%D1%80%D0%B0%D0%B2%D1%81%D1%82%D0%B2%D0%B5%D0%BD%D0%BE%D1%98-%D0%B8-%D1%81%D0%BE%D1%86%D0%B8%D1%98%D0%B0%D0%BB%D0%BD%D0%BE%D1%98-%D0%BF%D0%BE%D0%B4%D1%80%D1%88%D1%86%D0%B8-%D0%B4%D0%B5%D1%82%D0%B5%D1%82%D1%83-%D0%B8-%D1%83%D1%87%D0%B5%D0%BD%D0%B8%D0%BA%D1%83.pdf>

**WHERE:** You can submit application for pedagogical assistant at your school institution. First you should check if your municipality has a pedagogical assistant. Map of municipalities that have pedagogical assistance: <http://www.inkluzijaroma.stat.gov.rs/en/pedagogical-assistants>

**GOOD TO KNOW:** There is also other types of special support. some of them are described in other chapters. You can check other types of special assistance here: (in Serbian language)

<http://www.mpn.gov.rs/wp-content/uploads/2015/08/%D0%9F%D1%80%D0%B0%D0%B2%D0%B8%D0%BB%D0%BD%D0%B8%D0%BA-%D0%BE-%D0%B4%D0%BE%D0%B4%D0%B0%D1%82%D0%BD%D0%BE%D1%98-%D0%BE%D0%B1%D1%80%D0%B0%D0%B7%D0%BE%D0%B2%D0%BD%D0%BE%D1%98-%D0%B7%D0%B4%D1%80%D0%B0%D0%B2%D1%81%D1%82%D0%B2%D0%B5%D0%BD%D0%BE%D1%98-%D0%B8-%D1%81%D0%BE%D1%86%D0%B8%D1%98%D0%B0%D0%BB%D0%BD%D0%BE%D1%98-%D0%BF%D0%BE%D0%B4%D1%80%D1%88%D1%86%D0%B8-%D0%B4%D0%B5%D1%82%D0%B5%D1%82%D1%83-%D0%B8-%D1%83%D1%87%D0%B5%D0%BD%D0%B8%D0%BA%D1%83.pdf>

## 4.2 j support in local language as a second language

**WHAT:** If you belong to national minority group, you have the right on education in your mother tongue language.

**WHO:** In Serbia there are 21 group of National minorities. Using their right, members of 21 national minorities constituted their national councils (Bunjevci, Bulgarians, Bosnians, Hungarians, Roma, Romanians, Russians, Slovaks, Ukrainians, Croats, Albanians, Ashkali, Vlachs, Greeks, Egyptians, Germans, Slovenes, Czechs, Macedonians, Montenegrins and the Federation of Jewish Communities). If you belong to one of these groups, you can enjoy especial right during education.

**HOW:** If you belong to National minority in Serbia you can have education in your mother tongue language or bilingual education. The basic condition for school to organize this kind of education is to have 15 children who want education in their mother tongue language. If there is less than 15 children that are interested,



school needs approval of The Ministry of Education, Science and Technological Development and National Council of National Minority for organizing education. Beside complete education in your mother tongue language, you can also have special school subject 'Mother tongue with special elements of national culture'.

**WHERE:** This education you can get in those schools that have minimum 15 children of certain national minorities.

**WHEN:** At the beginning of school year, children needs to decide if they want bilingual education and special school subject 'Mother tongue with special elements of national culture'.

**GOOD TO KNOW:** In Serbia there are 35 primary schools that have education in language of certain national minority. Bilingual education is organized in 122 primary schools.

**ATTENTION:** The Ministry of Education, Science and Technological Development in cooperation with OSCE is realizing several projects that are encouraging education for youngsters and adults in Serbian language as a non-native language. More information: (in Serbian and English language) <http://www.osce.org/mission-to-serbia/332536>

## 4.3 SECONDARY SCHOOL

### 4.3 a description of the system

**TITLE:** Description of the system

**WHAT:** Secondary schools are responsible for secondary education which is not compulsory in the Republic of Serbia. Secondary education is provided as: gymnasium, vocational school, school of art, combined (gymnasium or the art and professional schools), a school for adult education, school for students with disabilities.

**WHO:** You can enroll in the first year of high school if you have finished primary school.

**HOW:** Usually, in order to enrol one have to pass Entrance Exam. This test differs from school to school, and you should check all requirements with the specific school you want to go to in order to have precise information.

**WHERE:** List of [state](#) schools and [private](#) schools(available in Serbian – Latin language)

**WHEN:** When a student finishes primary school, usually at the age of 14.

### 4.3 b admission/registration

**TITLE:** Admission/registration

**WHAT:** If you completed primary education, you can apply for further education. If you completed a foreign primary school or one of the last two grades of primary education, finished international school in the Republic of Serbia (RS) or one of the last two grades of primary education, you can be enrolled in school if your school documents are acknowledged.

**STEP 1:** Enrolment of students in the first grade of public school is made on a competitive basis. Ministry announces a joint competition for all public schools.

**STEP 2:** In order to enrol in secondary school, primary school forwards to a secondary school elementary information about student.

**STEP 3:** The list of candidates for enrolling the school is determined on the basis of



their previous education which includes the overall success of students from the final examination.

**STEP 4:** After the list is published, the next step is to submit your documents to requested secondary school.

Documents required for registration are:

- ▶ Birth certificate
- ▶ A completed application form for admission to secondary school
- ▶ Certificate of primary school
- ▶ Testimonies last three years of primary school
- ▶ Certificate of passing the final exam

Medical certificate for secondary school enrolment

**WHERE:** List of [state](#) schools and [private](#) schools (available in Serbian – Latin language)

### 4.3 c transport to school

**TITLE:** Transport to school

**WHAT:** Schools and local authorities are not obliged to ensure transport of high school students. Private bus companies and usually have standard discounts for students.

**WHO:** Students who attend high schools, may have special discounts for transportation to school.

**HOW:** If you want to obtain certain discount as a student, it is necessary to deliver certificate that you are a regular student.

Necessary documentation - Belgrade example

For the students with residence in Belgrade: the original certificate of attendance of accredited high school on the territory of Serbia or original certificate of school attendance abroad/office in Belgrade, that has to be in Serbian or English or translated into Serbian language by a court interpreter.

For the students which don't have residence in Belgrade, but they go to schools on its territory: the original certificate of attendance of accredited high school on the territory of Belgrade.

For adults: a copy of ID card

For minors: a copy of a passport, health insurance card or a copy of birth certificate

For foreign students: a photocopy of passport or identity card (for students from EU)

**WHERE:** [List](#) of places in Belgrade where you can get your discount card.

**ATTENTION:** It is necessary for the minors to be accompanied by their parents, when they apply for their discount cards.

### 4.3 d school holidays

**TITLE:** Winter holiday

**WHAT:** The school calendar is determined for each academic year separately. Winter holiday for school 2016-17 has two parts.





Duration of holiday: 31.12.2016 - 06.01.2017. and 30.01.2017. - 10.02.2017.

**TITLE:** Spring holiday

**WHAT:** Duration of holiday - 13.04.2017. - 17.04.2017.

**TITLE:** Summer holiday

**WHAT:** Duration of holiday - 21.06.2017. - 31.08.2017.

**TITLE:** Pupils and school employees have the right not to attend, at the time of the following religious holidays.

**WHAT:**

1. Orthodox holiday - on the first day of the family saint;
2. members of the Islamic community – 11th September 2016, on the first day of Kurban Bayram;
3. members of the Jewish community – 12th October 2016, on the first day of Yom Kippur;
4. members of religious communities that celebrate religious holidays according to the Gregorian calendar – 25th December 2016, on the first day of Christmas;
5. members of religious communities that celebrate religious holidays according to the Julian calendar - on January 7th 2017, on the first day of Christmas;
6. members of religious communities which celebrate the days of Easter holidays according to the Gregorian and Julian calendar - from Eastern Friday until the second day of Easter

### 4.3 e final exams

**TITLE:** Final exams

**WHAT:** After completing secondary education in high school, final examination revises general standards of achievement. In addition to the general examination, there can be a final examination for the professional, art and specialized schools.

**WHO:** Basic condition for ending secondary education process is to pass the final exam. You can't finish any secondary school without final exam. Depending on type of secondary school you were going, you can take several types of final exams. (general or professional).

**HOW:** In order to graduate in professional schools, you need to pass professional exams – [necessary handbooks](#) (available in Serbian – Cyrillic and Latin language) Graduation exams in the gymnasium are:

- ▶ mother tongue and literature exam taken in written form.
- ▶ foreign language taken in written form. (You are required to translate unknown text with a help of a dictionary)
- ▶ mathematic exam taken in a written form.
- ▶ final essay from a subject student has chosen.

**WHERE:** You can take a final exams in a high school you attended. List of [state](#) schools and [private](#) schools.(available in Serbian – Latin language)

**WHEN:** You can take final exams at the end of the final school year.

### 4.3 f scholarships and grants





**TITLE:** Scholarships and grants

**TITLE:** Republic scholarships for students of high schools

**WHAT:** If you attend secondary school, you have the right to apply for a scholarship, which is founded by the RS, autonomous province or local governments. It is necessary that you are enrolled in a current school year for a first time, and that you have Serbian citizenship.

Scholarships are available to:

- ▶ All students of the first grade of high school who have achieved, in the higher grades of primary school (fifth to eighth grade), great success at the end of the year (average score of 4.50 to 5.00)
- ▶ Students from II to IV grade of high school who have completed excellent success in all previously grades, (between 4.50 and 5.00)

All students need to have excellent marks for behavior in school.

**TITLE:** Fund for young talents- ministry of youth and sports.

**WHAT:** If you are high school students, you can apply for a scholarship in the amount of RSD 20,000 to 200,000 per student.

Students who, in the period from 1st January 2016 to 31st December 2016, won one of the first three prizes in national or international competitions, can get the right to young talents' prize.

**MORE INFO:** Fund for talents open competition for students of middle school (available in Serbian - Latin language) <http://www.fondzamladetalente.rs/raspisan-konkurs-fonda-za-ucenike-sre/>

**TITLE:** Scholarships for students – Euro foundation

**WHAT:** Euro Foundation awards six high school students with scholarships in the amount of RSD 100,000. (838.55 EUR in 2017)

**TITLE:** Municipal scholarships

**WHAT:** Each municipality in accordance with its capabilities can provide scholarships for gifted and talented students.

## 4.4 HIGHER EDUCATION AND UNIVERSITY

### 4.4 a description of the system

**TITLE:** Description of the system

**WHAT:** High education is achieved through academic studies which enable students to develop and apply scientific, professional and artistic achievements and vocational studies which enables students to apply the knowledge and skills necessary to participate in the working process. There are two types of high education programmes. The first one is academic studies with academic study program, which prepares students for the development of scientific, artistic and professional achievements. The second one is vocational studies with vocational study program, which prepares student for implementation and development of professional knowledge.

First degree studies: basic studies, basic vocational studies, specialist vocational studies. Second level studies: master academic studies, master vocational studies,



specialist academic studies. Studies of third degree: doctoral studies.

**WHO:** Every student who has degree from corresponding high school and wants to continue previously started education. First you need to pass entrance examination, which is different for each study profile.

**HOW:** Find at web pages for call for applications, prepare relevant documents, or go directly to chosen institution of higher education and find office for students.

**WHERE:**

Example:

Univerzitet u Beogradu (University of Belgrade)

Studentski Trg 1,

11000 Belgrade

Tel: +381 11 3207 400

Email: [kabinet@rect.bg.ac.rs](mailto:kabinet@rect.bg.ac.rs)

Google maps: <https://www.google.rs/maps/place/University+of+Belgrade/@44.8170131,20.4570123,16z/data=!4m8!1m2!2m1!1srectorate+of+university+of+belgrade!3m4!1s0x0:0x57e557ac5f875e39!8m2!3d44.8184338!4d20.4575676>

**WHEN:** Usually at the end of a school year, which is few months before the start of a new school year.

**ATTENTION:** Your previous degree from foreign high school or faculty needs to be acknowledged from chosen educational institution in Serbia. For the nostrification of high school diplomas, the Ministry of Education, Science and Technological Development (on the territory of Vojvodina, this is the Provincial Secretariat for Education) is responsible, and for the nostrification of university documents - universities are responsible (they regulate the procedure of nostrification by their statutes).

**GOOD TO KNOW:** You can require taking some lectures and exams at mother language or other foreign language if that particular institution provides it <http://bg.ac.rs/en/international/projects/study-programmes.php>, (available in Serbian - Latin and English language). Next to public institutions of higher education you have private institutions and international universities/faculties (<http://bg.ac.rs/welcomeguide.pdf>, (available in English language)

#### 4.4 b admission of students

**TITLE:** Admission

**WHAT:** Information on the admission process and necessary documentation varies. This information you can find online on web sites of those institutions or by direct visit of the institution.

**STEP 1:** Signing up for residence, get the temporary residence visa in nearest police station or go to Ministry of Internal Affairs in Bulevar Mihajla Pupina 2.

**STEP 2:** Sing up for student's health insurance in National Health Insurance Fund and ask for confirmation document. Copy your passport.

**STEP 3:** Check does your high school degree can be acknowledged in Serbia.

**More info:** Recognition of Foreign Higher Education Documents for the Purpose of Further Education (available in Serbian - Latin, English language)

<http://bg.ac.rs/en/education/recognition.php>.

You will need official translation of all documents on Serbian or English language, depends on what institution requires.



**STEP 4:** Check does your origin country have special education memorandum with Serbia.

**MORE INFO:** International Relations (available in Serbian – Latin, English language)  
<http://bg.ac.rs/en/international/international.php>

**STEP 5:** Find University, Faculty or other public or private institution of high education and look for call for applications. Prepare yourself for preliminary exam.

**WHERE:** At residency of chosen institution.

**ATTENTION:** You might have extra charges for taxes.

**GOOD TO KNOW:** More information you can get from students association or chosen institution of education.

Students' Associations (available in Serbian – Latin, English language)  
<http://bg.ac.rs/en/students/support/students-associations.php>

#### **4.4 c subsidized school meals**

**TITLE:** Subsidized school meals

**WHAT:** Subsidized meals are the meals at subsidized prices, which can use the students who are financed from the budget of Republic of Serbia. Every student can use student's restaurant. Those restaurants are usually located near student dormitories, but there are also restaurants outside student dormitories. Also, in some commercial restaurants you may purchase meals with your student cards.

**WHO:** All University students has a right to meals in students restaurants. Students studying in their home city have a right to one meal per day, while students studying in the city other than their home city have a right to 3 meals per day. Students whose education is financed from the budget of Republic of Serbia can buy meals at subsidized prices, while students who are self-financed can buy food at economical prices.

**HOW:** A student has to obtain student card from institution of education or go to Directorate of the Institution student center Belgrade in Svetozara Markovica 56, Belgrade. Only with a student card you can use subsidized meals. Student has to use/present student card every time when he/she goes to the restaurant.

**WHERE:** Student's restaurants (available in Serbian – Latin and English language)  
<http://bg.ac.rs/en/students/life/food.php>

**WHEN:** When you get from your chosen institution of education confirmation of enrolment, you can submit request for a student card.

#### **4.4 d university holidays**

**TITLE:** University holidays\*

**TITLE:** Winter holidays

**WHAT:** From December 31st until middle of February.

After holidays there is period where you have winter examination period.\*

**TITLE:** Summer holidays

**WHAT:** From end of July until October 1st.

Before that you have period with summer examination period.

**TITLE:** Other holidays



**WHAT:**

- ▶ Eastern Orthodox holiday
- ▶ Christmas Orthodox holiday - from January 1st to January 8th
- ▶ National holiday - February 15th and 16th
- ▶ Labor Day - May 1st and 2nd

\*1- IMPORTANT- Every Faculty have their own calendar of work for examination period.

#### **4.4 e scholarships and grants**

**TITLE:** Scholarships and grants

**TITLE:** Republic scholarships

**WHAT:** Every year in May you can find open competition. You need previously to finish successfully last school year with great marks.

**WHERE:** Go to residence of chosen institution of education or to University of Belgrade (available in Serbian – Latin, English language) <http://bg.ac.rs/en/students/students.php>

**TITLE:** Republic grants

**WHAT:** Every year in May you can find open competition.

**WHERE:** Go to residence of chosen institution of education or to University of Belgrade (available in Serbian – Latin, English language) <http://bg.ac.rs/en/students/students.php>

**TITLE:** Other providers of scholarships

**WHAT:** Find competitions from:

- ▶ Private institutions of education
- ▶ Embassies
- ▶ NGOs
- ▶ Private Foundations
- ▶ Foreign Governments

But also you have programmes such as:

- ▶ Erasmus and CEEPUS.

**WHERE:** Find on their offal internet web sites or look at:

Scholarships

(available in Serbian –Latin language) <http://www.stipendije.rs/>

International Scholarships For Serbia & Montenegro

(available in English language) <http://www.scholars4dev.com/tag/scholarships-for-serbia-montenegro/>

92 Scholarships in Serbia

(available in English language) <http://www.scholarshipportal.com/scholarships/>



[serbia](#)

Student Mobility

(available in Serbian – Latin language) <http://bg.ac.rs/en/international/mobility.php>

#### **4.4 f accommodation subsidies**

**TITLE:** Accommodation subsidies

**WHAT:** In Serbia there is no accommodation subsidies for students, but there are special types of student dorms which students can pay at very low price, [approximately](#) 2200 RSD (18,47 EUR in 2017) Student can live in students dorms during studies.

**WHO:** Students from State Universities, who have Serbian citizenship and whose education is financed from the budget of Republic of Serbia. Also their residence shouldn't be at the same location where the University is. Students from the other states from the region may also be entitled to accommodation at dorms. Other foreign students can't enjoy these rights, except if there is a certain interstate agreement.

**HOW:** You should submit application at your faculty:

1. Application for admission to the Institution (available when applying)
2. A validated copy of certificates I, II, III, IV of the high school (prior to submission of the original to enter university school-high authenticate photocopies)
3. A certificate of registration of the first year of study (first time) from the budget of the Republic of Serbia (issued by the University-High school)
4. Evidence on the average monthly income per family member for the period from 1 January to 30 June for the following year (certified by the competent municipal authority of the place of residence of the candidate and the form can be purchased at the box offices of dormitories Foundation Student Center "Belgrade" or downloaded from link at the bottom of the page).
5. Index and ID card (for inspection)

Every faculty has exact number of rooms in dorms. You will be ranked with other students from your faculty. Then a prior right to the accommodation has the better ranked student.

**WHERE:** Ustanova Studentski centar Beograd (Institution Student Center Belgrade)  
Đušina 5a,

11000 Belgrade

Tel: 011-334-0043; 011-334-0324

Students dorms(available in Serbian – Latin and English language) <http://bg.ac.rs/en/students/appartments-dormitories.php>

More info for the city of Novi Sad (in Serbian, English and Chinese ) <https://www.uns.ac.rs/index.php/>

Google map: <https://www.google.rs/maps/place/%C4%90u%C5%A1ina+5,+Beograd+11000/data=!4m2!3m1!1s0x475a7abb5eeba5f7:0x579d650ed73c6415?sa=X&ved=0ahUKewiAxe1mJ3XAhVKalAKHYS-DUQQ8gEIJzAA>

**WHEN:** When you get from your chosen institution of education enrolment confirmation.

**ATTENTION:** Candidates from vulnerable social groups that the order of the final ranking did not get accommodation in the first allocation shall be entitled to apply



institution or a similar service to a specific rank within the dedicated set out in the facility.

**MORE INFO:** (in Serbian and English) <http://sc.rs/sc/osetljive-drustvene-grupe/>

**GOOD TO KNOW:** More contacts where you can ask about accommodation subsidies (available in Serbian – Latin, English language) <http://www.sc.rs/sc/index.php?run=kontaktS&lang=eng#>

## 4.5 APPRENTICESHIP

### 4.5 a apprenticeship possibilities

**TITLE:** Apprenticeship possibilities

**WHAT:** Apprenticeship is a system of training of practitioners of a trade or profession combining on-the-job training and often some studies. Apprenticeship also enables practitioners to gain a license to practice in a regulated profession.

**WHO:** You must be over the age of 18 and not older than 30. If you are student or graduated, you can apply.

**HOW:** You can search for available apprenticeship mostly online and apply for the ones that correspond to your professional skills.

**WHERE:** In addition to [Youth Office](#) (available in Serbian – Cyrillic and Latin language) where can be found most offers for apprenticeship and volunteering, there are also offers on the following websites:

<http://www.prakse.rs> (available in Serbian – Latin language)

<http://www.studentskapraksa.com> (available in Serbian – Latin language)

<http://www.najstudent.com> (available in Serbian – Latin language)

<http://www.studentskizivot.com/studentske-prakse> (available in Serbian – Latin language)

<http://portalmladi.com/prakse> (available in Serbian – Latin language)

As well as a list of foreign and international student organizations:

<http://www.balkanex.info/Organizacije/organizacije.html> (available in Serbian – Latin language)

**WHEN:** You are allowed to apply during the studies (commonly during the final year of studies) or right after graduation.

**GOOD TO KNOW:** All about apprenticeship in Serbia, its legal basis and procedures you can find: <http://www.poslodavci.rs/wp-content/uploads/2016/05/Vodic-za-strucnu-praksu.pdf> (available in Serbian – Latin language)

## 4.6 ADULT EDUCATION

### 4.6 a primary and secondary school programmes for adults

**TITLE:** Primary and secondary school programmes for adults

**TITLE:** State programme for primary education

**WHAT:** A number of schools in Serbia are part of the Functional Primary Education for Adults program, which offers primary education for adults done in 3 one-year cycles with teachers and others experts specially trained for working with adults.



Ask the Ministry of Education for more details on the programme and schools that offer them, or visit their website.

**WHERE:** Ministarstvo za nauku i obrazovanje (Ministry of Education)

Nemanjina 22-26

11000 Belgrade

Tel:+381 11 3616 527

(available in Serbian – Cyrillic and Latin language) [www.mpn.gov.rs](http://www.mpn.gov.rs)

**TITLE:** State programme for secondary education

**WHAT:** If your secondary education was halted for some reason, you can apply to finish your education by 31st August of a given year. Previously finished grades (levels) will be recognized, and as soon as you are given a confirmation from the school's director and possibly some entry exams, you may continue your secondary education. Ask the Ministry of Education or local high schools for more details.

**WHERE:** Ministarstvo za nauku i obrazovanje (Ministry of Education)

Nemanjina 22-26

11000 Belgrade

Tel: +381 11 3616 527

(available in Serbian – Cyrillic and Latin language) [www.mpn.gov.rs](http://www.mpn.gov.rs)

#### **4.6 b vocational training**

**WHAT:** The programme of vocational training is design for the unemployed persons to develop skills for autonomous work in the profession, without making a work contract.

Vocational training can include apprenticeship or professional exam, when the law stipulates it as a special requirement for independent work within the profession. It can also include acquiring specific knowledge and skills in order to improve work in the profession, to gain specialization, within the period established for the training programme or specialization, in accordance with a special regulation.

**WHO:** If you have passed the professional exam for independent work in practice, your employer may conclude an agreement on vocational training but only if the employer has established a vocational training program.

If you are not qualified for independent work in practice it should be concluded an agreement on vocational training, but in this particular case it needs to be concluded an agreement relevant to work which the law or the general act of the employer provided for apprenticeship and undertaking the apprentice exam.

**HOW:** The agreement on vocational qualification and training needs to be concluded in written form. The agreement should include: information about the employer and employee, the basis about vocational training (professional training and acquiring specific knowledge, as specialization), the duration of the agreement (defined dates when vocational training starts and ends), rights and obligations of both parties of the agreement and similar.

**WHERE:** The Ministry of Labor, Employment, Veteran and Social Affairs

22-24 Nemanjina Street, Belgrade

+381 11 3038661

<https://www.google.rs/maps/place/Ministry+of+Education,+Science+and+Technologic+Development/@44.8038903,20.4626518,20z/data=!4m5!3m4!1s0x0:0xe7e86a26719>





[70000!8m2!3d44.8039531!4d20.462551!hl=en](https://www.interreg-danube.eu/drim/70000!8m2!3d44.8039531!4d20.462551!hl=en)

#### **4.6 c courses for retirees**

**TITLE:** Courses for retirees

**WHAT:** For all those who are eager to learn, develop new skills, who want to spend their free time, come up with a creative way to deal with everything they have always had lack of the time and opportunity for, many education centers and private universities offer interesting programmes adjusted for retirees.

**WHO:** Persons who are retired.

**HOW:** Whatever course retirees want to apply for, they need to submit a pension check as a proof.

**WHERE:** More info at

Pensions (available in Serbian – Latin language) <https://www.penzin.rs/>

**WHEN:** When a local municipality has financial resources to organize relevant courses or if there are available courses for retirees provided by corresponding IT/art/language/fitness institute.

**GOOD TO KNOW:** There are many free courses provided by local municipality, but people need to have in mind that there are also a lot of interesting courses that many institutions provide with relevant discount for retirees.

### **4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS**

#### **4.7 a nostrification/recognition of education**

**TITLE:** Nostrification/recognition of education

**TITLE:** Entering high school

**WHAT:** Your elementary school and high school records must be translated by an authorized translator and submitted to the Ministry of Education along with a nostrification form, which they will provide you with. If you do not possess a record of your education, the state is obliged under the Geneva Convention (Relating to the status of Refugees) to help you in any way possible in order for you to achieve your rights.

**WHERE:** Ministarstvo prosvete nauke i tehnološkog razvoja (Ministry of Education)

ENIC/NARIC Center Serbia

Nemanjina 22-26

11000 Belgrade

Tel: +381 11 2401 911

Email: [enic@mpn.gov.rs](mailto:enic@mpn.gov.rs)

**TITLE:** Entering university and finding employment

**WHAT:** Contact the faculty of any accredited university (public or private) that relates closest to your field of study and ask them about the procedure for nostrification (varies among faculties). Faculties evaluate the differences between your education and the Serbian curriculum, and if they find that the difference is too large, you may have to take additional exams.



**WHERE:** Faculty of any university in Serbia that is closest to your field of study.

#### **4.7 b vocational qualifications**

**TITLE:** Professional (gulid) certifications

**WHAT:** Each major profession in Serbia has its own professional association, called chambers. These institutions issue certificates which allow members to work in the given field. Depending on the chamber, there are certain qualifications and other conditions that need to be met. Please refer to your profession's corresponding chamber in Serbia for more details. Professional chamber can also be found on the local (province, city or municipality) level.

**WHERE:**

Serbian Chamber of Engineers  
37 Vojvode Misica Boulevard, Belgrade  
Tel:+381 11 2648 523  
[info@ingkomora.rs](mailto:info@ingkomora.rs)

Serbian Medical Chamber  
1-3 Kraljice Natalije Street, Belgrade  
Tel:+381 11 362 6185

Serbian Bar Association  
13/I Decanska Street, Belgrade  
Tel:+381 11 3239 072  
[office@aks.org.rs](mailto:office@aks.org.rs)

Serbian Dental Chamber  
3/III UzunMirkova Street, Belgrade  
Tel:+381 11 440 9890  
[office@stomkoms.org.rs](mailto:office@stomkoms.org.rs)

Pharmaceutical Chamber of Serbia  
25 Mutapova Street, Belgrade  
Tel:+381 11 3243 144  
[komora@farmkom.rs](mailto:komora@farmkom.rs)

Serbian Veterinary Chamber  
18 Oslobodjenja Boulevard, Belgrade  
Tel:+381 11 2684 597  
[vetks@EUnet.rs](mailto:vetks@EUnet.rs)

Serbian Social Protection Chamber  
41 Terazije Street, Belgrade  
Tel:+381 11 3343272  
[komora@komorasz.rs](mailto:komora@komorasz.rs)



Chamber of Nurses and medical technicians of Serbia  
27 Terazije Street, Belgrade  
Tel:+381 11 3223631  
[ogranak\\_beograd@kmszts.org.rs](mailto:ogranak_beograd@kmszts.org.rs)

## 4.8 SUPPORT SERVICES FOR MIGRANTS

### 4.8 a list of support services and projects regarding education

**TITLE:** State programme for primary education

**WHAT:** A number of schools in Serbia are part of the Functional Primary Education for Adults program, which offers primary education for adults done in 3 one-year cycles with teachers and others experts specially trained for working with adults. Ask the Ministry of Education for more details on the programme and schools that offer them, or visit their website.

**WHERE:** Ministarstvo prosvete nauke i tehnološkog razvoja (Ministry of Education)  
Nemanjina 22-26  
11000 Belgrade  
Tel: +381 11 3616 527  
(available in Serbian – Cyrillic and Latin language)  
[www.mpn.gov.rs](http://www.mpn.gov.rs)

**TITLE:** State programme for secondary education

**WHAT:** If your secondary education was halted for some reason, you can apply to finish your education by 31 August of a given year. Previously finished grades (levels) will be recognized, and as soon as you are given a confirmation from the school's director and possibly some entry exams, you may continue your secondary education. Ask the Ministry of Education or local high schools for more details.

**WHERE:** Ministarstvo prosvete nauke i tehnološkog razvoja (Ministry of Education)  
Nemanjina 22-26  
11000 Belgrade  
Tel: +381 11 3616 527  
(available in Serbian – Cyrillic and Latin language)  
[www.mpn.gov.rs](http://www.mpn.gov.rs)

### 4.8 b list of online resources regarding education

**TITLE:** Education system in Serbia

**WHAT:** Description of the Serbian Education System

**WHERE:** (in Serbian) <http://www.serbiaeducation.info/Education-System/Index.html>

**TITLE:** Stipedije.rs

**WHAT:** Information on grants and subsidies for students

**WHERE:** (in Serbian and English) <http://www.stipendije.rs/>  
<http://www.najstudent.com/stipendije/osnovne-studije/#page=1&sort=default&so>



[rt\\_type=ASC&study\\_program\\_type\[\]=1](#)

**TITLE:** Universities in Serbia

**WHAT:** List of state and private Universities in Serbia

**WHERE:** (in Serbian) <http://fakulteti.edukacija.rs/univerziteti>

**TITLE:** AEISEC

**WHAT:** It is an international non-governmental not-for-profit organization that provides young people with leadership development and cross-cultural global internship and volunteer exchange experiences across the globe, with a focus to empower young people so they can make a positive impact on society

**WHERE:** (in Serbian and English) <https://aiesec.org/>

**TITLE:** Najstudent

**WHAT:** Information platform for students

**WHERE:** (in English and Serbian) <http://www.najstudent.com/>

**TITLE:** Education

**WHAT:** Education is a database of learning opportunities.

**WHERE:** (in English) <http://obrazovanje.rs/en>



## 5 EVERYDAY LIFE

### 5.1 HOUSING

#### 5.1.1 RENTING

##### 5.1.1 a procedure check list

**TITLE:** Renting a property in Serbia

**WHAT:** Renting, also known as hiring or letting, is an agreement where a payment is made for the temporary use of a good, service or property owned by another.

The rights and obligations of the lessee and the lessor, as well as other issues of importance for the lease that are not regulated by the Law on Housing and Building Maintenance, are regulated in accordance with the Law on Obligations and Contracts.

**STEP 1:** You can look for the apartment on you own or you can hire a real-estate agency.

**STEP 2:** Agencies charge this service depending on agreement you sign. The price can be higher if you pay off the service, after agency has found you the corresponding apartment.

**STEP 3:** Renting price varies depending on with how many things the apartment has been furnished (furnished, partly furnished, unfurnished), what size it is, in which part of the city it is (in the centre or on the periphery).

**STEP 4:** When you find the apartment, you need to conclude tenancy agreement in written form with a lessor, or holder of a public property, who is obliged to submit a copy of the agreement to the competent local tax administration within 30 days from the date of conclusion.

**STEP 5:** Whether it has been stipulated in the agreement, you may be required to report the residence place in the corresponding police station.

**WHERE:** You can look for the apartment on one of listed websites for advertising real-estates. (available in Serbian – Latin language)

<http://itnetwork.rs/Najbolji-srpski-sajtovi-za-nekretnine-article-7260.htm>

You can find a list of real estate agencies on the following link: Agencies (available in Serbian – Latin language)

<http://www.nekretnine.rs/agencije/>

**GOOD TO KNOW:** If you want to rent an apartment in Belgrade or any other major city, the greatest supply and demand is in the period from September to November. It is reduced during winter, because rarely anyone changes the place of residence until spring.

##### 5.1.1 b real estate search

**TITLE:** Websites for real estate's advertisements

**WHAT:** People usually search for real estate properties through the Internet. There are many websites that provide only real-estate advertisements, but there are also those that within general advertisements include also real-estate properties.

**WHERE:** A list of websites for advertising real-estates

(available in Serbian – Latin language) <http://itnetwork.rs/Najbolji-srpski-sajtovi-za-nekretnine-article-7260.htm>



**TITLE:** Real estate agencies

**WHAT:** These types of agencies provide support in all stages related to renting, buying and selling real-estate properties.

**WHERE:** Agencies

(available in Serbian – Latin language) <http://www.nekretnine.rs/agencije/>

**TITLE:** Support of NGO's

**WHAT:** Within their work, some NGO's support vulnerable group to find corresponding place to live.

**WHERE:** A list of organizations

(available in Serbian – Latin language) [http://www.protecta.org.rs/public\\_docs/adresar\\_organizacija.pdf](http://www.protecta.org.rs/public_docs/adresar_organizacija.pdf)

## 5.1.2 BUYING

### 5.1.2 a procedure check list

**TITLE:** Buying a real estate - procedure check list

**WHAT:** Posting an advertisement, a salesman begins the process of selling, while searching advertisements, a buyer begins the process of buying. Whether you want to sell or buy a property, when searching the one that suits you, you can search for it by yourself, you can hire a real estate agency, or even both.

**STEP 1:** When you find a property that suits you, first you need to check who actually the owner is (it is important to find out as much information as possible about property, whether the property has been registered in the cadastre (if it hasn't, all the documents necessary for registration needs to be provided), if the property is under mortgage and whether it is subject to litigation.

**STEP 2:** Search photocopies of all documents which the seller possess, submit them to the lawyer you hired in order to be legally reviewed.

**STEP 3:** You can negotiate on the price. It is necessary to define the deposit, which needs to be paid at the time of signing the preliminary contract. The usual deposit is 10% of the total price, and it serves to the period necessary to vacate the property and as a guarantee to the buyer that the seller will not sell it to someone else or to give up sales.

**STEP 4:** You sign the preliminary contract when everything is settled. It also provides all the essential elements of the future, main contract and specifies the date and manner of its conclusion and payment of the total price. If the buyer pays out through a housing loan, since the loan is granted only after signing the preliminary contract, but it is not stipulated exactly when it will be approved, within the contract needs to be indicated the date related to the date of loan authorization, for example, the seventh day of loan approval. Pre-contract will be certified by the court. The buyer needs to pay a verification fee.

**STEP 5:** Handing over the property and payment of the total amount are usually performed on the same day, after signing the main contract. Both seller and buyer go to the relevant notary public to sign and verify the contract. There are also few fees that need to be paid.

**STEP 6:** Then you go to the bank, where the rest of the money needs to be transferred to the seller's account.

**STEP 7:** You need to submit a copy of the sales contract to all public companies



(electricity, water, utilities) in order to be registered as a new owner of the property.

**WHERE:**

A list of websites for advertising real-estates

(available in Serbian – Latin language) <http://itnetwork.rs/Najbolji-srpski-sajtovi-za-nekretnine-article-7260.htm>

A list of real estate agencies

(available in Serbian – Latin language) <http://www.nekretnine.rs/agencije/>

A list of public notaries in the RS

(available in Serbian – Latin language) <http://www.overa.rs/novo-imenovani-prvi-javni-beleznici.html>

**GOOD TO KNOW:** If a buyer wants to withdraw, the deposit remains to the seller, and if the seller wants to quit, double price of the deposit needs to be returned to the buyer.

**5.1.2 b real estate search**

**TITLE:** Websites for real estate’s advertisements

**WHAT:** People usually search for real estate properties through the Internet. There are many websites that provide only real-estate advertisements, but there are also those that within general advertisements include also real-estate properties.

**WHERE:** A list of websites for advertising real-estates

(available in Serbian – Latin language) <http://itnetwork.rs/Najbolji-srpski-sajtovi-za-nekretnine-article-7260.htm>

**TITLE:** Real estate agencies

**WHAT:** These types of agencies provide support in all stages related to renting, buying and selling real-estate properties.

**WHERE:** Agencies

(available in Serbian – Latin language) <http://www.nekretnine.rs/agencije/>

**TITLE:** Support of NGO’s

**WHAT:** Within their work, some NGO’s support vulnerable group to find corresponding place to live.

**WHERE:** A list of organizations

(available in Serbian – Latin language) [http://www.protecta.org.rs/public\\_docs/adresar\\_organizacija.pdf](http://www.protecta.org.rs/public_docs/adresar_organizacija.pdf)

**5.1.3 WASTE MANAGEMENT**

**5.1.3 a national rules and fines**

**TITLE:** National rules and fines on waste management

**WHAT:** It includes activities as classifying waste, waste management planning and organizing, responsibilities and obligations of waste management operators,





managing specific waste streams, transboundary movement of waste, reporting on waste and database, financing waste management, controlling, as well as other issues of importance for waste management.

**WHO:** Entities responsible for waste management are:

- ▶ The Republic of Serbia;
- ▶ Autonomous region;
- ▶ The local government unit;
- ▶ Environmental Protection Agency;
- ▶ Professional organizations for waste testing;
- ▶ Non-governmental organizations, including the organization of consumers;
- ▶ Other bodies and organizations, in accordance with the law.

**HOW:** According to the Law on Waste Management, waste management needs to be performed in a manner that provides the least risk to endangering life and human's health and environment, control and mitigation measures: water, air and soil pollution, danger to the flora and fauna, the risk of causing accident, fire or explosion; negative impact on the landscape and natural resources of special value, the level of noise and odours.

**WHERE:**

Directorate for Waste Management  
1, Kraljice Marije Street, 11000 Belgrade, Serbia  
+381 11 7157845

Google map: <https://www.google.rs/maps/place/INEX,+Kraljice+Marije+1,+Beograd+1000/@44.8094813,20.4742817,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aa2f1c7a803:0x7dfcded970d35102!8m2!3d44.8093568!4d20.476437?hl=en>

A list of waste management companies

(available in Serbian – Latin language) [http://vesti.kombib.rs/ko\\_u\\_srbiji\\_moze\\_da\\_upravlja\\_otpadom\\_spisak\\_operatera\\_koji\\_su\\_dobili\\_dozvole.html](http://vesti.kombib.rs/ko_u_srbiji_moze_da_upravlja_otpadom_spisak_operatera_koji_su_dobili_dozvole.html)

**WHEN:** If a waste producer is not able to organize waste management in accordance with the Law, he/she is obliged to hand over waste to operator who is authorized to manage waste. Ownership of the waste stops when the next owner takes over waste and receives the Document on waste movement.

## 5.2 SOCIAL SUPPORT

### 5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL ASSISTANCE

#### 5.2.1 a assistance for families and children

**TITLE:** Parental allowance

**WHAT:** Parental allowance is a one of the support measures for families, which is an instrument of population policy. The right to this allowance can have a mother for the first, second, third and fourth child.

**WHERE:** The state administration in your local municipality

A list of all local municipalities in the RS

(available in Serbian – Latin, English, Russian, German language) [http://www.opstinesrbije.com/opstine\\_srbije.php](http://www.opstinesrbije.com/opstine_srbije.php)



**TITLE:** Child allowance

**WHAT:** You can obtain child allowance if you are a parent of a child who has a Serbian citizenship, residence in Serbia, and has health insurance form of Republic Institute for Health Insurance, for every of four children. The right to child allowance also depends on three months incomes average in the moment of submitting request.

**WHERE:** The state administration in your local municipality

A list of all local municipalities in the RS

(available in Serbian – Latin, English, Russian, German language) [http://www.opstinesrbije.com/opstine\\_srbije.php](http://www.opstinesrbije.com/opstine_srbije.php)

**TITLE:** Support for women in labour – Belgrade’s example.

**WHAT:** Unemployed mothers can achieve a cash benefit in the amount of RSD 35,000. That can be realized in four instalments, so first you will be paid RSD 20,000, and then RSD 5,000 in the next three months. Employed mothers may realize one-time cash benefit, in the amount of RSD 10,000.

**WHERE:** The state administration in your local municipality

A list of all local municipalities in the RS

(available in Serbian – Latin, English, Russian, German language) [http://www.opstinesrbije.com/opstine\\_srbije.php](http://www.opstinesrbije.com/opstine_srbije.php)

**TITLE:** Maternity leave

**WHAT :**In accordance with the Labor Law and the Law on Financial Support to Families with Children, financial compensation during leave from work according to childcare and leave for special child care, can achieve: employed by the legal or natural persons; self-employed persons.

According to the law, compensation during leave from work for childcare can also achieve a father of a child or guardian, when he uses his absence. But in reality, this right usually uses only women.

**WHERE:** Your employer has an obligation to submit documentation for you in local tax administration or the branch office of the National Health Insurance Fund of the Republic of Serbia.

#### **5.2.1 b death and assistance**

**TITLE:** Right to funeral costs refunds

**WHAT:** This right has a person who has paid out the funeral costs in case of death of a pensioner. The refund is paid out in the amount of one and a half average pension paid in the previous quarter, compared to the day of death of a pensioner. Following documentation needs to submit:

a copy of death certificate, bills of all funeral costs (originals or certified copy), a copy of ID of a person who submits a request, pension check of a person who died.

**WHERE:** In one of the branch offices of the Pension and Disability Insurance Fund of the Republic of Serbia

(available in Serbian – Latin, English language) <http://www.pio.rs/eng/business-network/branches.html>



**TITLE:** Right to funeral costs refunds– from employer

**WHAT:** In accordance with the general regulations, an employer is obliged to refund funeral costs to an employee in case of death of an immediate family member, or to an immediate family members in case of death of the employee.

**WHERE:** In one of the branch offices of the Pension and Disability Insurance Fund of the Republic of Serbia

(available in Serbian – Latin, English language) <http://www.pio.rs/eng/business-network/branches.html>

**TITLE:** Funeral costs - that the local budget covers

**WHAT:** This right has:

Beneficiaries of [financial social assistance](#) or those who submitted a request for this type of assistance, but only if after death is determined that a person had a right to this type of assistance.

The ones who didn't have anyone who was obliged to financially [support](#) them, and after their death it wasn't left any money or property to cover funeral costs;

Persons who doesn't have financial means to pay out funeral costs (in cases when even family members were recipients of social welfare assistance);

Persons from nursing centers or [foster care](#);

Persons whose identity and [place of residence](#) are unknown, and died on the territory of certain city or municipality.

If someone who wasn't obliged to organize funeral for any of the above-mentioned category of persons, he/she will get cost refund, but only to the extent that the Center recognize as the most essential. This person needs to submit a request for cost refund to the center, along with all the bills and other evidence that prove that he/she covered all costs.

**WHERE:** In one of the branch offices of the Social Work Center.

(available in Serbian – Latin, Cyrillic) [http://www.ils.rs/index.php?option=com\\_content&view=article&id=58&Itemid=49&lang=en](http://www.ils.rs/index.php?option=com_content&view=article&id=58&Itemid=49&lang=en)

**TITLE:** Family pension

**WHAT:** A spouse has the right to family pension:

A wife: if she is 53, but at the time of death of a spouse was at least 45.

A husband: at the time of death of a spouse was at least 58.

Children: up to 15 years old, whether they attend school, high school students up to 20 years old, and college students up to 26 years old.

**WHERE:** In one of the branch offices of the Pension and Disability Insurance Fund of the Republic of Serbia

(available in Serbian – Latin, English language) <http://www.pio.rs/eng/business-network/branches.html>

### 5.2.1 c financial assistance for housing

**TITLE:** Social housing in supportive environment (shse)

**WHAT:** This programme provides housing and social protection to the most vulnerable citizens of Serbia - refugees, internally displaced persons, who are accommodated in collective centers or inadequate private accommodation, Roma, persons with disabilities, persons with chronic illnesses and homeless. Every



of this group have one thing in common - they are not independently able to solve their housing problem, and that without the help and support of the community they cannot be successfully integrated in society.

A contract is concluded for a limited time between the non-profit housing organizations - housing agencies in the territory of the local government where the apartment is located and the persons who acquired the right to lease a property.

They have a right to lease a property under certain, stipulated conditions, and the contract is terminated if: a leasing time has expired; there was mutual consent; leasing was cancelled.

**MORE INFO:**

Social housing

(available in Serbian – Latin, English language) <http://www.housingcenter.org.rs/en/index.php/socijalno-stanovanje-u-zasticenim-uslovima>

Regulation on the construction of social housing:

(available in Serbian – Latin, language) <http://www.gsaca.rs/documents/Uredba%20o%20standardima%20i%20normativima%20za%20planiranje,%20projektovanje,%20gra%C4%91enje%20i%20uslovima%20za%20kori%C5%A1%C4%87enje%20i%20odr%C5%BEavanje%20stanova%20za%20socijalno%20stanovanje.pdf> Article 30

#### 5.2.1 d low income assistance

**TITLE:** Financial social assistance

**WHAT:** The right of an individual or family, who through their work, income from property or from other sources of generating income less than the amount of financial social assistance established by this Law.

**WHERE:** Centri za socijalni rad (Centre for Social Welfare)

(available in Serbian – Cyrillic language)

List of Centres for Social Welfare

**TITLE:** Allowance for care and assistance of another person

**WHAT:** The rights of a person who, because of physical or sensory impairment, intellectual disability, or changes in health, needs assistance and care of another person in order to satisfy their basic living needs

**WHERE:** Centri za socijalni rad (Centre for Social Welfare )

(available in Serbian – Cyrillic language)

[List](#) of Centres for Social Welfare

**TITLE:** Increased allowance for assistance and care of another person

**WHAT:** The right of a person that was determined to have a physical impairment of 100% or that the organic permanent disorder of neurological and psychological type as well as person who has more damage, with the level of damage amounts to 70% and more by at least two bases.

**WHERE:** Centri za socijalni rad (Centre for Social Welfare )

(available in Serbian – Cyrillic language)

[List](#) of Centres for Social Welfare

**TITLE:** Assistance for vocational training



**WHAT:** The right to assistance in education and training for work and is recognized to children and youth with disabilities and adults with disabilities, according to the psycho-physical abilities and age, to be trained for certain work and this right cannot be achieved by any other legal basis.

**WHERE:** Centri za socijalni rad (Centre for Social Welfare )  
(available in Serbian – Cyrillic language)

[List](#) of Centres for Social Welfare

**TITLE:** Single financial assistance

**WHAT:** This aid is provided to a person who suddenly finds himself now or in need, and which has no means to provide clothing, footwear and transport costs necessary to make the accommodation.

**WHERE:** Centri za socijalni rad (Centre for Social Welfare)  
(available in Serbian – Cyrillic language)

[List](#) of Centres for Social Welfare

### 5.2.1 e unemployment assistance

**TITLE:** Mandatory unemployment insurance (MANDATORY UNEMPLOYMENT INSURANCE)

**WHAT:** Mandatory unemployment insurance is part of a system of compulsory social insurance of citizens which provides the right for unemployment on the principles of obligation, mutuality and solidarity. Unemployment insurance includes financial compensation and health insurance and pension and disability insurance.

**WHERE:** Nacionalna služba za zapošljavanje (National Employment Agency)  
8, Kralja Milutina Street,  
11000 Belgrade  
Tel: +381 11 29 29 800

A list of all branch offices in the RS

(available in Serbian – Latin, Cyrillic language) <http://www.nsz.gov.rs/live/mreza/direkcija>

**TITLE:** Financial compensation

**WHAT:** Financial compensation belongs to the unemployed since the first days of the termination of compulsory insurance, if you submit a request within 30 days of termination of employment or termination of insurance. Financial compensation is equal to 50% of the average wage in 12 months prior to the request for compensation.

**WHERE:** Nacionalna služba za zapošljavanje (National Employment Agency)  
8, Kralja Milutina Street,  
11000 Belgrade  
Tel: +381 11 29 29 800

A list of all branch offices in the RS

(available in Serbian – Latin, Cyrillic language) <http://www.nsz.gov.rs/live/mreza/direkcija>



## 5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID

### 5.2.2 a aid in food, clothes etc.

**TITLE:** Red cross of the republic of Serbia

**WHAT:** Raises funds and distributes the aid received from the international organizations and other donors

**WHERE:** Simina 19, 11000 Belgrade

+381 11 3032125

[serbia@redcross.org.rs](mailto:serbia@redcross.org.rs)

**TITLE:** Caritas Serbia

**WHAT:** Distributes humanitarian aid in crisis situations

**WHERE:** Vojvode Stepe 78, 11000 Belgrade

+381 11 4099561

[secretariat@caritas.rs](mailto:secretariat@caritas.rs)

**TITLE:** UNHCR Serbia

**WHAT:** Provide comprehensive intervention, including vital assistance in the form of clean water and hygiene packages, medical care, building materials or items, such as blankets, mattresses, buckets, household goods and sometimes food

**WHERE:** Krunska 58, 11000 Belgrade

+381 11 2443746

[srbbe@unhcr.org](mailto:srbbe@unhcr.org)

**TITLE:** Danish refugee council- DRC Serbia

**WHAT:** Supports internally displaced persons, refugees, asylum seekers and socially vulnerable local population to live with dignity through housing solutions, social and economic re / integration, technical assistance, capacity building, legal expertise, protection of rights, representation and distribution of non-food products

**WHERE:** Sindjeliceva 18, 11000 Belgrade

## 5.2.3 LEGAL AID

### 5.2.3 a state pro bono legal aid

**TITLE:** State pro bono legal aid

**WHAT:** Persons receiving welfare and/or child support or with a low income are entitled to free legal aid which should be provided by municipality free legal aid offices.

**WHO:** You are receiving welfare and/or child support or have a low income and you cannot afford to pay for the legal aid needed to protect your rights.

**HOW:** Municipality free legal aid office may provide legal aid in person, by phone, by e-mail and through written correspondence.

**WHERE:**

City municipality of Zvezdara

77 King Aleksandar Boulevard



11000 Belgrade

Google maps [https://www.google.rs/maps/place/Bulevar+kralja+Aleksandra+77,+Beograd/data=!4m2!3m1!1s0x475a7aa19a1bf081:0x296cbcac701cf146?sa=X&ved=0ahUK Ewj\\_yL2Txu3TAhXBYJoKHXuEA20Q8gEIlzAA](https://www.google.rs/maps/place/Bulevar+kralja+Aleksandra+77,+Beograd/data=!4m2!3m1!1s0x475a7aa19a1bf081:0x296cbcac701cf146?sa=X&ved=0ahUK Ewj_yL2Txu3TAhXBYJoKHXuEA20Q8gEIlzAA)

**WHEN:** When you are in need of free legal aid and in time before deadlines for legal remedies are close to expiring.

**ATTENTION:** Free legal aid offices don't exist in every municipality and they may provide different types of legal aid services. Most may provide information, advice, writing of briefs, while a far lesser number of municipalities may also provide representation free of charge.

You may not be entitled to free legal aid if you don't have permanent residence in the particular municipality.

**GOOD TO KNOW:** Even if you're not entitled to free legal aid, you may still be provided with legal aid at a discount of 50 to 80% of Layers tariff.

### 5.2.3 b other pro bono legal aid

**TITLE:** Other pro bono legal aid

**WHAT:** Civil Society Organizations (CSOs) provide free legal aid to victims of human rights abuse or/and members of vulnerable groups (Roma, asylum seekers, refugees, LGBT, victims of family violence, socially disadvantaged etc.)

**WHO:** If you are a victim of human rights abuse or/and a member of a vulnerable group and you are in need of free legal aid.

**HOW:** CSOs may provide free legal aid in person, by phone, by e-mail and through written correspondence.

**WHERE:**

Lawyers committee for human rights – YUCOM

4 Kneza Milosa Street

11000 Belgrade

Google maps [https://www.google.rs/maps/place/Kneza+Milo%C5%A1a+4,+Beograd/data=!4m2!3m1!1s0x475a7aa58c77f233:0xea2d6d62bc7c66e1?sa=X&ved=0ahUK Ewj\\_M9afDx-3TAhVpD5oKHdCrDGOQ8gEIlzAA](https://www.google.rs/maps/place/Kneza+Milo%C5%A1a+4,+Beograd/data=!4m2!3m1!1s0x475a7aa58c77f233:0xea2d6d62bc7c66e1?sa=X&ved=0ahUK Ewj_M9afDx-3TAhVpD5oKHdCrDGOQ8gEIlzAA)

or

List of the free legal aid providers <http://triplecitizens.eu/regional-service-provider/> (available in English language)

**WHEN:** When you are in need of free legal aid and in time before deadlines for legal remedies are close to expiring.

**ATTENTION:** Few CSOs provide free legal aid to all of the above mentioned categories of beneficiaries, than those CSOs focused only on certain categories of beneficiaries such as asylum seekers or Roma.

**GOOD TO KNOW:** Different CSOs provide different types of legal aid services. Most provide information, advice and writing of briefs, but only a few provide representation, and only in selected cases.

## 5.2.4 PSYCHOSOCIAL SUPPORT

### 5.2.4 a programmes by state social services

**TITLE:** Program of Counseling

**WHAT:** Program of Counseling is a kind of psychological support which provides





Center for social work in Serbia. It is an organized form of assistance which can be individual or in group form. This programme has a goal of a personal development and progress.

Counseling is a process of preparing a person or a group for life and change of living conditions. This represents superficial and brief psychotherapy and it's realized in the form of expert advices.

Counseling services that are most often provided:

- ▶ Informing about the procedure of divorce
- ▶ How to tell the child that the parents are separated
- ▶ How to improve parental cooperation during and after divorce
- ▶ Introducing with rights / procedures in cases of domestic violence

**WHERE:** You can have psychosocial assistance in Centers for social work (available in Serbian – Cyrillic language)

[List](#) of Centers for social work.

#### 5.2.4 b programmes by NGOs

**TITLE:** Programs by NGOs

**TITLE:** Counselling against domestic violence.

**WHAT:** Counseling is dedicated to women who are threatened by thugs in their homes.

**WHERE:** Tel: 0800 011 011

Tel:+381 11 329 1440

Tel:+381 11 2441 521

Tel:+381 62 304 560

Email: [savet@eunet.rs](mailto:savet@eunet.rs)

Belgrade

**TITLE:** Novosadski charity center – psychological counselling

**WHAT:** Psychological counseling for young people is Novi Sads volunteer project of Novi Sads Humanitarian Center, where therapists - volunteers provide free services of emotional support, psychological counseling and psychotherapy for citizens of Novi Sad.

**WHERE:** Arse Teodorovića 3,

21000 Novi Sad (office of organisation);

Bulevar Vojvode Stepe 1,

21000 Novi Sad (counseling)

Tel: +381 63 694 677

Email: [savetovalište.nshc@gmail.com](mailto:savetovalište.nshc@gmail.com)

**TITLE:** Autonomous women's center

**WHAT:** Empowering women to overcome the trauma of domestic violence, partner violence and/or sexual violence (violence against women), through psychological and legal professional support

**WHERE:** Tiršova 5a, 11000 Belgrade



SOS phone: Tel: 011 2662 222; legal support:

Tel: +381 11 2656 178

Email: [dobre\\_prakse@azc.org.rs](mailto:dobre_prakse@azc.org.rs)

**TITLE:** Astra

**WHAT:** Astra is CSO organization which is dealing with assistance of trafficking victims.

**WHERE:** Tel: +381 11 7850 000

Email: [sos@astra.rs](mailto:sos@astra.rs)

(available in Serbian – Latin and English language) [www.astra.rs](http://www.astra.rs)

**TITLE:** Center for youth integration

**WHAT:** Organization which provides assistance to children victims of violence

**WHERE:** Vukasovićeve 2, 11000 Belgrade

Tel: +381 62 1915 650

Email: [marko.tosic@cim.org.rs](mailto:marko.tosic@cim.org.rs)

(available in Serbian – Latin and English language) <http://cim.org.rs/sr/>

**TITLE:** Association of citizens “no mobbing”

**WHAT:** Organizations which provide assistance to victims of abuse at work, and for employees who can't realize their rights.

**WHERE:** Boulevard of Arsenija Čarnojevica 161,  
11000 Belgrade

Tel: +381 64 2127 880

Email: [nomobbing.bg@gmail.com](mailto:nomobbing.bg@gmail.com)

(available in Serbian – Latin language) [www.nomobbing.org.rs](http://www.nomobbing.org.rs)

**TITLE:** Ian –international aid network

**WHAT:**

**WHERE:** On weekdays from 09.00 to 16.00

[www.ian.org.rs](http://www.ian.org.rs)

Tel: +381 11 3660 408

#### 5.2.4 c counselling for families and children

**TITLE:** Counselling for marriage and family of city center for social work.

**WHAT:** Marriage and family counseling is part of the social protection system. The counseling performs various activities, primarily family therapy as well as prevention, education, research, mediation, information and cooperation with other services. The main activity is a psychotherapeutic work with clients. Mostly it is a systematic family therapy, with couples or individual. It also provides a group work with parents and adolescents.

**WHERE:** You can have psychosocial assistance in Centers for social work  
(available in Serbian – Cyrillic language)

[List](#) of Centers for social work.

**MORE INFO:** Counseling for marriage and family of city center for social work



(available in Serbian – Latin, English Russian, Croatian, Slovenian, Hungarian language) <http://hocudaznas.org/kome-mogu-da-prijavim-nasilje/centar-za-socijalni-rad/>

**TITLE:** Psychological and development counselling

**WHAT:** Online Counseling – co-workers are there to give you advice, recommendation and guidance through online Counseling. In addition to the online Counseling, Association “The parents” occasionally organizes psychological seminars on different topics.

**WHERE: MORE INFO:**

Psychological and development counseling

(available in Serbian – Latin language) [http://www.roditelj.org/onlajn\\_savetovaliste/saveti-psihologa/](http://www.roditelj.org/onlajn_savetovaliste/saveti-psihologa/)

**TITLE:** The family

**WHAT:** „The family“ is non-profit and non-partisan organization which intercede for family care, children without adequate family care through developed cooperation network in the RS.

**WHERE:** 38, Gundulicev venac,

11000 Belgrade, Serbia

Tel: + 381 11 3346836

Email: [familia@EUnet.rs](mailto:familia@EUnet.rs)

**TITLE:** Belgrade children’s cultural center

**WHAT:** Psychological education and supporting children, young people and their parents.

**WHERE:** Email: [stevan.neskovic@dkcb.rs](mailto:stevan.neskovic@dkcb.rs)

Tel: + 381 63 1922619

## 5.2.5 CHILD AND FAMILY PROTECTION

### 5.2.5 a safe houses for women and children

**TITLE:** Safe houses for women and children

**WHAT:** Safe house is specialized service for women who are victims of domestic violence. It provides shelter for women exposed to violence and it is an essential mechanism of the protection system from violence. It is not a permanent solution, but it is a sort of intervention for the temporary relocation from violent situation that threatens your life and safety. Safe house provides security, safety and free accommodation and food, psychosocial support (counseling, psychotherapy) and legal assistance.

**WHO:** If you were victim of violence. The main criteria for acceptin in safe house is the presence of physical, sexual, psychological, economic violence. The criteria are also defined with the certain situations which women were exposed to (vulnerability to violence and available protection resources), as well as their mental and physical condition.

**HOW:** In urgent situation of a current violence you do not need to go through procedure for entering the safe house. You just need to contact the safe house and you will be protected.



If it isn't emergency situation, you have to go through established procedure. This procedure involves making contact with a woman outside of the safe house, when professional team of the Social Work Center evaluates the most relevant type of assistance, based on an interview with a woman. It includes support providing escape from violence.

Stay in a safe house can last from one week to six months. After this period expires, the professional team will re-analyze the situation and make a decision of extension of staying or leaving the house.

**WHERE:** Most safe houses are under the jurisdiction of the local Social Work Centers and works as an integral part of the protection system, which includes cooperation with the police, active health institutions and other institutions and organizations in the field of violence against women.

[List](#) of all Safe Houses in the Republic of Serbia. (available in Serbian – Latin and English language)

**WHEN:** When women and their children are threatened by physical, sexual, psychological and economic domestic violence.

**GOOD TO KNOW:** More information about Safe Houses - <http://hocudaznas.org/sigurna-kuca/> (available in Serbian – Cyrillic and Latin, English, Romanian, Hungarian, Slovenian, Croatian and Russian language)

#### 5.2.5 b counselling for families and children

**TITLE:** Counselling for marriage and family of center for social work.

**WHAT:** Marriage and family counseling is part of the social protection system. The counseling performs various activities, primarily family therapy as well as prevention, education, research, mediation, information and cooperation with other services. The main activity is a psychotherapeutic work with clients. Mostly it is a systematic family therapy, with couples or individual. It also provides a group work with parents and adolescents.

**WHERE:** You can have psychosocial assistance in Centers for social work (available in Serbian – Cyrillic language)

[List](#) of Centers for social work.

**MORE INFO:** Counseling for marriage and family of city center for social work (available in Serbian – Latin, English, Russian, Croatian, Slovenian, Hungarian and Romanian language) <http://hocudaznas.org/kome-mogu-da-prijavim-nasilje/centar-za-socijalni-rad/>

**TITLE:** Psychological and development counselling

**WHAT:** Online Counselling – co-workers are there to give you advice, recommendation and guidance through online Counselling. In addition to the online Counselling, Association “The parents” occasionally organizes psychological seminars on different topics

**WHERE: MORE INFO:**

Psychological and development counselling

(available in Serbian – Latin language) [http://www.roditelj.org/onlajn\\_savetovaliste/saveti-psihologa/](http://www.roditelj.org/onlajn_savetovaliste/saveti-psihologa/)

**TITLE:** THE FAMILY

**WHAT:** „The family“ is non-profit and non-partisan organization which intercede for



family care, children without adequate family care through developed cooperation network in the RS.

**WHERE:** 38, Gundulicev venac, 11000 Belgrade, Serbia

Tel: + 381 11 3346836

Email: [familia@EUnet.rs](mailto:familia@EUnet.rs)

**TITLE:** Belgrade children's cultural center

**WHAT:** Psychological education and supporting children, young people and their parents.

**WHERE:** Email: [stevan.neskovic@dkcb.rs](mailto:stevan.neskovic@dkcb.rs)

Tel: + 381 63 1922619

### 5.2.5 c helplines

**TITLE:** Free line for reporting domestic violence: Ministry of Internal Affairs RS

**WHERE:**

Tel: 0800 100 600

(available in Serbian – Cyrillic and Latin language) [www.mpn.gov.rs](http://www.mpn.gov.rs)

Weekdays from 07.30 to 15.30 h

**TITLE:** Free line of Ministry of education for reporting peer violence

**WHERE:**

Tel: 0800 200 201

(available in Serbian – Cyrillic and Latin language) [www.mpn.gov.rs](http://www.mpn.gov.rs)

Weekdays from 07.30 to 15.30 h

**TITLE:** SOS line for domestic violence (for the territory of Vojvodina)

**WHERE:** Tel: 0800 10 10 10

Email: [mreza.sos.vojvodina@gmail.com](mailto:mreza.sos.vojvodina@gmail.com)

Weekdays from 10.00 to 20.00 h

**TITLE:** SOS – woman and children victims of violence- Vlasotince municipality

**WHERE:** Tel: +381 16 876 202

Email: [sos.vlasotince@gmail.com](mailto:sos.vlasotince@gmail.com)

Weekdays from 10.00 to 14.00 h and from 18.00 to 20.00 h

Mobile teams from 18.00 to 20.00 h

**TITLE:** SOS Ženski centar

**WHERE:**

Email: [sos.telefon@gmail.com](mailto:sos.telefon@gmail.com)

[www.sosns.org.rs](http://www.sosns.org.rs)

Weekdays from 17.00 to 21.00 h

**TITLE:** SOS line-Association Damad: Novi Pazar

**WHERE:**



Email: [office@kcdamad.org](mailto:office@kcdamad.org)

(available in Serbian – Latin language) [www.kcdamad.org](http://www.kcdamad.org)

Weekdays from 10.00 do 21.00 h

Legal aid on Saturday from 11.00 to 14.00 h

**TITLE:** Reporting the crime of trafficking duty operations center at border police

**WHERE:** Tel: +381 11 3117 679

Email: [ozs@mup.gov.rs](mailto:ozs@mup.gov.rs)

every day - 24 h

**TITLE:** ASTRA

**WHERE:** Tel: +381 11 7850 000

Email: [sos@astra.rs](mailto:sos@astra.rs)

every day- 24 h

**TITLE:** Republic labour inspection

**WHERE:** Tel: +381 11 3293 025

Email: [inspekcija@minrzs.gov.rs](mailto:inspekcija@minrzs.gov.rs)

Weekdays from 07.30 to 15.30 h

**TITLE:** Ministry of Internal Affairs RS

Department for police work in community

**WHERE:** Tel: +381 11 281 2035

Weekdays from 08.00 to 16.00 h

**TITLE:** Ministry of Internal Affairs RS

Officer for LGBT

Aleksandar Stojmenović

**WHERE:** Tel: +381 64 892 6923

**TITLE:** GAYTEN - LGBT SOS phone for support of LGBT persons

**WHERE:** Tel: +381 11 292 0067

Weekdays 11.00 to 15.00 h

On Monday from 17.00 to 20.00 h (support to lesbians)

#### **5.2.5 d legal representations of unaccompanied minors**

**TITLE:** Legal representations of unaccompanied minors

**WHAT:** All unaccompanied minors need immediately be appointed a legal guardian by the local social welfare centre, and the guardian must be present during the hearing.

**WHO:** You need a legal representative if you are under 18 years of age and if you remained without parents or guardian entering the Republic of Serbia (RS). You should never be returned to “transit” country or “origin” country, unless it is clear that there is no risk of subsequent return to the place where you may be faced with persecution, injury or abuse.



**HOW:** In accordance with the Family Law, appointing a guardian is the sole responsibility of the social protection authority. It is envisaged that as an attorney of minor can be appointed a natural person with guardian's consent.

The guardian is responsible for ensuring the well-being of a child and representing the best interests of a child in the proceedings to the relevant bodies and institutions. Consequently, there is an obligation regarding the possible forced or voluntary return of unaccompanied minor.

In terms of legally binding definition of unaccompanied minor in RS, temporary guardians are appointed in most cases, but there is some flexibility in practice, so that some separated children don't have guardians. So they are under the care of group who came with them in reception centers.

**WHERE:**

[List](#) of Centers for Social Work in RS.(available in Serbian – Cyrillic language)

**WHEN:** When unaccompanied minor comes to RS.

## 5.3 DRIVING AND TRANSPORT

### 5.3.1 DRIVING LICENCE

#### 5.3.1 a steps to get a driving licence

**TITLE:** Steps to get driving license

**WHAT/OVERVIEW:** In order to get a driving license, you need to pass a number of theoretical and practical training hours, depending on the category.

**STEP 1:** To enroll driving school.

**STEP 2:** To attend theoretical training depending on the category.

**STEP 3:** To pass theoretical exam.

**STEP 4:** To perform a medical examination in a health institution for the required category.

**STEP 5:** To attend practical training (driving lessons) in order to independently and safely operate the vehicle in road traffic.

**STEP 6:** To attend training and to pass the exam in first aid you can perform at any stage from the moment of enrolling driving school.

**STEP 7:** To pass a driving test at the test site and road traffic.

**STEP 8:** To receive a certificate from the driving school and to submit a request for a driving license.

**STEP 9:** To submit a request for a driving license in one of the units of the Ministry of Internal Affairs in the municipality where a person reside.

**WHERE:** List of the driving schools can be found on this link (available in Serbian – Latin language) <http://www.vozacisrbije.com/spisak-auto-skola>

**ATTENTION:** If you are 18 years old, you will be issued a probationary driving license first, acquiring the right to operate motor vehicles of B categories for a period of 1 year.

### 5.3.2 INTERNATIONAL DRIVING LICENCE

#### 5.3.2 a validity of international driving licence

**TITLE:** Validity of international driving license (IDL)





**WHAT/OVERVIEW:** IDL is a document allowing a driver to drive outside of his/hers home country.

**WHO/ELIGIBILITY:** An IDL can be issued to you if you possess a valid driver's license and have a proof of residence or domicile in the RS.

**HOW:** You can obtain IDL at your own request and with your presence.

In addition to your request form for IDL you need to submit documents as required by Article 3 of the Rules for international driving license, as follows:

- ▶ a valid ID document
- ▶ a valid driver's license, as well as its copy
- ▶ 2 photographs 35 x 45 mm eligible for driving license
- ▶ a proof of payment of the prescribed fees for issuing this type of driving licenses
- ▶ a proof of a territorially competent organizational unit of the Ministry of Internal Affairs of imposed applicable security measures, i.e. prohibition to operate a motor vehicle

**WHERE:** An IDL can be issued at the branch office of Auto Moto Association of Serbia in a place of residence, as well at the border crossing.

Auto Moto Association of Serbia

18 Ruzveltova Street, Belgrade

+381 11 333 1100

[https://www.google.rs/maps/place/Ruzveltova+18,+Beograd/data=!4m2!3m1!!s0x475a7a98e1d7952d:0x790971dbc8fc6cb9?sa=X&ved=0ahUKEwjTu56k7OLTAhVhJJokHb\\_QC6cQ8gEIHzAA](https://www.google.rs/maps/place/Ruzveltova+18,+Beograd/data=!4m2!3m1!!s0x475a7a98e1d7952d:0x790971dbc8fc6cb9?sa=X&ved=0ahUKEwjTu56k7OLTAhVhJJokHb_QC6cQ8gEIHzAA)

Required branch office of Auto Moto Association of Serbia can be found on this link: (available in Serbian – Latin, English language) [http://www.amss.org.rs/index.php?option=com\\_content&view=article&id=103&Itemid=108](http://www.amss.org.rs/index.php?option=com_content&view=article&id=103&Itemid=108)

**WHEN:** Any driver with valid driving licence can request issuing IDL at any time.

**ATTENTION:** IDL cannot be issued on the basis of probationary driving license.

**GOOD TO KNOW:** IDL can be issued in Serbian, French, English, Spanish, Russian and German and it is issued for a period of 3 years.

### 5.3.2 b validity of foreign driving licence

**TITLE:** Validity Of Foreign Driving License

**WHAT:** A foreign driving license (DL) is valid in the Republic of Serbia (RS) under certain conditions, but it can also be replaced for a DL of the RS, on the basis of a valid foreign one or on the basis of retaking the driving test.

**WHO:** If you have a DL of the EU country and temporarily residing in the RS.

If you are a citizen of the RS with a temporary or permanent residence in the territory of the EU.

If you belong to these groups, based on a foreign DL, you can operate a motor vehicle or set of vehicles for a period of 6 months from the date of entry into the RS:

- ▶ a foreigner who has been granted permanent residence in the RS
- ▶ staff of diplomatic and consular missions of foreign states and representatives of international organizations in the RS
- ▶ foreign trade, cultural and other missions
- ▶ foreign correspondents



- ▶ a citizen of the RS who has come back from a foreign country

**HOW:**

- ▶ If you, as a foreign national, need to replace a foreign DL, it is required to submit:
  - ▶ a valid foreign DL and a certified translation
  - ▶ a valid ID document
  - ▶ a proof of a residence permit in the RS for more than 3 months
  - ▶ a medical certificate for operating required category of a vehicle
  - ▶ a proof of payment of the prescribed fees for issuing a DL

**WHERE:** You can replace a foreign license in a police department in charge of affairs related to foreigners according to the place of residence.

The Ministry of Interior Affairs

2 Boulevard of Mihajlo Pupin

tel: +381 11 3148 364

Google map: <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.8202222,20.4251773,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5a6c7c9dc7fd9e63a!8m2!3d44.8202222!4d20.427366>

List of all police department in the RS (available in Serbian – Latin language)

<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETp0QC&CVID=IETp0QC>

**WHEN:** If you belong to any of the above-mentioned groups, you need to replace a foreign DL after 6 months from the date of entry into the RS

**ATTENTION:** If you have a foreign DL and you are a resident of the RS, it is necessary to replace it with a DL of the RS. Expired, temporary or probationary foreign DL cannot be replaced.

**GOOD TO KNOW:** No one at the same time can use two DL issued by two countries.

### 5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION

#### 5.3.3 a vehicle registration

**TITLE:** Vehicle registration

**WHAT:** All vehicles in Serbia must be registered at the licensed Agencies in Serbia or in a police department. A vehicle registration certificate is an official document providing proof of registration of a motor vehicle.

**WHO:** Only vehicle owner can register the vehicle, or other person with authorization.

**HOW:** In addition to registration form you need to submit:

- ▶ a proof of the technical condition of the vehicle, as well as the certificate of performed tests, when the vehicle is produced or corrected, valid on the whole territory of RS, not be older than 30 days
- ▶ proof of payment of the prescribed fees and the other obligations prescribed by the law and other regulations based on the law (compulsory insurance, customs duties, taxes and other obligations related to the registration of the vehicle)
- ▶ a proof of the origin, ownership of the vehicle, if the vehicle is registered for the first time or when the ownership needs to be changed, and a proof of



origin of the chassis that has additionally been added;

- ▶ ID document of the vehicle owner (identity card -for individuals or proof of registration with the competent authority - for legal entities)

**WHERE:** If you register a vehicle for the first time, you need to do it in a police department in charge of those affairs in whose territory you have a permanent residence. If you need to renew a vehicle registration, you can do it in any of the agencies for registration of vehicles. List of all agencies(available in Serbian – Latin language): <http://www.registracija-vozila.rs/agencije-i-tehnicki-pregledi-u-srbiji>

**WHEN:** After completing the conditions stated above, if you register a vehicle for the first time. Every year you need to renew a vehicle registration, within 30 days before the vehicle registration card expires.

**GOOD TO KNOW:** Foreigners, who on the basis of education, specialization, scientific research, employment, professional services, or refugee status, have been granted permission for temporary stay longer than 6 months or for permanent residence in the RS, need to submit a request for registration of a vehicle directly in the police department.

**ATTENTION:** If you have temporary residence for a period longer than 6 months, you can submit application for registration directly to the Ministry of Interior in your local government unit.

### 5.3.3 b registration of a vehicle with foreign country's registration plates

**WHAT:** If you have vehicle with foreign country's registration plates, it can stay in the country for a three months without temporary registration plates. If you want to stay for a longer period, you will need to re-registration of the vehicle. Also you can do a temporary registration but no longer than for a one year period.

**WHO:** If you are a foreign citizen or you are a domestic citizen who lives in the foreign country or you want to buy a vehicle from the other country.

**HOW:** If you want to do a re-registration, you can submit documents at Police administration in your local government unit. You will need to prepare several documents:

- ▶ Driving licence as a proof of the origin of the vehicle
- ▶ Certificate of vehicle testing (uverenje o ispitivanju vozila) which you can get at Agency of traffic security (Agencija za bezbednost saobraćaja)
- ▶ Unique customs document (jedinствена carinska isprava)
- ▶ Calculation of customs debt (obračun carinskog duga)
- ▶ Compulsory insurance (polisa obaveznog osiguranja)
- ▶ Registration paper (Registracioni list)
- ▶ Proof of payment of the prescribed fees and the other obligations prescribed by the law and other regulations based on the law
- ▶ Proof of the way of vehicle entering the country. With foreign registration plates or with a tow. (potvrda na koji način je to vozilo ušlo u zemlju).

**WHERE:** You can do the registration at the nearest Police administration.

The Ministry of Interior Affairs (Ministarstvo unutrašnjih poslova)

2 Boulevard of Mihajlo Pupin

tel: +381 11 3148 364

Google map: <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.820222,20.4251773,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.820222!4d20.427366>



List of all police department in the RS (available in Serbian – Latin language)

<http://www.mup.gov.rs/wps/wcm/connect/effea70a-1452-45e8-9220-05e72875782a/INFORMATOR%2BO%2BRADU%2Bfebruar+2017%2Blatinica.pdf?MOD=AJPERES&CVID=IETp0QC&CVID=IETp0QC>

**WHEN:** As soon as possible. You can drive free vehicle with foreign country's registration plates only for a three months.

**ATTENTION:** The biggest problem with registration of a vehicle with foreign country's registration plates is a purchase contract (kupoprodajni ugovor). When the purchase contract is made in the foreign country, for the natural person the contract must be certified by the competent foreign authority. For the legal entity it is enough to get an invoice (faktura).

### 5.3.3 c technical examination

**TITLE:** Technical examination

**WHAT:** Technical inspections are performed out in order to check the roadworthiness of vehicles participating in road traffic.

Technical examination includes measuring and controlling the effectiveness of all devices on the vehicle, which the assessment of the vehicle depends on.

**WHO:** Either vehicle owner or a person who has obtained a valid authorization.

**HOW:** You need to transport your vehicle on a line of technical examination and to bring a vehicle license, ID, authorization (if you are a person authorized to drive that vehicle) or the required documentation (for new or imported vehicles) and a policy of a motor vehicle insurance.

**WHERE:** List of all agencies, where you can perform a technical examination (available in Serbian – Latin language) <http://www.registracija-vozila.rs/agencije-i-tehnicki-pregledi-u-srbiji>

**WHEN:** Regular technical examination of vehicles needs to be performed once a year prior to the registration or 6 months if a type of a vehicle requires.

**ATTENTION:** Registration form obtained after technical examination is valid for 30 days so there is time for performing registration.

**GOOD TO KNOW:** Technical examination of vehicles can be ordinary, exceptional and control, and it is performed in accordance with the provisions of the Road Safety Act as well as stipulated by ordinance. Control one needs to be performed when it is addressed to check vehicle effectiveness, while exceptional is performed after vehicle has been repaired (if it was damaged in the accident) and before let it be driven.

### 5.3.3 d insurance

**TITLE:** Vehicle insurance

**WHAT:** Vehicle insurance (also known as car insurance, motor insurance or auto insurance) is insurance for cars, trucks, motorcycles, and other road vehicles. Its primary use is to provide financial protection against physical damage or bodily injury resulting from traffic collisions and against liability that could also arise there from.

Vehicle insurance policy is required in order to register vehicle that is a participant in traffic.

Insurance policy ensures the driver from liability for damage caused by a third party.

**WHO:** The owner or user of the motor vehicle is obliged to conclude a contract of



insurance against damage liability coverage.

**HOW:** In addition to a proof of policy premium payment, you need to submit following documents:

- ▶ A vehicle license
- ▶ ID document
- ▶ (Optional) Previous insurance policy

When you complete and pay the insurance policy, you will get the original policy and the copy that needs to be submitted to the Ministry of Internal Affairs (for vehicles registration)

**WHERE:** List of all insurance agencies, where you can obtain a vehicle insurance policy (available in Serbian – Latin language) <http://www.registracija-vozila.rs/novosti-registracija-vozila-i-osiguranje/7-osiguravaju-kuce-u-srbiji>

**WHEN:** Every year in order to register a vehicle; you need to pay a policy premium.

**GOOD TO KNOW:** In addition to regular vehicle insurance, there are also other types of insurance that can be obtained.

- ▶ Foreign - border insurance - All vehicles registered in a foreign country, participating in traffic on our roads, need to have a valid vehicle insurance policy in the country.
- ▶ Casco - voluntary vehicle insurance in case of damage arisen as a result of the insured risks.
- ▶ Partly risk insurance includes insurance against breakage and damage standard built-in windows on motor vehicles excluding the mirrors and light-signaling devices.

Casco light insurance is a type of short-term insurance for damages on the vehicle arisen as a result of the insured risks.

#### 5.3.4 PUBLIC TRANSPORT

##### 5.3.4 a means of public transport

**TITLE:** General public transport

**WHAT:** Only big cities have established network of public transportation, while other cities have intercity bus service.

**WHERE: MORE INFO:**

Belgrade public transport

(available in Serbian – Latin, English language) <http://www.belgrademaps.com/en/>

The public city transport enterprise of Novi Sad

(available in Serbian – Latin, English language) [http://www.gspns.co.rs/?selected\\_lang=eng](http://www.gspns.co.rs/?selected_lang=eng)

Nis public transport

(available in Serbian – Latin language) <http://www.jgpnis.com/red-voznje/>

Subotica transport

(available in Serbian – Latin, Hungarian, English language) <http://sutrans.rs/Jezik-en.html>

**TITLE:** Train Beovoz

**WHAT:** Beovoz is the suburban railway system in Belgrade under the jurisdiction of Serbian Railways. It connects suburban areas with the central city zones.



**WHERE:** Belgrades train

(available in Serbian – Latin, English language) <http://beovoz.rs/?lng=sr>

**TITLE:** Bus transportation

**WHAT:** Since 2007 this online portal has been successfully operating. It has a roll of a mediator transferring information between the operator and passengers.

**WHERE:** Bus inter-city

(available in Serbian – Latin, English language) <https://redvoznje.net/gb/>

**TITLE:** Train

**WHAT:** Serbian Railways is a type of transport whose main activity is to transport passengers within national and international lines.

**WHERE:**

Serbian train

(available in Serbian – Latin, English language) [http://www.zeleznicesrbije.com/active/en/home/glavna\\_navigacija/o\\_preduzecu/opste\\_informacije.html](http://www.zeleznicesrbije.com/active/en/home/glavna_navigacija/o_preduzecu/opste_informacije.html)

#### 5.3.4 b other means of transport

**TITLE:** CAR: GO

**WHAT:** CAR: GO enables you to order a ride through mobile phones, where drivers are not taxi drivers. Similar to Uber this application is available in Belgrade and with the help of professional drivers and recognizable car offers up to 50% lower cost of transport compared to a taxi driver, as well as payment within the app.

**WHERE:** CAR: GO

(available in Serbian – Latin, English language) <http://appcargo.com/>

**TITLE:** Bla bla car

**WHAT:** Connects drivers with available seats with passengers traveling in the same direction. To ensure that drivers only cover travel expenses and that they don't earn, for each trip Bla Bla Car automatically recommended price in accordance with current fuel prices and road tolls. Currently recommended price per km is RSD 3.61, while the highest possible price that the driver can determine is around RSD 5.40 per km.

**WHERE:** Bla bla car

(available in Serbian – Latin language) <https://www.rs.blablacar.gg/deljenje-prevoza/beograd/>

**TITLE:** Taxify

**WHAT:** Using this type of mobile application, you can get a reliable driver to pick you up in a minute as well as offers affordable rates.

**WHERE:** Taxify

(available in Serbian – Latin, English, Spanish, Danish, Romanian, Hungarian, Portuguese, Slovakian... language) <https://taxify.eu/cities/belgrade/>

**TITLE:** Park and cycle

**WHAT:** In Belgrade, you will get the right to use bicycles, if you meet the following



conditions:

- ▶ to use parking service at a special parking area where the bikes are available to users
- ▶ older than 18 years
- ▶ to know how to manage a bike
- ▶ to have permanent or temporary residence in the territory of the RS

**WHERE:** Park and cycle

(available in Serbian – Latin, English language) <http://parking-servis.co.rs/eng/garages-and-car-parks/park-and-cycle/>

**TITLE:** Park and cycle

**WHAT:** In Novi Sad, citizens as well as tourists can rent a bike, to ride it to the desired destination and then to leave it at the nearest station.

**WHERE:** Park and cycle

(available in Serbian – Latin, English language) <http://www.nsbike.rs/english.html>

## 5.4 PERSONS WITH SPECIAL NEEDS

### 5.4.1 FINANCIAL AND OTHER ASSISTANCE

#### 5.4.1 a list of financial assistance

**TITLE:** Financial assistance and care of another person

**WHAT:** According to the Law on Pension and Disability Insurance, this right has a person who, due to the nature and severity of health condition needs assistance and care to perform actions in order to meet basic needs. Further, a person with physical or sensory impairment, intellectual disability or severe change in health condition. In cases where the disability commission assesses that the state of health can be improved, a control check will be appointed.

**WHERE:** You need to submit a [request](#) (available in Serbian – Cyrillic language) in one of the branch offices of PDIF of the RS you were last insured.

**Pension and disability insurance fund**

(available in Serbian – Latin, English language) <http://www.pio.rs/eng/>

**TITLE:** FINANCIAL SOCIAL ASSISTANCE

**WHAT:** This right has a person who lives alone, i.e. family, whose incomes are below the level of social security, which the Ministry of Labor publishes every month.

**WHERE:** You need to submit a [request and required documentation](#) (a list of documentation) in one of the branch offices of Center for Social Work. (available in Serbian – Cyrillic language)

**City Center for Social Work** (available in Serbian – Latin language) <http://www.gcsrbg.org/>

**TITLE:** Special financial assistance

**WHAT:** Right to this type of assistance has one parent who is not employed, and who at least 15 years continuously nurses his/her child who has the right to financial social assistance and care of another person. It is form of a lifelong monthly income in the amount of minimum retirement pension payment.





**WHERE:** You need to submit a [request and required documentation](#) (a list of documentation) in one of the branch offices of Center for Social Work. (available in Serbian – Cyrillic language)

**City Center for Social Work** (available in Serbian – Latin language) <http://www.gcsrbg.org/>

**TITLE:** Financial assistance for occupational injury

**WHAT:** Right to this type of assistance have insured persons, due to significant loss or damage of some organs or body parts. The amount of assistance depends on the established percentage of physical injury from 30% to 100%.

**WHERE:** You need to submit a [request for estimating a level of occupational injury](#) (available in Serbian – Cyrillic language) in one of the branch offices of PDIF of the RS where you were last insured.

**Pension and disability insurance fund**

(available in Serbian – Latin, English language) <http://www.pio.rs/eng/>

After getting a proof of estimation, you need to submit [a request for financial assistance](#) (available in Serbian – Cyrillic language) also in one of the relevant branch offices of PDIF of the RS where you were last insured.

**Pension and disability insurance fund**

(available in Serbian – Latin, English language) <http://www.pio.rs/eng/>

#### 5.4.1 b other means of assistance

**TITLE:** Purchasing special equipment

**WHAT:** The right to financial compensation for purchasing special equipment, wheelchair, reading and writing - multiplayer, Braille typewriter and other electronic or digital devices, has an insured person with disabilities, a pensioner, a blind person and a child of an insured person.

**WHERE:** Submit a request in one of the branch offices of PDIF of the RS where you were last insured.

Pension and disability insurance fund

(available in Serbian – Latin, English language) <http://www.pio.rs/eng/>

**TITLE:** Accommodation in social care institutions

**WHAT:** The rights to be accommodated in this type of institution have persons with special needs, who are not able to independently live in a family because of the severe health, social, residential and/or family problems.

**WHERE:** Submit a [request and required documentation](#) (available in Serbian – Cyrillic language) in one in one of the branch offices of Center for Social Work.

**City Center for Social Work** (available in Serbian – Latin language) <http://www.gcsrbg.org/>

**TITLE:** Home help

**WHAT:** The right to home help has elderly, infirm, chronically ill and people with special needs who are unable to meet their own basic daily needs, and do not have family members who could help them.

**WHERE:** You need to submit a request and required documentation in one in one of the branch offices of Center for Social Work.



**City Center for Social Work** (available in Serbian – Latin language) <http://www.gcsrbg.org/>

**TITLE:** Accommodation in another family's home

**WHAT:** This right can have a person who has the right to be accommodated in social care institution. The competent center for social work determines which of these two forms of care person can get.

**WHERE:** Submit a [request and required documentation](#) (available in Serbian – Cyrillic language) in one in one of the branch offices of Center for Social Work.

**City Center for Social Work** (available in Serbian – Latin language) <http://www.gcsrbg.org/>

**TITLE:** Personal assistance

**WHAT:** This service is achieved through activities aimed at meeting personal and life needs, in order to establish a higher level of independence. Personal assistance services are available to adults with disabilities with estimated I or II level of support, in accordance with the stipulated standards for providing social services

**WHERE:** Submit a [request and required documentation](#) (available in Serbian – Cyrillic language) in one in one of the branch offices of Center for Social Work.

**City Center for Social Work** (available in Serbian – Latin language)

**TITLE:** Temporary accommodation in a shelters and receptions centers

**WHAT:** The right to temporary accommodation in a shelter for adults and the elderly has existentially vulnerable people with disabilities to move, communicate, undocumented and disoriented. It is provided accommodation, food, health care and cultural and entertainment activities, until it is determined the appropriate form of protection, 6 months maximum.

**WHERE:** Submit a [request and required documentation](#) (available in Serbian – Cyrillic language) in one in one of the branch offices of Center for Social Work.

**City Center for Social Work** (available in Serbian – Latin language)

**TITLE:** Supportive housing

**WHAT:** The users of supportive housing can live in apartments intended for this form of protection, where it also is provided professional support, supervision and other forms of assistance for independent living.

**WHERE:** Submit a [request and required documentation](#) (available in Serbian – Cyrillic language) in one in one of the branch offices of Center for Social Work.

**City Center for Social Work** (available in Serbian – Latin language)

#### 5.4.1 c carer's allowance

**TITLE:** Carer's allowance

**WHAT**

Financial aid offered by the state to help cover the expenses related with assistance and care of a dependant family member from the same household

**WHO:**

1. Insurants and pension users with an injury or disease whose nature and



severity necessitates assistance and care in performing basic life needs are entitled to assistance and care financial benefits. This right is generally reserved for individuals suffering from immobility, blindness, individuals unable to eat, dress or walk on their own, and individuals on dialysis.

2. Insurants who suffered a loss or significant impairment of an organ or body part due to work injury or professional disease are entitled to physical impairment benefits.
3. Insurants or pension users (blind or insurant's blind child) are entitled to financial compensation for provision of special aids for reading and writing – reproducer, Braille typewriter and other electronic or digital aids.

**HOW:** First you should submit documentation at nearest Republic Fund for Pension and Disability Insurance.

All forms for submitting you can find here (in Serbian): <http://www.pio.rs/lat/obraci-republicki-fond-pio-maticna-evidencija/republicki-fond.html>

If you meet the requirements, you can get the compensation for the Assistance and care benefits in the amount of the 16.346,66 in 2017. (136.56EUR in 2017 )

If you have work injury or professional disease you can get compensation in the amount, from the 30% to the 100%.

**WHERE:** Republic Fund for Pension and Disability Insurance (Republički fond za zdravstveno osiguranje)

9, Dr Aleksandra Kostica Street,

11000 Belgrade

Tel:+381 11 2066000

Google map: <https://www.google.rs/maps/place/Dr+Aleksandra+Kosti%C4%87a+9,+Beograd+11000/@44.8067568,20.4542631,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7aa9f2ea7f75:0x4f7e395baea87259!8m2!3d44.806753!4d20.4564518?hl=en>

## 5.4.2 RIGHTS

### 5.4.2 a rights and employment

**TITLE:** The law on vocational rehabilitation and employment of persons with disabilities.

**WHAT:** The Law specifies incentives for employment in order to create conditions for equal participation of persons with disabilities in labor market; work ability; vocational rehabilitation; obligation to employ persons with disabilities; conditions for establishing and performing activities of the company for professional rehabilitation and employing persons with disabilities, as well as special forms of employment and work opportunities.

**MORE INFO:** The law on rehabilitation and employment of persons with disabilities (available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposljavanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposljavanju_osoba_sa_invaliditetom.html)

**TITLE:** Determining the status and work capacity assessment.

**WHAT:** Work capacity assessment and employment opportunities include medical, social and other criteria which determine the possibilities and capabilities of persons with special needs required in order to be involved in the labor market and to perform certain activities independently, with support services, or using technical aids.



**WHERE:** [Form](#) for work capacity assessment (available in Serbian – Cyrillic language)

**MORE INFO:**

Guide for the rights for people with disabilities

(available in Serbian – Latin language) <http://www.minrzs.gov.rs/files/doc/inval/Vodic%20kroz%20prava%202014.pdf>

**TITLE:** Measures and activities of professional rehabilitation.

**WHAT:** The professional rehabilitation of people with disabilities performs vocational guidance, training and employment. It allows a person with special needs to recognize his/her own abilities and opportunities in the direction of education, training and employment.

**MORE INFO:** Association for Professional Rehabilitation and Employment of Persons with Disabilities (available in Serbian – Latin language) <http://www.uips.rs>

**TITLE:** Employment under general conditions.

**WHAT:** It includes employing a person with special needs without adjusting work activities, or workplace.

**MORE INFO:** The law on Professional Rehabilitation and Employment for Persons with disabilities

(available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposlivanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposlivanju_osoba_sa_invaliditetom.html)

**TITLE:** Employment under special conditions.

**WHAT:** It includes employing a person with special needs with adjusting work activities, or workplace. It can be technical and technological equipping the workplace and premises in accordance with the capabilities and needs of persons with special needs.

Adjusting can also mean providing personal technical assistance during work beginning through consulting, training, assistance and support services at the workplace, monitoring work, developing personal methods of work and evaluation of effectiveness.

**MORE INFO:** The law on Professional Rehabilitation and Employment for Persons with disabilities

(available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposlivanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposlivanju_osoba_sa_invaliditetom.html)

**TITLE:** Measures of active employment policy

**WHAT:** Active employment policy means and incentives aimed at improving motivation, recruitment and self-employment of persons with special needs includes in accordance with the law.

**MORE INFO:** The law on Professional Rehabilitation and Employment for Persons with disabilities

(available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposlivanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposlivanju_osoba_sa_invaliditetom.html)

**TITLE:** Employment in particularly organized forms of employment and work



opportunities for people with special needs.

**WHAT:** Special forms of employment and work opportunities aimed at employment or work engagement and improving the quality of life of persons with special needs, can be organized as:

- ▶ enterprises for vocational rehabilitation and employment of persons with special needs;
- ▶ work centers;
- ▶ social enterprise and organizations.

**MORE INFO:** The law on Professional Rehabilitation and Employment for Persons with disabilities

(available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposljavanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposljavanju_osoba_sa_invaliditetom.html)

#### 5.4.2 b rights and education

**TITLE:** Legal regulations

**WHAT:** The Law on the Foundations of the Education System stipulates that the system has to provide for all children equal right and access to education without discrimination and separation based on difficulties and disabilities.

**MORE INFO:** The legal basis of educational system (available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_osnovama\\_sistema\\_obrazovanja\\_i\\_vaspitanja.html](http://www.paragraf.rs/propisi/zakon_o_osnovama_sistema_obrazovanja_i_vaspitanja.html)

**TITLE:** Equal rights

**WHAT:** Special attention is paid to enabling children with disabilities to have access to all levels of education, regardless of their material conditions. Children accommodated in social welfare institutions have the right to education during the accommodation in the institution, hospital or home treatment.

**MORE INFO:** The legal basis of educational system (available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_osnovama\\_sistema\\_obrazovanja\\_i\\_vaspitanja.html](http://www.paragraf.rs/propisi/zakon_o_osnovama_sistema_obrazovanja_i_vaspitanja.html)

**TITLE:** Guide to the rights of people with special needs.

**WHAT:** Elementary schools provide curriculum, and they can also provide individual education plan for children with special needs. High schools also provide academic programme of general, vocational and artistic education, but they also provide individual education plan for children with special needs.

**MORE INFO:** Guide for the rights for people with disabilities (available in Serbian – Latin language) <http://www.minrzs.gov.rs/files/doc/inval/Vodic%20kroz%20prava%202014.pdf>

**TITLE:** The individual education plan (IEP)

**WHAT:** For children due to social deprivation, developmental disorders, disability or other reasons need special support in education, education institution eliminates physical and communicational barriers and defines the individual education plan (IEP). It is created based on previously implemented and recorded measures of individualization and defined pedagogical profile of a child.

IEP is defined according to the educational needs of a child and it can be based on:



1. modifying the manner of work, as well as the conditions (IEP1);
2. modifying the content of educational work, outcomes and achievement standards (IEP2);
3. improving and expanding the content of educational work for children with exceptional abilities (IEP3).

**WHERE:** Manual for planning and creating individual education plan

(available in Serbian – Latin language) [http://narip.cep.edu.rs/biblioteka/literatura\\_na\\_srpskom\\_jeziku/prirucnik\\_za\\_planiranje\\_i\\_pisanje\\_iop-a.pdf](http://narip.cep.edu.rs/biblioteka/literatura_na_srpskom_jeziku/prirucnik_za_planiranje_i_pisanje_iop-a.pdf)

A type of form for defining individual education plan

(available in Serbian – Latin language) [http://www.paragraf.rs/obraci/Obrazac\\_3\\_-\\_Sadrzaj\\_individualnog\\_obrazovnog\\_plana\\_\(IOP\)\\_za\\_skole\\_ID\\_2057.pdf](http://www.paragraf.rs/obraci/Obrazac_3_-_Sadrzaj_individualnog_obrazovnog_plana_(IOP)_za_skole_ID_2057.pdf)

**TITLE:** Pedagogical assistant

**WHAT:** He/she provides assistance and additional support to children in accordance with their needs as well as helps teachers and support staff in order to improve their work with children who need additional educational support.

**MORE INFO:** (available in Serbian – Latin language) Analysis of legal frame for pedagogical assistant [http://socijalnoukljucivanje.gov.rs/wp-content/uploads/2015/11/Analiza\\_pravnog\\_okvira\\_i\\_aktuelnog\\_statusa\\_i\\_prakse\\_pedagoskih\\_asistenata.pdf](http://socijalnoukljucivanje.gov.rs/wp-content/uploads/2015/11/Analiza_pravnog_okvira_i_aktuelnog_statusa_i_prakse_pedagoskih_asistenata.pdf)

**TITLE:** Types of school particularly for children with special needs

**WHAT:** There are more than 40 (ground and high) schools in the RS providing education for children with different type of disability. A child with special needs submits the application to the school. School then considers and modifies specific requirements of the curriculum and general acts of school. If everything aligns, a child will be enrolled in the school

**WHERE:** List of schools for children with special needs:

(available in Serbian – Latin language) <http://www.zuov.gov.rs/dokumenta/Tabela%20.%20Skole%20za%20decu%20i%20%20ucenike%20sa%20smetnjama%20u%20razvoju%20u%20Republici%20Srbiji.pdf>

### 5.4.3 CHILDREN WITH SPECIAL NEEDS

#### 5.4.3 a assistance for children with special needs

**TITLE:** Accommodation in social care institutions.

**WHAT:** Accommodation in social care institutions is aimed at users where they can obtain appropriate care (housing, food, clothing, care, support, education, training for certain work activities, health and social work services). List of [required documentation](#) (available in Serbian – Cyrillic language).

**WHERE:** A list of social care institutions

(available in Serbian – Latin, English language) <http://www.yellowpages.rs/sr/socijalne-ustanove/srbija>

**Social care institutions in Serbia**

(available in Serbian – Latin, language) [Statistical report on social care institutions](#)

**TITLE:** Day care center



**WHAT:** This right can exercise a child with physical or mental disorder, a child with autism, a child with disorders in social behaviour if this type of care is the most appropriate, depending on the degree and type of disability, opportunities and needs of these children.

**WHERE:** Contact one of the branch offices of Center for Social Work in charge.  
(available in Serbian – Latin, language) <http://www.gcsrbg.org/>

**TITLE:** Accommodation in another family.

**WHAT:** You can exercise this right if you are eligible for being accommodated in a social care institution. The competent center for social work on the basis of the possibilities for accommodation in place of residence or its surrounding area decides which of these 2 forms of protection is more corresponding.

**WHERE:** Contact one of the branch offices of Center for Social Work in charge.  
(available in Serbian – Latin, language) <http://www.gcsrbg.org/>

**TITLE:** Respite care

**WHAT:** Available to children and youth with special needs as a short-term and occasional accommodation center. It provides short-term housing and temporary care in order to improve and develop independent living skills, creating opportunities for inclusion in the community.

**WHERE:** Contact one of the branch offices of Center for Social Work in charge.  
(available in Serbian – Latin, language) <http://www.gcsrbg.org/>

**TITLE:** Scholarship

**WHAT:** This type of aid can have high school students and students who are entitled to cash benefits, allowance for assistance and care of another person under the regulations of social protection. The only condition is to have excellent school grades whether a child is a pupil or student.

**WHERE:** Contact one of the branch offices of Center for Social Work in charge.  
(available in Serbian – Latin, language) <http://www.gcsrbg.org/>

**TITLE:** Child's personal assistant

**WHAT:** This right has a child with special needs, who needs support to meet the basic daily needs, provided that he/she attends educational institution or school, until the end of primary education, as well as finishing high school.

**TITLE:** NGOs for children with special needs

**WHAT:** These types of organizations help children with special needs by providing programmes in order to improve childcare and living conditions.

**MORE INFO:** NGOs for children with special needs

(available in Serbian – Latin, language) <http://www.inkluzija.org/index.php/korisni-linkovi/nevladine-organizacije>

**TITLE:** Transportation of children with special needs

**WHAT:** Mini vans transport children with special needs to schools, rehabilitation centers, colleges, etc. A request for transportation needs to be submitted through





associations of persons with special needs. Transport can be organized on weekdays in the period from 06:00 to 22:00. Weekends from 10.00 - 24.00.

**MORE INFO:** Transportation of children with special needs- Belgrade (available in Serbian –Latin, English language) <http://www.beograd.rs/lat/gradska-vlast/2185-jkp-gradsko-saobracajno-preduzece-beograd/>

#### **5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS**

##### **5.4.4 a assistance for persons with special needs**

**TITLE:** Assistance for persons with special needs

**TITLE:** Reimbursement of relevant expenses of workplace adjustments

**WHAT:** An employer who hires a person with special needs who requires adapting to work may be entitled to reimbursement of relevant costs in a lump sum. Adapting includes the technical and technological equipping the workplace, capital equipment, premises and equipment in accordance with the possibilities and needs of employees with special needs.

**WHERE:** NES provides operational and technical support implementing programmes of active employment policy aimed at employers and people with special needs.

**MORE INFO:** Programs of employment support for persons with disabilities (available in Serbian – Latin language) [http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr\\_ka\\_u\\_zapo\\_ljavanju\\_osoba\\_sa\\_invaliditetom.cid225](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr_ka_u_zapo_ljavanju_osoba_sa_invaliditetom.cid225)

**TITLE:** Exemption from paying contributions

**WHAT:** The Law on Mandatory Social Insurance stipulates that the employer, who hires a person with special needs, is exempt from the obligation to pay contributions for compulsory social for a period of 3 years from the date of employing the person.

The right to be exempt from paying contributions do not have public authorities and organizations, public enterprises, public services and other direct or indirect budget beneficiaries.

**WHERE:** NES provides operational and technical support implementing programmes of active employment policy aimed at employers and people with special needs.

**MORE INFO:** Programs of employment support for persons with disabilities (available in Serbian – Latin language) [http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr\\_ka\\_u\\_zapo\\_ljavanju\\_osoba\\_sa\\_invaliditetom.cid225](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr_ka_u_zapo_ljavanju_osoba_sa_invaliditetom.cid225)

**TITLE:** Implementing public work programmes, which engages unemployed persons with special needs

**WHAT:** This type of programme hires unemployed people with special needs in order to preserve and improve job skills or work, social integration of people with special needs in the labor market, as well as realizing particular social interest.

**WHERE:** NES provides operational and technical support implementing programmes of active employment policy aimed at employers and people with special needs.

**MORE INFO:** Programs of employment support for persons with disabilities



(available in Serbian – Latin language) [http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr\\_ka\\_u\\_zapo\\_ljavanju\\_osoba\\_sa\\_invaliditetom.cid225](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr_ka_u_zapo_ljavanju_osoba_sa_invaliditetom.cid225)

**TITLE:** Self-employment subsidy

**WHAT:** It is entitled to unemployed, registered at the NES who have completed training to start their own business. Self-employment subsidy is a lump sum of RSD 220,000.00 (1846.58EUR in 2017) for unemployed persons with special needs establishing shops, cooperatives or other forms of entrepreneurship, as well as establishing company, if a founder is employed within it.

**WHERE:** NES provides operational and technical support implementing programmes of active employment policy aimed at employers and people with special needs.

**MORE INFO:** Programs of employment support for persons with disabilities

(available in Serbian – Latin language) [http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr\\_ka\\_u\\_zapo\\_ljavanju\\_osoba\\_sa\\_invaliditetom.cid225](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr_ka_u_zapo_ljavanju_osoba_sa_invaliditetom.cid225)

**TITLE:** Association of enterprises for professional rehabilitation and employment of persons with special needs.

**WHAT:** Enterprise for professional rehabilitation and employment of persons with special needs is a legal entity that employs and performs professional rehabilitation of persons with disabilities, in accordance with the Law on Professional Rehabilitation and Employment of Persons with Disabilities.

**MORE INFO:** Association for Professional Rehabilitation and Employment of Persons with Disabilities

(available in Serbian – Latin language) <http://www.uips.rs/>

**TITLE:** Work center

**WHAT:** Work center is a special form of the institution providing work engagement as therapeutic activity of persons with special needs that cannot be employed or maintain employment neither under general nor under special conditions, whose efficiency is less than one-third of working performance of the employee on a typical workplace.

**MORE INFO:** The law on rehabilitation and employment of persons with disabilities (available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposljavanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposljavanju_osoba_sa_invaliditetom.html)

**TITLE:** Social enterprises and organizations

**WHAT:** According to the law, this type of enterprise is established in order to perform the activity directed to meet the needs of persons with special needs, where, regardless of the total number of employees, has employed at least one person with special needs.

**MORE INFO:** The law on rehabilitation and employment of persons with disabilities (available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposljavanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposljavanju_osoba_sa_invaliditetom.html)



## 5.5 PARTICIPATING IN SOCIETY

### 5.5.1 MIGRANTS' ADVISORY BODIES

**TITLE:** United nations high commissioner for refugees- UNHCR

**WHAT:** International – UN

UNHCR works to protect and assist refugees, as well as to ensure that everyone has the right to seek asylum and find safe refuge in another State, with the option to eventually return home, integrate or resettle.

**WHERE:** Office in Serbia

Krunska 58

11000 Belgrade, Serbia

Tel: +381 11 244 3746

Email: [srbbe@unhcr.org](mailto:srbbe@unhcr.org)

**TITLE:** International organization for migration – IOM

**WHAT:** International (inter-governmental organization)

IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

**WHERE:** Office in Serbia Skenderbegova 3

11000 Beograd, Serbia

Tel: +381 11 3282 075

Email: [iombeograd@iom.int](mailto:iombeograd@iom.int)

**TITLE:** Ombudsman of the RS

**WHAT:** National Human Rights Institution

**WHERE:** Deligradska 16

11000 Belgrade, Serbia

Tel: +381 11 2068 100

Email: [zastitnik@zastitnik.rs](mailto:zastitnik@zastitnik.rs)

**TITLE:** National preventive mechanism –NPM

**WHAT:** National (Ombudsman/NHRI)

NPM is mandated to conduct regular visits to all types of places where persons are deprived of liberty in order to prevent torture at the domestic level.

**WHERE:** Deligradska 16

11000 Belgrade, Serbia

Tel: +381 11 2068 100

Email: [zastitnik@zastitnik.rs](mailto:zastitnik@zastitnik.rs)

**TITLE:** Red cross- RC

**WHAT:** National

RC provides assistance to vulnerable persons, rescues endangered the lives and health of people and spreads knowledge of international humanitarian law to act preventively and enlightening citizens in the field of health and social protection and promote humanitarian values in society and, in case of need, provide social



protection and care.

**WHERE:** Simina 19

11000 Belgrade, Serbia

Tel: +381 11 3032125

Email: [serbia@redcross.org.rs](mailto:serbia@redcross.org.rs)

**TITLE:** International and national NGOs

**WHAT:** ICRC, UNICEF, AMITY, INDIGO, DRC.HCIT, PIN, APC, BCHR, PRAXIS, GROUP 484

## 5.5.2 CIVIC ASSOCIATIONS

### 5.5.2 a procedure for establishing civic associations

**TITLE:** Founding an association

**WHAT:** An association may be founded by at least three founders, provided that at least one of the founders must have a permanent residence or seat in the territory of RS.

**STEP 1:** Application for registration in the register of associations and the unique registration of legal entities and registration in the Unique Register of taxpayers.

**STEP 2:** Additional documentation includes: the founding associations act, Statute, the minutes of the founding meeting, Act on the Election of Representative the association, certified copy of the ID of Association representative, proof of payment of the fee.

**STEP 3:** Submission of the prepared documentation to the Business Registers Agency, which takes up to 5 working days to bring the decision.

**STEP 4:** Open a bank account.

**WHERE:** Serbian Business Registers Agency,

Brankova 25, 11000 Belgrade

+381 11 20 23 350

Google map: <https://www.google.rs/maps/place/Business+Registers+Agency/@44.8149081,20.4511979,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6552bb6b6093:0x10e8281ba b363a14!8m2!3d44.8149081!4d20.4533866?hl=en>

## 5.5.3 RELIGION

### 5.5.3 a registering a religious organization

**TITLE:** Registering a religious organization

**WHAT:** Religious organizations in Serbia have a status of legal entity, and are registered in the Registry of the Ministry of Justice. Under the Government, there is a Directorate for Cooperation with Churches and Religious Communities that is in charge of all churches and religious organizations in RS.

**STEP 1:** Submit application to the relevant Ministry with name, address and personal info of the representative

**STEP 2:** With the application, submit additional documentation: Decision on the establishing signed by minimum of 0.001% of adult Serbian citizens, Statute with description of the organization, description of religious teachings, religious ceremonies, religious goals and basic activities of religious organizations, data on permanent sources of income



**STEP 3:** After the application, relevant Register will bring the decision in 60 days upon the submission.

**WHERE:** Ministry of Justice - Directorate for Cooperation with Churches and Religious Communities

Palace of Serbia

Bulevar Mihajla Pupina 2, 11000 Belgrade

+381 11 3112811

[kabinet@vere.gov.rs](mailto:kabinet@vere.gov.rs)

Google maps <https://www.google.rs/maps/place/Bulevar+Mihajla+Pupina+2,+Beograd/@44.820226,20.4251772,17z/data=!3m1!4b1!4m5!3m4!1s0x475a6567d9fb770d:0x5ac7c9dc7fd9e63a!8m2!3d44.8202222!4d20.4273659?hl=en>

### 5.5.3 b list of recognized religious organizations

**TITLE:** List of recognized religious organizations

**TITLE:** Serbian orthodox church

**WHERE:** Kralja Petra 5, Belgrade

**TITLE:** Roman Catholic church

**WHERE:** Kralja Petra Square 8-10, Pancevo

**TITLE:** Slovak Evangelical Church

**WHERE:** Vuka Karadžića 2, Novi Sad

**TITLE:** Christian Reformed Church

**WHERE:** Bratstva i jedinstva 26, Feketic

**TITLE:** Evangelical Christian Church

**WHERE:** Braće Radića 17, Subotica

**TITLE:** Jewish community

**WHERE:** Kralja Petra 71a, Belgrade

**TITLE:** Islamic community

**WHERE:**

**TITLE:** Eparhija Rumunske pravoslavne crkve Dakija Feliks

**WHERE:** Žarka Zrenjanina 60, Vrsac

**TITLE:** Christian Adventist Church

**WHERE:** Radoslava Grujića 4, Belgrade

**TITLE:** Evangelical Methodist Church

**WHERE:** Lukijana Mušickog 7, Novi Sad



**TITLE:** Evangelical Church in Serbia  
**WHERE:** Kolosrpskihsestara 24, Novi Sad

**TITLE:** Church of Jesus Christ of Latter-day Saints in Serbia  
**WHERE:** Miloša Pocerca 26, Belgrade

**TITLE:** Love of Christ Church  
**WHERE:** Zoltana Čuke 3, Senta

**TITLE:** Christ's Spiritual Church in Serbia  
**WHERE:** Andreja Sladkoviča 51, Padina

**TITLE:** Church of God in Serbia  
**WHERE:** Miloša Obilića 93, Sremska Mitrovica

**TITLE:** Nazarene Christian religious communities in Serbia  
**WHERE:** Valentina Vodnika 12, Novi Sad

**TITLE:** Association of Christian Baptist Churches in Serbia  
**WHERE:** Zeleni bulevar 30, Vrnjacka banja

**TITLE:** Slovak Association of Baptist Churches in Serbia  
**WHERE:** Kulpinska 84, Backi Petrovac

**TITLE:** Protestant Christian Community in Serbia  
**WHERE:** Bulevar Evrope 30, Novi Sad

**TITLE:** Brethren Christian Church  
**WHERE:** Narodne revolucije 23, Backi Petrovac

**TITLE:** Free Church Belgrade  
**WHERE:** Dimitrija Tucovića 55, Belgrade

**TITLE:** Jehovah's Witnesses - Christian Religious Community  
**WHERE:** Tošin bunar 58-60, Belgrade

**TITLE:** Covenant Church of Zion  
**WHERE:** Gornja dolina 10, Padina

**TITLE:** Union Reform Movement Seventh-day Adventist  
**WHERE:** Moravska 8, Belgrade



**TITLE:** Protestant Evangelical Church “Spiritual Center”

**WHERE:** Maksima Gorkog 21, Leskovac

**TITLE:** Christ Church Jevandeoska

**WHERE:** Ivana Zajca 17, Subotica

#### 5.5.4 VOTING RIGHTS

##### 5.5.4 a active voting right

**TITLE:** EU parliament

**WHAT:** Not EU member state

**TITLE:** national parliament

**WHAT:** Voting for members of the National Parliament

**WHO:** All adult Serbian citizens on the basis of free, universal, equal and direct electoral right by secret ballot

**TITLE:** Regional elections

**WHAT:** Voting for members of regional state authorities (Vojvodina)

**WHO:** All adult Serbian citizens with permanent residence in that region (Vojvodina) on the basis of free, universal, equal and direct electoral right by secret ballot

**TITLE:** Local elections

**WHAT:** Voting for members of local state authorities

**WHO:** All adult Serbian citizens with permanent residence in that municipality on the basis of free, universal, equal and direct electoral right by secret ballot.

##### 5.5.4 b passive voting right

**TITLE:** Passive voting right

**TITLE:** EU Parliament

**WHAT:** Not EU member state

**TITLE:** National Parliament

**WHAT:** MPs are selected in Serbia, as one constituency, on the basis of lists of political parties, party coalition, other political organizations and lists by groups of citizens

**WHO:** All adult citizens of the RS with legal capacity residing in Serbia. Candidates can be nominated by registered political parties, party coalitions and groups of citizens.(proportional representation)

**TITLE:** Regional elections

**WHAT:** Councillors are selected from the lists of political parties, their coalition, and the list proposed by the group of citizens.

**WHO:** All adult citizens of the RS with legal capacity residing in Serbia. Candidates





can be nominated by registered political parties, party coalitions and groups of citizens (mix of proportional representation and majority electoral system)

**TITLE:** Local elections

**WHAT:** Councillors are selected from the lists of political parties, their coalition, and the list proposed by the group of citizens.

**WHO:** All adult citizens of the RS with legal capacity residing in Serbia. Candidates can be nominated by registered political parties, party coalitions and groups of citizens.(proportional representation)

## 5.6 HOLIDAYS AND FREE TIME

### 5.6.1 PUBLIC HOLIDAYS

#### 5.6.1 a list of public holidays

**TITLE:** New year

**WHAT:** Non-working days during this holiday are 1st, 2nd, 3rd January.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Orthodox Christmas

**WHAT:** Non-working day is 7th January.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** St. Sava

**WHAT:** As this is a school feast day, pupils don't go to school, but in general it is a working day.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Candlemas - Statehood day

**WHAT:** Non-working days are 15th and 16th February. Statehood Day celebrates the recognition of the Serbian state from the Ottoman Empire back in 1804.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Orthodox/Catholic Easter

**WHAT:** Non-working days are 14th, 15th, 16th and 17th April. In 2017 Orthodox and Catholic Easter are on the same day, but usually Orthodox Easter is a few days/ weeks after Catholic Easter.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Day of Remembrance of Victims of the Holocaust, Genocide and Other



Victims of Fascism in the Second World War

**WHAT:** Even though it is a public holiday, it is a working day, 22nd April.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Labor day

**WHAT:** Non-working days are 1st and 2nd May. Labor Day represents efforts of the labor unions to celebrate the economic and social achievements of workers.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Victory day

**WHAT:** Victory Day is a holiday that commemorates the victory of the Soviet Union over Nazi Germany in the Great Patriotic War. Even though it is a public holiday, it is a working day.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** The First Day of Eid Al-Fitr

**WHAT:** It is a religious holiday for the members of the Islamic community worldwide. It represents the end of Ramadan, 25th June, non-working day for them.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** The First Day of Eid Al-Adha

**WHAT:** It is one the most important religious holiday for the members of the Islamic community worldwide. It is non-working day for citizens who belong to the Islamic community, 24th September.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** The First Day of Yom Kippur

**WHAT:** It is the most important religious holiday for the members of the Jewish community. It is non-working day for them, 30th September.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Day of Remembrance of Victims of Second World War

**WHAT:** Even though it is a public holiday, it is a working day, 21st October.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Armistice day

**WHAT:** It is non-working holiday which commemorates the signing armistice



between the Allies of World War I and Germany, 11th November.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

**TITLE:** Christmas day

**WHAT:** It is a non-working day for Catholics and members of other Christian community, 25th December.

**MORE INFO:** State and other holidays for 2017.

(available in Serbian – Latin language) <http://www.paragraf.rs/praznici-2017.html>

\* If a national holiday of the Republic of Serbia is on Sunday, the next day is non-working.

\* Islamic holidays are calculated according to the lunar calendar; therefore, the above dates may vary one or two days.

#### 5.6.1 b school holidays

**TITLE:** Winter holiday

**WHAT:** The school calendar is determined for each academic year separately. Winter holiday for school 2016-17 has two parts.

Duration of holiday: 31.12.2016 - 06.01.2017. and 30.01.2017. - 10.02.2017.

**TITLE:** Spring holiday

**WHAT:** Duration of holiday - 13.04.2017. - 17.04.2017.

**TITLE:** Summer holiday

**WHAT:** Duration of holiday - 21.06.2017. - 31.08.2017.

**TITLE:** Students and school employees have the right not to attend, at the time of the following religious holidays

**WHAT:**

1. Orthodox holiday - on the first day of the family saint;
2. members of the Islamic community – 11th September 2016, on the first day of Kurban Bayram;
3. members of the Jewish community – 12th October 2016, on the first day of Yom Kippur;
4. members of religious communities that celebrate religious holidays according to the Gregorian calendar – 25th December 2016, on the first day of Christmas;
5. members of religious communities that celebrate religious holidays according to the Julian calendar - on January 7th 2017, on the first day of Christmas;
6. members of religious communities which celebrate the days of Easter holidays according to the Gregorian and Julian calendar - from Eastern Friday until the second day of Easter  
(Catholics - from 14th April to 17th April 2017; Orthodox from 14th April to 17th April 2017)

#### 5.6.1 c holidays services



**TITLE:** Programs for free holiday service

**WHAT:** This institution encourages, provides subsidies to other centers and organizations as well as establishes programmes and conditions for free holiday service for children.

**WHERE:** Secretariat for Sports and Youth

1, Kraljice Marije Street, 11000 Belgrade

+381 11 7157440

(available in Serbian – Latin, English language) <http://www.beograd.rs/cir/gradska-vlast/2024-sekretarijat-za-sport-i-omladinu/>

**TITLE:** Free museums

**WHAT:** Free programmes for children within the framework of “Museums of Serbia 10 days from 10 to 10”

**MORE INFO:** Free programmes for children

(available in Serbian – Latin language) <http://www.yumama.com/vesti/kultura/21335-besplatni-deciji-programi-u-okviru-manifestacije-muzeji-srbije-10.html>

**TITLE:** Camps and workshops

**WHAT:** During holidays many camps are organized in Belgrade and out of Belgrade, as well as film workshops, painting, design, beautiful writing, foreign languages.

**MORE INFO:** Free programme for holidays

(available in Serbian – Latin language) <http://www.danubeogradu.rs/wp-content/uploads/2017/01/besplatni-programi-za-raspust-2017-radionice.pdf>

**TITLE:** Free sport activities

**WHAT:** Students are offered free holiday programmes which include sport activities in many sport centers as recreational swimming, school swimming, basketball, handball, skating, table tennis, martial arts

**MORE INFO:**

Free programme for holidays

(available in Serbian – Latin language) <http://www.danubeogradu.rs/wp-content/uploads/2017/01/besplatni-programi-za-raspust-2017-sport.pdf>

## 5.6.2 USEFUL SOCIAL NETWORKS (FB, LinkedIn, etc.)

### 5.6.2 a list of social networks groups

**TITLE:** Facebook

**WHAT:** An online social media and social networking service.

**WHERE:** [www.facebook.com](http://www.facebook.com)

**TITLE:** Instagram

**WHAT:** One of the most popular social networks for capturing and sharing photos/videos publicly or privately.

**WHERE:** [www.instagram.com](http://www.instagram.com)



**TITLE:** LinkedIn

**WHAT:** It is a business and employment-oriented social networking service, where employers can post jobs advertisements and job seekers can post their CVs.

**WHERE:** [www.linkedin.com](http://www.linkedin.com)

**TITLE:** Twitter

**WHAT:** This is an online news and social network where registered users post messages and interact with “tweets”, while unregistered are only allowed to read posts.

**WHERE:** [www.twitter.com](http://www.twitter.com)

**TITLE:** Google+

**WHAT:** It is a social network that is part of a Google account, adding contacts, even creating certain group, depending on interests (entertainment, news, sports)

**WHERE:** [www.google+.com](http://www.google+.com)

**TITLE:** Snapchat

**WHAT:** It is a social network of sharing images/videos, as well as communicating via video chats

**WHERE:** [www.snapchat.com](http://www.snapchat.com)

**TITLE:** Tumblr

**WHAT:** It is a sort of micro blogging platform, especially suitable for media sharing; typical tumble log is a mixture of photos, audio and other media.

**WHERE:** [www.tumblr.com](http://www.tumblr.com)

## 5.7 SUPPORT SERVICES FOR MIGRANTS

### 5.7 a list of support services and projects regarding housing

**TITLE:** Agency for housing (agencija za stanovanje)

**WHAT:** The social housing law regulates the conditions for sustainable development of social housing and providing and using funds for social housing development. The right to housing support has person who have no place to live with low incomes as a proof they would never provide themselves an apartment under market's conditions.

The main criteria for determining the order of priority for housing support: residential status, income level, health, disability, number of household members, assets.

For more information you should contact Agency in your municipality or The Republic Agency for housing.

**MORE INFO:** The Republic Agency for housing (Republička agencija za stanovanje)  
Milutina Milankovića 106 ,  
11073 Beograd  
Tel: 011/655-5450



Fax: 011/655-5449

**TITLE:** Shelters for adults

**WHAT:** Shelter for adults and the elderly is urgent and operational institution in the area of social protection. It is available for all people from the category of homeless, vagrants, alcoholics, beggars as well as some refugees.

**MORE INFO:** Shelters for adults

(available in Serbian – Latin language) <http://prihvatiliste.org>

**TITLE:** Organizations helping internally displaced persons

**WHAT:** These types of organizations help internally displaced persons through social-economic support including finding appropriate place to live.

**MORE INFO:** Organizations helping internally displaced persons

(available in Serbian – Latin language) [http://www.protecta.org.rs/public\\_docs/adresar\\_organizacija.pdf](http://www.protecta.org.rs/public_docs/adresar_organizacija.pdf)

**TITLE:** Private housing – renting (for refugees)

**WHAT:** The rights and obligations of the lessee and the lessor, as well as other issues of importance for the lease that are not regulated by the Law on Housing and Building Maintenance, are regulated in accordance with the Law on Obligations and Contracts

**MORE INFO:** You can look for the apartment on one of listed websites for advertising real-estates.

(available in Serbian – Latin language) <http://itnetwork.rs/Najbolji-srpski-sajtovi-za-nekretnine-article-7260.htm>

You can find a list of real estate agencies on the following link:

(available in Serbian – Latin language) <http://www.nekretnine.rs/agencije/>

**TITLE:** Accommodation in social care institutions

**WHAT:** The rights to be accommodated in this type of institution have persons with special needs, who are not able to independently live in a family because of the severe health, social, residential and/or family problems.

**WHERE:** Submit a [request and required documentation](#) (available in Serbian – Cyrillic language) in one in one of the branch offices of Center for Social Work.

(available in Serbian – Latin language) <http://www.gcsrbg.org/>

## **5.7 b list of online resources regarding housing**

**TITLE:** Halo oglasi

**WHAT:** In this webpage, you can find information about renting and buying accommodation.

**WHERE:** Tel: 011/3602-525.

E-mail: [podrska@halooglas.com](mailto:podrska@halooglas.com)

(In Serbian) <https://www.halooglas.com/nekretnine/izdavanje-stanova>

**TITLE:** Nekretnine.rs



**WHAT:** In this webpage, you can find information about renting apartments, rooms, houses and auxiliary facilities.

**WHERE:** Tel: +381 11 333 4 797

(In Serbian) <https://www.nekretnine.rs/>

**TITLE:** Booking.com

**WHAT:** Booking.com is a travel fare aggregator website and travel metasearch engine for lodging reservations. It is more focused on vacation rental market, which covers villas, apartments and rental homes.

**WHERE:** (in English and 42 other languages.) <https://www.booking.com>

**TITLE:** Commissariat for Refugees and Migration

**WHAT:** The institution that offers offer accommodation to migrants. Web site for more information (in English and Serbian) <http://www.kirs.gov.rs/articles/navigate.php?type1=3&lang=ENG>

**WHERE:** 4, Narodnih heroja Street,

11070 Novi Beograd

Tel:+ 381 11 311 72 72

Email: [kirs@kirs.gov.rs](mailto:kirs@kirs.gov.rs)

### **5.7 c list of support services and projects regarding social support**

**TITLE:** Parental allowance

**WHAT:** Parental allowance is a one of the support measures for families, which is an instrument of population policy. The right to this allowance can have a mother for the first, second, third and fourth child.

**WHERE:** The state administration in your local municipality

A list of all local municipalities in the RS

(available in Serbian – Latin, English, Russian, German language) [http://www.opstinesrbije.com/opstine\\_srbije.php](http://www.opstinesrbije.com/opstine_srbije.php)

**TITLE:** Child allowance

**WHAT:** You can obtain child allowance if you are a parent of a child who has a Serbian citizenship, residence in Serbia, and has health insurance form of Republic Institute for Health Insurance, for every of four children. The right to child allowance also depends on three months incomes average in the moment of submitting request.

**WHERE:** The state administration in your local municipality

A list of all local municipalities in the RS

(available in Serbian – Latin, English, Russian, German language) [http://www.opstinesrbije.com/opstine\\_srbije.php](http://www.opstinesrbije.com/opstine_srbije.php)

**TITLE:** Support for women in labor – Belgrade's example.

**WHAT:** Unemployed mothers can achieve a cash benefit in the amount of RSD 35.000 (in 2017) . That can be realized in four instalments, so first you will be paid RSD 20.000 (in 2017), and then RSD 5.000(in 2017) in the next three months. Employed mothers may realize one-time cash benefit, in the amount of RSD 10.000





(in 2017).

**WHERE:** The state administration in your local municipality

A list of all local municipalities in the RS

(available in Serbian – Latin, English, Russian, German language) [http://www.opstinesrbije.com/opstine\\_srbije.php](http://www.opstinesrbije.com/opstine_srbije.php)

**TITLE:** Financial social assistance

**WHAT:** The right of an individual or family, who through their work, income from property or from other sources of generating income less than the amount of financial social assistance established by this Law.

**TITLE:** Guardians for unaccompanied minors

**WHAT:** All unaccompanied minors need immediately be awarded a legal guardian by the local social welfare centre, and the guardian must be present during the hearing

**WHERE:** [List](#) of Centers for Social Work in RS (available in Serbian – Cyrillic language).

### 5.7 d list of online resources regarding social support

**TITLE:** E-Government

**WHAT:** Web page that provides electronics administration services.

(in English and Serbian) <https://www.euprava.gov.rs/eusluge>

**TITLE:**

**WHAT:** The Disability and Pension Fund of the Republic of Serbia has been established pursuant to the Law on Pension and Disability Insurance, for the purpose of executing rights from pension and disability insurance and providing funds to execute these rights.

(in English and Serbian) <http://www.pio.rs/eng/about/scope-of-activity.html>

**TITLE:** National Employment Agency

**WHAT:** Is a state administration for support of unemployed persons. (in Serbian)

<http://www.nsz.gov.rs/live/trazite-posao/svi-poslovi>

### 5.7 e list of support services and projects addressing persons with special needs

**TITLE:** Reimbursement of relevant expenses of workplace adjustments

**WHAT:** An employer who hires a person with special needs who requires adapting to work may be entitled to reimbursement of relevant costs in a lump sum.

Adapting includes the technical and technological equipping the workplace, capital equipment, premises and equipment in accordance with the possibilities and needs of employees with special needs.

**WHERE:** NES provides operational and technical support implementing programmes of active employment policy aimed at employers and people with special needs.

**MORE INFO:** Programs of employment support for persons with disabilities

(available in Serbian – Latin language) <http://www.nsz.gov.rs/live/trazite-posao/dok->



[trazite-posao/programi/podr\\_ka\\_u\\_zapo\\_ljavanju\\_osoba\\_sa\\_invaliditetom.cid225](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr_ka_u_zapo_ljavanju_osoba_sa_invaliditetom.cid225)

**TITLE:** Exemption from paying contributions

**WHAT:** The Law on Mandatory Social Insurance stipulates that the employer, who hires a person with special needs, is exempt from the obligation to pay contributions for compulsory social for a period of 3 years from the date of employing the person.

The right to be exempt from paying contributions do not have public authorities and organizations, public enterprises, public services and other direct or indirect budget beneficiaries.

**WHERE:** NES provides operational and technical support implementing programmes of active employment policy aimed at employers and people with special needs.

**MORE INFO:** Programs of employment support for persons with disabilities (available in Serbian – Latin language) [http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr\\_ka\\_u\\_zapo\\_ljavanju\\_osoba\\_sa\\_invaliditetom.cid225](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr_ka_u_zapo_ljavanju_osoba_sa_invaliditetom.cid225)

**TITLE:** Self-employment subsidy

**WHAT:** It is entitled to unemployed, registered at the NES who have completed training to start their own business. Self-employment subsidy is a lump sum of RSD 220,000.00 for unemployed persons with special needs establishing shops, cooperatives or other forms of entrepreneurship, as well as establishing company, if a founder is employed within it.

**WHERE:** NES provides operational and technical support implementing programmes of active employment policy aimed at employers and people with special needs.

**MORE INFO:** Programs of employment support for persons with disabilities (available in Serbian – Latin language) [http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr\\_ka\\_u\\_zapo\\_ljavanju\\_osoba\\_sa\\_invaliditetom.cid225](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr_ka_u_zapo_ljavanju_osoba_sa_invaliditetom.cid225)

**TITLE:** Implementing public work programmes, which engages unemployed persons with special needs

**WHAT:** This type of programme hires unemployed people with special needs in order to preserve and improve job skills or work, social integration of people with special needs in the labor market, as well as realizing particular social interest.

**WHERE:** NES provides operational and technical support implementing programmes of active employment policy aimed at employers and people with special needs.

**MORE INFO:** Programs of employment support for persons with disabilities (available in Serbian – Latin language) [http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr\\_ka\\_u\\_zapo\\_ljavanju\\_osoba\\_sa\\_invaliditetom.cid225](http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/podr_ka_u_zapo_ljavanju_osoba_sa_invaliditetom.cid225)

**TITLE:** Association of enterprises for professional rehabilitation and employment of persons with special needs

**WHAT:** Enterprise for professional rehabilitation and employment of persons with special needs is a legal entity that employs and performs professional rehabilitation of persons with disabilities, in accordance with the Law on Professional Rehabilitation and Employment of Persons with Disabilities.



**MORE INFO:** Association for Professional Rehabilitation and Employment of Persons with Disabilities

(available in Serbian – Latin language) <http://www.uips.rs/>

**TITLE:** Work center

**WHAT:** Work center is a special form of the institution providing work engagement as therapeutic activity of persons with special needs that cannot be employed or maintain employment neither under general nor under special conditions, whose efficiency is less than one-third of working performance of the employee on a typical workplace.

**MORE INFO:** The law on rehabilitation and employment of persons with disabilities (available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposljavanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposljavanju_osoba_sa_invaliditetom.html)

**TITLE:** Social enterprise and organizations

**WHAT:** According to the law, this type of enterprise is established in order to perform the activity directed to meet the needs of persons with special needs, where, regardless of the total number of employees, has employed at least one person with special needs.

**MORE INFO:** The law on rehabilitation and employment of persons with disabilities (available in Serbian – Latin language) [http://www.paragraf.rs/propisi/zakon\\_o\\_profesionalnoj\\_rehabilitaciji\\_i\\_zaposljavanju\\_osoba\\_sa\\_invaliditetom.html](http://www.paragraf.rs/propisi/zakon_o_profesionalnoj_rehabilitaciji_i_zaposljavanju_osoba_sa_invaliditetom.html)

## **5.7 f list of online resources regarding people with special needs**

**TITLE:** <https://www.minrzs.gov.rs/?view=lat&action=page&id=sektor-za-zastitu-osoba-sa-invaliditetom>

**WHAT:** The webpage from the Government of Serbia has information about different topics related with people with special needs, including list of organisations that offer support and counselling and special guides for people with special needs

**WHERE:** (in Serbian) Rule books through rights of people with special needs in Serbia.

<http://www.minrzs.gov.rs/files/doc/inval/Vodic%20kroz%20prava%20osoba%20sa%20invaliditetom.pdf>

**TITLE:** [https://translate.google.rs/translate?hl=en&sl=sr&u=http://www.nsz.gov.rs/live/nudite-posao/podrska-poslodavcima/zaposlite\\_osobu\\_sa\\_invaliditetom.cid224&prev=search](https://translate.google.rs/translate?hl=en&sl=sr&u=http://www.nsz.gov.rs/live/nudite-posao/podrska-poslodavcima/zaposlite_osobu_sa_invaliditetom.cid224&prev=search)

**WHAT:** In accordance with the Law on Vocational Rehabilitation and Employment of Persons with Disabilities, in order to create the conditions for equal participation of people with disabilities at the labor market, the following areas are regulated: encouraging the employment of persons with disabilities, assessment of working ability, professional rehabilitation, employment obligation, and the operation of companies for professional rehabilitation and employment of persons with disabilities, work centers and social enterprises, as well as other issues of importance for professional rehabilitation and employment of persons with disabilities. This site provides current information about legislation, public calls, services and measures for people with disabilities.



## 5.7 g list of support services and projects regarding participating in society

**TITLE:** Advisory Body - United Nations High Commissioner for Refugees - UNHCR

**WHAT:** International - UN

UNHCR works to protect and assist refugees, as well as to ensure that everyone has the right to seek asylum and find safe refuge in another State, with the option to eventually return home, integrate or resettle.

**WHERE:** Office in Serbia

Krunska 58

11000 Belgrade, Serbia

Tel: +381 11 244 3746

Email: [srbbe@unhcr.org](mailto:srbbe@unhcr.org)

**TITLE:** Advisory Body - Organization for Migration - IOM

**WHAT:** International (inter-governmental organization)

IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants

**WHERE:** Office in Serbia Skenderbegova 3

11000 Beograd, Serbia

Tel: +381 11 3282 075

Email: [iombeograd@iom.int](mailto:iombeograd@iom.int)

**TITLE:** Register of civic association

**WHAT:** An association may be founded by at least three founders, provided that at least one of the founders must have a permanent residence or seat in the territory of RS.

**WHERE:** Serbian Business Registers Agency,

Brankova 25, 11000 Belgrade

Tel: +381 11 20 23 350

**TITLE:** Religious organisations

**WHAT:** Religious organizations in Serbia have a status of legal entity, and are registered in the Registry of the Ministry of Justice. Under the Government, there is a Directorate for Cooperation with Churches and Religious Communities that is in charge of all churches and religious organizations in RS.

**WHERE:** Ministarstvo pravde- Direkcija za saradnju sa crkvama I religijskim organizacijama (Ministry of Justice - Directorate for Cooperation with Churches and Religious Communities)

Palace of Serbia,

Bulevar Mihajla Pupina 2,

11000 Belgrade

Tel: +381 11 3112811

Email: [kabinet@vere.gov.rs](mailto:kabinet@vere.gov.rs)



## 5.7 h list of support services and projects regarding holidays and free time

**TITLE:** Programs for free holiday service

**WHAT:** This institution encourages, provides subsidies to other centers and organizations as well as establishes programmes and conditions for free holiday service for children.

**WHERE:** Secretariat for Sports and Youth

1, Kraljice Marije Street, 11000 Belgrade

+381 11 7157440

(available in Serbian – Latin, English language) <http://www.beograd.rs/cir/gradska-vlast/2024-sekretariat-za-sport-i-omladinu/>

**TITLE:** Free museums

**WHAT:** Free programmes for children within the framework of “Museums of Serbia 10 days from 10 to 10”

**MORE INFO:** Free programmes for children

(available in Serbian – Latin language) <http://www.yumama.com/vesti/kultura/21335-besplatni-deciji-programi-u-okviru-manifestacije-muzeji-srbije-10.html>

**TITLE:** Camps and workshops

**WHAT:** During holidays many camps are organized in Belgrade and out of Belgrade, as well as film workshops, painting, design, beautiful writing, foreign languages.

**MORE INFO:** Free programme for holidays

(available in Serbian – Latin language) <http://www.danubeogradu.rs/wp-content/uploads/2017/01/besplatni-programi-za-raspust-2017-radionice.pdf>

**TITLE:** Free sport activities

**WHAT:** Students are offered free holiday programmes which include sport activities in many sport centers as recreational swimming, school swimming, basketball, handball, skating, table tennis, martial arts.

**MORE INFO:** Free programme for holidays

(available in Serbian – Latin language) <http://www.danubeogradu.rs/wp-content/uploads/2017/01/besplatni-programi-za-raspust-2017-sport.pdf>



## 6 HEALTH

### 6.1 PUBLIC HEALTH CARE

#### 6.1 a description of the system

**TITLE:** Description of the system

**WHAT:** Health care is provided through a network of health care institutions at 3 levels of health care: primary, secondary and tertiary. Primary level cover the territory of one or more municipalities or towns and shall provide (e.g preventive health care for all population categories, urgent care, general medicine health, laboratory and other diagnostics, prevention and treatment in dental care) in community Health Center in pharmacies and Institutes of Health. Secondary level: general hospital and specialist-consultative treatment in general and specialized hospitals. Tertiary level: highest specialized personnel and technological equipment and provides quality diagnostic and treatment (Clinic Research Institute, Clinical Hospital Centre etc.)

**WHO:** Every migrant and their family members attending to stay in Serbia for short or permanent time. The only condition for using public health care is that you are insured. If you are a foreign citizen you can get your health insurance. If you don't have insurance you will need to pay services based on price list of medical institution.

**HOW:** Go directly to the medical institution or call them by telephone.

**WHERE:** List of medical institutions in RS (available in Serbian – Latin, English language) <http://www.eng.rfzo.rs/index.php/healthfacilitiesserbia>

**WHEN:** When you need any medical help or advice about your health condition

**ATTENTION:** Always carry your personal document and health cards

**GOOD TO KNOW:**

The Law on Patient's Right(available in Serbian – Latin, English language) <http://www.zdravlje.gov.rs/showpage.php?id=307>

The Law on Health Care (available in English language) [http://www.skriningsrbija.rs/files/File/English/Republic\\_of\\_Serbia\\_Healthcare\\_Law.pdf](http://www.skriningsrbija.rs/files/File/English/Republic_of_Serbia_Healthcare_Law.pdf)

#### 6.1 b steps to get medical aid

**TITLE:** Steps to get medical aid

**WHAT:** How you can use medical aid, in which situation, who is in charged, which documents you need to have.

**STEP 1:** Sign up for temporarily staying or permanent residence. It is also enough to register at asylum center if you are asylum seeker. In emergency cases you don't need any kind of registration.

**STEP 2:** You need to get health insurance card at National Health Insurance Fund if you can apply for compulsory insurance (for every service at public health care institution, you need to be insured if you don't want to pay the price of that service) and bring it with you when you go to the doctor. In emergency cases and when you go at private institutions you don't need card.

**STEP 3:** If you need an advice, when you go for the first time to doctor because of some health problem, go to your community Health Center (ordered by your residence) and they will direct you to other hospital or specialist if it is necessary.



First you will need to choose your personal doctor. Then in every other visit of a medical institution, first you will need to make an appointment with your appointed doctor.

**STEP 4:** If you need to visit a specialist, your appointed doctor will give you a medical note/referral and recommend you a specialist.

**WHERE:** Depends on medical aid you need - pharmacy, community health centre, hospital, clinic, urgent centre. List of register institution (available in Serbian – Latin language)

<http://www.zdravlje.gov.rs/showelement.php?id=8464>

**ATTENTION:** You might have extra charges if your compulsory or private insurance don't cover all costs. If you are employee you will pay for participation.

**GOOD TO KNOW:** Every child by the age of 18 have right for health insurance and care if they or their parents have any type of residence in Serbia, or if they just passing through Serbia.

Every asylum seeker, after they sign up in Center for asylum, can take free medical aid in nearest community health centre.

In case of emergence you can call 194. If you want contacts for the particular medical institution call information 11811 and ask for their number.

## 6.2 HEALTH INSURANCE

### 6.2 a state compulsory system

**TITLE:** State compulsory system - description

**WHAT:** Serbia adopted universal health coverage . You, as an insured, have right to health care (general and special medical examination and treatment, hospitalisation), benefits for work insures and benefit for transportation to medical institution.

**WHO:** Insured persons can be divided into 2 groups. First group: an employee or self-employed which receives incomes (including family members), second group: person with no income or with income less than the established threshold.

You can be insured if you are employed. In case that you don't work you can pay for your insurance in the amount of 2.376,62 RSD (19.83 EUR in 2017 or you can get your insurance for free if you belong to certain group.

**HOW:** You need to register at National Health Insurance Fund or your employer has to do that if you work. You can register online (available in Serbian – Latin, English language) <http://www.eng.rfzo.rs/index.php/health-insurance-registration>

**WHERE:** National Health Insurance Fund

2 Jovana Marinovica

11040 Belgrade

+381 11 2053830

[public@rfzo.rs](mailto:public@rfzo.rs)

Google maps <https://www.google.rs/maps/place/National+Health+Insurance+Administration/@44.7773239,20.4545996,17z/data=!3m1!4b1!4m5!3m4!1s0x475a7047c3d4967f:0xe0781a3a951e0b77!8m2!3d44.7773239!4d20.45678833>

**WHEN:** If you decide to stay temporary or permanently in Serbia.

**ATTENTION:** If you are chronic or acute patients you need special certificates in order to receive adequate medical services free of charge.





**GOOD TO KNOW:** You will need to pay participation for some medical services and medicines without prescriptions.

## 6.2 b health insurance cards

**TITLE:** Health insurance cards

**TITLE:** Health card

**WHAT:** A card that allows medical treatment for those who are eligible for compulsory health insurance. This card needs to be presented every time you visit a doctor. This card has to be certificated it every 6 months.

**WHERE:** National Health Insurance Fund (NHIF). If you are self-employed you personally need to submit your request and in that case you will need to pay the amount around 400 dinars. If you are employed your employer will do this for you/

**TITLE:** Health card (for unemployment)

**WHAT:** If you are unemployed person, belonging to the category of socially vulnerable population and you are listed in the records of the National Employment Service. You need to verify it once a year at the residential branch of the NHIF

**WHERE:** You have to submit your request for the prolongation of your card at residential local branch of the NHIF, or in Belgrade at central branch.

Jovana Marinovića 2 street. Amount you need to pay is around 400 dinars.

Tel: +381 11 2053830

Email: [public@rfzo.rs](mailto:public@rfzo.rs)

## 6.2 c private insurance

**TITLE:** Private insurance

**WHAT:** It's an insurance coverage offered by a private institution or company. There are different kinds of private insurances. Private insurance is implemented by registered legal persons. They will cover your cost regardless you receive medical treatment in private or public medical institutions.

**WHO:** Everyone who wishes to have additional insurance (because in Serbia you are in any case obligated to pay state medical insurance if you are employed), including those that don't have mandatory insurance and those that are not included in the compulsory health insurance.

**HOW:** You need to go at chosen insurance company, sign the contract and pay the insurance premium. You will get policy of insurance and document which proves your right for private insurance.

**WHERE:** It is on you to choose insurance company.

**WHEN:** If you decide to stay temporary or permanently in RS and want to ensure yourself for greater groups of risks.

**ATTENTION:** Make sure you save the bill and medical documentation. Without that institution for private insurance won't be able to reimburse for your costs.

**GOOD TO KNOW:** You will need to pay participation for some medical services and medicines without prescriptions. Beside private insurance you can register for additional and parallel insurance at National Health Insurance Fund.

## 6.2 d medical self-insurance



**TITLE:** Self-insurance

**WHAT:** A self-insurance is a medical/health policy you can apply for if you don't have any other medical insurance in Serbia. There is two types of this insurance. First type is additional insurance, if you want better package of services (dobrovoljno osiguranje). The other one is, if you are unemployed and you want to be only medical insured (in the amount of 2.376,62 RSD (19.83 EUR in 2017)). You need to pay it on a monthly basis. This insurance covers you in case of illness, accident and maternity but you're not entitled to receive unemployment or pension benefits. If you want you can pay also for the pension insurance.

**WHO:** You can apply for a self-insurance if you want better package of services (dobrovoljno osiguranje) or you are unemployed and you don't have mandatory insurance and you have your residence in Serbia.

**HOW:** You have to go to the state medical insurance and submit the application form. They'll send you an invoice with the first monthly payment.

**WHERE:** Republički fond za zdravstveno osiguranje (National Health Insurance Fund)

Jovana Marinovića 2,

11040 Belgrade

Tel: +381 11 2053830

Fax: +381 11 2645042; +381 11 2688420

e-mail: public@rfzo.rs

## 6.3 PRIVATE HEALTHCARE

### 6.3 a description of private healthcare

**TITLE:** Private healthcare

**WHAT:** Beside public institution of healthcare you can also medically treat yourself at private hospitals, communities' health centers, clinics, and use private laboratories and pharmacies.

**WHO:** Every person who need medical care regardless if they have compulsory or private insurance.

**HOW:** You just need to find and chose private clinic, call them by telephone or go directly there and make an appointment.

In case that you can't have medical examination in state hospital in a period longer than 30 days, you can go to the private doctor and ask for refund of all costs.

First you should fill [application form](#).

Then you can go to the private hospital.

Don't forget to take a receipt that you paid medical examination.

When you take this documentation, you can go to the National Health Insurance Fund in your municipality and fill the [request for cost reimbursement](#).

**WHERE:** At residence of chosen medical institution.

You can find here names and addresses of medical institution. (available in Serbian - Latin, English, language) <https://www.O11info.com/en/health-and-medicine>

**WHEN:** When you need medical aid or advice. Also, when you can't get medical aid in public institution of health care you can ask them for a referral to a specialist working in private institution.



**ATTENTION:** Private healthcare is not free, you can have extra charges because your private insurance or in rare cases compulsory insurance, won't cover your all costs for you. It depends on your insurance policy.

**GOOD TO KNOW:** Check does your private insurance company have special contract with some private medical institutions for better service or lower prices.

In case you cannot perform the examination for which there is no waiting list at a state hospital within 30 days, you can done check by a private doctor and seek reimbursement from the Republic Fund for Health Insurance.

**MORE INFO:** (available in Serbian – Latin language) <http://pravo.potrosackisavetnik.com/potvrda-za-povracaj-troskova-za-pregled-u-privatnoj-praksi/>

## 6.4 EMERGENCY

### 6.4 a emergency medical attention

**TITLE:** Emergency medical attention

**OVERVIEW:** Emergency medical attention is given to any person in need of immediate intervention. All medical institutions and clinics, public or private, are required by law to provide emergency medical attention to any person that needs it, free of charge.

**WHO:** All persons on the territory of Republic of Serbia, regardless of nationality or any other status, can receive free emergency medical attention.

**HOW:** Call 194 for an emergency ambulance or find the closest medical facility and ask for help. Explain all the important details to the medical staff about how the injury happened and/or any medical history you have.

**WHERE:**

Clinical Center of Serbia

2 Pasterova, 11000 Belgrade

<https://www.google.rs/maps/place/Klinicki+Centar+Srbije/@44.8005891,20.4579789,17z/data=!3m1!4m5!3m4!1s0x475a7ee6fd0b2bd7:0x9d53dbbde469634318m2!3d44.8005853!4d20.4601676?hl=en>

or

Find the closest medical facility possible, and ask for help there.

You can find here names and addresses of medical institution in Belgrade.

(available in Serbian – Latin, English language) <https://www.O11info.com/en/health-and-medicine>

**WHEN:** Emergency services are available throughout the year, regardless of holidays, 24 hours a day.

**ATTENTION:** This applies only to cases where there is a risk of death or other major complications if immediate medical attention is not given, and does not apply to full or long-term treatments or less dangerous injuries.

**GOOD TO KNOW:** Medical facilities can be found in every municipality/town in Serbia, and emergency services can send mobile units to transfer patients to larger clinics if the nearest medical facility cannot offer needed help.

### 6.4 b dental first aid

**TITLE:** Dental first aid



**OVERVIEW:** Dental first aid includes all emergency dental interventions, but does not include regular dental treatment.

**WHO:** Persons insured with the National Health Insurance Fund.

**HOW:** In an emergency, call an ambulance using the phone number 194, or simply visit a state medical clinic or hospital with your insurance card.

**WHERE:**

Dental first aid can only be provided by state medical facilities.

or

You can find here names and addresses of private dental offices in Belgrade.

(available in Serbian – Latin, English language) <https://www.011info.com/en/dental-surgery>

**ATTENTION:** This applies only to cases where there is a risk of death or other major complications if immediate medical attention is not given, and does not apply to full or long-term treatments or less dangerous injuries.

**GOOD TO KNOW:** Medical facilities can be found in every municipality/town in Serbia, and emergency services can send mobile units to transfer patients to larger clinics if the nearest medical facility cannot offer you the help you need.

## 6.4 c on duty pharmacies in large cities

**TITLE:** On duty pharmacies in large cities

**TITLE:** Sveti Sava

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 2 Nemanjina Street, Belgrade

**TITLE:** Prvi Maj

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 9 Kralja Milana Street, Belgrade

**TITLE:** Bogdan Vujošević

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 30 Goce Delčeva Street, Belgrade

**TITLE:** Zemun

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 34 Glavna Street, Belgrade

**TITLE:** Gornji Grad

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 27 Dr. Đorđa Kovačevića Street, Lazarevac

**TITLE:** Bulevar

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 7 Mihaila Pupina Boulevard, Novi Sad



**TITLE:** Čele Kula

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 24 Sindelić Square, Niš

**TITLE:** Bujanj

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** Crvenog Krsta Street, Kragujevac

**TITLE:** Subotica, Ogranak 1

**WHAT:** 00-24 hour on-duty(only on-duty on weekends)

**WHERE:** 1 Sloboda Square, Subotica

**TITLE:** Subotica, Ogranak 2

**WHAT:** 00-24 hour on-duty (1st -15th in month)

**WHERE:** 4 Jakab and Komor Square, Subotica

**TITLE:** Subotica, Ogranak 3

**WHAT:** 00-24 hour on-duty (15th – 31st in month)

**WHERE:**14 Đure Đakovića Street, Subotica

**TITLE:** Centralna Apoteka

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 47 Kralja Aleksandra KaraĐorđevića Street, Zrenjanin

**TITLE:** Dr Dragiša Mišović

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 11 Skadarska Street, Čačak

**TITLE:** Centar

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 112 Jug Bogdanova Street, Kraljevo

**TITLE:** Hipokrat

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** RadeSvilara Street, Leskovac

**TITLE:** Kedrović

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 17 MirkaTomića Street, Kruševac

**TITLE:** Kosta Nikolić

**WHAT:** 00-24 hour on-duty pharmacy



**WHERE:** 2/A Vojislavalića Street, Šabac

**TITLE:** 1. Maj

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 5 Nosioca albanskih spomenica Street, Smederevo

**TITLE:** Zdravlje

**WHAT:** 00-24 hour on-duty pharmacy

**WHERE:** 4 Jug Bogdanova Street, Užice

## 6.5 PATIENTS' RIGHTS

### 6.5 a list of the most important rights

**TITLE:** List of the most important rights

**TITLE:** Access to healthcare

**WHAT:** Right to quality treatment, without discrimination, within the system's means.

**TITLE:** Information

**WHAT:** Right to all information, in a timely manner, regarding current and possible treatment, rights, and names of staff involved in treatment.

**TITLE:** Preventive measures

**WHAT:** Right to adequate medical services for prevention and early detection of diseases.

**TITLE:** Quality of healthcare service

**WHAT:** Right to timely and quality treatment in line with professional standards, including humane treatment of patient.

**TITLE:** Patient security

**WHAT:** Right to security with the aim of reducing the risk of bad outcomes and consequences to a minimum. Patient cannot bear damages caused by inadequate medical treatment.

**TITLE:** Notification

**WHAT:** Right to timely notification with all details necessary for the patient to reach an informed decision on treatment.

**TITLE:** Free choice

**WHAT:** Right to choose method of treatment, doctor, institution, in line with regulations.



**TITLE:** Different expert opinion

**WHAT:** Right to different opinion by another medical expert.

**TITLE:** Privacy and confidentiality

**WHAT:** Right to confidentiality of all personal information (including diagnosis) and privacy during treatment.

**TITLE:** Consent

**WHAT:** Right to decide on all aspects life or health, except in cases when there are direct effects on the life of the patient or health of other persons.

**TITLE:** Other important rights

**WHAT:** Access to medical files, Confidentiality of patients' medical condition, Children in stationary health institutions, Relief from suffering and pain, Respect for patients' time, Complaint, Compensation.

**TITLE:** Protector of Citizens (Ombudsman)

**WHAT:** Responsible for protection and promotion of rights and liberties of all citizens.

**WHERE:** 16 Deligradska Street

11000 Belgrade

Tel: +381 11 2068 100

Email: [zastitnik@zastitnik.rs](mailto:zastitnik@zastitnik.rs)

**TITLE:** National Preventive Mechanism

**WHAT:** In charge of monitoring detention and reception centers across Serbia to prevent torture.

**WHERE:** 16 Deligradska Street

11000 Belgrade

Tel: +381 11 2068 100

Email: [zastitnik@zastitnik.rs](mailto:zastitnik@zastitnik.rs)

**TITLE:** Ministry of Health – Health Inspection

**WHAT:** Responsible for ensuring adequate conditions and procedures in medical centers.

**WHERE:** 1 Omladinskih brigade Street

11000 Belgrade

Tel: +381 11 260 7874

Email: [zoran.panajotovic@zdravlje.gov.rs](mailto:zoran.panajotovic@zdravlje.gov.rs)

**TITLE:** Serbian Medical Chamber

**WHAT:** Association of doctors and medical workers.

**WHERE:** 1-3 Kraljice Natalije Street

11000 Belgrade





Tel: +381 11 362 6185

Email: [info@lks.org.rs](mailto:info@lks.org.rs)

**TITLE:** Association of Lawyers for Medical and Health Law of Serbia – SUPRAM

**WHAT:** Lawyers specializing in medical issues.

**WHERE:** 45/I Kraljice Natalije Street

11000 Belgrade

Tel: +381 11 361 3692

Email: [udruzenjesupram@gmail.com](mailto:udruzenjesupram@gmail.com)

**TITLE:** International Aid Network – IAN

**WHAT:** Group for supporting human rights violation survivors and other marginalized and vulnerable groups.

**WHERE:** 5 Đure Daničića Street

11000 Belgrade

Tel: +381 11 3229 732

**TITLE:** Mental Disability Rights Initiative of Serbia

**WHAT:** Advocacy organization dedicated to human rights and full participation in society of children and adults with mental disabilities.

**WHERE:** 171 Kralja Aleksandra Boulevard

11000 Belgrade

Tel: +381 11 383 7204

Email: [mdri.serbia@gmail.com](mailto:mdri.serbia@gmail.com)

## 6.6 SUPPORT SERVICES FOR MIGRANTS

### 6.6 a list of support services and projects regarding health

**TITLE:** Protector of Citizens (Ombudsman)

**WHAT:** Responsible for protection and promotion of rights and liberties of all citizens.

**WHERE:** 16 Deligradska Street

11000 Belgrade

Tel: +381 11 2068 100

Email: [zastitnik@zastitnik.rs](mailto:zastitnik@zastitnik.rs)

**TITLE:** National Preventive Mechanism

**WHAT:** In charge of monitoring detention and reception centers across Serbia to prevent torture.

**WHERE:** 16 Deligradska Street

11000 Belgrade

Tel: +381 11 2068 100

Email: [zastitnik@zastitnik.rs](mailto:zastitnik@zastitnik.rs)



**TITLE:** Ministry of Health – Health Inspection

**WHAT:** Responsible for ensuring adequate conditions and procedures in medical centers.

**WHERE:** 1 Omladinskih brigade Street

11000 Belgrade

Tel: +381 11 260 7874

Email: [zoran.panajotovic@zdravlje.gov.rs](mailto:zoran.panajotovic@zdravlje.gov.rs)

**TITLE:** Serbian Medical Chamber

**WHAT:** Association of doctors and medical workers.

**WHERE:** 1-3 Kraljice Natalije Street

11000 Belgrade

Tel: +381 11 362 6185

Email: [info@lks.org.rs](mailto:info@lks.org.rs)

**TITLE:** Association of Lawyers for Medical and Health Law of Serbia – SUPRAM

**WHAT:** Lawyers specializing in medical issues.

**WHERE:** 45/l Kraljice Natalije Street

11000 Belgrade

Tel: +381 11 361 3692

Email: [udruzenjesupram@gmail.com](mailto:udruzenjesupram@gmail.com)

**TITLE:** International Aid Network – IAN

**WHAT:** Group for supporting human rights violation survivors and other marginalized and vulnerable groups.

**WHERE:** 5 Đure Daničića Street

11000 Belgrade

Tel: +381 11 3229 732

**TITLE:** Mental Disability Rights Initiative of Serbia

**WHAT:** Advocacy organization dedicated to human rights and full participation in society of children and adults with mental disabilities.

**WHERE:** 171 Kralja Aleksandra Boulevard

11000 Belgrade

Tel: +381 11 383 7204

Email: [mdri.serbia@gmail.com](mailto:mdri.serbia@gmail.com)

## **6.6 b List of online resources regarding health**

**TITLE:** Information health service – Lekarinfo

**WHAT:** Through this site you can ask and get relevant information regarding your health. You can questions, get video consultations and make registration and get your medical record.

**WHERE:** (in Serbian) <http://www.lekarinfo.com/o-nama>



**TITLE:** The Ministry of Health

**WHAT:** The Ministry of Health executes operations of state administration relating to Health care system. On this site you can find information about projects activities, documents and news regarding health system.

**WHERE:** (in Serbian and English) <http://www.zdravlje.gov.rs/index.php?>

**TITLE:** Institute of Public Health of Serbia “Dr Milan Jovanović Batut”

**WHAT:** Institute of Public Health of Serbia “Dr Milan Jovanović Batut” was established on the Republic level and represents an expert institution for Public Health, which provides advice, support and guidance for the Serbian government and all departments for public health and conducts independent researches on issues related to public health in Serbia.

**WHERE:** (in Serbian and English) [http://www.batut.org.rs/index.php?category\\_id=132](http://www.batut.org.rs/index.php?category_id=132)

**TITLE:** Eklinika.rs

**WHAT:** Eklinika is a project that is providing services for the citizens concerning health. Through this site you can have communication with doctors about your medicine problem. (Important note –consultation is not for free)

Through this site you can ask and get relevant information regarding your health. You can questions, get video consultations and make registration and get your medical record.

**WHERE:** (in Serbian) <https://www.eklinika.rs/>





# **Danube Compass Slovakia (English version)**

## **OTHER LANGUAGES CHOSEN:**

- ▶ Slovak
- ▶ Serbian
- ▶ Ukranian
- ▶ Vietnamese

**RESPONSIBLE PARTNER:**  
Institute of Ethnology, Slovak Academy of Sciences



# Structure

<b>1</b>	<b>ARRIVAL AND STAY .....</b>	<b>1014</b>
1.1	VISA .....	1014
1.2	ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION .....	1016
1.3	TEMPORARY WORK MOBILITY .....	1019
1.4	TEMPORARY IMMIGRATION .....	1022
1.5	LONG TERM IMMIGRATION .....	1029
1.6	CITIZENSHIP .....	1032
1.7	IRREGULAR/UNDOCUMENTED SITUATION .....	1034
1.8	PERSONAL DOCUMENTS .....	1035
1.9	CERTIFICATES .....	1037
1.10	VERIFICATION OF DOCUMENTS .....	1038
1.11	JUDICIAL TRANSLATIONS .....	1039
1.12	REGISTRATION OF ADDRESS .....	1039
1.13	SUPPORT SERVICES FOR MIGRANTS .....	1041
<b>2</b>	<b>WORK .....</b>	<b>1042</b>
2.1	EMPLOYMENT .....	1042
2.2	BUSINESS .....	1068
2.3	TAXES .....	1082
2.4	SUPPORT SERVICES FOR MIGRANTS .....	1084
<b>3</b>	<b>LEARNING LOCAL LANGUAGE .....</b>	<b>1085</b>
3.1	STATE SUPPORTED PROGRAMS .....	1085
3.2	COMMERCIAL PROGRAMS .....	1085
3.3	LANGUAGE COURSES FOR CHILDREN .....	1085
3.4	LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP .....	1086
3.5	SUPPORT SERVICES FOR MIGRANTS .....	1086

<b>4</b>	<b>EDUCATION .....</b>	<b>1087</b>
4.1	PRESCHOOL EDUCATION .....	1087
4.2	PRIMARY SCHOOL .....	1089
4.3	SECONDARY SCHOOL .....	1093
4.4	HIGHER EDUCATION AND UNIVERSITY .....	1095
4.5	APPRENTICESHIP .....	1097
4.6	ADULT EDUCATION .....	1097
4.7	NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS .....	1098
4.8	SUPPORT SERVICES FOR MIGRANTS .....	1098
<b>5</b>	<b>EVERYDAY LIFE .....</b>	<b>1100</b>
5.1	HOUSING .....	1100
5.2	SOCIAL SUPPORT .....	1103
5.3	DRIVING AND TRANSPORT .....	1114
5.4	PERSONS WITH SPECIAL NEEDS .....	1118
5.5	PARTICIPATING IN SOCIETY .....	1126
5.6	HOLIDAYS AND FREE TIME .....	1129
5.7	SUPPORT SERVICES FOR MIGRANTS .....	1130
<b>6</b>	<b>HEALTH .....</b>	<b>1134</b>
6.1	PUBLIC HEALTH CARE .....	1134
6.2	HEALTH INSURANCE .....	1135
6.3	PRIVATE HEALTHCARE .....	1138
6.4	EMERGENCY .....	1139
6.5	PRO BONO HEALTH SERVICE .....	1140
6.6	INTERPRETERS .....	1140
6.7	PATIENTS' RIGHTS .....	1141
6.8	SUPPORT SERVICES FOR MIGRANTS .....	1141







# 1 ARRIVAL AND STAY

## 1.1 VISA

### 1.1 a types of visas

Before your travel to (or through) Slovakia, please make sure if you need a visa to enter Schengen area to which Slovakia belongs. If your country signed an agreement of facilitation of visa procedures, it may take a shorter time (Albania, Bosnia and Herzegovina, Montenegro, Macedonia, Moldova, Russia, Serbia, Ukraine). The citizens of Albania, Montenegro, Macedonia and Serbia do not need a visa if they are holders of biometric passports; if they are not, they still have to apply for the following visa:

**TITLE:** AN AIRPORT TRANSIT VISA (VISA A)

**WHAT:** An airport transit visa (visa A) allows you to pass through the international transit areas of airports in EU Member States, but does not allow you to enter Slovakia. Visa allows you travelling from one third country to another third country through an international transit area of one or more airports in the Schengen Area Member States. You can normally stay in the international transit area at the airport without a visa while waiting for a connecting flight. However, some nationalities are required to have a valid visa, even if they do not leave the international transit area. Once you enter Schengen area, be careful, you must not exceed the length of stay permitted by the visa.

More information on visa is (in English): [www.mzv.sk/web/en/consular\\_info](http://www.mzv.sk/web/en/consular_info)

**HOW:** You should apply for a visa as soon as possible, but not sooner than 3 months before your planned trip. Deadline for issuing the visa is 15 days from the receipt of the request. For some countries it is 10 days. Application is available at (in 5 languages):

[www.mzv.sk/cestovanie\\_a\\_konzularne\\_info/cestovne\\_doklady\\_a\\_viza-viza\\_pre\\_cudzincov\\_na\\_vstup\\_do\\_slovenskej\\_republiky](http://www.mzv.sk/cestovanie_a_konzularne_info/cestovne_doklady_a_viza-viza_pre_cudzincov_na_vstup_do_slovenskej_republiky)

You cannot obtain a Visa A at the border.

**WHERE:** Information on the Slovak embassies or consulates accredited for the country of your origin is available at (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

**TITLE:** SCHENGEN TOURIST VISA (VISA C)

**WHAT:** Short term visa allows you to enter and stay in Slovakia for a maximum of 90 days within a six-month period subsequent to the date of the first entry. With this visa you can enter and stay for a limited period of time in any other Schengen Member State but please bear in mind that most of the time must be spent in the state that issued Visa, otherwise your visa can be cancelled by the police. Also once you enter Schengen area, be careful, you must not exceed the length of stay permitted by the visa.

More information on visa (in English): [www.mzv.sk/web/en/consular\\_info](http://www.mzv.sk/web/en/consular_info)

**HOW:** Firstly, check your passport – it must be valid for at least three months longer than the expected validity of the visa. Secondly, you have to submit your application to the consulate or embassy of that EU country where you will be entering first



or residing most days of the trip. Before you do so, find and contact directly a territorially competent Slovak embassy/or consulate general for more information. You should apply for a visa as soon as possible, but not sooner than 3 months before your planned trip. Deadline for issuing the visa is 15 days from the receipt of the request. For some countries it is 10 days. This visa may be issued for one or several entries (single entry and multiple entry visas).

When you apply, you need to provide documents depending on the purpose of your stay. Likewise, you cannot obtain a Visa C at the border. Application is available at (in 5 languages): [www.mzv.sk/cestovanie\\_a\\_konzularne\\_info/cestovne\\_doklady\\_a\\_viza-viza\\_pre\\_cudzincov\\_na\\_vstup\\_do\\_slovenskej\\_republiky](http://www.mzv.sk/cestovanie_a_konzularne_info/cestovne_doklady_a_viza-viza_pre_cudzincov_na_vstup_do_slovenskej_republiky)

**WHERE:** Information on the Slovak embassies or consulates is available here (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

**TITLE:** NATIONAL LONG-STAY VISA TYPE D (VISA D)

**WHAT:** National long stay visa may be issued for 3-12 months. If you were granted residence permit in Slovakia, it will be issued for maximum 90 days, or it can be issued in order to comply with obligations arising from international agreements and if it is for the benefit of Slovakia. Documents that you submit depend on the purpose of your visa.

More information on visa (in English): [www.mzv.sk/web/en/consular\\_info](http://www.mzv.sk/web/en/consular_info)

**HOW:** Firstly, check your passport – it must be valid for at least three months longer than the expected validity of the visa. Secondly, you have to submit your application for a national visa to the consulate or embassy of the Slovak Republic accredited for the country of your origin (or for a country that issued your passport).

Application is available at (in 5 languages):

[www.mzv.sk/cestovanie\\_a\\_konzularne\\_info/cestovne\\_doklady\\_a\\_viza-viza\\_pre\\_cudzincov\\_na\\_vstup\\_do\\_slovenskej\\_republiky](http://www.mzv.sk/cestovanie_a_konzularne_info/cestovne_doklady_a_viza-viza_pre_cudzincov_na_vstup_do_slovenskej_republiky)

It is allowed for long-term visa holders to travel to other Member States (beyond the borders of the State that issued the visa), however this stay cannot exceed 90 days in any six-month period.

**WHERE:** Information on the Slovak embassies or consulates is available here (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

**TITLE:** VISA WITH LIMITED TERRITORIAL VALIDITY

**WHAT:** This visa is valid for the territory of the Schengen Member State which issued the visa. Exceptionally, it may be valid in the territories of several Schengen Member States, if each of these States agrees. Once you enter the Schengen area, be careful, you must not exceed the length of stay permitted by the visa.

**HOW:** The so-called LTV visa is issued exceptionally on humanitarian grounds, for reasons of national interest or because of international obligations.

Application is available at (in 5 languages)

[www.mzv.sk/cestovanie\\_a\\_konzularne\\_info/cestovne\\_doklady\\_a\\_viza-viza\\_pre\\_cudzincov\\_na\\_vstup\\_do\\_slovenskej\\_republiky](http://www.mzv.sk/cestovanie_a_konzularne_info/cestovne_doklady_a_viza-viza_pre_cudzincov_na_vstup_do_slovenskej_republiky)

**WHERE:** Information on the Slovak embassies or consulates is available here (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)



## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

### 1.2 a types of protection

**TITLE:** Asylum (Azyľ)

**WHAT:** Asylum is an international protection provided by the state. Asylum can be granted to you if you have justified concerns about being persecuted for racial, national or religious reasons, for reasons of political opinion or belonging to a particular social group, and you cannot or you do not want to return to your state because of above concerns, also if you are being persecuted for exercising political rights and freedoms. Asylum may also be granted because of humanitarian reasons, but granting is at the discretion of the Migration Office of the Ministry of Interior (*Migračný úrad*).

**HOW:**

- G)** If you apply for asylum or subsidiary protection after your entry to Slovakia, you have to submit the so-called “asylum statement” to the police department at the border crossing point,
- H)** If you apply for asylum or subsidiary protection after your entry to the Slovakia, you should contact the police department at the nearest asylum facility. Generally, you can ask any police officer you meet,
- I)** If you arrived by plane and you do not meet legal conditions for entry to the Slovak Republic, your responsible police department is located in the transit area of the international airport,
- J)** if you are located in a facility for foreigners according to a special law, the asylum statement is submitted to the police department in this facility,
- K)** if you are in institutional health care, the competent is police department according to the place of the constitutional health facility,
- L)** if you are in custody, then you have to apply at the competent police department,
- M)** if you are placed in a child social protection and social care facility, you can make an asylum statement to the police department according to the location of the facility.  
Note: If you also apply for asylum at the incompetent body, the police officers will point you to the correct one and issue a confirmation about your statement.

They will take your data, a photo and fingerprints and make the first interview with you. The Migration Office of the Ministry of Interior will examine why you fled your country of origin and decide if you can get asylum or not. You have the right to ask for legal counselling and an interpreter. Within the EU countries, the country you first apply for asylum is responsible for either accepting or rejecting the application and you cannot re-apply in another EU Member State.

**WHERE:** The Migration Office of the Ministry of Interior’s website is available here (in Slovak): [www.minv.sk/?zariadenia-migracneho-uradu](http://www.minv.sk/?zariadenia-migracneho-uradu)

**Organizations that provide counselling for asylum seekers and refugees:**

The Human Rights League (*Liga za ľudské práva*) located at: Štúrova 3, Bratislava 811 02, or Hlavná 68, 040 01 Košice, website: [www.hrl.sk](http://www.hrl.sk)

Marginal OZ, located at: Mlynské Luhy 3, 821 05 Bratislava and Košice: Hlavná 68, 4. poschodie, website: [www.marginal.sk](http://www.marginal.sk)



**TITLE:** Subsidiary protection (*Doplnková ochrana*)

**WHAT:** If you do not meet the conditions for asylum protection, subsidiary protection can still be granted to you by the Migration Office of the Ministry of Interior if there are serious grounds for believing that you would be exposed to a real threat of serious misconduct in the event of your return to the country of origin (threat of death penalty or execution, torture, inhuman or degrading treatment or punishment, and serious and individual threat to your life due to general violence in situations of international or internal armed conflict). In some circumstances it can also be provided to your family members – to your spouse if your marriage lasts and lasted at the time when you left the country of origin and your spouse agrees in writing in advance, or to your unmarried children up to 18 years of age, or to your parents if you are single and if you agree with family reunion.

**HOW:** The procedure is almost the same as for asylum. You have to ask for protection at the nearest police station when you enter Slovakia. The Migration Office of the Slovak Ministry of Interior will be responsible for your case. You also have the right to ask for a legal advice and an interpreter. You can apply for family reunification at the moment of application, if the relationship already existed in your country of origin. Subsidiary protection is granted for one year and prolonged if reasons still exist.

**WHERE:** The Migration Office's website is available here (in Slovak):

[www.minv.sk/?zariadenia-migracneho-uradu](http://www.minv.sk/?zariadenia-migracneho-uradu)

**Organizations that provide counselling for asylum seekers and refugees:**

The Human Rights League (*Liga za ľudské práva*) located at: Štúrova 3, Bratislava 811 02, or Hlavná 68, 040 01 Košice, website: [www.hrl.sk](http://www.hrl.sk)

Marginal OZ, located at: Mlynské Luhy 3, 821 05 Bratislava and Košice: Hlavná 68, 4. poschodie, website: [www.marginal.sk](http://www.marginal.sk)

**TITLE:** Tolerated residence due to an obstacle in administrative expulsion (*Tolerovaný pobyt z dôvodu prekážky administratívneho vyhostenia*)

**WHAT:** This type of tolerated stay can be granted to you if you cannot be expelled into the state in which your life could be threatened for the reasons of your race, nationality, religion, membership in a particular social group or for your political conviction, or in which you would be threatened by torture, cruel, inhuman or degrading treatment or punishment. Similarly, a foreigner cannot be expelled into the state in which he/she was imposed the death penalty or it can be assumed that he/she can be imposed such a penalty in the ongoing criminal proceedings. Expulsion into a state in which your life and freedom would be threatened is also forbidden. This shall not apply, if you threaten the safety of the Slovak Republic by your actions or if you were sentenced for a crime, which represents a threat for the country.

**HOW:** You can apply for this status at the Foreign police department according to the place of your stay. Try to find a lawyer experienced in immigration law before you do so. Applications are available here (in English and Spanish): [www.minv.sk/?pobyt-cudzince](http://www.minv.sk/?pobyt-cudzince)

**WHERE:** Foreign Police Departments are located at: [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**Organizations that provide counselling for asylum seekers and refugees might be able to help:**

The Human Rights League (*Liga za ľudské práva*) located at: Štúrova 3, Bratislava



811 02, or Hlavná 68, 040 01 Košice, website: [www.hrl.sk](http://www.hrl.sk)

Marginal OZ, located at: Mlynské Luhy 3, 821 05 Bratislava and Košice: Hlavná 68, 4. poschodie, website: [www.marginal.sk](http://www.marginal.sk)

**TITLE:** Tolerated residence if your departure from Slovakia is impossible and your detention would be inefficient (*Tolerovaný pobyt z dôvodu že vaše vycestovanie nie je možné a zaistenie by nespĺnilo účel*)

**WHAT:** If there is any technical obstacle to your departure, for instance you do not have a valid passport, you can apply for this type of a short stay. It is always important to state all reasons why you apply for such residence. Police afterwards contacts the embassy of your country of origin in order to receive a temporary “passport” for your return.

**HOW:** You can apply at the Foreign Police Department by place of your stay. Try to find a lawyer experienced in immigration law before you do so. Applications are available here (in English and Spanish): [www.minv.sk/?pobyt-cudzinka](http://www.minv.sk/?pobyt-cudzinka)

**WHERE:** Please see contacts to the Foreign Police Departments at: [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**Organizations that provide counselling for asylum seekers and refugees might be able to help:**

The Human Rights League (*Liga za ľudské práva*) located at: Štúrova 3, Bratislava 811 02, or Hlavná 68, 040 01 Košice. website: [www.hrl.sk](http://www.hrl.sk)

Marginal OZ, located at: Mlynské Luhy 3, 821 05 Bratislava and Košice: Hlavná 68, 4. poschodie, website: [www.marginal.sk](http://www.marginal.sk)

**TITLE:** Tolerated residence for unaccompanied minors (*Tolerovaný pobyt maloletého bez sprievodu*)

**WHAT:** If you are younger than 18 years and you did not apply for asylum in Slovakia, Foreign Police (according to the place of your stay in Slovakia) may grant you tolerated residence for unaccompanied minors. However, the Police is obliged to inform the so-called Labour Office (*Úrad práce, sociálnych vecí a rodiny*) and entrust a minor to them. If this is your case, be aware that you will be placed to the special facility for unaccompanied minors, because according to the law, State will be in such a case responsible over your safety and security. Ask them for an interpreter.

**HOW:** You can apply at the Foreign Police Department according to the place of your stay. Applications are available here (in English and Spanish): [www.minv.sk/?pobyt-cudzinka](http://www.minv.sk/?pobyt-cudzinka)

**WHERE:** Please see contacts to the Foreign Police Departments at: [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**Organizations that provide counselling for asylum seekers and refugees might be able to help:**

The Human Rights League (*Liga za ľudské práva*) located at: Štúrova 3, Bratislava 811 02, or Hlavná 68, 040 01 Košice, website: [www.hrl.sk](http://www.hrl.sk)

Marginal OZ, located at: Mlynské Luhy 3, 821 05 Bratislava and Košice: Hlavná 68, 4. poschodie, website: [www.marginal.sk](http://www.marginal.sk)

**TITLE:** Other types of tolerated stay

**WHAT:** There exist also other types of tolerated stay, for example when you may not



travel abroad, if you do not have a passport or in case your presence is needed in Slovakia for other reasons.

**HOW:** You can apply at the Foreign Police Department by place of your stay. Applications are available here (in English and Spanish): [www.minv.sk/?pobyt-cudzinka](http://www.minv.sk/?pobyt-cudzinka)

**WHERE:** Please see contacts to the Foreign Police Departments at: [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**Organizations that provide counselling for asylum seekers and refugees might be able to help:**

The Human Rights League (*Liga za ľudské práva*) located at: Štúrova 3, Bratislava 811 02, or Hlavná 68, 040 01 Košice, website: [www.hrl.sk](http://www.hrl.sk)

Marginal OZ, located at: Mlynské Luhy 3, 821 05 Bratislava and Košice: Hlavná 68, 4. poschodie, website: [www.marginal.sk](http://www.marginal.sk)

## 1.3 TEMPORARY WORK MOBILITY

### 1.3 a Posted worker from other EEA country

**TITLE:** Posted worker (*Vyslaný zamestnanec*)

**WHAT:** As a third country national you can (under certain conditions) work in Slovakia without permitted residence if you are going to work for an employer with the seat registered in another EU/EEA state, as the so-called “posted worker”. A posted employee is an employee who for a certain time performs work in the territory of a Member State other than the State in which he/she normally works.

**When work permit is not needed:**

- ▶ **For 30 days:** If your employment relation or posting does not exceed 30 days in one calendar year and you are either a teacher, academic employee, university teacher, scientific researcher or development worker participating in a professional scientific event or a performing artist taking part in the artistic event.
- ▶ **For 90 days:** If you provide a supply of goods or services under a sales contract and you supply or assemble such goods, you do warranty and repair work, work on setup of production facilities, programming work, or professional training and if the duration of your employment or job posting does not exceed a total of 90 days in the calendar year.

**When work permit is needed:**

For any jobs which do not meet the above conditions.

Application for a work permit is submitted to the local Labour Office (*Úrad práce*) by the host employer, a legal person or a natural person to whom you are posted. Application must contain your written consent with a verified signature according to legal rules of your country of origin, or according to the Slovak law.

**When residence permit is not needed:**

- ▶ **For 90 days:** Temporary residence permit for the purpose of employment is not required until 90 days from the beginning of your stay in Slovakia, if you fulfil the conditions for residence and obligations given by Article 111 para 2 letter a) of Act on Residence of Foreigners (in Slovak: [www.slov-lex.sk/pravne-predpisy/SK/ZZ/2011/404/20150720](http://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2011/404/20150720)), and you:
  - A) have been sent out by your employer based in another EU Member State to carry out services provided by this employer;





- B)** are employed in international mass transport, if you have been sent by your foreign employer to work in Slovakia; or
- C)** are employed by an employer with registered office or with registered office of a branch outside Slovakia and you have been sent on the basis of a contract signed with a legal entity or natural person to work in Slovakia;
- D)** are going to deliver, based on a commercial contract, goods or services and perform installation works, warranty and repair works, production facility system set ups, programming works, or vocational training for goods, if the duration of employment or the assignment to perform work does not exceed the total of 90 days a year, or
- E)** are going to deliver, based on a commercial contract, goods or services and perform installation works, warranty and repair works, production facility system set ups, programming works or provide vocational training for said goods to a trading company that has been provided with an investment assistance under special regulation in the period for which the investment assistance approval was issued.

**WHO:** A third country national who is in an employment relationship with the employer, which has its registered office or headquarters branch in another EU/EEA state, outside Slovakia.

**HOW:** It always depends on the type of work and length of stay. If you do not meet any of the above statutory exceptions, you first need to apply for a work permit and then for residence. The application for a work permit will be filed by your employer, but you must sign it and your signature must also be certified by a notary (if you come from another country, the verification process must be acceptable to the authorities in Slovakia).

If a period of your posted job will last longer than 90 days, you have to apply for a temporary residence permit for the purpose of employment.

Organization where you as a posted worker are hosting is obliged to inform state authorities about your posting: Labour Office in writing about the commencement of your posting within seven days (in the form of the so-called "Information card") and National labour inspectorate about details of your employment (in Slovak):

[www.ip.gov.sk](http://www.ip.gov.sk)

**WHERE:** Address: a relevant Labour Office by place of your work. Phones and contacts: see the official websites of the Ministry of Labour, Social Affairs and Family (in Slovak): [www.upsvar.sk/urady-kontakty.html?page\\_id=287](http://www.upsvar.sk/urady-kontakty.html?page_id=287) and [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**WHEN:** Several months of preparation are needed before you can be posted to Slovakia. You can start work only if you do not need a job permit and temporary stay in Slovakia. If you need both permissions, the Labour Office in Slovakia decides within 15-30 days to grant a work permit and the Foreign Police department about your stay in 90 days.

**NOTE:** Your employer can download an information card at (in Slovak):

[www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov/zamestnavanie-cudzincov-s-miestom-vykonu-prace-na-uzemi-slovenskej-republiky-od-1.5.2017.html?page\\_id=363495](http://www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov/zamestnavanie-cudzincov-s-miestom-vykonu-prace-na-uzemi-slovenskej-republiky-od-1.5.2017.html?page_id=363495)

**GOOD TO KNOW:** The respective official website of the National Inspectorate (in Slovak): [www.ip.gov.sk/vysielanie-zamestnancov/](http://www.ip.gov.sk/vysielanie-zamestnancov/)

More information about posting (in English): <http://ec.europa.eu/social/main.jsp?catId=471> General information about your legal status in the EU can be read





here (in English):

[http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index\\_en.htm](http://europa.eu/youreurope/citizens/work/work-abroad/posted-workers/index_en.htm)

### 1.3 b intra-corporate transfer of workers

**TITLE:** Intra-corporate transfer (*Vnútro podnikový presun*)

**WHAT:** A “transferee” is an employee, a manager/a specialist or a trainee that is sent by the company to work in a country other than his/her usual country of employment for a limited period of time. Intra-corporate transfer is a temporary posting for more than 90 days of a third country national for the purpose of employment or a professional training. Such a transferee must at the time of application be outside the Slovak territory and the EU and also the employer must be established outside the territory of Slovakia and the EU. All features of the transfer must be met, otherwise it is good to apply for another type of stay. For instance, such a third country national must have (before the transfer and during the transfer) a work contract with the same employer or employer within the same group of employers established in Slovakia.

**WHO:** As a transferee your employer remains the company that have sent you abroad. In this way you are still part of the legislation of the sending country although your employer needs to follow employment regulations of the country you have been sent to.

**HOW:** Temporary residence for the purpose of employment in the case of intra-corporate transfer exceeding 90 days may be granted by the police department to a third country national for a maximum of three years in case of a manager or a specialist, and up to one year in case of a trainee.

**WHERE:** A relevant Labour Office by place of your work. The official website of the Ministry of Labour, Social Affairs and Family (in Slovak):

[www.upsvar.sk/urady-kontakty.html?page\\_id=287](http://www.upsvar.sk/urady-kontakty.html?page_id=287)

[www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**NOTE:** If you think your rights have been violated, you should contact the National Labour Inspectorate (contacts here): [http://www.safework.gov.sk/?site\\_lang=en](http://www.safework.gov.sk/?site_lang=en)

**GOOD TO KNOW:** More information on the intra-corporate transfer of workers (in English): <https://spectator.sme.sk/c/20357026/economy-opens-up-for-non-eu-workers.html>

### 1.3 c seasonal workers

**TITLE:** Seasonal worker (*Sezónny pracovník*)

**WHAT:** Visa (and work permit) for stay not exceeding 90 days or temporary residence (permit) for the purpose of seasonal employment for stay exceeding 90 days.

**WHO:** A third country national, foreigner, who wish to carry out seasonal work in Slovakia for a period not exceeding 6 months in the following sectors: Agriculture, Forestry and Fishing/Industrial Production/Construction/Accommodation and Catering Services.

**HOW:** If you wish to work in Slovakia as a seasonal worker, you have two options. Your work contract can last up to 90 days and you need to obtain Schengen visa (if needed) or you can work up to 180 days and you need to apply for temporary residence for the purpose of seasonal employment. Applications must be



submitted at the embassy of the Slovak Republic accredited for your country of origin. You have to file an application for a Schengen visa or temporary residence for the purpose of seasonal employment first – before arrival.

#### **Visa (stay under 90 days)**

Submit the application form at the embassy of the Slovak Republic accredited for your country, together with your travel document, 2 colour photographs of your face (size 3x3.5 cm), biometric data – fingerprints, a fee, work permit and work contract; a proof of accommodation; financial means (certain amount of money being on your account, confirmation of salary); intent to leave the territory of Slovakia/Schengen area before expiry of the visa (i.e. a ticket/air-ticket booking, a proof of financial means for the return journey, a proof of employment, a proof of property ownership, a proof of family or employment ties, etc.); travel health insurance.

#### **Residence (stay over 90 days)**

For temporary residence, you have to provide:

- ▶ a work permit or employment permission or employer's confirmation that the third country national is to perform such an activity for which an employment permit is not required,
- ▶ a document on the provision of accommodation,
- ▶ means of subsistence for residence.
- ▶ With the application you will pay an administrative fee of € 33 (this amount may be subject to change).

**WHEN:** At least a month or two before the commencement of your job.

**WHERE:** Addresses are available on the website (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

## **1.4 TEMPORARY IMMIGRATION**

### **1.4 a workers**

**TITLE:** Temporary residence for the purpose of employment (*Prechodný pobyt na účel zamestnania*)

**WHAT:** If you want to come to work in Slovakia and you are from a third country outside the EU/EEA. In general, for employment longer than 90 days you will need to apply for temporary residence for the purpose of employment. But there are also other options.

6. You will not need a work permit, because within the so-called “Single Permit” procedure you will be granted a residence permit on the basis of a confirmation of the possibility of filling a vacancy issued by the local Labour Office. The Foreign Police Department will contact the Labour Office on your behalf, when you apply for residence.
7. A work permit granted by the Labour Office is needed mainly by foreigners employed as seasonal workers for a maximum of 180 days, people who are employed as sailors on a ship registered in Slovakia or on a ship flying under the Slovak flag, people who are granted temporary residence for the purpose of family reunification (for the first 12 months of their stay) and people who already have an EU long-term residence status in another EU Member State (for the first 12 months of their stay). The pertinent procedure is described here (in various languages): [www.mic.iom.sk/en/work/work-permit.html](http://www.mic.iom.sk/en/work/work-permit.html)

**WHO:** A third country national who found a job in Slovakia and meets legal



conditions. Temporary residence for the purpose of employment will be granted for a maximum of 5 years by the Foreign Police Department either

- A) on the basis of a work permit or
- B) without it if there is a legal exemption, or
- C) on the basis of a “confirmation of the possibility of filling a vacancy” issued by the Labour Office or
- D) without such confirmation if it is not needed.

**HOW:** The procedure will depend on what permits you need, so it is necessary to consult your procedure either with a lawyer in Slovakia or a future employer. Basically, if you need a work permit for work in Slovakia, you must first ask the Labour Office according to your future place of work. If you do not need it, you only apply for temporary residence for the purpose of employment, either at the embassy of the Slovak Republic abroad or if the law admits it at the Foreign Police Department in Slovakia.

**WHERE:** Addresses of the Slovak embassies (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

Foreign Police Departments in Slovakia (in Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

Labour Offices (if you need a work permit):

[www.upsvar.sk/urady-kontakty.html?page\\_id=287](http://www.upsvar.sk/urady-kontakty.html?page_id=287)

[www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**WHEN:** 5-6 months before your planned arrival to Slovakia

**NOTE:** Never start to work without a valid permit and make sure you have all what is needed according to the law. Otherwise it can be considered an undeclared work and punished.

**GOOD TO KNOW:** Please read the official IOM website for more information (in various languages): [www.mic.iom.sk/en/residence/temporary-residence/233-application-for-temporary-residence.html](http://www.mic.iom.sk/en/residence/temporary-residence/233-application-for-temporary-residence.html)

## 1.4 b family reunification

**TITLE:** Temporary residence for the purpose of family reunion (*Prechodný pobyt na účel zlúčenia rodiny*)

**WHAT:** This residence allows third country nationals to live temporarily in Slovakia if they are family members who may bring there their relatives according to the law. If your family member lives in Slovakia, it is good to check whether or not you have this option and what kind of residence you can apply for.

**WHO:**

- ▶ family member of Slovak national (see section 1.5 on long-term migration)
- ▶ family member of a foreigner with temporary or permanent residence
- ▶ relative in a direct ascending line of a person granted asylum younger than 18 years of age; or
- ▶ dependent person in accordance with an international treaty.

You are considered a family member of a foreigner, if you are any of the following:

- ▶ a spouse, if both of you are at least 18 years old (adults)
- ▶ a single (unmarried) child younger than 18 years of age of a third country national and his/her spouse
- ▶ a single child of his/her spouse younger than 18 years of age



- ▶ a dependent single child older than 18 years of age or a dependent single child older than 18 years of age of his/her spouse, who cannot take care of him/herself due to long-term unfavourable health condition
- ▶ his/her parent or a parent of his/her spouse, dependent on his/her care and lacks appropriate family support in the country of origin.

**HOW:** You can submit the application and all necessary documents at the Slovak embassy accredited for your country of origin (or in the territory of Slovakia, if you do not need visa to enter the Schengen area).

Generally these are the following documents:

1. a valid passport and 2 photos of 3x3.5 cm
2. a document about the purpose of your stay (legalized and translated marriage or birth certificate)
3. a document about you integrity (an extract from the criminal registry of your country not older than 90 days) translated by a Slovak court appointed translator and verified
4. a proof of accommodation.

Documents issued abroad must not be older than 90 days (except for the birth and marriage certificates), they need to be translated and duly verified, either attaching an Apostille if your country is a member of the Convention abolishing the requirements of higher verification of documents: [www.hcch.net/en/instruments/conventions/full-text/?cid=41](http://www.hcch.net/en/instruments/conventions/full-text/?cid=41)

or by a consular superlegalization if an Apostille stamp is not possible to enclose (See section 1.10 on verification of documents.)

At the moment of application, you will need to pay a fee of € 132.50.

**WHEN:** At least 5-6 months before your planned travel or immediately after your family member applied for residence in Slovakia.

**WHERE:** Addresses of competent Foreign Police Departments are at: [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**GOOD TO KNOW:** Please see the IOM official website for more information (in various languages): [www.mic.iom.sk/en/residence/temporary-residence.html](http://www.mic.iom.sk/en/residence/temporary-residence.html)

## 1.4 c Blue Card

**TITLE:** EU Blue Card (*Modrá karta EU*)

**WHAT:** The Blue Card (*Modrá karta*), as a type of temporary stay, can be granted by the Foreign Police Department for a maximum of 3 years or for the duration of the employment.

A third country national with higher professional qualification who wants to work as a highly skilled professional and meets conditions of the Act on Residence of Foreigners can apply.

**HOW:** High-skilled job is a profession for the performance of which a higher professional qualification is required. A higher professional qualification means a qualification demonstrated by certificate (diploma) of higher education. Prepare therefore your residence application and all attachments related to the Blue Card.

Print the application here and complete it (in the Slovak and English languages):

[www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp\\_ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp_ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf)

You will need to provide also the following documents:

1. a valid passport and 2 colour photographs of 3x3.5cm



2. a work contract which corresponds to a highly qualified employment where, under this contract, the duration of the employment is at least one year from the date of granting the Blue Card. The monthly wage must achieve at least 1.5 times the average monthly wage of an employee in the economy of the country (in a given sector)
3. a decision on the recognition of a third country national's evidence of formal qualifications under a special regulation
4. a clean criminal record or integrity (by judicially translated and duly certified extract from the criminal registry of your country of origin, not older than 90 days)
5. a document about provided accommodation for the whole period of your stay.

At the time of application, you will also pay an administrative fee in the amount of € 165.50.

Follow the instructions available on the IOM website (in various languages):

[www.mic.iom.sk/en/residence/temporary-residence/236-modra-karta-eu-2.html](http://www.mic.iom.sk/en/residence/temporary-residence/236-modra-karta-eu-2.html)

**WHERE:** The Slovak embassy abroad accredited for your country of origin can be found here (in Slovak): [www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

If you have authorized stay in Slovakia, also at the Foreign Police Department in Slovakia according to the place of your future stay: [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**WHEN:** One month after your future employer announced your vacancy to the Labour office in Slovakia and at least one month before starting the job. If you are applying from abroad, you have to take into account that the embassy will send your application to the Foreign Police Department in Slovakia; therefore the waiting time will be stretched by about a month.

**GOOD TO KNOW:** Please read more information on the IOM website (in various languages): [www.mic.iom.sk/en/residence/temporary-residence/236-modra-karta-eu-2.html](http://www.mic.iom.sk/en/residence/temporary-residence/236-modra-karta-eu-2.html)

#### 1.4 d students

**TITLE:** Temporary residence for the purpose of study (*Prechodný pobyt na účel štúdia*)

**WHAT:** If you are a student of secondary school or university, or you wish to study in Slovakia at university or language school, you have to apply for residence for the purpose of study. Foreign Police Department may issue residence for a length of your study for a maximum of 6 years.

**WHO:**

- ▶ a secondary school student
- ▶ a language school student
- ▶ a university student
- ▶ a foreigner attending language or professional preparation for the study at university, which is organised by that university in Slovakia

**HOW:** Upon arrival to the Slovak Republic you have the right to apply for temporary residence for study purposes in the country with the official form, 2 photos of 3x3.5 cm, valid passport and by providing the following documents:

1. Confirmation issued by the school or educational institution,
2. Clean criminal record or an extract from the country of your origin and the countries where you resided the last 3 years for more than 90 days during



6 consecutive months (it does not apply to the case of a secondary school student, a foreign national younger than 14 years of age and when changing the type/purpose of residence)

3. Proof of financial coverage (scholarship or confirmation from your bank account).

The police department will review it and grant you a stay permit 30 days after lodging the application. You may start studying afterwards and always prolong your residence before the expiry of your permit.

**WHEN:** Before your travel or after your arrival to Slovakia, but at least one and half month before the start of the school year.

**WHERE:** Address of a competent Foreign Police Department: [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**GOOD TO KNOW:** Please read more on the official IOM website (in several languages):

[www.mic.iom.sk/en/residence/temporary-residence.html](http://www.mic.iom.sk/en/residence/temporary-residence.html)

#### 1.4 e investors

**TITLE:** Temporary residence for the purpose of business activities (*Prechodný pobyt na účel podnikania*)

**WHAT:** This type of stay will be granted if you want to run a business in Slovakia, either as a managing director of a company or as an individual entrepreneur (with a trade licence). It is granted for up to 3 years, after which stay can be renewed.

**WHO:** A third country national after meeting the conditions of the Act on Residence of Foreigners. You can also do business with other types of residence granted for a different purpose, if it is explicitly permitted by the above law.

**HOW:** You can apply either at the Slovak embassy abroad (accredited for your country of origin) or at the Foreign Police Department in the territory of Slovakia (if you do not need visas or if you have already been granted visa, but verify this option before your travel). The authorities will accept your application only if it is complete and perfectly prepared, otherwise you will have to come again with all missing documents.

**WHERE:** Slovak embassies abroad can be found here (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

Foreign Police Departments in Slovakia can be found here (in Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**WHEN:** Not later than 5 months before the planned departure to Slovakia, an application must be submitted. It is possible that they do not accept it for the first time, even with that.

**NOTE:** Be especially careful to have all documents properly verified, translated into Slovak by a court appointed translator and not older than 90 days from their issue. Entrepreneurs, in addition to all documents and a proof of financial means, are also obliged to provide an extra document proving that they have enough financial means to guarantee their business. It means two different confirmations about financial means in two different bank accounts are to be submitted. Please calculate the final sum according to your situation and current law (it is subject to frequent changes).

**GOOD TO KNOW:** Details how to apply for residence can be found here:

[www.mic.iom.sk/en/doing-business/general-information/185-doing-business-according-to-the-type-of-residence-permit.html](http://www.mic.iom.sk/en/doing-business/general-information/185-doing-business-according-to-the-type-of-residence-permit.html)





You should be aware that when renewing your residence permit after 2 or 3 years you will need to show that you have made a profit in the last taxation period, by a "profit after tax" amounting to 60 times the subsistence minimum (since May 1<sup>st</sup>, 2017, the subsistence level is € 198.09). You must document a post-tax profit of € 11,885.

#### **1.4 f Slovaks living abroad**

**TITLE:** Temporary residence of a foreigner who has the status of a Slovak living abroad (*Prechodný pobyt pre Slovákov žijúcich v zahraničí*)

**WHAT:** This temporary residence is granted to foreigners who demonstrably have a Slovak origin, meet the legal requirements and decide to apply for this type of stay granted for five years. This residence permit is the most common type of stay granted to third country nationals.

**WHO:** A third country national who "retains a national consciousness" and he or his ancestor in the direct line has Slovak nationality, and who also on the basis of above facts was granted the certificate of a Slovak living abroad ("certificate", *Osvedčenie*) under Act on Slovaks Living Abroad: [www.slov-lex.sk/pravne-predpisy/SK/ZZ/2005/474/#paragraf-7](http://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2005/474/#paragraf-7)

**STEP 1:** First you need to apply for a certificate either to the Office for Slovaks living abroad or through the embassy of the Slovak Republic abroad. The application form can be downloaded here: [www.uszz.sk/data/2015/Ziadost-tlacivo-250915.pdf](http://www.uszz.sk/data/2015/Ziadost-tlacivo-250915.pdf)

You have to document in particular:

- A)** Slovak nationality: by an official document, which is in particular a birth certificate or a certificate of baptism, a certificate of nationality or a certificate of permanent residence if it contains a record of nationality under the law of the State where such a certificate was issued.
- B)** Integrity: by an extract from the criminal registry of your state not older than six months or a similar certificate issued by the competent authority of your country or in which you are a resident. An extract from the criminal registry or other document issued by the competent authorities of your State must be valid throughout the whole territory of that state.
- C)** National awareness: by a declaration of results of your public activities demonstrating your national consciousness or by a written testimony of an expatriate organization operating at the place of your residence and, if not, by a written testimony of at least two Slovaks living abroad in the same country as you.

**STEP 2:** If you were granted the certificate described in step 1, you need to further apply at the Foreign Police Department in Slovakia for temporary residence and to provide the following documents:

- A)** a valid passport and 2 colour photos of your face, size 3x3.5cm
- B)** a proof of the purpose of residence - the certificate, preferably within 60 days of the date of issue
- C)** a proof of good conduct issued in your country of origin if your certificate has more than 60 days,
- D)** a completed application form which can be downloaded here: [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf)

**WHERE:** The Office for Slovaks Living Abroad. See for more information their





website (in Slovak): [www.uszz.sk/sk/](http://www.uszz.sk/sk/)

Slovak embassies abroad can be found here, according to your country of origin (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

Address of a competent Foreign Police Department by the future place of your stay (in Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**WHEN:** 30 days before arrival or after arrival in Slovakia. The Foreign Police Department will decide about your application within 30 days. If you were issued a certificate of a Slovak living abroad and you have already applied for temporary residence for this purpose, then you are entitled to stay in the Slovak territory until the decision on this application.

**GOOD TO KNOW:** Read more information (in Slovak) on the website of the “Office for Slovaks Living Abroad” (*Úrad pre Slovákov žijúcich v zahraničí*) at: [www.uszz.sk/sk/](http://www.uszz.sk/sk/)

## 1.4 g Types of temporary residence

**TITLE:** Types of temporary residence

If you are a foreigner from country outside the EU and you are planning to move to Slovakia for a period longer than 90 days, you can generally apply for temporary residence. There are different types of temporary residences according to the purpose of stay. The documents needed to obtain the temporary residence permit vary according to the purpose for which you submit the application to Slovak authorities.

**WHAT:** Temporary residence for the purpose of:

**A) Business**

- ▶ as a natural person, trade license
- ▶ as a manager of a business company or cooperative

**B) Employment**

- ▶ regular employment
- ▶ seasonal work

**C) Study**

- ▶ in high school
- ▶ at language school
- ▶ at university
- ▶ or in the course of preparation for university studies, a zero year of language or vocational training

**D) Specific activity**, in particular

- ▶ lecturing activities
- ▶ artistic activity
- ▶ sport activities
- ▶ study internship outside Slovakia
- ▶ activities resulting from governmental programmes or from EU programmes
- ▶ fulfilment of Slovakia's obligations arising from an international treaty
- ▶ providing healthcare or accompanying a third country national to whom healthcare is provided, if necessary
- ▶ volunteering



- ▶ activity of a journalist accredited in Slovakia
- E) research and development,
- F) **family reunification**,
- G) fulfilling the service obligations of the civilian components of the armed forces,
- H) recognition of the status of a Slovak living abroad,
- I) recognition of the status of a long-term resident in another Member State,
- J) the European Union Blue Card.

**HOW:** In order to obtain a residence permit, you have to meet general conditions of the Act on Residence of Foreigners by providing documents proving your identity by a valid identity document (e.g. passport) and further documents proving:

1. purpose of stay
2. financial security (a confirmation from the bank about the final amount of financial means on your account)
3. confirmation of your integrity (a police certificate or an extract from the criminal registry of your country)
4. in some cases also a proof of accommodation for the whole period of your stay.

**WHEN:** However, each residence is documented differently according to the purpose, so it is good to prepare well and try to submit your request only when you have everything ready and 100% perfect, otherwise you risk that your application will be rejected. Read more about purposes of stay in related sections.

**WHERE:**

Address of the competent Foreign Police Department: [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

Addresses of the competent Slovak embassies abroad (in Slovak): [www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

## 1.5 LONG TERM IMMIGRATION

### 1.5 a long-term residence

**TITLE:** Long-term residence (*Dlhodobý pobyt*)

**WHAT:** Long-term residence is granted to third country nationals for an indefinite period of time. It is derived from the EU law and the procedure is somewhat different than for permanent residence.

**WHO:** You can apply for long-term residence if you are a third country national who:

- A) resides legally and continuously in Slovakia for a period of five years prior to the submitting of the application,
- B) has been cancelled long-term residence in another EU Member State in cases described by the law and you have applied again,
- C) has five years of permanent residence in the territory of a Member State as a Blue Card holder and stays in the Slovak Republic as a Blue Card holder for at least two years prior to the filing of the application.

**HOW:** The residence application is submitted to the Foreign Police Department according to the place of your future stay. You can download the official form here: [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/obnovenie\\_prechodneho\\_pobytu\\_2013.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/obnovenie_prechodneho_pobytu_2013.pdf)

The following documents must be added to the completed application form:

1. a valid passport and 2 photos of 3x3.5 cm, and documents not older than 90



days confirming:

2. a proof of stable and regular financial resources for you and your family members so that you do not become a burden on the system of assistance in material need in the country,
3. provision of accommodation (obligatory only in some cases but the document is also necessary for the issuing of the so-called residence card,
4. health insurance.

**WHERE:** Address of the Foreign Police Department according to the future place of your stay can be found here (in Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**WHEN:** At any time depending on the situation, certainly before the expiry date of your previous residence. Granting a new residence permit will take 90 days.

**GOOD TO KNOW:** For more information, visit the official IOM website (in various languages): <http://www.mic.iom.sk/en/residence/permanent-residence/240-long-term-residence.html>

### 1.5 b permanent residence for five years

**TITLE:** Permanent residence for five years (*Trvalý pobyt na 5 rokov*)

**WHAT:** Permanent residence for five years is usually granted for the purpose of family reunification with a Slovak national.

**WHO:** You are eligible for this type of permit if you are a third country national family member in any of the following situations:

- A) a spouse of the Slovak Republic citizen with permanent residence in Slovakia or a dependent relative in the direct line of the Slovak citizen with permanent residence Slovakia
- B) a single child younger than 18 years entrusted into personal care (legal guardian) of a third country national who is a spouse of the Slovak citizen with permanent residence in Slovakia
- C) a single child younger than 18 years of age of a third country national with permanent residence for five years or a child younger than 18 years of age entrusted into personal care of a third country national with permanent residence for five years in the country
- D) a dependent child older than 18 years of age, who cannot take care of himself/herself due to long-term unfavourable health condition, of a third country national with permanent residence
- E) if it is in the interest of the Slovak Republic.

**HOW:** You must submit the application for permanent residence for five years at the Slovak embassy accredited for your country of origin, or at the Foreign Police Department, if you already reside legally in Slovakia – always in person, your representation is not allowed. The application is submitted on an official form which can be downloaded at (in Slovak and English): [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf)

With the application you must submit the following documents:

1. a valid travel document plus two 3 x 3.5 cm photos showing your current appearance, and documents not older than 90 days confirming:
2. your family relationship with the person you are applying for a family reunion (matrimonial or another relevant document)



3. integrity by your country's criminal registry if you have not provided it in the previous application,
4. financial coverage of stay,
5. the consent of another legal guardian when it comes to the child's stay (if applicable),
6. provision of accommodation during permanent residence for five years in one household with your family member.

If any required document is missing, your application will not be accepted.

You have to submit a proof of health and health insurance after your stay was granted. In case you forget to submit this proof, the Foreign Police department may cancel your residence permit.

**WHERE:** Addresses of the Slovak embassies abroad can be found here (in Slovak):

[www.mzv.sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

Addresses of all Foreign Police Departments in Slovakia can be found here:

[www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**WHEN:** At least 3 months before you want to have the permit in hand. However, you can apply in the period of duration of previous residence. Until the decision about the residence application, the previous permit remains valid.

**NOTE:**

**Before submitting the application:**

If you apply for residence at the Slovak embassy, they will also conduct a personal interview with you for the purpose of assessing the application in a language that you understand. The interview will be transcribed and you will be asked to sign it. You can also ask for a copy.

**After your residence has been granted:**

Within 30 days from the date when residence has been granted you must submit to the Foreign Police Department in Slovakia a document confirming your health (that you do not suffer from a disease which threatens public health).

**GOOD TO KNOW:** Read the information relevant to your residence here (in various languages): [www.mic.iom.sk/en/residence/permanent-residence.html](http://www.mic.iom.sk/en/residence/permanent-residence.html)

### 1.5 c permanent residence for an unlimited period of time

**TITLE:** Permanent residence for an unlimited period of time (*Trvalý pobyt na neobmedzený čas*)

**WHAT:** In this case, it is an extension of the validity of permanent residence to 5 years, but it is possible to apply for it after 4 years of granted permanent residence for a limited time.

**WHO:** A third country national who has been granted permanent residence under paragraph 1.5a for at least four years, or who is under 18 years of age, a third country national residing permanently or a child under 18 years of age in the care of a third country national.

**HOW:** You can apply for permanent residence personally to the Foreign Police Department. The application is made on an official form that you can download here:

[www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf)

The application must be documented with:



1. a valid travel document and two photographs of 3 x 3.5 cm and documents not older than 90 days confirming;
2. a clean criminal record or Integrity by providing an extract from the criminal registry of your country of origin, if you have not documented it in previous proceedings to the police
3. financial means to cover costs related to your stay in Slovakia
4. a proof of health insurance
5. the consent of another legal guardian for the child's stay (if applicable)
6. in certain cases demanded by the police, a proof of accommodation during permanent residence for five years
7. Sometimes also a medical report is needed, confirming that you do not suffer from a disease that threatens public health within 30 days of the application.

**WHERE:** Addresses of all Foreign Police Departments can be found here (in Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**WHEN:** At least 3 months before you want to have a permit issued. While the police will decide on a new residence permit, the previous residence permit remains valid.

**GOOD TO KNOW:** For any further information, please read more on the official IOM website (in English): [www.mic.iom.sk/en/residence/permanent-residence/239-permanent-residence-for-an-unlimited-time-period.html](http://www.mic.iom.sk/en/residence/permanent-residence/239-permanent-residence-for-an-unlimited-time-period.html)

## 1.6 CITIZENSHIP

### 1.6 a naturalization (based on application)

**TITLE:** Acquisition of the citizenship of the Slovak Republic by naturalization, upon application (*Nadobudnutie štátneho občianstva naturalizáciou*)

**WHAT:** Requirements to obtain Slovak citizenship:

1. Permanent residence in Slovakia for at least 8 consecutive years (there are exceptions granted to for instance: marriage with the Slovak citizen after 5 years of residence; granted asylum for at least 4 years; continuous lawful temporary or tolerated residence for at least 10 years and already granted permanent residence; Slovak living abroad with residence at least 3 years; etc.)
2. Clean criminal record by providing an extract from the criminal registry of your country of origin,
3. No court decision of expulsion, not under criminal prosecution or extradition proceedings or proceedings of the administrative expulsion or proceedings of the asylum removal or proceedings of the European arrest warrant,
4. Ability to speak and write in Slovak and general knowledge on Slovakia are proven by undertaking an interview in front of a committee. The test consists of reading an article from randomly chosen newspaper, and by writing in Slovak what has been written in that article. Also simple questions related to general information about Slovakia and its political system can be asked.
5. Fulfilment of all obligations arising from the legal system of Slovakia (for example, the residence of foreign nationals, the employment of foreign nationals, taxes, health insurance, social security insurance, etc.)

**WHO:** You can apply for the citizenship of the Slovak Republic, if you are a foreign national and you fulfil all conditions mentioned above.

**HOW:** You can apply for Slovak citizenship by submitting the application (in



person) addressed to the Ministry of Interior of the Slovak Republic together with all necessary documents.

**WHERE:** The application must be submitted either at the district authority at the regional seat (8 offices in Slovakia) or at a diplomatic mission or consular office of Slovakia abroad.

**WHEN:** Ministry of Interior of the Slovak Republic will decide about your application within 24 months.

**NOTE:** There is no form of the application, you need to prepare your own and submit it in person. For any further advice, take a look at the website of IOM (in various languages): [www.mic.iom.sk/en/citizenship/ways-of-acquiring-slovak-citizenship.html](http://www.mic.iom.sk/en/citizenship/ways-of-acquiring-slovak-citizenship.html)

**GOOD TO KNOW:** All documents must be submitted in the Slovak language and/or authenticated (by Apostille or superlegalization) and translated into the Slovak language by an official translator. An administrative fee is paid after obtaining the citizenship of the country (person over 18 years € 700, there are exceptions and in special cases you may be exempt from the administrative fee, for instance, when you were granted the refugee status).

### 1.6 b acquiring citizenship by birth

**TITLE:** Acquisition of Slovak citizenship by birth

**WHAT:** Child will acquire the citizenship of the Slovak Republic by birth if:

1. One of the child's parents is a Slovak citizen, or
2. Child is born in the territory of Slovakia and both parents are stateless persons, or
3. Child is born Slovakia, his/her parents are foreign nationals and the child does not acquire the citizenship of either parent.

**WHO:** Child of a Slovak citizen or child born in the Slovak Republic (in specific cases).

**HOW:** At the moment of birth under the circumstances mentioned above, a child acquires the citizenship of Slovakia.

**WHEN:** After birth, the birth certificate is issued.

**GOOD TO KNOW:** To prove your Slovak citizenship or the Slovak citizenship of your child acquired by birth you need to apply for issuance of a Certificate of Slovak citizenship. Certificate of Slovak citizenship will allow you to request the entry into the Special Registry and the issuance of the Slovak birth certificate and/or passport of the Slovak Republic.

### 1.6 c other types of acquiring citizenship

**TITLE:** Acquisition of Slovak citizenship by adoption

**WHAT:** Child who is a foreign national adopted by parent or parents who is/are Slovak citizen/s acquires Slovak citizenship by adoption.

**WHO:** Child adopted by a Slovak citizen or Slovak citizens.

**HOW:** At the moment of adoption under the circumstances mentioned above, a child acquires the citizenship of the Slovak Republic.

**GOOD TO KNOW:** To prove your Slovak citizenship or the Slovak citizenship of your child acquired by adoption you need to apply for issuance of the Certificate of Slovak citizenship. Certificate of Slovak citizenship will allow you to request the entry into the Special Registry and the issuance of the Slovak birth certificate and/or





passport of the Slovak Republic.

**TITLE:** Acquisition of Slovak citizenship in a discretionary procedure

**WHO:** Foreigner who has significantly contributed to the benefit of Slovakia in the economic, scientific, technical, cultural, social or sport areas.

**HOW:** An applicant is exempt from the condition of residence (8 years of permanent residence) and also from the language test including the knowledge of history. Above exceptions must be justified by the state authority concerned under Article 8a(3), last sentence.

**Evidence by:**

1. certificate from tax and customs authorities and municipality on payment of taxes and fees,
2. extract from the commercial register or extract from the trade register,
3. employer confirmation of employment and copy of the employment contract,
4. certificate issued by health insurance company operating in Slovakia about the payments of the premium for public health insurance (*confirmation that the applicant does not have unpaid premium*) and the duration of the insurance,
5. employer certificate on payment of income tax and on payment of insurance premiums to public health insurance, social insurance and old-age benefit insurance,
6. confirmation of studies,
7. certificate on receipt of old-age benefits,
8. confirmation of job seeker registration,
9. certificate on a source of income sufficient to finance the stay of the applicant and their relatives in the territory of Slovakia if he or she is voluntarily unemployed.

**WHERE:** Application can be submitted in Slovakia at a District office in the seat of the Region (8 offices) or abroad at a Consular office/Diplomatic mission of the Slovak Republic. Also, the Ministry of Interior is competent to assess the application for the citizenship of Slovakia under Article 7(2)b) of the Act on Slovak Citizenship (Act No. 40/1993) and submits it directly to the Minister of Interior of the Slovak Republic, who decides on it in accordance with the conditions stated in this Act.

**GOOD TO KNOW:** The fee is paid only once application has been successful.

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

### 1.7 a visa/permit overstay

**TITLE:** Irregular residence (*Neoprávnený pobyt*)

**WHAT:** If you have found yourself for whatever reason in a situation that you are staying in Slovakia without a valid visa or residence permit, and you may not or do not want to return to your country of origin, there are not so many possibilities. However, it is very important to deal with the situation as soon as possible and not to wait.

**WHO:** You can “legalize” your stay in the following cases:

- ▶ in case there is an obstacle to your administrative expulsion because of serious danger you may face in the country of your origin (Art. 81 of Act on Residence of Foreigners)





- ▶ if your return is impossible and your detention is inefficient (for instance, if you lost your passport and you are waiting for a new one)
- ▶ if you are an unaccompanied minor in Slovakia
- ▶ if it is required to respect your personal and family life (due to international law) and if at the same time you do not represent a threat to State safety or public order. Then, a permit can be only granted to you as a spouse of a foreigner or a Slovak citizen if you do not possess a valid travel document and you are able to demonstrate your identity in another trustworthy way
- ▶ if you are at least 18 years old and you are a victim of human trafficking
- ▶ in some cases also if you were illegally employed under particularly exploitative working conditions and your presence in Slovakia is necessary for the purpose of criminal proceedings.

**HOW:** First, try to consult your case to a lawyer specialised in immigration issues, for instance at the Human Rights League or IOM International Organization for Migration. Do not wait, solve your situation immediately and be prepared for certain troubles. Apply for a residence permit suitable for your situation at the Foreign Police Department or apply for voluntary return managed by IOM.

**WHERE:** According to the situation, visit a respective NGO or IOM and then a local Foreign Police Department when your application is prepared.

**WHEN:** As an irregular immigrant you can be subject to fines, apprehension by police, deportation and possible ban on future entry into the EU. For this reason it is better to try to solve your situation as soon as possible.

### 1.7 b undocumented migrant worker

**WHAT:** An undocumented migrant worker can be a person working without a work contract but with a valid residence permit, or a person working without a contract and without a valid residence permit. Sometimes even situations when person works in a different workplace can be considered undocumented work.

**HOW:** If you're working without a contract but you have a residence permit, please check if your residence permit allows you to work (for instance permanent residence). If it does, you can file a complaint against your company to National Labour Inspectorate. If you aren't allowed to work according to your residence permit, you can seek legal advice. There are several non-governmental organisations providing legal support and counselling to immigrants. If you are working without a residence permit, the foreign police may fine and expulse you.

**WHEN:** After consultation with a lawyer at the NGO or IOM, visit the Foreign Police Department when your application and documents are prepared.

**NOTE:** If you are found living and working in Slovakia without permits to stay and work, the police department can expulse you and ban you from entering the Schengen area.

**WHERE:** Addresses of the local Labour Inspectorates can be found here (in Slovak): [www.safework.gov.sk/?id\\_fi=kontakty&ins=nip](http://www.safework.gov.sk/?id_fi=kontakty&ins=nip)

**GOOD TO KNOW:** It is possible to obtain tolerated residence on humanitarian grounds if you are found working under conditions of exploitation.

## 1.8 PERSONAL DOCUMENTS

### 1.8 a important personal documents



**TITLE:** ID CARD (*občiansky preukaz*)

**WHAT:** In Slovakia everyone is obliged to wear a kind of identity document and show it to the police officer under certain conditions. For Slovaks “*Občiansky preukaz*” is issued. In case you have just become a Slovak citizen, you will have to apply for an ID card at the local police department.

**WHERE:** Relevant Police department can be found here (in Slovak):

[www.minv.sk/?strankove-dni-a-hodiny-na-pracoviskach](http://www.minv.sk/?strankove-dni-a-hodiny-na-pracoviskach)

**TITLE:** PASSPORT/TRAVEL DOCUMENT (*cestovný pas*)

**WHAT:** With a passport, you prove your identity and citizenship and you can also travel abroad.

**WHERE:** Your country of origin usually issues everyone a passport on request. In certain situations you can apply for a passport or renewal of its validity from abroad, at the nearest embassy of your country.

**TITLE:** “ALIEN’S PASSPORT” (*cudzinecký pas*)

**WHAT:** An alien’s passport is a document which enables a third country national to leave the country or to return here. According to the Act on Residence of Foreigners, you can be issued a provisional passport if you do not possess any kind of identity document in Slovakia but you live here temporarily, as a subsidiary protection holder, foreigners with tolerated residence, or in certain cases to a foreigner with permanent residence.

**WHERE:** Address of the Foreign Police Department according to the place of your stay can be found here (in Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**TITLE:** RESIDENCE CARD (*pobytová karta*)

**WHAT:** When you are granted a temporary or permanent residence a residence card is issued automatically. It is also issued to EU nationals and their family members who already have the right to stay in Slovakia.

**WHERE:** Address of the Foreign Police Department according to the place of your stay can be found here (in Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**TITLE:** DRIVING LICENSE (*vodičské oprávnenie, or “vodičský preukaz”*)

**WHAT:** If you already have a driving license issued by your country of origin, you must exchange your non-EU driving licence after you have been granted residence in Slovakia.

**WHERE:** At local police department. For more information on how to obtain a Slovak driving license see (in Slovak): [http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/slovakia/index\\_en.htm](http://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/slovakia/index_en.htm)

**TITLE:** HEALTH INSURANCE CARD (“*kartička poistenca*”)

**WHAT:** If you have a mandatory health insurance in Slovakia, your health insurance company issues you a health insurance card combined with the European health insurance card.

**WHERE:** Your health insurance company, either Union, Všeobecná zdravotná poisťovňa or Dôvera.



## 1.9 CERTIFICATES

### 1.9 a important certificates

**TITLE:** BIRTH CERTIFICATE (*rodný list*)

**WHAT:** The birth certificate is a public document issued by the Registry office (*Matrika*) at the birth of the child. It includes data such as the date of birth, place of birth, name and surname of the child, details of father and mother of the child. The birth certificate is issued by the registry office, in the territory of which the child was born.

**WHERE:** The birth certificate of the child can be issued by the Registry Office of the city or municipal office at the place of birth of the child. In most cases, it is the relevant registry, which includes the hospital where the child was born. For more information about the topic, read (in Slovak): [www.slovensko.sk/sk/zivotne-situacie/zivotna-situacia/\\_rodný-list](http://www.slovensko.sk/sk/zivotne-situacie/zivotna-situacia/_rodný-list)

**TITLE:** MARRIAGE CERTIFICATE (*Sobášny list*)

**WHAT:** The marriage of a foreigner **in the territory of Slovakia** is completed with the enrolment in the Registry office. Birth, marriage and death of citizens of the Slovak Republic, which occurred **outside Slovakia**, in:

- ▶ the territory of a foreign state,
- ▶ a representative office of Slovakia in a foreign state,
- ▶ a ship or an aircraft outside the country,
- ▶ a non-state territory,

is entered into the Special Registry (*Osobitná matrika*).

**WHERE:** Registries (*Matriky*):

[www.slovensko.sk/sk/institucie/\\_adede90f-56db-4462-b845-659801dcd654](http://www.slovensko.sk/sk/institucie/_adede90f-56db-4462-b845-659801dcd654)

Special Registry (*Osobitná matrika*) (in Slovak): [www.minv.sk/?osobitna-matrika](http://www.minv.sk/?osobitna-matrika)

The application for registration is filed at:

- ▶ the embassy of the Slovak Republic abroad
- ▶ the registry office in whose territorial jurisdiction the citizen has permanent residence
- ▶ the registry office in whose territorial jurisdiction the citizen was last resident or
- ▶ any registry office if the citizen did not have permanent residence in Slovakia.

**TITLE:** DEATH CERTIFICATE (*úmrtý list*)

**WHAT:** Entry into the “Book of death” is made by a competent registry office which issues a death certificate upon submission of all prescribed documents (ask the registry office at the place of your stay for instructions).

**WHERE:** Registries (*Matriky*) can be found here (in Slovak):

[www.slovensko.sk/sk/institucie/\\_adede90f-56db-4462-b845-659801dcd654](http://www.slovensko.sk/sk/institucie/_adede90f-56db-4462-b845-659801dcd654)

**TITLE:** EXTRACT FROM CRIMINAL REGISTRY OF THE OFFICE OF SLOVAK PROSECUTOR GENERAL (*výpis z registra trestov*)

**WHAT:** An extract from the criminal registry is a public document issued by the Prosecutor General’s Office, which demonstrates whether the natural person was or was not legally convicted in Slovakia. For example, you may need an extract



from the criminal record for a new job, or for a processing of certain documents or permits.

**WHERE:** You can apply for a Slovak extract from the criminal registry in person:

- A) To the General Prosecutor's Office (only for criminal registers of the General Prosecutor's Office of the Slovak Republic, at Kvetná 13, Bratislava),
- B) At the local registry offices that run the registry (*Matrika*) according to the place of your stay,
- C) At the Slovak Post Office (IOMO) - search for an IOMO branch,
- D) If you are abroad, the application can be submitted at the embassy of Slovakia.

The electronic application can be submitted via: <https://esluzby.genpro.gov.sk/ziadost-vo-rt>

**TITLE:** POWER OF ATTORNEY (*plnomocenstvo, plná moc*)

**WHAT:** Power of attorney (POA), is a written authorization, a document proving that a representation agreement has been concluded between the principle and agent (authorized representative).

**WHERE:** Please, ask a lawyer or a notary for advice if you want to conclude POA and to be represented in any legal actions. An attorney office (*advokátska kancelária*) and a notary office (*notár*) are available in every town in Slovakia.

## 1.10 VERIFICATION OF DOCUMENTS

### 1.10 a types of verification

**TITLE:** Apostille (*Apostilačná doložka*)

**WHAT:** Apostille is a simplified form of authentication of documents issued by countries that have ratified Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (Hague convention). If you submit a foreign document to Slovak authorities, and the document was issued in the country which is not a party of above convention, it needs superlegalization described below.

**WHERE:** For more information on Apostille and competent authorities, read (in English): [www.hcch.net](http://www.hcch.net)

You can also ask at the Consular department, Ministry of Foreign and European Affairs – its Document Verification Office (*Pracovisko overovania dokladov*) located at Pražská 7, Bratislava, tel: +421 2 5978 5978, official website (in Slovak): [www.mzv.sk](http://www.mzv.sk)

**TITLE:** Superlegalization (*superlegalizácia, vyššie overenie listín*)

**WHAT:** Superlegalization is the highest form of an official authentication of documents. It is a verification of document authenticity if such a document is to be used before the authorities of a foreign State when the state is not a party to the so-called "Hague Convention, or Convention on Apostille". If you want to submit a document issued abroad to any Slovak state authority, you must first fully verify it (unless an international agreement specifies the exception) either by a) attaching an Apostille clause described in a previous paragraph, or by b) Superlegalization. Superlegalization is complicated - it consists of at least two/three steps, when the document is at first verified by

1. the competent authority of the issuing State (usually the Ministry of Foreign Affairs or the Ministry of Justice), and secondly by



2. the embassy of Slovakia accredited for that state. Documents issued by competent foreign embassies (accredited for Slovakia) are additionally superlegalized by the
3. Consular Section of the Ministry of Foreign Affairs and European Affairs in Bratislava.

**WHERE:** Consular department, Ministry of Foreign and European Affairs of the Slovak Republic – Document Verification Office (*Pracovisko overovania dokladov*), located at Pražská 7, Bratislava, tel: +421 2 5978 5978, official website (in Slovak): [www.mzv.sk](http://www.mzv.sk)

**TITLE:** No special verification needed (*bez ďalšieho overenia*)

**WHAT:** In certain rare cases, no separate verification is needed if the international bilateral treaty provides an exemption for documents issued in another state to be used also in an administrative procedure.

**WHERE:** It is advisable to double check with the officers who are going to implement this treaty in your case. Usually also list of countries including requirement to certain verification procedure is available at the premises of the Foreign Police Department.

## 1.11 JUDICIAL TRANSLATIONS

### 1.11 a judicial translations

**TITLE:** Judicial translations (*Úradný preklad*)

**WHAT:** All documents submitted to the Slovak authorities must be translated into Slovak by judicial translators.

**WHO:** Anyone can contact a court (judicial) translator, the speed of the translation and its price depends on an agreement with a particular translator.

**HOW:** On the list of court translators inserted below, choose a language to or from which you need to translate the document. After selecting the language, all judicial translators for the given language will appear along with their addresses and contacts

**WHERE:** Here you can find a list of all judicial translators (in Slovak) by the language they work in. On the left side, click the word “tľmočníci”: <http://jaspi.justice.gov.sk/>

**WHEN:** The price depends on the individual translation, length of a document, selected language, as well as how quickly you need to have a document translated.

**NOTE:** The documents issued in the Czech language do not need to be translated into the Slovak language. Similarly, if there is no judicial translator for a particular language available in the list of experts, interpreters and translators enrolled by the Ministry of Justice, the document can be translated into the Czech language.

**GOOD TO KNOW:** There are usually two different types of translation for every language – judicial translation and regular translation. If you need your documents for a public authority, always judicial translation is needed.

## 1.12 REGISTRATION OF ADDRESS

### 1.12 a registration of temporary address

**TITLE:** Registration of temporary address (see section 1.4 on temporary residence)



**WHAT:** A term “temporary residence” has two different meanings depending if it applies to a Slovak citizen or a foreigner with permitted stay in the Slovak Republic. For a Slovak citizen, temporary residence means staying outside permanent residence where the citizen is temporarily living if it lasts more than 90 days. Citizens have the right to report the place of their residence and expected duration of temporary stay in such a place. As a foreigner you must first apply for a temporary residence permit in the territory of Slovakia and the Foreign Police either grants you residence or rejects the application. Upon decision granting a temporary residence permit, you will be issued a residence card stating the address of your stay in Slovakia. The address on the residence card must always be topical, and if you move, you must report a change of address within five working days or notify the Foreign Police Department that you will stay away from the place of your residence for more than 30 days.

**WHO:** You can be granted temporary residence only after all conditions have been met and all documents have been submitted, and you will always have the obligation to report the place of your stay to the Foreign Police Department. You can only be granted permanent or temporary residence for stay in Slovakia, never both at the same time.

**HOW:** If you are a foreigner and you need to change the address on your residence card, you need to submit an application for a new residence card to the competent Foreign Police Department with the new tenancy agreement (signatures on the contract must all be notarized) or confirmation signed by the flat owner, and also the deed of property (*List vlastníctva*) must be provided.

**WHERE:** Addresses of all Foreign Police Departments are available here, choose one according to the place of your stay (in Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**WHEN:** If you are a foreigner, you can apply during the official hours of the relevant Foreign Police Department.

**GOOD TO KNOW:** Administrative fee for a new residence document is € 4.50.

## 1.12 b registration of permanent address

**TITLE:** Registration of permanent residence

**WHAT:** A term “permanent residence” is applied differently to Slovak citizens and to foreigners with permitted stay in the Slovak Republic. For the Slovak citizen, permanent residence is usually the place of his/her permanent living in Slovakia. As a foreigner you must first apply for permanent residence in Slovakia and the Foreign Police Department either grants residence or rejects the application. After permanent residence has been approved, you will be issued a residence card stating the address of your stay in Slovakia. The address on the residence card must always be topical, and if you move, you are obliged to report a change of address within five working days, or notify the Foreign Police Department that you will stay away from such a place for more than 30 days.

**WHO:** You can be granted permanent residence only after all conditions have been met and the documents have been presented. In Slovakia, you can only be granted one type of residence, either permanent or temporary residence, never both at the same time.

**HOW:** If you are a foreigner and you need to change the address on your residence card, you need to submit an application for a new residence document to the competent Foreign Police Department with the new tenancy agreement (signatures on the contract must be all notarized).

**WHERE:** Addresses of the Foreign Police Departments can be found here (in





Slovak): [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)

**WHEN:** You can apply during the official hours of the relevant Foreign Police Department, if you are a foreigner. Please see the link above.

**NOTE:** If you want to leave Slovakia for a period exceeding 180 days, it is important to notify the Police in writing, otherwise you risk that they cancel your stay.

**GOOD TO KNOW:** Administrative fee for a new residence document is € 4.50.

## 1.13 SUPPORT SERVICES FOR MIGRANTS

### 1.13 a list of support services and projects regarding arrival and stay

**TITLE:** The Migration Information Centre (MIC) of IOM International Organization for Migration

**WHAT:** Since 2006, IOM has been running the Migration Information Centre which provides free legal, social and work counseling to migrants and their families in the key areas of life in Slovakia, such as residence, family, employment, entrepreneurship and citizenship. The MIC organises open Slovak language courses and also offers clients retraining courses. It offers its services in Bratislava and Košice.

**WHERE:** The Migration Information Centre, located at Grösslingová 35, 811 09 Bratislava, tel: +421 2 5263 0023, help line 0850 211 478, email: mic@iom.int, website (in various languages): [www.mic.iom.sk](http://www.mic.iom.sk)

**TITLE:** The Human Rights League, HRL (*Liga za ľudské práva*)

**WHAT:** The Human Rights League provides free legal counseling to foreigners including asylum seekers since 2005. Their Legal Counseling Centre for Residence, Citizenship and Unaccompanied Minors and the Online Counseling Centre are aimed at providing free legal assistance and counseling to migrants residing legally in the territory of Slovakia. HRL offers services in Bratislava and Košice.

**WHERE:** Liga za ľudské práva, located at Štúrova 3, 811 02 Bratislava or in Košice, at Hlavná 62, tel: + 421 2 5443 5437, email: hrl@hrl.sk, website (in Slovak): [www.hrl.sk](http://www.hrl.sk)

**TITLE:** Foreign Police Departments of the Police Presidium (*Oddelenia cudzineckej polície PZ*)

**WHAT:** Bureau of the Border and Alien Police (UHCP) with Foreign Police Departments of the Police Presidium are responsible for control activities and permitting the residence of foreigners in Slovakia.

**WHERE:** Foreign Police Departments, the Ministry of Interior of the Slovak Republic. See [www.minv.sk/?ocp-1](http://www.minv.sk/?ocp-1)





## 2 WORK

### 2.1 EMPLOYMENT

#### 2.1.1 JOB SEARCH

##### 2.1.1 a searching for a job

**TITLE:** Central Office of Labour, Social Affairs and Family of the Slovak Republic and Offices of Labour, Social Affairs and Family (*Ústredie práce, sociálnych vecí a rodiny SR a Úrady práce, sociálnych vecí a rodiny SR*)

**WHAT:** The Central Office of Labour, Social Affairs and Family is a state authority which provides methodological guidance and controls the activities of the Labour Offices in the field of employment services.

**WHERE:** Ústredie práce, sociálnych vecí a rodiny (Central Office of Labour, Social Affairs and Family), Sekcia služieb zamestnanosti (Employment Services Section), located at Špitálska ulica 8, 812 67 Bratislava, tel: +421 2 2044 4897, website (in Slovak): [www.upsvar.sk](http://www.upsvar.sk) and a portal for job search (in Slovak): [www.istp.sk](http://www.istp.sk). Important is also a Local Office of Labour, Social Affairs and Family according to the place of your residence in Slovakia.

**TITLE:** Profesia

**WHAT:** The most popular and best private job seeking website with a wide offer of jobs

**WHERE:** Profesia, spol. s r.o., seated at Pribinova 25, 811 09 Bratislava, tel: +421 2 3220 9110, website (in Slovak): [www.profesia.sk](http://www.profesia.sk)

**TITLE:** EURES Slovakia – European employment services

**WHAT:** EURES offers a database of vacancies across the EU. The EURES advisors are ready to provide information about the employment conditions in the EU/EEA Member States, taxes, social security and health insurance, and can help with the drafting of CVs. You can seek their services at any Labour Office or through a job portal (in Slovak): [www.eures.sk](http://www.eures.sk)

**WHERE:** EURES in every local Office of Labour, Social Affairs and Family can be found here (in Slovak): [www.eures.sk](http://www.eures.sk)

**TITLE:** Temporary employment agencies (*agentúry dočasného zamestnávania*)

**WHAT:** Temporary employment agencies employ people under employment contracts for the purposes of their temporary assignment to another employer in Slovakia for performance of work under the employer's management or their posting to another workplace. The temporary assignment may take a maximum of 24 months.

**WHERE:** The Central Office of Labour, Social Affairs and Family keeps a list of temporary employment agencies.

**TITLE:** Supported employment agencies

**WHAT:** The supported employment agency provides assistance and support to persons with disabilities, long-term unemployed and employers with the aim to



facilitate the obtaining or keeping of job.

**WHERE:** The Central Office of Labour, Social Affairs and Family keeps a list of supported employment agencies

**TITLE:** Adecco

**WHAT:** This human resources company, operating in over 60 countries of the world, provides labour counselling through its 11 branch offices across Slovakia.

**WHERE:** Adecco, seated at Digital Park III, blok F, 4. p., Einsteinova 19, 851 01 Bratislava, tel: +421 2 5363 0223, [adecco@adecco.sk](mailto:adecco@adecco.sk), website (in Slovak and English): [www.adecco.sk](http://www.adecco.sk)

**TITLE:** The Migration Information Centre (MIC) of International Organization for Migration (IOM)

**WHAT:** IOM runs the Migration Information Centre which provides free labour counselling to third country nationals, including orientation on the labour market, assistance in job seeking, preparation for job interviews or help with the drafting of CVs or letters of motivation. The MIC offers its services in Bratislava and Košice.

**WHERE:** Migračné informačné centrum IOM, Grösslingova 35, 811 09 Bratislava, tel: +421 2 5263 0023, helpline: 0850 211 478, email: [mic@iom.int](mailto:mic@iom.int), website (in various languages): [www.mic.iom.sk](http://www.mic.iom.sk)

#### 2.1.1 b apprenticeship

**TITLE:** Training/Apprenticeship, Vocational training

**WHAT:** Education of adult foreigners is not covered by the separate laws, only a general system of access to education is available.

### 2.1.2 TYPES OF EMPLOYMENT

#### 2.1.2 a employment for indefinite period of time

**TITLE:** Permanent employment

**WHAT:** In Slovakia the employment is agreed for an indefinite period of time where the labour contract does not explicitly specify in writing its duration. The written contract should also clearly state the conditions, rights, responsibilities and duties of the worker and the employer. The employer is obliged to pay a salary to the employee for the work performed and also social insurance as well as health insurance on his/her behalf. The employment begins either on the day agreed in the labour contract as the day of the commencement of the employment **or** on the day when residence for the purpose of employment has been granted.

**WHO:** The employment is established (by a written labour contract) between the employer and the employee. EEA citizens may start to work immediately, only their information card is sent to a respective Labour office. A third country national must know in advance what is his/her legal status before starting to work in a dependent relationship. Every residence is bound to different set of rights and obligations. Breach of the Law on Employment Services may result in expulsion.

#### 2.1.2 b Flexible forms of work

**TITLE:** Fixed-term contracts

**WHAT:** The employment is agreed for a fixed term where the work contract explicitly specifies in writing the duration of the employment, and can be agreed for a maximum of two years. The fixed-term contracts can be for a part time or a



full time. Full-time job means 40 hours per week according to the Slovak Labour law and collective agreements. You have the same rights as workers on the indefinite employment contract. You or your employer can terminate the contract before expiry (always according to the termination clause in the contract). The employer must register you at the social insurance company and also pay health insurance on your behalf. The employment is established by a written labour contract between the employer and the employee and begins on the day agreed in the labour contract as the day of the commencement of the employment. The employer is obliged to pay a salary to the employee for the work performed.

**WHO:** The employment is established (by a written work contract) between the employer and the employee. EEA citizens may start to work immediately, only their information card is sent to the Labour office. A third country national must know in advance what is his/her legal status before starting to work in a dependent relationship.

**TITLE:** Part-time employment

**WHAT:** The labour contract can establish part-time work, which is shorter than the common weekly working time. In general, the working time of an employee is max. 40 hours per week. The employment is established by a written labour contract between the employer and the employee and begins on the day agreed in the labour contract as the date of the commencement of the employment.

**TITLE:** Performance contract (*Dohoda o vykonaní práce*)

**WHAT:** Job in which you cannot earn more than a stipulated amount that the government establishes every year. The employer does not have to pay insurance (except accident insurance during the working hours) and you have to pay the insurance yourself. You have the same rights as the other workers (holidays, breaks, maximum hours worked per day) but you cannot claim unemployment support or pension. In order to satisfy his/her duties or needs, the employer can conclude with you, on an exceptional basis, a written contract on work performed outside employment. It can be the so-called performance contract where the extent of work may not exceed 350 hours per calendar year. The remuneration for the execution of work tasks is paid upon completion and delivery of the work.

**WHO:** EEA citizens may enter into such labour relationships freely. However, a third country national may only conclude this type of contract if his/her legal status allows a partial job.

**TITLE:** Agreement on work activity (*Dohoda o pracovnej činnosti*)

**WHAT:** In order to satisfy its duties or needs, the employer can conclude with you, on an exceptional basis, a written contract on work performed outside employment. It can be a work contract concluded for a fixed period of time and for a maximum of 12 months. Such work can be performed for a maximum of 10 hours a week. The remuneration for the work performed is due and must be paid at the latest by the end of the calendar month following the month in which the work was executed.

**WHO:** EEA citizens may enter into such labour relationships freely. However, third country nationals may only conclude this type of contract if their legal status allows partial jobs.

**TITLE:** Flexible working time



**WHAT:** Flexible working time consists of basic working time when you are required to be in the workplace; optional working time is a time segment when you are required to be present in the workplace in order to complete operational time. Operational time is the overall working time that you are required to work within the period determined by the employer (this can be a working day, a working week, four-week working time or other working time).

**TITLE:** Job sharing

**WHAT:** Job sharing is a job in which employees working part-time distribute amongst themselves the working time and the job description pertaining to the job. If they do not agree on the job sharing, the decision is up to the employer. Before concluding a written agreement on your assignment to job sharing, the employer must inform you of the working conditions of the job sharing. The period of notice is one month. The employment is established by a written labour contract between the employer and the employee and begins on the day agreed in the labour contract as the date of the commencement of the employment.

**TITLE:** Home work and telework

**WHAT:** Home work is work performed at home or at another agreed place under an employment relationship by the conditions agreed in the labour contract. Telework is work under an employment relationship, performed at home or at another place using information technology, and carried out by the conditions agreed in the labour contract within the working time arranged by the employee. The employment is established by a written labour contract between the employer and the employee and begins on the day agreed in the labour contract as the date of the commencement of the employment.

### 2.1.2 c self-employment

**TITLE:** Self-employment

**WHAT:** A self-employed person is an owner of a business and earns a salary by operating a company. This topic is detailed in section 2.2.2.b on self-employed business and/or trade licence.

**WHO:** To become a self-employed person you have to:

- ▶ Be a citizenship of an EU/EEA Member State or Switzerland or have temporary residence for such a purpose which allows you to work as self-employed (purpose of business or study, etc.) or permanent residence
- ▶ Be at least 18 years old
- ▶ Have a business license (*Živnost'*) that allows you to undertake a business activity.

### 2.1.2 d Contracts related to student work

**TITLE:** Agreement on temporary job for students

**WHAT:** In order to satisfy its duties or needs, the employer may conclude, on an exceptional basis, an agreement works performed outside employment with a natural person. One such agreement is the agreement on temporary job for students.

**WHO:** If you are a secondary school pupil or a university student under the age of 26, the employer can conclude with you an agreement on temporary job for students. Such an agreement can be performed at the latest by the end of the calendar year in which you reach the age of 26.



**HOW:** Under the agreement on temporary job for students, you can perform work of max. 20 hours a week on average for the entire period for which the agreement is concluded. In the written agreement you must agree with the employer on the job description, reward, working time and the period for which the agreement is concluded. The reward must be paid to you by the end of the calendar month following the month in which you performed the work.

**WHEN:** The agreement on temporary job for students is concluded for a fixed term and for not more than 12 months. The notice period is 15 days and commences on the day of delivery of the written notice.

**NOTE:** The school certification of the pupil or student status forms an integral part of the agreement on temporary job for students. Such agreements may be concluded with underaged employees only if they do not jeopardise their healthy development, safety, morality or professional preparation.

**GOOD TO KNOW:** The working time of an underaged employee may not exceed 8 hours in the course of 24 hours.

**TITLE:** Labour contract with a pupil of a secondary vocational school or a vocational training centre

**WHAT:** It is an agreement on a future labour contract in which the employer undertakes to employ the pupil after passing the final, school-leaving or graduate exam and the pupil undertakes to work as the employer's employee.

**WHO:** The pupil of a secondary vocational school or a vocational training centre who completed 15 years of age undertakes in the agreement to remain an employee of the employer for a fixed period and for max. three years, or the employer may request such a pupil to reimburse the expenditure incurred for his/her vocational training in the respective field of education or study.

**HOW:** Upon concluding the contract, the employer is required to request the opinion of the legal representative of the adolescent employee.

**WHEN:** The employment is established by a written labour contract between the employer and the employee and begins on the day agreed in the labour contract as the date of the commencement of the employment.

**NOTE:** The working time of an underaged employee under 16 years of age is max. 30 hours a week, including when working for several employers. The working time of an underaged employee over 16 years of age is max. 37.5 hours per week, including when working for several employers. The working time of an underaged employee may not exceed 8 hours in the course of 24 hours.

**GOOD TO KNOW:** The employer may conclude a labour contract with an underaged solely upon previous medical examination of the adolescent. The underaged's legal representative must be informed of any notice given to the underaged employee and of immediate termination of his/her employment. If the employment is terminated by the underaged, the employer must request the opinion of the legal representative.

## 2.1.3 EMPLOYMENT OF EU/EEA CITIZENS

### 2.1.3 a Employment of EU/EEA citizens

**TITLE:** Residence of a Union citizen and the right to work

**WHAT:** The right to work in Slovakia is directly linked to residence. The EU/EEA citizen and Swiss citizen have the same legal status in employment relationship as the Slovak citizen. Your residence card therefore allows you to work. The company



that hires you has to inform about it the Labour Office in writing by sending the so-called "Information card".

**WHO:** EU or EEA Member State citizens including Swiss citizens.

**HOW:** EURES can help you to find job offers from all over Europe classified according to different categories (field of work, country, indefinite or fixed-term contract). It's also possible to register and upload your CV to be available for employers across Europe. In Slovakia there are several renowned institutions providing an overview of vacancies like Profesia (in Slovak): [www.profesia.sk](http://www.profesia.sk)

**WHERE:** You can find more information on the employment of EU/EEA nationals here (in Slovak): [www.eures.sk/clanok\\_detail.php?id=334](http://www.eures.sk/clanok_detail.php?id=334)

or contact a local Labour Office by place of your stay (in Slovak):

[www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

## 2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS

### 2.1.4 a Single permit procedure

**TITLE:** Single residence and work permit

**WHAT:** The single residence and work permit is a type of temporary residence for the purpose of employment where you or your employer are not required to apply for a work permit at the local Office of Labour, Social Affairs and Family.

**WHO:** The single permit is issued on the basis of a confirmation on the possibility to fill a vacancy requested from the Labour Office directly by the Foreign Police Department. The Labour Office shall issue the confirmation on the possibility to fill a vacancy if the vacancy cannot be filled by a job seeker recorded in the job seekers registry. Your future employer, however, is required to report the vacancy and the job description not later than 30 working days before filing the residence permit application.

**HOW:** Along with the temporary residence permit for the purpose of employment (single residence and work permit) filed at the competent Foreign Police Department, you are required to submit, in addition to other documents:

- ▶ the written promise of employment or the labour contract, and
- ▶ the decision on the recognition of the qualification certificate or the officially certified certificate of the highest education attained.

**WHERE:** The authority competent to issue the confirmation on the possibility to fill a vacancy is the Office of Labour, Social Affairs and Family within the territorial scope of which the job will be performed. The temporary residence application for the purpose of employment should be filed at the respective representative office of the Slovak Republic or at the Foreign Police Department according to the place of your residence in Slovakia.

**WHEN:** You can file the temporary residence application for the purpose of employment at the earliest upon expiry of 30 working days from reporting a vacancy.

**NOTE:** The Labour Office shall issue the confirmation on the possibility to fill a vacancy for the period of the employment and for not more than two years.

### 2.1.4 b Work permits for seasonal workers

**TITLE:** Work permit for seasonal employment (*Povolenie na zamestnanie sezónneho pracovníka*)





**WHAT:** Seasonal employment is an activity the performance of which takes not more than 180 days in the course of 12 consecutive months. This type of employment is linked to a certain period of the year during which there is an increased demand for work. Seasonal employment is common in agriculture, forestry, fisheries, industrial production, construction, or in accommodation and catering services.

**WHO:** In Slovakia, seasonal work can be performed with temporary residence granted for the purpose of employment either on the basis of a work permit (max. 90 days in the course of 12 consecutive months) or on the basis of the possibility to fill a vacancy (max. 180 days in the course of 12 consecutive months). The work permit must be requested before filing the application for temporary residence for the purpose of seasonal employment at the local Labour Office and is preceded by the reporting of a vacancy at least 15 working days prior to the filing of the work permit application. The confirmation on the possibility to fill a vacancy is requested from the Labour Office directly by the Foreign Police Department after you have filed the application for temporary residence for the purpose of seasonal employment. Your future employer, however, is required to report the vacancy and the job description not later than 30 working days before filing the application for residence permit for the purpose of employment.

**HOW:**

**Employment permit** (max. 90 days in the course of 12 consecutive months)

The employer wishing to employ you for seasonal work is required to inform the local Office of Labour, Social Affairs and Family, at least 15 working days before the filing of the work permit application, about the vacancies, their number and job description. You are required to attach to the work permit application filed by you or by your employer the following documents:

- ▶ the written promise of employment or the labour contract;
- ▶ the decision on the recognition of the qualification certificate or the certified copy of the certificate of the highest education attained;
- ▶ the document confirming accommodation and health insurance, if you are a third country national who is not subject to the visa requirement;
- ▶ the document proving the fact that the employer is not under any bankruptcy, liquidation or administration procedure and does not record any unsatisfied claims of employees arising from their employment in case the application was submitted by the employer.

**Confirmation on the possibility to fill a vacancy** (max 180 days in the course of 12 consecutive months)

Along with the application for permanent residence for the purpose of seasonal employment filed at the Foreign Police Department, you are required to submit, in addition to other documents also:

- ▶ the written promise of employment with information on the labour contract or the labour contract;
- ▶ decision on the recognition of the qualification certificate or the officially certified certificate of the highest education attained.

The Labour Office shall review whether the employer has met its tax and social insurance duties, whether it is not under the bankruptcy, liquidation or administration procedure, and whether it does not record any unsatisfied claims of employees arising from employment or has not breached the prohibition of illegal employment, etc.

**WHERE:** The authority competent to issue the confirmation on the possibility to





fill a vacancy or to grant a work permit is the Office of Labour, Social Affairs and Family within the territorial scope of which the job will be performed.

**WHEN:** The Labour Office shall grant a work permit within 20 working days from the delivery of the work permit application. The Labour Office shall grant or extend a work permit for the purpose of seasonal employment within ten working days, if you had already worked under the seasonal employment scheme in Slovakia.

**NOTE:** The work permit for the purpose of seasonal employment contains information about the rights and obligations of third country nationals related to seasonal employment.

#### **2.1.4 c Work permits for workers**

**TITLE:** Work permit for workers

**WHAT:** Not applicable in Slovakia (work permits are issued only to particular groups of foreigners). The legal system of Slovakia does not recognise a special category of employment for third country nationals-workers. If they wish to work in the Slovak Republic, they must either use the single residence and work permit or apply for a work permit and subsequently for temporary residence. In the case of legal employment of third country nationals in Slovakia, it is always necessary to prove such knowledge or skills, which are not mastered by any job seeker recorded in the job seekers registry. The employment of foreigners without specific education or qualifications is therefore very complicated.

#### **2.1.4 d Work permits for highly qualified staff**

**TITLE:** Work permit for highly qualified staff

**WHAT:** Under the legal system of Slovakia, the Blue Card is a type of temporary residence issued for the purpose of highly qualified employment. For more details on highly qualified employment see section 2.1.4.g Blue Card.

#### **2.1.4 e Work permit for key workforce**

**TITLE:** Work permit for key workforce

**WHAT:** Not applicable in Slovakia. The legal system of Slovakia does not recognise the special category of employment for third country nationals-key workforce. In order to work in Slovakia, they must either use the single residence and work permit or the Blue Card, or apply for a work permit and subsequently for temporary residence.

#### **2.1.4 f Work permits for family members**

**TITLE:** Work permit and temporary residence for the purpose of family reunification (*Povolenie na zamestnanie pre rodinného príslušníka cudzinca s prechodným pobytom*)

**WHAT:** During the term of temporary residence for the purpose of family reunification, third country nationals may work with a valid work permit. After expiry of 12 months from the granting of temporary residence for the purpose of family reunification, they may work without the need to have a work permit.

**WHO:** The Labour Office can grant you a work permit on the basis of your or your employer's application, if the vacancy cannot be filled with a job seeker recorded in the job seekers registry. When deciding on a work permit, the Labour Office takes into consideration the labour market situation. Your future employer, however, is required to report the vacancy and the job description not later than 15 working days before filing the work permit application.



**HOW:** You are required to attach to the work permit application filed by you or by your employer the following documents:

- ▶ the written promise of employment or the labour contract;
- ▶ the decision on the recognition of the qualification certificate or the certified copy of the certificate of the highest education attained;
- ▶ copy of the residence document proving the granting of temporary residence for the purpose of family reunification.

**WHERE:** The authority competent to issue a work permit is the Office of Labour, Social Affairs and Family within the territorial scope of which the job will be performed.

**WHEN:** You can file the work permit application at the earliest upon expiry of 15 working days from reporting a vacancy at the respective Labour Office.

**NOTE:** The Labour Office shall grant a work permit for the period of the employment but for not more than two years.

**GOOD TO KNOW:** The Labour Office can, at the request of a third country national, extend his/her work permit for a maximum of two years, also repeatedly.

#### 2.1.4 g Blue Card

**TITLE:** EU Blue Card (*Modrá karta EU*)

**WHAT:** The Blue Card is a type of temporary residence issued for the purpose of highly qualified employment. The performance of highly qualified employment requires higher expert qualification or professional qualification proven by a certificate of tertiary education, past employment of a minimum of one year and an agreed salary of at least 1.5 times the average salary in the respective sector of the Slovak economy. With this type of temporary residence, it is not necessary to request the Central Office of Labour, Social Affairs and Family to issue the confirmation on the possibility to fill a vacancy corresponding to highly qualified employment.

**WHO:** The Blue Card is issued on the basis of the confirmation on the possibility to fill a vacancy corresponding to highly qualified employment requested directly by the competent Foreign Police Department. The Labour Office shall issue the confirmation on the possibility to fill a vacancy corresponding to highly qualified employment, if the vacancy cannot be filled by a job seeker recorded in the job seekers registry. Your future employer, however, is required to report the vacancy and the job description not later than 15 working days before filing the Blue Card application.

**HOW:** You are required to attach to the Blue Card application filed at the Foreign Police Department, in addition to other documents also:

- ▶ the labour contract or the employer's promise of employment corresponding to highly qualified employment;
  1. the decision on the recognition of the qualification certificate.

**WHERE:** The authority competent to issue the confirmation on the possibility to fill a vacancy corresponding to highly qualified employment is the Central Office of Labour, Social Affairs and Family. The Blue Card application should be filed at the respective representative office of the Slovak Republic abroad or at the Foreign Police Department according to the place of your residence in Slovakia.

**WHEN:** You can file the Blue Card application at the earliest upon expiry of 15 working days from reporting a vacancy.

**NOTE:** The confirmation on the possibility to fill a vacancy corresponding to highly



qualified employment is issued for the period of the employment and for not more than four years.

**GOOD TO KNOW:** The family member of a Blue Card holder, who was granted temporary residence for the purpose of family reunification, may work in Slovakia without any other permits.

#### **2.1.4 h Work permit for nationals with long-term residence in another EU Member State**

**TITLE:** Work permit for nationals with long-term residence in another European Union Member State

**WHAT:** A third country national who was granted temporary residence on the grounds of enjoying the status of a person with long-term residence in a Member State may work with a valid work permit during the first 12 months from being granted residence. After expiry of 12 months from being granted temporary residence, such a third country national may work without a work permit.

**WHO:** The Labour Office may grant a work permit on the basis of your or your employer's application, provided that the vacancy cannot be filled by a job seeker recorded in the job seekers registry. When issuing the decision on a work permit, the Labour Office takes into consideration the labour market situation in Slovakia. Your future employer, however, is required to report the vacancy and the job description not later than 15 working days before filing the work permit application.

**HOW:** You are required to attach to the work permit application filed by you or by your employer the following documents:

- ▶ the written promise of employment or the labour contract;
- ▶ the decision on the recognition of the qualification certificate or the certified copy of the certificate of the highest education attained;
- ▶ copy of the document proving the granting of the status of a person with long-term residence in an EU Member State.

**WHERE:** The authority competent to issue a work permit is the Office of Labour, Social Affairs and Family within the territorial scope of which the job will be performed.

**WHEN:** You can file the work permit application at the earliest upon expiry of 15 working days from reporting a vacancy during the office hours of the respective Labour Office.

**NOTE:** The Labour Office shall grant a work permit for the period of the employment but not more than two years.

**GOOD TO KNOW:** The Labour Office can, at the request of a third country national, extend his/her work permit for a maximum of two years, also repeatedly.

#### **2.1.4 i Intra-corporate transfer**

For intra-corporate transfers, please see section 1.3.b

#### **2.1.4 j Exceptions that allow work without a work permit or a confirmation on the possibility to fill a vacancy**

**TITLE:** Possibilities of employment without a work permit or without the confirmation on the possibility to fill a vacancy

**WHAT:** The legal system of Slovakia allows you to work without a work permit or without the confirmation on the possibility to fill the vacancy or confirmation on the possibility to fill the vacancy corresponding to highly qualified employment



under the conditions listed below:

**WHO:** The employer may employ you without the need for any permits, if for instance:

1. You have permanent residence in the Slovak Republic;
2. You were granted temporary residence as a person enjoying the status of a person with long-term residence in an EU Member State after 12 months from the commencement of your residence;
3. You were granted temporary residence for the purpose of family reunification
  - ▶ after expiry of 12 months from being granted residence; and
  - ▶ you are a family member of a Blue Card holder;
  - ▶ you are a family member of a third country national with tertiary education who attends training (internship) in the field of business management or carries out the function of manager or expert with exceptional expert knowledge or works under a mobility scheme for an employer from the EU;
  - ▶ you are a family member of a foreigner granted temporary residence for the purpose of research and development under a hosting agreement;
4. You are a family member of an EU Member State citizen and have the right to reside in the Slovak Republic;
5. You were granted temporary residence for the purpose of study (except for language school students) and work maximum 10 hours a week or maximum 20 hours a week (university student) or the corresponding number of days or months a year;
6. You were granted temporary residence for the purpose of research and development, and
  - ▶ conduct research or development under a hosting agreement, or
  - ▶ your teaching activity under an employment relationship or other similar labour relationship does not exceed 50 days in total in a calendar year;
7. You were granted temporary residence of a third country national with the status of a Slovak living abroad;
8. You are an asylum seeker after nine months from the commencement of the procedure;
9. You were granted asylum;
10. You were granted subsidiary protection;
11. You were provided temporary shelter;
12. On the basis of a business contract, you deliver goods or services, or carry out installation works, warranty services and repairs, work related to system setup of production facilities, programming work, or professional trainings, if your employment or posting does not exceed 90 days in one calendar year;
13. You are employed on the basis of an international treaty which allows for work without a work permit;
14. You have successfully completed your secondary school or university studies in Slovakia;
15. You will be employed for an assigned period in order to increase your employment skills for a maximum period of one year;
16. Your tolerated stay has been extended because you are a victim of human trafficking;
17. You were granted tolerated stay due to respect of your private and family life;



18. You were granted tolerated stay due to the fact that you were illegally employed under particularly exploitative working conditions or if your presence in the territory of Slovakia is inevitable for the purpose of criminal proceedings;

19. You work in Slovakia on a temporary basis under intra-corporate transfer under a mobility programme by an employer from an EU Member State.

There are also other (rare) exemptions.

**NOTE:** If you meet any of the above conditions, you can work in the Slovak Republic without the need for any other permits.

## 2.1.5 WORK ACCIDENTS AND INJURIES

### 2.1.5 a work injuries compensation and support

**TITLE:** Sickness benefit (*Nemocenská*)

**WHAT:** The sickness benefit is paid if you have had sickness insurance (in the case of voluntary insurance, you must have had sickness insurance for a minimum of 270 days in the course of the past two years) and you have been recognised as being incapable of work due to illness or accident.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** Accident allowance

**WHAT:** To be paid as extra compensation for income during temporary incapacity for work or as an extra payment in addition to the sickness benefit in the amount of 55% of the income during the first 3 days and 25% from the 4<sup>th</sup> day.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** Accident annuity

**WHAT:** To be paid in the case of reduced capacity by more than 40% to perform the existing work if you have not yet reached the pension age or you have not been granted the early old-age pension.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** Compensatory allowance

**WHAT:** To be paid

1. upon reduced capacity to work by min. 10% and max. 40%;
2. upon expiry of the entitlement to receive the accident annuity upon reaching the retirement age, if you are not eligible for the old-age pension and your capacity to work is reduced by min. 10%;
3. if you are not eligible for the accident annuity due to your eligibility for the early old-age pension or due to reaching the retirement age and your capacity to work is reduced by min. 10%.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay



for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** Survivor's accident annuity

**WHAT:** To be paid if the injured person who died as a result of a work accident or occupational disease had the maintenance obligation towards you at the time of his/her death. **WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** One-time compensation

**WHAT:** The spouse and the dependent child/children of the injured who died as a result of a work accident or occupational disease are eligible for one-time compensation.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** Occupational rehabilitation and rehabilitation allowance

**WHAT:** Occupational rehabilitation is training needed to acquire the capacity for work for the performance of the existing work, provided for a maximum period of 6 months. During the occupational rehabilitation period, you are eligible for the rehabilitation allowance. **WHERE:** Occupational rehabilitation is ensured by the Social Insurance Company at the employer, or in a health centre or professional facility specialised in occupational rehabilitation.

**TITLE:** Retraining and retraining allowance

**WHAT:** Retraining is the change of the existing qualification by acquiring new knowledge and skills allowing for taking use of new job opportunities. During the retraining period you are eligible for the retraining allowance. Retraining is ensured by the Social Insurance Company in an educational facility specialised in retraining.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** Compensation for pain and compensation for difficulties in social

relationships **WHAT:** The compensation for pain must be proportionate to the health damage identified, the recovery process or the mitigation of the effects of such health damage. The compensation for difficulties in social relationships is a condition related to health damage which is proven to have adverse effects on your life and on satisfying your life and social needs. Both are provided on a one-time basis based on a medical opinion.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** Compensation for the cost of treatment

**WHAT:** You are eligible for the compensation of the cost of treatment, which is





not paid under compulsory health insurance, based on the recommendation of a medical specialist and opinion of a medical expert.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

**TITLE:** Compensation of funeral costs

**WHAT:** If the injured died as a result of a work accident or occupational disease, you are eligible for a compensation of the funeral cost.

**WHERE:** Visit a local office of the Social Insurance Company by place of your stay for any further information, or read their official website (in Slovak, English and German): <http://www.socpoist.sk>

### 2.1.5 b treatment of work injuries

**TITLE:** Work injury

**WHAT** If you are an employee, the employer for which you work under an employment relationship shall be liable for the damage incurred upon the fulfilment of your duties in the form of health damage or death as a result of a work accident.

**STEP 1:** Inform the employer about the work accident, if your health condition allows you to do so, and seek medical assistance.

**STEP 2:** The employer is required to inform the Social Insurance Agency (*Sociálna poisťovňa*) about the work accident using the form "Notification of insurance event" delivered not later than three days, if the work accident incurred medical treatment or temporary incapacity for work; or the form "Report of registered work injury" if such an injury caused incapacity for work of more than three days or death – in this case, the report must be delivered not later than eight days from the date of learning of the occupational injury.

**STEP 3:** The Social Insurance Agency (*Sociálna poisťovňa*) shall pay the sickness benefit and/or accident benefit for which you are eligible.

**WHERE:** Local office of the Social Insurance Agency (*Sociálna poisťovňa*)

**GOOD TO KNOW:** The causes of the work injury shall be investigated by the employer. Upon the closing of the investigation, the employer shall fill in the report on registered work injury. The employer is also required to inform the employees' representatives about the injury. The causes of the work injury resulting in death or heavy health damage are also investigated by the regional Labour Inspectorate and by the police, if there is a suspicion of having committed an offence.

## 2.1.6 RETIREMENT AND PENSIONS

### 2.1.6 a old-age retirement

**TITLE:** Old-age pension (*Starobný dôchodok*)

**WHAT:** The pension system of the Slovak Republic is based on three independent pillars:

- 1 – Compulsory pension insurance in the form of social security contributions;
- 2 – Pension savings managed by private pension management companies;
- 3 – Voluntary supplementary pension savings.

**WHO:** You are entitled to the old-age pension if you have been insured for the old-age pension during at least 15 years and reached the retirement age (62 years at





present).

**HOW:** By filing the application for the old-age pension and supporting documents proving your entitlement at the local office of the Social Insurance Agency at the place of your residence. The amount of the old-age pension is calculated on the basis of the old-age insurance period, the average personal wage score and the current pension value. Once you meet the conditions for being eligible for the old-age pension, you must request the Social Insurance Agency to determine the pension amount.

**WHEN:** Upon reaching the retirement age, provided that you have been insured for the old-age pension for at least 15 years

**WHERE:** Local office of the Social Insurance Company according to the place of your residence. The application for an old-age pension is available here (in Slovak): [www.socpoist.sk/formulare-ypj/55349s](http://www.socpoist.sk/formulare-ypj/55349s)

**GOOD TO KNOW:** Ask the local office of the Social Insurance Company (*Sociálna poisťovňa*) about the possibility to consider the periods of pension insurance in other EU Member States or third countries. You can find the office here (in English and German): <http://www.socpoist.sk/kontakty--xly/48023s>. Please feel free to ask for more information (in English) here: [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

#### 2.1.6 b widow(er) pension

**TITLE:** Widow(er) pension (*Vdovský dôchodok, vdovecký dôchodok*)

**WHAT:** A widow or widower is eligible for the widow(er) pension after the death of his/her spouse. The amount of the widow(er) pension is 60% of the old-age, disability or early old-age pension of the deceased spouse.

**WHO:** As a widow/widower, you are eligible to receive the widow(er) pension after the spouse who received or met the conditions for receiving an old-age or disability pension or received an early pension as of the day of his/her death or died as a result of an accident at work or an occupational disease.

**HOW:** By filing the application for the widow(er) pension, including supporting documents proving your entitlement, at the local office of the Social Insurance Agency at the place of your residence. The pension will be paid to you during one year after the death of your spouse, or for an indefinite period of time, if you:

1. take care of a dependent child;
2. are disabled due to a reduced capacity for performing gainful activities by more than 70%, or
3. raised at least three children;
4. reached the age of 52 years and raised two children;
5. reached the retirement age.

**WHERE:** Local office of the Social Insurance Company (*Sociálna poisťovňa*) at the place of your stay. Application for a pension is available here (in Slovak): [www.socpoist.sk/formulare-ypj/55349s](http://www.socpoist.sk/formulare-ypj/55349s). Please feel free to ask for more information (in English) here: [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

#### 2.1.6 c orphan pension

**TITLE:** Orphan pension (*Sirotský dôchodok*)

**WHAT:** The orphan pension pertains, under certain conditions, to the dependent child whose parent died.

**WHO:** You are eligible to receive the orphan pension if you are a dependent child whose parent died and that parent received or met the conditions for receiving an



old-age or disability pension or was eligible for an early old-age pension as of the day of his/her death, or died as a result of an accident at work or an occupational disease. The entitlement to the orphan pension expires upon reaching the age of 26 years of the child.

**HOW:** By filing the application for the orphan pension, including supporting documents proving your entitlement, at the local office of the Social Insurance Agency at the place of your residence. The amount of the orphan pension is 40% of the old-age, disability or early old-age pension of the deceased parent.

**WHEN:** After the death of the parent and maximum until reaching 26 years of age.

**WHERE:** Local office of the Social Insurance Agency according to the place of your residence. Application for a pension is available here (in Slovak): [www.socpoist.sk/formulare-ypj/55349s](http://www.socpoist.sk/formulare-ypj/55349s). Please feel free to ask for more information (in English) here: [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

#### 2.1.6 d voluntary retirement insurance

**TITLE:** Voluntary pension insurance

**WHAT:** Voluntary pension insurance in the Social Insurance Agency can be used by those who are not insured in the Social Insurance Agency on a compulsory basis (e.g. students or unemployed). Subsidiary pension saving under the 3<sup>rd</sup> pension pillar is fully voluntary. The funds under this scheme are managed by supplementary pension insurance companies on the basis of participation contracts.

**WHO:** You can take use of voluntary pension insurance if you are not insured in the Social Insurance Agency on a compulsory basis. You must be, however, at least 16 years old and have permanent residence or a permanent or temporary residence permit in Slovakia. You can enter a supplementary pension saving contract if you are employed or if you are simply interested in such a saving way and you are at least 18 years old.

**HOW:** You can apply for voluntary pension insurance by filing the application (registration letter) together with the statement of the voluntarily insured person at the local office of the Social Insurance Company.

**WHEN:** Voluntarily pension insurance arises at the earliest on the day of submission of the application. It terminates at the earliest on the day of submission of the deregistration form, i.e. it is not possible to repeat the application for or deregistration from voluntary insurance.

**WHERE:** Local office of the Social Insurance Company according to the place of your residence. Application for a pension is available here (in Slovak): [www.socpoist.sk/formulare-ypj/55349s](http://www.socpoist.sk/formulare-ypj/55349s). Please feel free to ask for more information (in English) here: [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

#### 2.1.6 e early retirement

**TITLE:** Early old-age pension (*Predčasný starobný dôchodok*)

**WHAT:** The early old-age pension offers the possibility to apply, under specific conditions, for the pension before reaching the retirement age.

**WHO:** You are eligible for the early old-age pension if on the day you apply for this pension

1. you have been insured for the old-age pension for at least 15 years;
2. you have a maximum of two years to reach the standard retirement age; and
3. the amount of your early old-age pension is higher than 1.2 times the subsistence minimum.



**HOW:** By filing the application for the early old-age pension and supporting documents proving your entitlement, at a local office of the Social Insurance Company by place of your residence.

**WHERE:** Local office of the Social Insurance Company (*Sociálna poisťovňa*) at the place of your residence. Application for a pension is available here (in Slovak): [www.socpoist.sk/formulare-ypj/55349s](http://www.socpoist.sk/formulare-ypj/55349s). Please feel free to ask for more information (in English) here: [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

#### 2.1.6 f retirement pension for refugees

**TITLE:** Retirement pension for persons granted asylum

**WHAT:** Not applicable in Slovakia.

Slovakia does not have a special pension category or benefits for persons granted asylum to be paid at the time they reach the retirement age. If they contributed to the pension insurance scheme in Slovakia they are eligible for the old-age or early old-age pension in the same way as Slovak citizens.

Application for a pension is available here (in Slovak): [www.socpoist.sk/formulare-ypj/55349s](http://www.socpoist.sk/formulare-ypj/55349s) Please feel free to ask for more information (in English) here: [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

#### 2.1.6 g compensations for funeral expenses

**TITLE:** Funeral allowance (*Pohrebné, príspevok na pohreb*)

**WHAT:** The state grants the funeral allowance to cover the actual costs of the funeral.

**WHO:** You are eligible for the funeral allowance if you and the deceased person have permanent or temporary residence in Slovakia and the funeral is held in Slovakia.

**HOW:** By filing the application for the funeral allowance and all documents proving your entitlement at the local Office of Labour, Social Affairs and Family. The amount of the allowance is € 79.67.

**WHERE:** Please contact your Office of Labour, Social Affairs and Family according to the last place of residence of the deceased (in Slovak): [http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

The online application form (in Slovak) is available at:

[www.upsvar.sk/buxus/docs/SSVaR/tlaciva/Ziadost\\_o\\_prispevok\\_na\\_pohreb.pdf](http://www.upsvar.sk/buxus/docs/SSVaR/tlaciva/Ziadost_o_prispevok_na_pohreb.pdf)

### 2.1.7 UNEMPLOYMENT

#### 2.1.7 a unemployment of third country citizens

**TITLE:** Unemployment (*Nezamestnanosť*) of third country nationals

**WHAT:** The unemployment of third country nationals can be caused by several factors. In some cases it may result in the loss of residence. First of all, it is necessary to determine the type of residence of the foreigner and whether and under what conditions the foreigner may work in Slovakia, to find out if unemployment is possible. If the foreigner is allowed to be employed during his/her residence under the Act on Residence of Foreigners or the Act on Employment Services, the foreigner may begin seeking a job at any time. A third country national whose residence is not tied to employment and who is allowed to work under the law may work at any time, but is not obliged to do so. When it comes to state support, it is not open for everyone. Only third country nationals with permanent residence



in Slovakia may request to be included in the job seekers registry. In such a case, the state shall pay their public health insurance, and they can also take use of the state's active labour market schemes in the form of benefits. For more details, see section on unemployment benefits.

**WHO:** If you are a third country national with permanent residence in Slovakia, you can request to be listed in the job seekers registry. You are eligible for the unemployment benefit paid by the Social Insurance Company only if you had unemployment insurance during at least two years in the course of the past three years before being included in the job seekers registry.

**HOW:** Disadvantaged job seekers represent a special category, which also includes third country nationals granted asylum or subsidiary protection. If you are a person granted asylum or subsidiary protection, you can request the local Office of Labour, Social Affairs and Family to prepare an individual action plan to support your chances on the labour market. You can also be employed in a social enterprise or use other benefits (e.g. longer receipt of the benefit to support labour mobility), and the employer may apply for a contribution to support the employment of a disadvantaged job seeker.

**WHERE:** Local office of the Social Insurance Company can be found here (in Slovak): [www.socpoist.sk/kontakty--xly/48023s](http://www.socpoist.sk/kontakty--xly/48023s) or contacted via this email address (in English): [info.english@socpoist.sk](mailto:info.english@socpoist.sk)

An Office of Labour, Social Affairs and Family according to the place of your residence (in Slovak): [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524) and (in English): [http://www.upsvar.sk/urady-kontakty.html?page\\_id=287&lang=en](http://www.upsvar.sk/urady-kontakty.html?page_id=287&lang=en)

### 2.1.7 b unemployment of EU citizens

**TITLE:** Unemployment of EEA/European Union citizens

**WHAT:** Union citizens can work in Slovakia without a work permit or without the confirmation on the possibility to fill a vacancy. Union citizens and their family members enjoy the same status as Slovak citizens in employment relationships.

**WHO:** If you are a Union citizen, you can be included at your request in the job seekers registry kept by the Offices of Labour, Social Affairs and Family. Provided that you meet the conditions arising from your inclusion in the job seekers registry, your public health insurance is paid by the state and you can also take use of the state's active labour market schemes in the form of contributions. For more details see section Other unemployment support. You are eligible for the unemployment benefit paid by the Social Insurance Company only if you had unemployment insurance during at least two years in the course of the past three years before being included in the job seekers registry.

**WHERE:** A local office of the Social Insurance Company according to the place of your stay can be found here: [www.socpoist.sk/kontakty--xly/48023s](http://www.socpoist.sk/kontakty--xly/48023s) or contacted at (in English):

[www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

An Office of Labour, Social Affairs and Family at the place of your stay can be found here (in Slovak): [http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

and (in English): [http://www.upsvar.sk/urady-kontakty.html?page\\_id=287&lang=en](http://www.upsvar.sk/urady-kontakty.html?page_id=287&lang=en)

### 2.1.7 c unemployment support

**TITLE:** Unemployment benefit (*Podpora v nezamestnanosti*)



**WHAT:** The unemployment benefit is paid by the Social Insurance Agency from the unemployment insurance.

**WHO:** You have compulsory unemployment insurance if you are employed. You can have voluntary unemployment insurance, if

1. you are a natural person with voluntary sickness insurance and voluntary pension insurance;
2. you are a self-employed person with permanent residence in Slovakia or with a permanent or temporary residence permit and have compulsory sickness and pension insurance or suspended compulsory sickness and compulsory old-age insurance of a self-employed person.

You are eligible for the unemployment benefit if you have had unemployment insurance during at least two years in the course of the past three years before being included in the job seekers registry. You are also eligible for the unemployment benefit if you had an unemployment insurance during at least three years in the course of the past four years on the basis of a fixed-term employment or you had voluntary unemployment insurance during at least two years and, at the same time, you did not have unemployment insurance on the basis of other performance of employee activities.

**HOW:** If you meet the conditions for being eligible for the unemployment benefit, the benefit will be paid from the date of your inclusion in the job seekers registry; the entitlement to receive the benefit expires upon the lapse of the unemployment support period, which is usually six months. The amount of the unemployment benefit is 50% of the daily calculation basis.

**WHERE:** Local office of the Social Insurance Company (*Sociálna poisťovňa*) according to the place of your stay can be found at: [www.socpoist.sk/kontakty--xly/48023s](http://www.socpoist.sk/kontakty--xly/48023s) or contacted at (in English): [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

An Office of Labour, Social Affairs and Family at the place of your stay can be found here (in Slovak): [http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524) and (in English): [http://www.upsvar.sk/urady-kontakty.html?page\\_id=287&lang=en](http://www.upsvar.sk/urady-kontakty.html?page_id=287&lang=en)

#### 2.1.7 d other unemployment support

**TITLE:** Reimbursement of a part of travel expenses

**WHAT:** If you are a job seeker, the Labour Office shall reimburse, at your request, 70% of the actual travel expenses (min. € 4.00 and max. € 35.00) incurred in connection with the recruitment interview or selection procedure at the employer or your participation in group recruitment.

**WHERE:** The Office of Labour, Social Affairs and Family, in the job seekers registry of which you as a job seeker are registered. See more at (in Slovak): [http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Self-employment subsidy

**WHAT:** If you are a job seeker, the Labour Office can grant you a subsidy at your request, provided that you perform self-employed activities (trade) during at least three years. The amount of the subsidy depends on the place of residence and is paid in two phases.

**WHERE:** The Office of Labour, Social Affairs and Family, in the territorial district of which you as a job seeker will perform gainful activity.



**TITLE:** Graduate traineeship contribution

**WHAT:** Graduate traineeship serves for acquiring professional skills and practical experience at the employer, corresponding to the graduate's qualification (age under 26 years, completed full-time study less than two years ago, and no regular paid job since the completion of the study). The graduate traineeship agreement is concluded between the graduate recorded in the job seekers registry for at least one month and the Labour Office, and between the Labour Office and the employer. The graduate traineeship takes 3 to 6 months, 20 hours a week. The Labour Office pays to the graduate a monthly contribution of 65% of the subsistence minimum.

**WHERE:** The Office of Labour, Social Affairs and Family, in the job seekers registry of which you as a graduate are registered.

**TITLE:** Commuting allowance

**WHAT:** The Labour Office shall pay you a commuting allowance of max. € 135 during six months from the commencement of the employment established by a labour contract (not agreement) to cover the travel expenses for commuting from the place of residence to the place of employment stated in the labour contract and back. The condition for receiving this allowance is that you were previously recorded in the job seekers registry for at least three months and were excluded from this register due to the commencement of the employment.

**WHERE:** The Office of Labour, Social Affairs and Family by place of your stay.

**TITLE:** Allowance to support labour mobility

**WHAT:** The Labour Office shall pay you an allowance to support labour mobility in the monthly amount of 80% of the actual rental costs (max. € 250) during six months from the commencement of the employment established by the labour contract (not agreement) to cover the cost of housing related to the change of permanent residence or to the registration of temporary residence at least 70 km away from the previous place of your residence. The condition for receiving this allowance is that you were previously recorded in the job seekers registry for at least three months and were excluded from this register due to the commencement of the employment.

**WHERE:** The Office of Labour, Social Affairs and Family by place of your stay.

**TITLE:** Contribution to training ensured from the job seeker's own initiative

**WHAT:** At your request, the Labour Office shall reimburse 100% of the eligible cost of training (max. € 600) upon commencement of employment or self-employed activity.

**WHERE:** The Office of Labour, Social Affairs and Family by place of your stay.

**TITLE:** Contribution to training ensured by the Labour Office

**WHAT:** The Labour Office shall provide for free training in the form of theoretical or practical preparation to obtain new knowledge and skills, based either on your own interest or on the basis of the training offer by the Labour Office.

**WHERE:** The Office of Labour, Social Affairs and Family by place of your stay.





### 2.1.7 e state's unemployment schemes

**TITLE:** State's labour market schemes

**WHAT:** The state's labour market schemes aim to help those who face the risk of unemployment, help unemployed to find a job before becoming long-term unemployment, and help disadvantaged job seekers (disadvantaged due to their age, disability, place of residence, etc.). The Offices of Labour, Social Affairs and Family provide information and counselling services, professional counselling services, state aid and retraining courses, and use active labour market scheme instruments in the form of benefits.

**HOW:** Benefits for citizens:

1. Reimbursement of a part of travel expenses
2. Self-employment subsidy
3. Graduate traineeship allowance
4. Commuting allowance
5. Allowance to support labour mobility
6. Contribution to training ensured from the job seeker's own initiative
7. Contribution to training ensured by the Labour Office

Benefits for employers:

1. Contribution to support the employment of disadvantaged job seekers
2. Contribution to support the development of local and regional employment
3. Contribution to support job preservation
4. Contribution to support job creation in the first regularly paid employment
5. Contribution to transport to work
6. Financial assistance to preserve employment in small or medium-sized enterprises through the Slovak Guarantee and Development Bank (SZRB)
7. Training and preparation of employees for the labour market

Supporting the employment of persons with disabilities:

1. Protected workshop and protected workplace and contribution to the setting up of a protected workshop or protected workplace
2. Contribution to keep the jobs of persons with disabilities
3. Self-employment subsidy to people with disabilities
4. Contribution to labour assistant work
5. Contribution to cover the operation costs of protected workshops or protected workplaces and the travel expenses of employees paid by the employer or the travel expenses of disabled employees.

Activation:

1. Contribution to activation by means of minor municipal services for municipality or self-governing region
2. Contribution to activation by means of voluntary services

**WHERE:** A local Office of Labour, Social Affairs and Family (*Úrad práce*) at the place of your stay can be found here (in Slovak): [http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

### 2.1.8 CAREER COUNSELING

#### 2.1.8 a National Employment service's programmes and other State body





### programmes

**TITLE:** Central Office of Labour, Social Affairs and Family, Offices of Labour, Social Affairs and Family

**WHAT:** The Central Office of Labour, Social Affairs and Family is a state authority which provides methodological guidance and controls the activities of the labour offices in the field of employment services. The Information and Counselling Centres of the labour offices and the Labour Market Web Guide (in Slovak) at [www.istp.sk](http://www.istp.sk) can be helpful when seeking a job.

**WHERE:** Ústredie práce, sociálnych vecí a rodiny (Central Office of Labour, Social Affairs and Family), Sekcia služieb zamestnanosti (Employment Services Section), Špitálska ulica 8, 812 67 Bratislava, tel: +421 2 2044 4897.

For more information, see their official website (in Slovak): [www.upsvar.sk](http://www.upsvar.sk)

This is the main job search portal (in Slovak) where you can search according to various criteria starting with location and profession once you are a registered seeker: [www.istp.sk](http://www.istp.sk)

**TITLE:** EURES Slovakia – European employment services

**WHAT:** EURES offers a database of vacancies across the EU and runs the [www.eures.sk](http://www.eures.sk) job portal. EURES advisors are ready to provide you with information on the employment conditions in EU/EEA Member States, taxes, social security and health insurance, and help with the drafting of CVs, etc.

**WHERE:** EURES at each Office of Labour, Social Affairs and Family, for more information visit their official website (in Slovak): [www.eures.sk](http://www.eures.sk)

### 2.1.8 b private initiatives and CSOs/NGOs

**TITLE:** Profesia

**WHAT:** The most popular and best private job seeking website with a wide offer of jobs

**WHERE:** Profesia, spol. s r.o., Pribinova 25, 811 09 Bratislava, tel: +421 2 3220 9110, website: [www.profesia.sk](http://www.profesia.sk)

**TITLE:** The Migration Information Centre (MIC) of IOM International Organization for Migration

**WHAT:** IOM runs its Migration Information Centre which provides free labour counselling to third country nationals, including orientation on the labour market, assistance in job seeking, preparation for job interviews or help with the drafting of CVs or letters of motivation. The MIC organises free Slovak language courses and also offers retraining courses. It provides its services in Bratislava and Košice.

**WHERE:** The Migration Information Centre of International Organization for Migration, Grösslingova 35, 811 09 Bratislava, tel: +421 2 5263 0023, help line: 0850 211 478, email: [mic@iom.int](mailto:mic@iom.int), website: [www.mic.iom.sk](http://www.mic.iom.sk)

**TITLE:** JOBPOINT

**WHAT:** JOBPOINT provides career counselling by means of consultations during which you can take tests aimed to find out your interests, skills or your personal and managerial potential.

**WHERE:** JOBPOINT, spol. s r.o. Personálne poradenstvo (Personnel management counselling), Medená 10, 811 02 Bratislava 1, tel: +421 905 548 559, email: [jobpoint@jobpoint.sk](mailto:jobpoint@jobpoint.sk), website: [www.jobpoint.sk](http://www.jobpoint.sk)



## 2.1.9 WORKERS RIGHTS

### 2.1.9 a overview of most important workers' rights according to national legislation

**TITLE:** Working time

**WHAT:** In general, the working time may not exceed 8 hours in the course of 24 hours. The working time of employees is max. 40 hours a week, or max. 38.75 hours a week in a 2-shift operation, or max. 37.5 hours a week in a 3-shift or permanent operation. The overtime work is regulated by the Labour Code.

**WHERE:** Act No. 311/2011 Labour Code and the labour contract concluded between the employee and the employer (including collective agreement, where appropriate). Please contact a local Labour Inspectorate for further information if you need advice. Contacts can be found on their official website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** Breaks

**WHAT:** If your shift takes longer than 6 hours, the employer shall provide a rest and eating break of 30 minutes.

**WHERE:** Act No. 311/2011 Labour Code (including collective agreement, where appropriate). Please contact a local Labour Inspectorate for further information if you need advice. Contacts can be found on their official website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** Non-working days

**WHAT:** Non-working days are days of continuous rest during the week and holidays. The employer may order work during non-working days solely in exceptional cases.

**WHERE:** Act No. 311/2011 Labour Code and the labour contract concluded between the employee and the employer (including collective agreement, where appropriate). Please contact a local Labour Inspectorate for further information if you need advice. Contacts can be found on their official website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** Leave

**WHAT:** The basic duration of the leave is min. four weeks. Upon reaching 33 years of age, the duration of your leave is min. 5 weeks.

**WHERE:** Act No. 311/2011 Labour Code and the labour contract concluded between the employee and the employer (including collective agreement, where appropriate). Please contact a local Labour Inspectorate for further information if you need advice. Contacts can be found on their official website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** Additional leave

**WHAT:** If you work underground in mineral extraction or tunnelling or you perform particularly difficult and harmful work, you are entitled to an additional leave of one week.

**WHERE:** Act No. 311/2011 Labour Code and the labour contract concluded between the employee and the employer (including collective agreement, where appropriate). Please contact a local Labour Inspectorate for further information if



you need advice. Contacts can be found on their official website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** Wage and minimum wage

**WHAT:** Wage is a pecuniary interest or a non-cash benefit (payment in-kind) provided by the employer to the employee for the work performed. The agreed wage may not be smaller than the minimum wage (the minimum wage in 2017 is € 435, and the minimum hourly wage is € 2.50).

**WHERE:** Act No. 311/2011 Labour Code and the labour contract concluded between the employee and the employer (including collective agreement, where appropriate). Please contact a local Labour Inspectorate for further information if you need advice. Contacts can be found on their official website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** Pay for equal work and for work of equal value

**WHAT:** The pay conditions must be agreed without any gender discrimination. Women and men have the right to equal pay for equal work or for work of equal value.

**WHERE:** Act No. 311/2011 Labour Code and the labour contract concluded between the employee and the employer (including collective agreement, where appropriate). Please contact a local Labour Inspectorate for further information if you need advice. Contacts can be found on their official website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** Meals

**WHAT:** The employer is obliged to secure for you meals in line with the principles of good nutrition directly at the workplace or in its proximity, if you perform work for more than 4 hours. The employer is obliged to contribute financially to such meals.

**WHERE:** Act No. 311/2011 Labour Code and the labour contract concluded between the employee and the employer (including collective agreement, where appropriate). Please contact a local Labour Inspectorate for further information if you need advice. Contacts can be found on their official website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** Important personal obstacles to work

**WHAT:** The employer shall justify the employee's absence from work during his/her temporary incapacity for work due to an illness or injury, during the maternity or parental leave, quarantine, care of a sick family member or care of a child under 10 years, or during examination or treatment in a medical facility that could not be provided outside the employee's working time.

**WHERE:** Act No. 311/2011 Labour Code and Act No. 461/2003 on Social Insurance specify the provision of sickness benefits, nursing benefits (see also section 2.1.4 or 5.2.1.a)

**TITLE:** Maternity benefit and maternity leave

**WHAT:** You are eligible to receive the maternity benefit if you are pregnant or you take care of a born child and, at the same time, you had sickness insurance during at least 270 days over the past two years before giving birth. The amount of the



maternity benefit corresponds to 75% of the basis of calculation.

You are eligible for the maternity benefit and for the maternity leave until the end of the 34<sup>th</sup> week; single mothers until the end of the 37<sup>th</sup> week, and mothers that gave birth to two or more children until the end of the 43<sup>th</sup> week. A man who takes care of a child and meets certain conditions is also eligible for the maternity benefit and the parental leave.

**WHERE:** Please contact a local office of the Social Security Company or visit their official website (in Slovak): [www.socpoist.sk/materske/1293s](http://www.socpoist.sk/materske/1293s)

**TITLE:** Parental leave

**WHAT:** After the termination of the maternity leave, the mother or the mother has the right to the parental leave until the child reaches 3 years to enhance the care of the child (until 6 years of age in case of long-term unfavourable health condition in the child).

**WHERE:** During the parental leave, which must be requested from the employer, you are eligible for some state social security benefits.

## 2.1.10 LABOUR EXPLOITATION

### 2.1.10 a list of the most common labour exploitation examples

**TITLE:** Work without a labour (work) contract

**WHAT:** Illegal employment where there is a risk of non-payment of the salary and non-provision for meals and leaves. No contributions to health insurance are paid, and there is no entitlement to the sickness benefit, unemployment benefit, pension and other social security benefits.

**WHERE:** Regional Labour Inspectorate according to the place of your stay. Please take a look at their website (in English): <http://www.ip.gov.sk/home/>

**TITLE:** The tying of employment to residence in Slovakia for the employee and his/her family members

**WHAT:** Employers are often aware of the fact that if they terminate the employment of a third country national (who was granted temporary residence for the purpose of employment), it would be very difficult for him/her to find a new job during the notice period and carry out the necessary formalities within the statutory deadlines. The Foreign Police would subsequently cancel not only the employee's residence, but also the residence of all other family members with temporary residence for the purpose of family reunification. This puts the employees into a vulnerable position and often forces them to accept the conditions they would otherwise reject. There are cases where the employer informed the Labour Office or the Foreign Police about the termination of the employment before expiry of the notice period as revenge against the foreigner who gave notice and decided to find a new job.

**WHERE:** Central Office of Labour, Social Affairs and Family, a local Office of Labour, Social Affairs and Family, a Foreign Police Department, a Regional Labour Inspectorate or the Migration Information Centre of IOM in Bratislava.

**TITLE:** Problematic work in massage salons

**WHAT:** The staff of massage salons, usually from Thailand or India, are kept in isolation, live together in a flat secured by the employer without a possibility to



learn Slovak, and are often deprived of their travel documents. They are frequently forced to work longer than permitted by the Labour Code.

**WHERE:** Announcement can be done at any Police Force Departments, a Regional Labour Inspectorate or the Migration Information Centre in Bratislava, at Central Office of Labour, Social Affairs and Family and at a local Office of Labour, Social Affairs and Family. Any authority can help you navigate in the above situation. You can also ask for possibility to be granted tolerated residence.

**TITLE:** Poor knowledge of the Slovak language and legislation

**WHAT:** Many foreigners staying in Slovakia face a risk also due to isolation and the poor knowledge of Slovak. If they do not speak Slovak, they become an easy target for fraudsters or various agencies, and can hardly defend their rights as they do not even know that they have any.

**WHERE:** Central Office of Labour, Social Affairs and Family and a local Office of Labour, Social Affairs and Family, a Foreign Police Department, a Regional Labour Inspectorate or the Migration Information Centre of IOM in Bratislava.

## 2.1.11 REGULATED PROFESSIONS

### 2.1.11 a regulated professions

**TITLE:** Regulated professions (*Regulované povolania*)

**WHAT:** Regulated professions are professions which cannot be pursued without meeting certain statutory conditions. If the subject of your business is an activity falling under regulated professions, you will have to have your qualification which you obtained abroad recognised in Slovakia. The competent authority is the Centre for Recognition of Diplomas at the Ministry of Education, Science, Research and Sports, some professional chambers, etc. The regulated professions are as follows:

1. Regulated trades
2. Craft trades
3. Economic professions
4. Legal professions
5. Sports activities
6. Social services
7. Teaching staff
8. Medical staff
9. Other

**WHERE:** Ministry of Education, Science, Research and Sports of the Slovak Republic (*Ministerstvo školstva, vedy, výskumu a športu SR*), Stredisko na uznávanie dokladov o vzdelaní – Centre for Recognition of Diplomas seated at Stromová 1, 813 30 Bratislava, tel: +421 2 5937 4623, email: [sudv@minedu.sk](mailto:sudv@minedu.sk)

Their official website (in Slovak): [www.minedu.sk/](http://www.minedu.sk/) More information about recognition (also in Slovak): [www.minedu.sk/uznavanie-dokladov-o-vzdelani-a-odbornych-kvalifikacii-zo-zahranicia/](http://www.minedu.sk/uznavanie-dokladov-o-vzdelani-a-odbornych-kvalifikacii-zo-zahranicia/)

**HOW:** If you obtained your qualification of practitioner, dentist, pharmacist, nurse or midwife in a Member State after entry in the European Union, your qualification is recognised automatically. In the case of other professions where there has been no coordination of education among the EU Member States and in the case of all other qualifications acquired in a non-EU country, you have to have your qualification recognised. Your qualification certificate issued abroad



will be recognised as equivalent to a qualification certificate issued in Slovakia upon comparing the education extent and content. The recognition of medical professional qualifications acquired in a non-EU country is carried out under a two-stage procedure. At stage 1, you must request the Ministry of Education, Science, Research and Sports to recognise your qualification certificate and you are subsequently required to pass an exam at a school providing identical study programmes in order to check your actual knowledge. In the case of regulated professions, you are required to have Slovak language skills to the extent needed for the performance of such professions. The language skills of medical staff are always checked by means of an exam. The verification of your qualifications begins with the delivery of a written application and the following annexes:

- ▶ a copy of the identity document;
- ▶ certified copies of the qualification certificates (apostilled or superlegalised in the case of non-EU countries);
- ▶ a record of completed subjects and passed exams;
- ▶ information or copy of the certificate of previous qualification obtained before the qualification forming the subject of the application;
- ▶ a document proving payment of the administrative fee of € 99.50;
- ▶ a document certifying the right of the education institution to provide the respective education (only non-EU countries); and
- ▶ a detailed content of the completed subjects – syllabi (non-EU countries).

The Ministry of Education, Science, Research and Sports shall issue a decision within three months for teaching, sports and medical professions and within two months for other regulated professions.

**GOOD TO KNOW:** The full list of regulated professions is available here (in Slovak):  
[https://www.minedu.sk/data/files/7200\\_zoznam-rp-2017-zapezp.xls](https://www.minedu.sk/data/files/7200_zoznam-rp-2017-zapezp.xls)

## 2.2 BUSINESS

### 2.2.1 PLANNING BUSINESS

#### 2.2.1 a legal forms of business enterprise

**TITLE:** Natural person - ENTREPRENEUR (*Fyzická osoba podnikateľ*)

**WHAT:** This form of business is recommended if you want to do business on your own, without other persons (partners). In this case, you are liable for your debts with all your assets.

**WHERE:** For more details, see the following websites (in various languages):

[www.mic.iom.sk/sk/podnikanie/zivnostenske-podnikanie.html](http://www.mic.iom.sk/sk/podnikanie/zivnostenske-podnikanie.html)

<http://www.sbagency.sk/prehľad-foriem-podnikania-v-sr#.WO4JNFOGOT8>

<http://www.mic.iom.sk/en/download/booklets/item/76-sole-trading-of-foreign-nationals-in-slovakia.html>

**TITLE:** LIMITED LIABILITY COMPANY (s.r.o.)

**WHAT:** It is one of the most common forms of business. You can found a limited liability company on your own or with partners (max. 50 persons). A limited liability company must create a capital of min. € 5,000 , where the minimum contribution per partner is € 750.

**WHERE:** For more details, see the following websites (in various languages):





<http://www.mic.iom.sk/sk/podnikanie/obchodne-spolocnosti.html>

<http://www.sbagency.sk/prehľad-foriem-podnikania-v-sr#.WO4JNFOGOT8>

**TITLE:** JOINT STOCK COMPANY (*akciová spoločnosť*)

**WHAT:** A joint stock company can be founded by one legal entity or at least two natural persons. Its capital is allocated into a certain number of shares with a certain nominal value. The founders of the joint stock company sell the shares to shareholders and thus acquire the capital.

**WHERE:** For more details, see the following websites (in various languages):

<http://www.sbagency.sk/prehľad-foriem-podnikania-v-sr#.WO4JNFOGOT8>

<https://www.podnikajte.sk/start-podnikania/c/38/category/ine-obchodne-spolocnosti-a-druzstvo/article/charakteristika-as.xhtml>

**TITLE:** GENERAL PARTNERSHIP (v. o. s.)

**WHAT:** It is a company in which at least two persons do business under a common business name and are liable for the company's debts jointly and severally with all their assets. The capital is made up of the partners' contributions. –The company is not required to create capital, unless otherwise provided in the deed of association. This form of business is used for small-scale business activities, where the risk of unlimited liability is relatively small (e.g. family businesses, crafts, retail).

**WHERE:** For more details, see the following websites (in various languages):

<http://www.mic.iom.sk/sk/podnikanie/obchodne-spolocnosti.html>

<http://www.sbagency.sk/prehľad-foriem-podnikania-v-sr#.WO4JNFOGOT8>

**TITLE:** LIMITED PARTNERSHIP (k.s.)

**WHAT:** This type of company has at least two partners, where one or more partners are liable for the company's debts without limit – with all their assets (general partner), and one or more partners are liable for the company's debts up to the amount of their outstanding capital contributions.

**WHERE:** For more details, see the following websites (in various languages):

<http://www.sbagency.sk/prehľad-foriem-podnikania-v-sr#.WO4ZKFOGOT9>

<http://www.mic.iom.sk/sk/podnikanie/obchodne-spolocnosti.html>

**TITLE:** COOPERATIVE

**WHAT:** It is an association of an open number of persons established for the purposes of doing business or ensuring the economic social or other needs of its members. It must have at least five members who are natural persons or two members who are legal entities.

**WHERE:** For more details, see the following websites (in various languages):

<http://www.mic.iom.sk/sk/podnikanie/obchodne-spolocnosti.html>

<http://www.sbagency.sk/prehľad-foriem-podnikania-v-sr#.WO4ZKFOGOT9>

### 2.2.1 b plan your business

**TITLE:** How to plan your business

**STEP 1:** If you plan to do business, you should come up with a business idea, i.e. the area or purpose of your business.





**STEP 2:** Before founding your business, you should prepare and produce a business plan.

**STEP 3:** Next, it is necessary to make a decision on the legal form for your business. For a more detailed overview of the possibilities, refer to 2.2.1.a Legal forms of business enterprise.

**WHERE:** For more details see, for example, the website of the Slovak Business Agency (in Slovak): [www.sbagency.sk/](http://www.sbagency.sk/) or [www.sbagency.sk/pred-tym-nez-zacnete](http://www.sbagency.sk/pred-tym-nez-zacnete)  
Young Entrepreneurs Association of Slovakia (in Slovak): <https://zmps.sk/>  
Information on how to prepare a business plan (in Slovak):  
[www.podnikajte.sk/financie/category/podnikatelsky-plan-vzor.xhtml](http://www.podnikajte.sk/financie/category/podnikatelsky-plan-vzor.xhtml)

**GOOD TO KNOW:** The two most common legal forms of business chosen by entrepreneurs – beginners – are the limited liability company (s. r. o.) and trade.

### 2.2.1 c business incubators

**TITLE:** Business incubators

**WHAT:** Depending on their type and focus, incubators provide care and good start conditions during the first years of business. They help new and developing entrepreneurs overcome the obstacles in order to start their businesses with as much success as possible.

**WHO:** New entrepreneurs

**WHERE:** For more details about the procedure contact or see, for example, the Slovak Business Agency with the website (in Slovak):

<http://www.sbagency.sk/podnikatelske-a-technologicke-inkubatory>  
or the Slovak Association of Business and Technology Incubators: <http://saptisk.webnode.sk/>

## 2.2.2 SETTING UP BUSINESS

### 2.2.2 a setting up a private limited company/unlimited company

**TITLE:** Establishing a limited liability company

**WHAT:** A limited liability company (s. r. o.) is a type of undertaking and one of the most frequent forms of business. This type of company can be established by one or more founders (not more than 50). You should take the following steps:

**STEP 1:** Establish the company: At the first stage, you must set the business name, the objects of business and the company seat, and draw up a partnership agreement or a deed of foundation (the signatures must be verified by a notary public).

**STEP 2:** Obtain a trade licence: The trade licence entitles the entrepreneur to perform business activities. The agent (executive manager) of the newly established company must apply for a trade licence for the objects of the limited liability company. The trade licence is issued by the trade licensing department of the district office or by the trade licensing office. The particular district office depends on the seat of the new company. For the addresses of trade licensing offices visit: <http://www.minv.sk/?zivnostenske-podnikanie>

**STEP 3:** Pay up the capital: a limited liability company is required to create a capital of at least € 5,000. The minimum contribution per partner is € 750.

**STEP 4:** Request the consent of the tax administrator: both natural persons and legal entities are required by law to prove before the entry of the company in the companies register that the founders (partners) of the limited liability company



have no tax arrears. This is proven by the consent of the tax administrator. The consent is issued by the competent local tax authority on the basis of a written request.

**STEP 5:** Entry in the companies register: The application for entry in the companies register must be filed at the local commercial court according to the company's seat. The application for entry must be filed not later than 90 days from the founding of the company or from the delivery of the trade licence. Before the submission of the application for entry, a substantial part of the capital must be paid up (or the entire amount in the case of a sole founder).

**STEP 6:** Registration by the tax authority: The newly founded company entered in the companies register must be registered by the tax authority within 30 days. The tax registration form is available at: <https://www.financnasprava.sk/sk/titulna-stranka>

**WHERE:** Visit a trade licensing office in your district.

**NOTE:** It is rather complicated to start business with a limited liability company; we therefore recommend using the services of a lawyer or another expert with respect to the establishment of the company.

**GOOD TO KNOW:** For more information, see these websites (in Slovak or English):

<http://www.mic.iom.sk/sk/podnikanie/obchodne-spolocnosti.html>

<http://www.sbagency.sk/sites/default/files/sk.pdf>

<http://www.zalozeniesropostup.sk/>

## 2.2.2 b self-employed business and/or trade licence

**TITLE:** Opening a trade (*Živnostenské podnikanie*)

**WHAT:** Trade is a continuous activity operated independently, on one's own account, under one's own responsibility, for the purpose of making profit and under the conditions stipulated in the Trade Licensing Act. A trade licence is the right to perform trade and is valid within the entire territory of Slovakia. A trade licence holder may perform more than one activity, but must dispose of a trade licence for each. The trade licence holder is liable for the debts arising from his/her business activities without limit and with all his/her assets (including private ones). In principal, foreign persons may operate a trade under the same conditions and within the same extent as Slovak natural persons or Slovak legal entities, but must be mandatorily entered in the companies register (except for persons with permanent domicile in an EU Member State). Foreign persons can do business in Slovakia by establishing:

- ▶ an organisational unit of a foreign undertaking (in the case that you are an entrepreneur at the place of your permanent domicile with the same object of business), or
- ▶ a foreign undertaking (only in case you are not an entrepreneur at the place of your permanent domicile or you intend to do business in Slovakia with an object of business other than at the place of your permanent domicile).

The obtaining of the trade licence does not always entitle you to legally start a business in Slovakia. Depending on your citizenship and the type of residence in Slovakia, you can start a business, in certain cases, once you have been granted temporary residence for the purpose of business and/or after entry in the companies register.

The following **general conditions** apply to the opening of a trade: a minimum age



of 18 years, full legal capacity, and integrity.

**Special conditions** for opening a trade apply to the natural person's [professional competence](#) (e.g. qualifications in the given field, professional training, taking of qualification tests).

Natural persons meeting only the general conditions can open a **free trade**. Natural persons meeting both the general and special conditions can open, in addition to the free trade, a **craft trade** or **regulated trade**.

In order to **open a trade**, it is necessary to obtain a trade licence issued by the competent local district (trade licensing) office according to your domicile on the basis of the trade notification. The procedure is as follows:

**STEP 1:** Fill in the form (in Slovak) – available at <http://www.minv.sk/?vzory-tlaciv-pre-fo&subor=21267>

**STEP 2:** Present a document proving your competence or the competence of a responsible representative to operate a trade in the case of a craft trade or regulated trade (to be proven with a craftsman's certificate, school certificate, diploma, licence, etc.).

**STEP 3:** Present the document of appointment, the consent and the statement of the responsible representative (provided that a responsible representative has been appointed). If you do not have a residence permit (temporary or permanent residence) in Slovakia at the time of the trade notification or you fail to meet the special conditions for operating a trade, you must appoint a responsible representative.

**STEP 4:** Present a document proving your right to use the real property stated as the place of business. This right is to be proved by the deed of ownership/extract from the deed of ownership (in case you own the real property) or by the rental contract (in case you intend to do business at the rented premises; the rental contract must explicitly state that the rented premises can serve for business purposes). Such a right can be replaced with a written consent of the real property owner to the use of the premises by the third person for the purpose of operating a trade, including a document certifying the ownership of the real property.

**STEP 5:** Present an extract from the criminal registry from your country of origin or from the country in which you stayed continuously for more than six months throughout the last five years. If you are a Slovak natural person, you are only required to state the data needed to request an extract from the criminal registry of Slovakia (in this case, you are not required to present an extract from the criminal registry from your country of origin).

**STEP 6:** Pay the applicable administrative fee.

**WHERE:** Visit a respective Trade Licensing Office in your district.

**NOTE:** It is important to know what is not considered a trade. For more details visit (in Slovak):

[www.slovensko.sk/sk/agendy/agenda/\\_cinnosti-vylucene-zo-zivnostenskeho-podnikania](http://www.slovensko.sk/sk/agendy/agenda/_cinnosti-vylucene-zo-zivnostenskeho-podnikania)

**If you are:** A third country national with permanent residence in Slovakia, you must:

- ▶ obtain a trade licence;

A third country national with a certain type of temporary residence in Slovakia, you must:



- ▶ obtain a trade licence, and
- ▶ be entered in the companies register (the entry in the companies register is not required if you have permanent residence in an EU Member State);

A third country national without residence in Slovakia, you must:

- ▶ appoint a responsible representative,
- ▶ obtain a trade licence,
- ▶ obtain temporary (or permanent) residence, and
- ▶ be entered in the companies register (the entry in the companies register is not required if you have permanent residence in an EU Member State).

A national of an EU Member State, you must:

- ▶ appoint a responsible representative (unless you register your residence in Slovakia),
- ▶ obtain a trade licence.

**GOOD TO KNOW:** Read more in the following pages (in various languages or Slovak):

[www.mic.iom.sk/en/download/booklets/item/76-sole-trading-of-foreign-nationals-in-slovakia.html](http://www.mic.iom.sk/en/download/booklets/item/76-sole-trading-of-foreign-nationals-in-slovakia.html)

[www.podnikajte.sk/start-podnikania/c/3020/category/zivnost/article/ako-zalozit-zivnost-2017.xhtml](http://www.podnikajte.sk/start-podnikania/c/3020/category/zivnost/article/ako-zalozit-zivnost-2017.xhtml)

[www.sbagency.sk/zakladne-kroky-pri-zakladani-zivnosti#.WPCbl1OGOT8](http://www.sbagency.sk/zakladne-kroky-pri-zakladani-zivnosti#.WPCbl1OGOT8)

### 2.2.2 c setting up a social enterprise

**TITLE:** Establishing a social enterprise (*Založenie sociálneho podniku*)

**WHAT:** Social enterprises are organisations between the public and the private sector. Although they work on a commercial basis, their main purpose is to serve in a certain manner to the communities of these people.

**WHERE:** More information can be obtained from the Offices of Labour, Social Affairs and Family at the place of your domicile (or district town).

**GOOD TO KNOW:** Forms and instructions (in Slovak) are available for downloading at:

[http://www.upsvar.sk/vzory-ziadosti/vzory-ziadosti-pre-oblast-sluzieb-zamestnanosti/socialne-podniky.html?page\\_id=13262](http://www.upsvar.sk/vzory-ziadosti/vzory-ziadosti-pre-oblast-sluzieb-zamestnanosti/socialne-podniky.html?page_id=13262)

### 2.2.2 d applying for specialised statuses (e.g. farmer, artist, etc.)

**TITLE:** Application for special statuses – liberal professions – companies doing business under special regulations

**WHAT:** Free professions entail intellectual services based on knowledge which are performed – as scientific, literary, art, cultural, educational, teaching, medical, economic, engineering, legal, technical and natural science-based activities – on the basis of specific professional and legal regulations personally, under one's responsibility and autonomously in the interest of the clients and the public. Such professions include, for example: dentists, pharmacists, veterinarians, masseurs, psychologists, architects, surveyors, restorers, musicians, visual artists, dramatic artists, journalists, translators, etc. Persons practicing liberal professions are not required to have a trade licence for performing their activities and to register at the trade licensing department. In order to perform their activities, they must have a tax identification number assigned upon registration by the tax authority. In addition to the registration for tax purposes, many persons also need to be



registered in a professional association or a chamber gathering persons who perform the same activity.

You are required to meet the following conditions when opening a liberal profession:

**STEP 1:** Fulfil the special conditions applying to the liberal profession under the applicable law – qualifications, training, special exam, etc.;

**STEP 2:** Register at the Statistical Office of the Slovak Republic;

**STEP 3:** Register at the Tax Authority of the Slovak Republic – in order to obtain the tax registration number (within 30 days);

**STEP 4:** Register at the health insurance company and inform it about the change of the insurance payer category;

**STEP 5:** Register at the Social Insurance Company.

**WHERE:** More information is available at the Statistical Office at the place of your domicile (or in the district/regional capital).

**GOOD TO KNOW:** For more details visit (in Slovak):

[www.sbagency.sk/slobodne-povolania-spolocnosti-podnikajuce-podla-osobitnych-predpisov#.WPDZXFN96T8](http://www.sbagency.sk/slobodne-povolania-spolocnosti-podnikajuce-podla-osobitnych-predpisov#.WPDZXFN96T8)

[www.podnikajte.sk/start-podnikania/c/845/category/pravne-formy/article/slobodne-povolania.xhtml](http://www.podnikajte.sk/start-podnikania/c/845/category/pravne-formy/article/slobodne-povolania.xhtml)

[www.podnikajte.sk/start-podnikania/c/845/category/pravne-formy/article/slobodne-povolania.xhtml](http://www.podnikajte.sk/start-podnikania/c/845/category/pravne-formy/article/slobodne-povolania.xhtml)

Information on bookkeeping (in Slovak):

[www.financnasprava.sk/sk/podnikatelia/dane/dan-z-prijmov/fyzicke-osoby/slobodne-povolania](http://www.financnasprava.sk/sk/podnikatelia/dane/dan-z-prijmov/fyzicke-osoby/slobodne-povolania)

### 2.2.2 e Obtaining digital certificates (for taxes, e-accounts, etc.)

**TITLE:** Obtaining digital certificates

**WHAT:** Digital certificate enables the equal position and validity of an electronic document against a paper/printed document; this allows to avoid a personal visit (contact) with respective authorities, to ask and to obtain some forms, information, permissions, confirmations etc., to file a tax return from home, and so on. A personalised digital certificate may be applied instead several printed documents, including some used by migrants in the country. For more information, see:

[https://www.slovensko.sk/sk/agendy/agenda/\\_elektronicky-podpis-a-casova-pec/](https://www.slovensko.sk/sk/agendy/agenda/_elektronicky-podpis-a-casova-pec/)

The digital certificate is issued at a locally competent Clients Centre of the Ministry of Interior.

**WHERE:** List of the Clients Centres in Slovakia, situated in most of the Districts offices, with the office hours (in Slovak):

[www.otvaracie-hodiny.sk/institucie/klientske-centra-uradov-ministerstva-vnutra/](http://www.otvaracie-hodiny.sk/institucie/klientske-centra-uradov-ministerstva-vnutra/)

Client Centre in Bratislava: [www.minv.sk/?klientske-centrum-bratislava](http://www.minv.sk/?klientske-centrum-bratislava)

## 2.2.3 DOING BUSINESS

### 2.2.3 a taxes

**For taxes see also section 2.3.2**

**TITLE:** SINGLE-ENTRY BOOKKEEPING (*Jednoduché účtovníctvo*)

**WHAT:** This type of bookkeeping can be used by natural persons or entrepreneurs



subject to a special regulation. The tax base is calculated on the basis of the income and expenses at the moment of their payment by bank transfer or cash.

**WHERE:** Accounting Act: <https://goo.gl/YtCc1D>

For more information, contact the Tax Authority of the Slovak Republic (in Slovak): [www.uradysr.sk/danovy-urad/](http://www.uradysr.sk/danovy-urad/) or read here (in English): <http://www.mic.iom.sk/en/download/booklets/item/76-sole-trading-of-foreign-natinals-in-slovakia.html> or (in Slovak): [www.sbagency.sk/uctovnictvo-firmy#.WPDr41OGOT8](http://www.sbagency.sk/uctovnictvo-firmy#.WPDr41OGOT8)

**TITLE:** DOUBLE-ENTRY BOOKKEEPING (*Podvojn e  ctovnictvo*)

**WHAT:** This type of bookkeeping applies to companies.

**WHERE:** Accounting Act: <https://goo.gl/YtCc1D>

For more information, contact the Tax Authority of the Slovak Republic (in Slovak): <http://www.uradysr.sk/danovy-urad/> or read here (in English): <http://www.mic.iom.sk/en/download/booklets/item/76-sole-trading-of-foreign-natinals-in-slovakia.html> or (in Slovak): [www.sbagency.sk/uctovnictvo-firmy#.WPDr41OGOT8](http://www.sbagency.sk/uctovnictvo-firmy#.WPDr41OGOT8)

### 2.2.3 b social security and insurance of employees

**TITLE:** Social insurance (*Soci lna poistenie*)

**WHAT:** Your obligation to pay social insurance depends on the income you reach in the particular calendar year. This obligation arises one year following the calendar year in which your income reached the required amount. If during the calendar year your income reaches the legally set limit, you are obliged to pay social insurance from July 1<sup>st</sup> of the next year and to register at the Social Insurance Company by July 9<sup>th</sup>.

**WHERE:** For more information, visit the Social Insurance Agency at the place of your stay (or in the district/regional capital): [www.socpoist.sk/szco-vjr/55165s](http://www.socpoist.sk/szco-vjr/55165s) or contact them (in English): [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

**NOTE:** For more information, see the following website (in Slovak):

[www.socpoist.sk/2088-menu/55369s#Platenie poistn ho a pr spevkov](http://www.socpoist.sk/2088-menu/55369s#Platenie_poistn ho_a_pr spevkov) and (in English):

[www.mic.iom.sk/en/download/booklets/item/76-sole-trading-of-foreign-natinals-in-slovakia.html](http://www.mic.iom.sk/en/download/booklets/item/76-sole-trading-of-foreign-natinals-in-slovakia.html)

**GOOD TO KNOW:** You are required to prove the amount of your income with an extract from your tax return by June 30<sup>th</sup>.

### 2.2.3 c health and work safety (e.g. regular health check-ups, risk assessment, work safety conditions)

**TITLE:** Health and safety at work

**WHAT:** If you are an entrepreneur and have employees, you must follow the general principles of prevention to ensure safety and protection of health at work, including provision of information, education and the organisation of work and means.

**WHO:** Employees

**HOW:** The Labour Code defines the general prevention principles, the employer's general duties, employees' rights and obligations, etc.

**WHERE:** For more details, visit (in Slovak):

[https://www.slovensko.sk/sk/agendy/agenda/\\_bezpecnost-a-ochrana-zdravia-p/](https://www.slovensko.sk/sk/agendy/agenda/_bezpecnost-a-ochrana-zdravia-p/)  
<https://www.podnikajte.sk/pravo-a-legislativa/c/2633/category/zakonne-povinnosti->





[podnikatela/article/bozp-prvy-zamestnanec-povinnosti.xhtml](http://podnikatela/article/bozp-prvy-zamestnanec-povinnosti.xhtml)

### 2.2.3 d public procurement

**TITLE:** Public procurement (*Verejné obstarávanie*)

**WHAT:** Public procurement represents rules and procedures for contracts on goods delivery, performance of building works, provision of services, design competition and management through public procurement. The aim of public procurement is to ensure transparent and effective use of public funds in accordance with the Public Procurement Act.

**WHO: A contracting authority is:**

- ▶ the Slovak Republic represented by its authorities;
- ▶ a municipality;
- ▶ a higher territorial unit;
- ▶ a legal entity founded or established for a special purpose of meeting needs in the general interest which do not have an industrial or commercial nature, and
  - fully or mostly financed by the contracting authority as per the previous points;
  - controlled by the contracting authority as per the previous points, or;
  - the contracting authority as per the previous points appoints or elects more than a half of the members of its managing body or control body;
- ▶ an association of legal entities where at least one public authority as per the previous points is its member;
- ▶ a legal entity in which the public authority (as listed above) exercises direct or indirect exclusive control.

**A contracting entity is:**

a legal entity over which a contracting authority exercises direct or indirect dominant influence on the basis of an ownership right, financial share or applicable rules, and which performs at least one of its activities in the energy and heat energy sector, water management, transport, postal services or in the sector of use of a geographically defined area; dominant influence means that the contracting authority directly or indirectly

holds the majority of the shares or the majority stake;

controls a majority share in the voting rights; or

appoints more than a half of the members of the management body or other executive body or control body;

a legal entity performing at least one of the activities in the sectors listed above on the basis of special rights or exclusive rights.

**HOW:** Public procurement procedures: open procedure, restricted procedure, negotiated procedure (with publishing, direct negotiated procedure), competitive dialogue

**WHERE:** Public Procurement Authority (*Úrad pre verejné obstarávanie*), see this website for more information (in Slovak): [www.uvo.gov.sk](http://www.uvo.gov.sk)

**GOOD TO KNOW:** The Public Procurement Authority publishes within its competences the electronic Public Procurement Bulletin containing notices used in public procurement and other information. The bulletin is available at (in Slovak): <https://www.uvo.gov.sk/vestnik-590.html>





## 2.2.4 EMPLOYING STAFF

### 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties

**TITLE:** Labour contract, or work contract (*pracovná zmluva*)

**WHAT:** A labour contract is the basic contract under an employment relationship between the employee and the employer. The contract must be made in written.

**WHERE:** This type of relationship is governed by the Labour Code, read more (in Slovak): [www.employment.gov.sk/sk/praca-zamestnanost/vztah-zamestnanca-zamestnavateľa/zakonnik-prace/legislativa.html](http://www.employment.gov.sk/sk/praca-zamestnanost/vztah-zamestnanca-zamestnavateľa/zakonnik-prace/legislativa.html)

**TITLE:** Employer's registration sheet for the Social Insurance Company

**WHAT:** The employer must register himself/herself and the employee in the employers' register of the Social Insurance Company using the employer's registration sheet – not later than 8 days from the day the employer began employing at least one employee.

**WHERE:** A branch of the Social Insurance Company at the place of your residence can be found here (in Slovak): [www.socpoist.sk/616/1567s?prm2=39206](http://www.socpoist.sk/616/1567s?prm2=39206)

Feel free to contact them at (in English): [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

**TITLE:** Registration in the insurance payers' register (health insurance company)

**WHAT:** You must register your employees in the health insurance company.

The notice on the rise, change and termination of the insurance payer must be submitted to the health insurance company in which your employees are insured not later than eight days from the start date of the employment.

**WHERE:** See, for example, the website of Všeobecná zdravotná poisťovňa (in Slovak): [www.vszp.sk/poistenci/tlaciva/prihlaska-poistenca/](http://www.vszp.sk/poistenci/tlaciva/prihlaska-poistenca/)

### 2.2.4 b legal duties and conditions

**TITLE:** Minimum salary

**WHAT:** Each employee is legally entitled to a salary at least in the minimum wage amount. The minimum wage is determined by the Government of the Slovak Republic on an annual basis in a resolution stating two amounts: the amount in € per month (monthly minimum wage) and the amount in € per hour worked (hourly minimum wage).

The minimum wage since January 1<sup>st</sup>, 2017, is as follows:

- ▶ monthly minimum wage of an employee remunerated in the form of a monthly salary: € 435.00
- ▶ hourly minimum wage: € 2.50

**WHERE:** For more details, visit the website of the Ministry of Labour, Social Affairs and Family (in Slovak): [www.employment.gov.sk/sk/praca-zamestnanost/vztah-zamestnanca-zamestnavateľa/odmenovanie/minimalna-mzda/](http://www.employment.gov.sk/sk/praca-zamestnanost/vztah-zamestnanca-zamestnavateľa/odmenovanie/minimalna-mzda/)

**TITLE:** Payment of taxes

**WHAT:** Obligation to pay at the end of March – every year.

**WHERE:** At the Tax office by place of your stay.

**TITLE:** Registration in the Social Insurance Company



**WHERE:** Local office of the Social Insurance Company (*Sociálna poisťovňa*) according to the place of your stay can be found here: [www.socpoist.sk/kontakty--xly/48023s](http://www.socpoist.sk/kontakty--xly/48023s) and/or contacted (in English) here: [www.socpoist.sk/contacts/48749s](http://www.socpoist.sk/contacts/48749s)

#### **2.2.4 c termination of labour contract**

**TITLE:** Termination of employment by employer (*Výpoved' daná zamestnávateľom*)

**WHAT:**

1. The employment can be terminated by the employer:
  - ▶ by agreement;
  - ▶ by giving notice;
  - ▶ by immediate dismissal;
  - ▶ by termination during the probationary period.
2. The employment established for a definite period of time terminates upon expiry of the agreed period.
3. Unless otherwise terminated, the employment of a foreigner or a stateless person shall terminate
  - A) upon cessation of his/her residence in Slovakia under an enforceable decision on withdrawal of the residence permit;
  - B) upon entry into force of a court decision ordering the expulsion of the person from the Slovak Republic;
  - C) upon expiry of the period for which the permit for residence in the country was issued.

The employment ceases upon the death of the employee.

**WHO:** The employer may dismiss an employee only for the following reasons:

- A) if the employer or part thereof is wound up or relocated;
- B) if the employee becomes redundant by virtue of the employer or competent body issuing a written resolution on change in duties, technical equipment or reduction in the number of employees with the aim of securing work efficiency, or on other organisational change;
- C) a medical opinion states that the employee's health condition has caused the long-term loss of his/her ability to perform his/her previous work or if he/she can no longer perform such work as a result of an occupational disease or the risk of such disease, or if he/she has already reached the maximum permitted level of exposure in the work place as determined by a decision of a competent public health body;
- D) the employee 1. fails to meet the preconditions set by legal regulations for the performance of the agreed work; 2. ceases to fulfil the requirements under Article 42(2); 3. fails to fulfil due to no fault of the employer, the requirements for the proper performance of the agreed work determined by the employer in internal regulations; or 4. does not satisfactorily fulfil the work tasks, and the employer has in the preceding six months challenged him in writing to rectify the insufficiencies, and the employee failed to do so within a reasonable period of time;
- E) if there are reasons on the part of the employee, for which the employer might immediately terminate the employment relationship with him/her, or by virtue of less grave breaches of labour discipline; for less grave breaches of labour discipline, the employee may be given a notice if, with respect to breach of labour discipline, he/she has been cautioned in writing within the



previous six months as to the possibility of notice.

An employer may give an employee notice, unless given on grounds of unsatisfactory fulfilment of working tasks, for less serious breach of labour discipline or for reasons for which immediate termination of employment relationship is applicable, only in case where

- A) the employer does not have the possibility to further employ the employee, not even for a reduced working time, at the place which was agreed as the place of work performance;
- B) the employee is not willing to shift to other work suitable for him offered to him/her by the employer at the place of work agreed as the place of work performance or undertake the necessary training for this other work.

An employer, due to breach of labour discipline or for a reason for immediate termination of employment relationship, may give notice to the employee only within a period of two months from the day the employer learnt about the reason for notice, and, in the case of a breach of labour discipline abroad, within two months from the employee's return from abroad, this always within one year from the day when the reason for notice occurred.

Where, within the period of two months stipulated in paragraph (3), the employee's conduct in which breach of labour discipline may be witnessed becomes the subject of proceedings of another body, notice may still be given within two months from the day when the employer learnt about the outcome of such proceedings.

If the employer intends to give a notice to an employee on the ground of breaching the labour discipline, he/she shall be obliged to acquaint the employee with the reason and enable him/her to give his/her statement on this.

## **2.2.5 CLOSING DOWN BUSINESS**

### **2.2.5 a Closing down a limited company**

**TITLE:** Closing down a limited company

**WHAT:** Closing down a business means ending its all economic or logistical activities that keep a business running. The closing down needs to follow a certain procedure:

**STEP 1:** Gather all information necessary or consult the procedure with a specialist in the field. Examine if there are any debts and if the company can pay them.

**STEP 2:** Notify the competent Tax office and close your commercial registration at the regional court.

**STEP 3:** The termination of the company has to be registered in the business registry ([www.orsr.sk](http://www.orsr.sk)).

**STEP 4:** Inform your social insurance company and health insurance company of the change of status. You have to provide a formal letter informing of the situation.

**STEP 5:** Unregister your employees from the above State authorities.



**WHERE:** At a respective Tax office by place of your stay and at your social insurer as well as health insurer. For more details see (in Slovak):

[www.slovensko.sk/sk/zivotne-situacie/zivotna-situacia/\\_ukoncenie-spolocnosti-sro/](http://www.slovensko.sk/sk/zivotne-situacie/zivotna-situacia/_ukoncenie-spolocnosti-sro/)  
or [www.podnikajte.sk/temy/tema/zrusenie-sro.xhtml](http://www.podnikajte.sk/temy/tema/zrusenie-sro.xhtml)

**GOOD TO KNOW:** It is highly recommended to contact experts (e.g. lawyers, economic experts, company accountants) before doing anything, to make sure you have considered all possibilities and prepared all necessary.

### 2.2.5 b Closing down an unlimited company

**TITLE:** Closing down an unlimited company

**WHAT:** In general, the company closes down to the date of its removal from the companies' register. The unlimited company can close down once it has been dissolved; it can be dissolved by liquidation (or without liquidation). In case of the former, the closing down needs to follow a certain procedure:

**STEP 1:** Adopt of a decision by all shareholders to dissolve the company and appoint a respective liquidator.

**STEP 2:** Apply for the registration of changes concerning the company in the Commercial Register.

**STEP 3:** Draw up at the date of entry into liquidation a liquidation balance sheet and notify it to all known creditors.

**STEP 4:** In the process, the liquidator should apply the claims of the company, cancel the bank accounts of the company, liquidate the company's assets and complete the unfinished businesses of the company.

**STEP 5:** To the expiry date, draw up annual accounts together with a final report on the course of the liquidation and the distribution of surplus property that arises from the liquidation (liquidation balance).

**STEP 6:** Request the approval of the competent Tax Office with the removal of the company from the Commercial Register and, subsequently, submit a proposal for the removal of the company from the Commercial Register within 90 days after the completion of liquidation.

**WHERE:** A local Tax Office according to the place of your residence, the Commercial Register. For more information read (in English):

<http://www.akmv.sk/en/news/business-law/liquidation-of-the-company-in-slovakia>

**NOTE:** Liquidation of an unlimited company in Slovakia is not required if: the capital of the company is transferred to its legal successor, the company has no assets, bankruptcy proceedings were halted for the lack of assets etc.

**GOOD TO KNOW:** It is highly recommended to contact experts (e.g. lawyers, economic experts, company accountants) before doing anything, to make sure you have considered all possibilities and prepared all necessary.

### 2.2.5 c Closing down a self-employed status

**TITLE:** Closing down a self-employed status

**WHAT:** A trade licence holder can decide to cancel or close down his/her trade at any time. The trade can be cancelled (closed down) in person at the local district office and its trade licensing department (single contact point) according to the person's domicile or, alternatively, by means of electronic communication.

**WHERE:** At the district Trade Licensing Office at the place of your residence (or in the district/regional capital) – see [www.minv.sk/?odbor\\_zivnostenskeho](http://www.minv.sk/?odbor_zivnostenskeho)



### [podnikania](#)

For more information, read (in Slovak):

[www.slovensko.sk/sk/zivotne-situacie/zivotna-situacia/\\_ukoncenie-zivnostenskeho-podnikania/](http://www.slovensko.sk/sk/zivotne-situacie/zivotna-situacia/_ukoncenie-zivnostenskeho-podnikania/)

<https://www.podnikajte.sk/pravo-a-legislativa/c/2110/category/ukoncenie-podnikania/article/zrusenie-zivnosti-2015.xhtml>

**NOTE:** The closing down of trade is free of charge, i.e. no e-duty stamps are required.

**GOOD TO KNOW:** It is highly recommended to contact experts (e.g. lawyers, economic experts, company accountants) before doing anything, to make sure you have considered all possibilities and prepared all necessary.

### 2.2.5 d going bankrupt

**TITLE:** Bankruptcy

**WHAT:** Bankruptcy is a legal status of a person or entity that cannot pay the debts.

**STEP 1:** To go bankruptcy, there has to be the existence of insolvency or over-debtedness. There has to be also an asset that can cover the start-up costs of bankruptcy proceedings. Contact the Centre for Legal Aid according to the place of your stay (in English):

<http://www.centrumpravnejpomoci.sk/legal-aid>

**STEP 2:** Submit the application for starting the bankruptcy proceedings.

**STEP 3:** The bankruptcy proceedings are initiated by the regional court.

**STEP 4:** The court assigns a liquidator who will take control over your assets.

**STEP 5:** Submitting a restructuring plan controlled by the administrator/ liquidator.

**WHERE:** You can find the responsible court here (in Slovak):

<https://obcan.justice.sk/infosud/-/infosud/zoznam/sud>

You can obtain more information on personal bankruptcy here (in Slovak):

<http://www.centrumpravnejpomoci.sk/potrebujem-pravnu-pomoc/osobny-bankrot>

**GOOD TO KNOW:** It is highly recommended to contact experts (e.g. lawyers, economic experts, company accountants) before doing anything, to make sure you have considered all possibilities and prepared all necessary.

### 2.2.5 e Selling a company

**TITLE:** Selling a company

**WHAT:** Selling a company in Slovakia requires a number of actions from tax and legal standpoints.

**STEP 1:** Gather all information necessary and consult the procedure with a specialist in the field. Examine if there are any debts and if the company can pay them.

**STEP 2:** Examine if somebody has not a pre-emption right, then assess the property, rights, debts, claims and other assets of the company.

**STEP 3:** Prepare a precise contract with the buyer, best with the help of an experienced lawyer. The contract for the sale of the Slovak company must be in writing and the signatures of the seller and the buyer must be certified.

**STEP 4:** Notify the change in the data about the company in the regional court, a local Tax Office, the Commercial Register.



**WHERE:** <https://www.etrend.sk/podnikanie/ako-postupovat-pri-predaji-firmy.html>

**GOOD TO KNOW:** It is highly recommended to contact experts (e.g. lawyers, economic experts, company accountants) before doing anything, to make sure you have considered all possibilities (e.g. the company has debts) and prepared all necessary.

## 2.3 TAXES

### 2.3.1 TAX NUMBER

#### 2.3.1 a registering for a tax number

**TITLE:** Registering a tax registration number

**WHAT:** The tax registration number (DIČ) is a unique 10-digit identifier used by the **tax entity when communicating with the tax administrator**. The tax registration number is assigned by the tax administrator on the basis of the request for registration for income tax purposes or on the basis of automatic registration.

**WHO:** If you are a business entity (natural person or legal entity), you must apply for registration at the tax administrator who shall assign to you a tax registration number and issue a document certifying such a registration.

**HOW:** The application form (in Slovak) is available for downloading here: <https://pfseform.financnasprava.sk/Formulare/eFormVzor/REG/form.238.html> or [www.financnasprava.sk/sk/obciana/dane/dan-z-prijmov/\\_registrovanie](http://www.financnasprava.sk/sk/obciana/dane/dan-z-prijmov/_registrovanie)

**WHERE:** The tax authority at the place of your residence (or the tax authority closest to it). Search for your tax office in this wizard (in Slovak): [www.financnasprava.sk/sk/kontakt/kontakty-na-urady](http://www.financnasprava.sk/sk/kontakt/kontakty-na-urady)

**WHEN:** The deadline for the filing of the registration application is 30 days from the obtaining of the business permit or licence.

**NOTE:** If your 12-month turnover exceeds the legal limit of € 49,790 , you must also register as a VAT payer. In this case, the entrepreneur shall obtain the value-added tax payer registration number ("IČ DPH").

**GOOD TO KNOW:** For more details see: <https://www.podnikajte.sk/start-podnikania/c/2188/category/registracne-povinnosti/article/ico-dic-icdph.xhtml>

### 2.3.2 OVERVIEW OF TAXES

#### 2.3.2 a overview of taxes

**TITLE:** Income tax

**WHAT:** The obligation to pay the income tax and file the tax return applies to all citizens and residents (i.e. natural persons with permanent residence and persons with usual stay in Slovakia for at least 183 days in a calendar year, as well as legal entities with registered seat or centre of effective management in Slovakia) who reached a taxable income (i.e. income subject to tax and not exempted from tax) of € 1,901.67 and more in the taxation period (calendar year) 2016. If you are a non-resident (a natural person without permanent residence or usual stay in Slovakia or legal entity without a registered seat or centre of effective management in Slovakia), you are obliged to file a tax return in case your total taxable income from sources within Slovakia exceeded € 1,901.67 in the taxation period (calendar year) or if you recorded a tax loss. The tax return for the calendar year must be filed within three calendar months after the end of the taxation period (by March 31<sup>st</sup>). This is also the deadline for the payment of the tax.





**WHERE:** More details for citizens and residents: <https://goo.gl/fRF2qn>  
More details for non-residents (in Slovak): <https://goo.gl/oTndAa>

**TITLE:** Value-added tax (VAT)

**WHAT:** If you are a Slovak citizen or resident (or also a non-resident), you are obliged to pay the following taxes in certain situations:

- ▶ sale of real property;
- ▶ rental of real property;
- ▶ purchase of a new vehicle;

**WHERE:** More details for citizens and residents: <https://goo.gl/mXd2bb>  
More details for non-residents (in Slovak): <https://goo.gl/ochlRQ>

**TITLE:** Excise taxes

**WHAT:** Excise taxes represents indirect taxes on selected types of goods:

- ▶ alcoholic drinks;
- ▶ electricity, coal and natural gas;
- ▶ mineral oils;
- ▶ tobacco products.

**WHERE:** More details for citizens and residents: <https://goo.gl/mXd2bb>  
More details for non-residents (in Slovak): <https://goo.gl/ochlRQ>

**TITLE:** Local taxes

**WHAT:** These taxes are imposed by towns/municipalities and include local taxes (real property tax, dog tax, tax on the use of public spaces, accommodation tax, vending machine tax, non-gambling gaming machine tax, tax on vehicle entry and stay in the historical part of the town, nuclear facility tax) or a fee for municipal waste and minor building waste.

**WHERE:** More details for citizens and residents: <https://goo.gl/5tvUUC>  
More details for non-residents (in Slovak): <https://goo.gl/ochlRQ>

### 2.3.3 INTERNATIONAL TAXATION

#### 2.3.3 a procedure to avoid double taxation

**TITLE:** Avoiding double taxation

**WHAT:** Double taxation of income represents a situation where the same income of a tax payer is subject to taxation in the tax payer's state of residence and in the source state. In the case of states with which Slovakia concluded agreements on avoiding double taxation, the respective agreement shall apply. Double taxation in Slovakia is avoided in these cases. For the agreements, see (in Slovak): <https://www.financnasprava.sk/sk/financna-sprava/legislativa/dane/priame-dane/dan-z-prijmov/medzinarodne-zdanie>

**WHO:** Double taxation is applicable to you if you are a resident of one country and have income from another country.

**HOW:** Ask at the Tax Authority at the place of your residence or consult the website of the Tax Authority (in Slovak):

<https://www.financnasprava.sk/sk/financna-sprava/legislativa/dane/priame-dane/dan-z-prijmov/medzinarodne-zdanie>





**WHERE:** Tax Authority at the place of your residence (or the Tax Authority closest to it) can be found here (in Slovak):

[www.financnasprava.sk/sk/kontakt/kontakty-na-urady](http://www.financnasprava.sk/sk/kontakt/kontakty-na-urady)

## 2.4 SUPPORT SERVICES FOR MIGRANTS

### 2.4 a list of support services and projects regarding employment

**TITLE:** IOM International Organization for Migration (*IOM Medzinárodná organizácia pre migráciu*)

**WHAT:** The Migration Information Centre (MIC) provides free legal, social and labour counselling to migrants and their families in the main areas of life in Slovakia, such as residence, family, employment, business and citizenship. The MIC organises open Slovak language courses and offers its clients retraining courses as well. It provides its services in Bratislava and Košice.

**WHERE:** Migračné informačné centrum IOM Medzinárodnej organizácie pre migráciu, Grösslingova 35, 811 09 Bratislava, tel: +421 2 5263 0023, helpline: 0850 211 478, email: [mic@iom.int](mailto:mic@iom.int), website: [www.iom.int](http://www.iom.int)

**TITLE:** Human Rights League (*Liga za ľudské práva*)

**WHAT:** HRL provides free legal assistance and counselling to migrants with legal residence in Slovakia. The services are provided in Bratislava and Košice. Please, try to consult with them your legal situation.

**WHERE:** Liga za ľudské práva, Štúrova 3, 811 02 Bratislava, tel: + 421 2 5443 5437, email: [hrl@hrl.sk](mailto:hrl@hrl.sk), website: <http://www.hrl.sk/>

### 2.4 b list of support services and projects regarding business

**TITLE:** IOM International Organization for Migration

**WHAT:** The Migration Information Centre (MIC) provides free legal, social and labour counselling to migrants and their families in the main areas of life in Slovakia, such as residence, family, employment, business and citizenship.

**WHERE:** Migračné informačné centrum IOM Medzinárodnej organizácie pre migráciu, Grösslingova 35, 811 09 Bratislava, tel: +421 2 5263 0023, helpline: 0850 211 478, email: [mic@iom.int](mailto:mic@iom.int), website: [www.iom.int](http://www.iom.int)

### 2.4 c list of support services and projects regarding taxes

**TITLE:** Slovak Business Agency

**WHERE:** Please, consult the Slovak Business Agency by contacting them here (in Slovak): [www.sbagency.sk/en/slovak-business-agency](http://www.sbagency.sk/en/slovak-business-agency)



## 3 LEARNING LOCAL LANGUAGE

### 3.1 STATE SUPPORTED PROGRAMS

#### 3.1 a list of state supported programmes

This type of educational programmes does not exist in Slovakia. Only asylum seekers are allowed to take part in classes organized by the Migration Office in an asylum facility where they are staying.

### 3.2 COMMERCIAL PROGRAMS

#### 3.2 a commercial programmes

**TITLE:** Commercial language programmes

**WHAT:** Slovak language courses are provided by various language institutions and language schools in towns all over Slovakia. Services vary according to the local demand.

**WHO:** Slovak language courses are intended for people who want to learn Slovak at different levels.

**HOW:** Slovak language courses are conducted in various manners depending on the focus of these courses. Participants can attend group courses, individual courses, communication courses, etc.

**WHEN:** At any time during the year – the courses usually start at the beginning of the school year and are split into semesters (September – December, January – March, April – June)

**NOTE:** It is important to check the quality of language instruction, if the school has any experience in teaching Slovak as a foreign language and what methodology is used (what books, the way of conducting classes, etc.).

**WHERE:** Such courses are conducted by language schools in each town (e.g. *Akadémia vzdelávania*); in smaller towns or municipalities it is also possible to find a private teacher. Courses are broadly offered by Akadémia vzdelávania, you can find it here (in Slovak): [www.akademiavzdelavania.sk](http://www.akademiavzdelavania.sk). Various courses are organised in Bratislava by an informal organization called Internationals Bratislava, see their website for information (in English): <http://internationals.sk/slovak-language-courses-for-foreigners-in-2017/>

**GOOD TO KNOW:** You can find such programmes by using key words: “*kurz slovenčiny pre cudzincov*”. If you want to start with online training for free, visit this website (various language versions): <https://slovak.eu/sk>

### 3.3 LANGUAGE COURSES FOR CHILDREN

#### 3.3 a list of language courses for children

**TITLE:** Slovak language courses for children

**WHAT:** Under the law, Slovak language courses are provided by regional school offices in terms of finance and organisation. It is not so common in practice, though. The courses are usually organised by elementary schools upon agreement with



teachers/school directors and parents.

**WHERE:** Contact the elementary school attended by your child and ask about their language training possibilities.

### 3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP

#### 3.4 a list of local language exams for qualification and citizenship

This type of educational programmes does not exist in Slovakia.

### 3.5 SUPPORT SERVICES FOR MIGRANTS

#### 3.5 a list of support services and projects regarding local language courses

**TITLE:** Slovak language course (includes a course of socio-cultural orientation) for all age categories

**WHAT:** Open Slovak language courses are usually held twice a week and are free of charge.

**WHERE:** The Migration Information Centre of IOM in Bratislava and Košice provides language courses. For more information see (in Slovak and English): [www.mic.iom.sk/sk/sk-bubles/318-kurzy-a-vzdelavanie.html](http://www.mic.iom.sk/sk/sk-bubles/318-kurzy-a-vzdelavanie.html)

**TITLE:** Slovak language course for foreign students

**WHAT:** Language courses for Erasmus students: <https://fphil.uniba.sk/katedry-a-odborne-pracoviska/sas/studium-courses/courses-for-erasmus-students-of-cu/>

An online Slovak language course: [www.e-slovak.sk/](http://www.e-slovak.sk/)

**WHERE:** Please visit the website of Studia Academica Slovaca (in Bratislava) for more information (in Slovak and English): <https://fphil.uniba.sk/sas>

**TITLE:** Slovak language course (for a charge)

**WHAT:** Slovak language courses for beginners and those moderately advanced.

**WHERE:** The courses are organised in Bratislava by an informal organization called Internationals Bratislava, visit their website for more information (in English):

<http://internationals.sk/slovak-language-courses-for-foreigners-in-2017/>

**TITLE:** Slovak language courses for people under international protection (asylum and subsidiary protection)

**WHAT:** Slovak language courses at different levels

**WHERE:** NGOs usually provide integration services including language courses.

Please see the website of OZ Marginal and Adra (Bratislava, Košice): [www.marginal.sk/kontakty/](http://www.marginal.sk/kontakty/) and [www.adra.sk/o-nas/](http://www.adra.sk/o-nas/)



## 4 EDUCATION

### 4.1 PRESCHOOL EDUCATION

#### 4.1 a description of the system

**TITLE:** Nurseries in Slovakia (*Detské jasle*)

**WHAT:** The nursery is a facility which helps employed parents with child care at an early age. Only few facilities are established by municipalities, most of the nurseries are private facilities. The fees in non-private facilities start at € 200 a month, in private nurseries at € 300. It is possible to use the nursery services for up to several hours a day or only from time to time in special cases.

**WHO:** A child from the age of 6 months to 3.5 years.

**HOW:** If you have such a child and are employed, you can enrol your child in a nursery.

**WHERE:** You can find a list of state and private nurseries on the website (in Slovak): [www.detskejasle.org](http://www.detskejasle.org)

**TITLE:** Kindergartens in Slovakia (*Materské školy*)

**WHAT:** Pre-primary education is the first stage of the Slovak education system. It is provided by kindergartens which are run by municipalities (public kindergartens) or by church and private entities (church and private kindergartens).

**WHO:** Kindergartens are provided for children between three and six years of age. Attendance is not mandatory and kindergartens are not located in every municipality but mostly in bigger settlements. In some cities, including the capital of Bratislava, there is a higher demand for the capacities of public kindergartens. Preference at enrolment is therefore given to children being one year prior to the attendance of primary school (i.e. 5 years old) or having siblings already enrolled in a given kindergarten. No catchment areas are delineated for kindergartens and parents can request enrolment of their child at any kindergarten.

**HOW:** If you have a child who is eligible to enrol in a kindergarten you have to submit a written request. Each kindergarten has its own form which is available at director's office and most kindergartens have it also on their websites. Forms usually contain personal data about a child and a parent. You also need to attach to the request a confirmation about your child's health condition from the paediatrician. You can submit requests to more kindergartens in your area and all of them must accept the form.

**WHEN:** You can request enrolment at any time but the registration process takes places at the end of April and in May for the next school year. Each kindergarten informs about the exact dates of registration at its premises and usually also on its websites. Directors of kindergartens decide about the submitted requests by the end of June and their written decisions on accepting or declining the request are delivered to all parents. If the child was accepted, you can agree about the date when your child will start attending the kindergarten. These are open since the end of August or the beginning of September.

**NOTE:** Even if public education from the pre-primary to the secondary levels is free in Slovakia, parents do contribute to the running of kindergartens and for meals for their children. The contributions vary considerably from around 10 € to 100 € per month in most public kindergartens. In private kindergartens they may amount to



several hundreds € per month. Attendance of the last year of kindergarten before enrolling at a primary school is not mandatory but is free of charge.

**WHERE:** The care for children between 6 months and 3 years is provided by nurseries which are not part of the education system but of the social care system. They are also run either by municipalities or by church and private entities.

#### **4.1 b admission**

**TITLE:** Admission to kindergartens

**STEP 1:** Look for the kindergartens in your neighbourhood and check their dates of registration and admission criteria.

**STEP 2:** Attend the registration in the period announced by the kindergarten, usually at the end of April and in May.

**STEP 3:** Submit a written request for enrolment at the selected kindergarten(s). Attach a confirmation about the health condition of your child to the request.

**STEP 4:** Wait for the written decision from the kindergarten director usually delivered by the end of June.

**STEP 5:** If your child was accepted arrange with the kindergarten when your child will start attending and request information about the contributions you need to pay every month.

**WHERE:** In the kindergarten of your choice.

**GOOD TO KNOW:** If your child has special education needs based on health condition a kindergarten may decline enrolment for not having capacities or being able to accommodate those needs.

#### **4.1 c subsidized meals**

**TITLE:** Meals in kindergartens

**WHAT:** Kindergartens provide meals for enrolled children usually three times a day, including a cooked lunch. Those meals are subsidized but parents contribute with some amount for the provision of meals unless they are in material need confirmed by the local office of labour, social affairs and family.

**WHO:** All enrolled children are eligible to be provided with subsidised meals if their parents pay the contribution set by the kindergarten or provide a confirmation about material need.

**HOW:** Rules and ways of payment are decided by the kindergarten. Confirmation about material need is provided by the office of labour, social affairs and family in the district of your residence.

**WHEN:** The amount and period of payment the contributions for meals is decided by the kindergarten.

**NOTE:** Rules for providing meals in kindergartens and schools are set by the law which regulates types of meals, nutrition measures, rules of preparation and serving and coverage of costs. Rules of payment are further detailed by the municipality in case of public kindergartens and by other founders in case of church and private kindergartens. Parents of enrolled children can agree to provide additional payments to their kindergarten.

**GOOD TO KNOW:** If your child needs special meals due to a particular diet or health condition you need to consult the possibilities with the director of the kindergarten. Due to regulations you are not allowed to bring your own food, including fruit, vegetables and drinks, to the kindergarten or order meals from other providers.



To prepare your own meals to be consumed by your child in the kindergarten you need permission from the founder (municipality, church or private) and from the regional office of public health based on the diagnosis confirmed by the paediatrician or specialised physician. Kindergartens may offer your child special meals but they are not obliged to do so.

## 4.2 PRIMARY SCHOOL

### 4.2 a description of the system

**TITLE:** Primary schools in Slovakia (*Základné školy*)

**WHAT:** Compulsory school attendance lasts ten years in Slovakia and ranges from the 6<sup>th</sup> to 16<sup>th</sup> years of age. Primary schools have nine grades and offer primary education for the first 4 years and lower secondary education for the following 5 years. Mandatory school attendance is thus usually completed only during the first year at a secondary school. If a pupil repeats any grade at primary school s/he can complete compulsory attendance at the age of 16 without necessarily receiving lower secondary education. Education in public primary schools is free, church and private primary schools can introduce tuition. Children with physical, sensorial or mental disabilities have the right to be educated at regular primary schools. Based on examination from the psychological centre they can be enrolled at a special primary school for which parental consent is required.

**WHO:** All children between 6 and 16 years living in Slovakia regardless their citizenship or residence status must fulfil compulsory school attendance. Exemptions can be made only in case of serious illness or multiple disability and they must be approved by state authorities based on medical examination.

**WHERE:** At school in your catchment area or in another school of your choice.

**NOTE:** Instruction at most schools in Slovakia is provided in Slovak or in the language of a recognised minority (Hungarian, Ukrainian, Ruthenian, Roma) with the Slovak language as a mandatory subject. There are also bilingual schools or schools with another language of instruction based on bilateral agreements, which are located in bigger cities.

**GOOD TO KNOW:** Home schooling is allowed only at primary level of education upon request of the parent addressed to the school where the child is formally registered. Home schooling must be provided by a qualified person and can be a subject of inspection. The school where the home-schooled child is enrolled conducts examination before the commission every half year based on the curriculum. For home-schooling parents do not receive any finances from the state, the school where a child is registered receives only 10% of the amount for educating a regularly attending pupil.

### 4.2 b admission/registration

**TITLE:** Admission to primary schools

**WHAT:** If your child will turn six years by August 31<sup>st</sup> of the given year you are obliged to register him/her for mandatory school attendance. Registration takes place in April and exact dates are announced by the school founder (municipality, church, or private) and posted at the school premises and on its website. The child must attend registration with his/her parent or legal guardian. For public primary schools, municipalities delineate their catchment areas. The school in your catchment area must accept the child to the first grade. You as a parent have the right to choose





another public, church or private school if its director accepts your child. Church and private schools may conduct examinations.

**STEP 1:** Get information about the school catchment areas at the place of your residence from the municipal office. In case you opt for a school in a different catchment area or for a church or private school get information from this school on the admission criteria.

**STEP 2:** Check for the date of registration and other requirements of the school of your choice on its website or personally.

**STEP 3:** Attend the registration together with your child and bring all documents requested by the school.

**WHERE:** At school in your catchment area or in another school of your choice.

**NOTE:** Schools outside your catchment area must preferentially enrol children from their area and in case they have free places the director can, but is not obliged to, enrol your child. Church and private schools are allowed to set their own criteria for enrolment. Even if primary education in public schools is free of charge in Slovakia parents do give small contributions usually at the beginning of the school year and for special occasions.

**GOOD TO KNOW:** Children enrolled in the last year of kindergarten usually participate in the so-called school preparedness test which is conducted by psychologists from district pedagogical-psychological centres. Tests are usually focused on basic writing and numerical skills, recognition of shapes and colours, and psychical development. Their results are presented to parents together with recommendations for further stimulation of their child. If the child appears unprepared for attending school a comprehensive test may be conducted at the psychological centre and parents may be recommended to postpone mandatory school attendance of their child.

#### **4.2 c transport to school**

**TITLE:** Transport to primary schools

**WHAT:** School buses are not common in Slovakia and they are offered only by few municipalities. Children who need to travel to their school either use public transportation or are driven by their parents. Reduced costs apply for all pupils of primary schools.

**WHO:** All pupils enrolled in primary schools.

**HOW:** Schools issue confirmations of enrolment which are necessary to get reduced travel tickets or passes. You need to submit them to the local transport provider (ticket offices at national railway stations or ticket offices of the regional bus companies). Usually you need a copy of the birth certificate or passport of your child and a photograph to get a transportation ID. Your child will need to show it whenever buying tickets with a reduced fare and also for inspection in trains.

**WHEN:** Transportation IDs are issued at the beginning of the school year in September but you can request the confirmation of enrolment from school and apply for an ID anytime during the school year. IDs are valid until August 31<sup>st</sup> and also during holidays.

**GOOD TO KNOW:** Travel by train operated by the national railway company (*Železničná spoločnosť Slovensko*) in the whole network and by the private railway company (*Regiojet*) on the route between Bratislava and Komárno is free of charge for all pupils enrolled at primary and secondary schools and for all university students. To travel for free you need a valid transportation ID and ask for a “zero”





ticket at the regular counter for every individual journey.

#### **4.2 d before and after school care**

**TITLE:** After school care (*Mimoškolské aktivity, krúžky, družiny*)

**WHAT:** Most schools run the so-called school clubs offering extra-curricular activities for pupils in grades 1 to 4. Pupils at the second level of primary school (grades 5 to 9) can enrol at various specialised clubs within their school which focus on school subjects, arts or sport. Pupils can also enrol at primary art schools which offer art education in music, dance and fine arts or attend free-time centres to pursue their hobbies. Primary art schools and free-time centres are mostly located in towns and run by municipalities, churches or private founders. Enrolment lasts for the whole school year.

**WHO:** All children at the first level of primary school are eligible to attend the school club if it exists at the school. Admission to specialised clubs for older pupils within their school is regulated by the provider (usually a teacher). Enrolment to courses at primary art schools and free-time centres is regulated by admission procedures of individual schools and centres.

**HOW:** To enrol your child in the school club, you need to apply at the school and for that you can be charged with a small fee. Admission to specialised clubs at the second level of primary schools is usually free of charge and your child only needs to subscribe. Educational programmes at public primary art schools and activities at municipal free-time centres are subsidised and a fee can be requested from parents. Private providers can apply tuition.

**WHEN:** Subscription to all after-school activities usually takes place at the beginning of the school year in September.

#### **4.2 e subsidized school meals**

**TITLE:** School meals in primary schools

**WHAT:** Primary schools provide cooked lunches for enrolled pupils which are subsidized but parents contribute with a small amount (around 20 € per month) for its provision. School lunches provided by school canteens are not mandatory but most pupils register for them. Children from families in material need confirmed by the local office of labour, social affairs and family get lunches for a symbolic price (1 € per month).

**WHO:** All pupils and school employees are eligible for school lunches.

**HOW:** To arrange school meals for your child, you need to register at the school canteen best at the beginning of the school year or before the beginning of a new month. For the days when your child will not be at school due to sickness or some other reason you can unsubscribe for meals for a specified number of days usually one day before the absence starts. The monthly fee will be then reduced in the next payment.

**GOOD TO KNOW:** Many school canteens offer a variety of meals for which pupils may subscribe a day before.

#### **4.2 f children with special needs**

**TITLE:** Special needs

**WHAT:** Special education needs of children are examined by the district pedagogical-psychological centres founded and financed by the state or by private



centres which are subsidised from the state funds. Based on examination report and recommendations the school develops an individual education plan which accounts for the special needs during instruction. Adjustments can be made to the scope of the curriculum, methods of instruction and assessment and the pupil is considered “individually integrated”. Schools may request for a pedagogical assistant to accommodate the special needs of their pupils. Many schools also employ a psychologist or a special pedagogue who oversee the fulfilment of individual plans and conduct interventions. There is a network of special primary schools in Slovakia for children with physical, sensory and mental disabilities.

**WHO:** Every child is eligible to undergo examination at the pedagogical-psychological centre for free.

**HOW:** If you want to examine special needs of your child you need to request for examination at the local centre. If examination is requested by the school the parent or legal guardian must give a written consent and has the right to attend the meeting. A child can be placed or transferred to a special school only with the written consent of his/her parent or legal guardian.

**WHEN:** You can contact the centre at any time during the year and arrange a meeting.

## 4.2 g school holidays

**TITLE:** School holidays

**WHEN:** Most school holidays do not have exactly set dates and are adjusted according to the working days and public holidays of the given year. Dates of holidays are announced by the Ministry of Education for the next three years.

- ▶ Fall break: Usually two days at the end of October and at the beginning of November.
- ▶ Christmas holidays: Usually two weeks, starting few days before the Christmas Eve (December 24<sup>th</sup>) and lasting until the end of the first full week of the new year.
- ▶ Mid-term break: One day at the beginning of February.
- ▶ Spring holidays: One week in February or March, different week for regions in the western, central and eastern Slovakia.
- ▶ Easter holidays: Two days before and two days after Easter.
- ▶ Summer holidays: Two months from July 1<sup>st</sup> until August 31<sup>st</sup>.

## 4.2 h school attendance and absence

**TITLE:** School attendance

**WHAT:** Schools attendance is mandatory for all enrolled pupils during the regular school days. Absence due to illness must be confirmed in written by an paediatrician or another specialist. At special occasions the absence of the child can be excused also by the parent or legal guardian. Absenteeism is monitored and absences without excuse may lead to an intervention from the local social office, in extreme cases also to legal proceedings against parents for failing to provide care for their child.

**WHO:** Attendance and absence rules apply to all pupils. In exceptional cases, including hospitalisation or long-term illness the pupil can be educated outside school with the consent of the school principal.

**GOOD TO KNOW:** Your child does not have to take part at trips organised by the



school but cannot stay at home during that time unless the absence is excused.

## 4.3 SECONDARY SCHOOL

### 4.3 a description of the system

**TITLE:** Secondary schools in Slovakia (*stredné školy*)

**WHAT:** Secondary education usually starts at the age of 15 and is organised as general, vocational and art education. Academic education is provided by four, five or eight-year „gymnasia“, and is considered a preparation for university studies. Vocational education offers specialised and practice-based programmes for specific technical, craft, social and health care and service professions leading to employment or higher education. Study at secondary vocational schools lasts from two to five years and can be complemented with post-secondary programmes. Art education is provided by conservatories for usually for five years.

**WHO:** To become eligible for secondary studies a pupil must complete lower secondary education provided at primary schools and eight-year gymnasia. Some vocational schools provide “second-chance” programmes for early dropouts who first acquire lower secondary education and continue in apprenticeship programme.

**HOW:** Pupils who acquired lower secondary education and have not yet completed mandatory school attendance can apply for two secondary schools or two programmes within one secondary school. Pupils in the final grade of primary schools submit the application form to the school principal who distributes them to secondary schools. Applicants who are not enrolled in primary school anymore submit application directly to the chosen secondary school.

**WHEN:** If the secondary school or programme requires talent examinations (e.g. at conservatories), the application forms must be submitted to the primary school principal by February 20<sup>th</sup>. Applications to other schools must be submitted by April 10<sup>th</sup>. Talent exams are conducted from the end of March until mid-April. The first round of entry exams takes place in the first half of May in both terms. The second round takes place in the second half of June.

### 4.3 b admission

**TITLE:** Admissions to secondary schools

**WHAT:** Secondary schools providing general education (gymnasia) organise entry exams from the Slovak language and math. Applicants who achieved more than 90% in standardised tests from both subjects in the last year of primary school (Testing 9) are exempted from entry exams and are automatically accepted to public schools they applied for. Vocational schools as well as church and private gymnasia can administer additional tests from other subjects or areas.

**STEP 1:** Choose the secondary schools you wish to apply.

**STEP 2:** Fill in the application form for maximum two schools and submit them to the school principal if you are enrolled at primary school or send it directly to the secondary school if you are not at school anymore.

**STEP 3:** Get information about the criteria for admission from the schools you applied for and about the entry exams.

**STEP 4:** Attend entry exams for one school in the first term of the first round and for another school in the second term of the first round of exams.



**STEP 5:** Wait for the decision that will be posted at school within three days from the realisation of the first round of exams.

**STEP 6:** If you were not accepted to any school you can apply in the second round of exams but only for a school which organises additional entry exams.

**WHERE:** Pupils submit their application to the principal of primary school. Entry exams take place at secondary schools.

### **4.3 c transport to school**

**TITLE:** Transport to secondary schools

**WHAT:** Pupils enrolled at secondary schools can get reduced fare for public transportation to and from school.

**WHO:** All pupils enrolled in secondary schools.

**HOW:** Schools issue confirmations of enrolment which are necessary to get reduced travel tickets or passes. You need to submit them to the local transport provider (ticket offices at railway stations or offices of regional bus companies). Usually you need a copy of the birth certificate or ID and a photograph to get the transportation ID. You will need to show it whenever buying tickets with reduced fare and also for inspection in trains.

**WHEN:** Transportation IDs are issued at the beginning of the school year in September but you can request the confirmation of enrolment from school and apply for an ID anytime during the school year. IDs are valid until August 31<sup>st</sup> and also during holidays.

**GOOD TO KNOW:** Travel by train operated by the national railway company (Železničná spoločnosť Slovensko) in the whole network and by the private railway company (Regiojet) on the route between Bratislava and Komárno is free of charge for all pupils enrolled at primary and secondary schools and for all university students. To travel for free you need a valid transportation ID and ask for a “zero” ticket at the counter for every individual journey.

### **4.3 d subsidized school meals**

**TITLE:** School meals in secondary schools

**WHAT:** Most secondary schools provide cooked lunches for enrolled pupils which are subsidized but parents contribute with a small amount (around 20 € per month) for their provision. School lunches provided by school canteens are not mandatory.

**WHO:** All pupils and school employees are eligible for school lunches.

**HOW:** To arrange school meals, you need to register at the school canteen best at the beginning of the school year or before the beginning of a new month. For the days when you will not be at school due to sickness or some other reason, you can unsubscribe for meals for a specified number of days usually one day before the absence starts. The monthly fee will be then reduced in the next payment.

**GOOD TO KNOW:** Many school canteens offer a variety of meals for which pupils may subscribe one day before. Many schools also operate a buffet.

### **4.3 e school holidays**

**TITLE:** School holidays for secondary schools

**WHEN:** They are the same as for primary schools – see section 4.2.g.



### 4.3 f final exams

**TITLE:** Final exams at secondary schools

**WHAT:** All general secondary schools, conservatories and most vocational schools organise final exams (*maturita*) and after successful completion issue a certificate which is a precondition to apply for university studies. Shorter apprenticeship programmes offered by some vocational schools organise final exams and after successful completion an apprenticeship certificate is issued. Conservatories organise final exams that include graduation performance in the artistic field of study.

**WHO:** All secondary school students who successfully completed given grades can apply for final exams and submit their application to the school principal.

**HOW:** Final exam (*maturita*) at general secondary schools, conservatories and vocational schools consists of external and internal exams. For the Slovak or Hungarian language and foreign languages, the internal part is further divided into the written and oral forms. The internal exam of every subject is obligatory for all students. The external exam is obligatory for all students in foreign languages, Slovak or Hungarian language and math. The written form means an essay to be produced in the mother tongue and/or foreign language.

**WHEN:** Regular term for external exams and internal written exams takes place in March. Oral examinations are conducted in May. Pupils who do not pass any part of the exams can repeat it in September.

### 4.3 g scholarships and grants

**TITLE:** Social scholarship (*sociálne štipendium*)

**WHAT:** Students from families in material needs are eligible to receive scholarships if the secondary school has a contract with the Slovak Centre of Scientific and Technical Information. Application of the school for the scholarship subsidy contains a copy of the certificate of the eligible students from previous school year and confirmations from the office of labour, social affairs and family about their material need. After the allocation of subsidy the school principal decides about the amount of scholarship and the period during which it will be paid to individual students.

**WHERE:** Please ask for more information at the relevant school. Information on university scholarships is available here (in Slovak): <https://www.minedu.sk/socialne-stipendia/>

**TITLE:** Achievement scholarship (*prospechové štipendium*)

**WHAT:** Good results during the previous semester are rewarded by the school in the form of a benefit scholarship. You are automatically entitled to this reward, so you do not have to apply for a scholarship. At the beginning of the new semester, just go to the study department and ask if you are in the list of scholars. The amount is paid out one-time, some students receive up to € 500. Thus, you can get around € 50 in the monthly budget.

**WHERE:** Please ask for more information at your school. Information on university scholarships is available here (in Slovak): <https://www.minedu.sk/socialne-stipendia/>

## 4.4 HIGHER EDUCATION AND UNIVERSITY

### 4.4 a description of the system



**TITLE:** Higher education in Slovakia (*Vyššie vzdelanie*)

**WHAT:** Higher education is provided at Bachelor, Master and Doctoral levels and is fully in competence of accredited universities and higher education institutions. Studies are provided in daily and external form and usually last 3 years for Bachelor programmes, 2 years for Master programmes and 3 years for Doctoral programmes.

**WHO:** All secondary school graduates are eligible to apply for university studies. Bachelors are eligible to apply for Master programme and masters for Doctoral programme.

**WHEN:** You need to send application for university studies usually by the end of April. Some universities apply different dates.

#### **4.4 b admission**

**TITLE:** Admission to universities

**WHAT:** Each university regulates its admission policies and criteria. Foreign nationals are in the same position as citizens. Entry exams are usually organised in May and June, the second round of exams takes place in September.

**STEP 1:** Select the university, faculty and programme you wish to study.

**STEP 2:** Fill in the application form and send it with the requested documentation to the university.

**STEP 3:** Check information about the admission requirements and entry exams.

**STEP 4:** Attend the entry exams.

**STEP 5:** Check the results of exams at the university premises or on the website.

#### **4.4 c subsidized school meals**

**TITLE:** Schools meals at university

**WHAT:** There are no general rules on subsidized meals. It depends on the school. For more information ask at the child's educational institution. School meals provided in university facilities can be subsidised by universities themselves. Students are asked to contribute to meals to a varied extent.

#### **4.4 d university holidays**

**TITLE:** university holidays

**WHAT:** An academic year is divided into two semesters. The winter semester usually starts in the second half of September and ends in mid-December. The exam period takes place in January and at the beginning of February. The spring semester usually starts in the second half of February and ends in May. The exam period takes place in May and June.

#### **4.4 e scholarships and grants**

**TITLE:** Slovak government scholarships

**WHAT:** Various scholarships for foreigners are related to official development assistance, including the Slovak government scholarship to persons who are Slovaks Living Abroad.

**WHERE:** For more information on the types of scholarship available to you, see the Ministry of Education, Science, Research and Sport of the Slovak Republic here (in English): [www.minedu.sk/scholarships-of-the-government-of-the-slovak-republic/](http://www.minedu.sk/scholarships-of-the-government-of-the-slovak-republic/)





#### 4.4 f accommodation subsidies

**TITLE:** Subsidised accommodation on dormitories

**WHAT:** Boarding and accommodation is subsidised according to the possibilities of a particular college with a contribution to the associated costs.

**HOW:** Please address directly the school (department) you are willing to study.

### 4.5 APPRENTICESHIP

#### 4.5 a apprenticeship possibilities

Not available. Please consult local NGOs.

### 4.6 ADULT EDUCATION

#### 4.6 a primary and secondary school programmes for adults

**TITLE:** primary and secondary school programmes for adults

**WHAT:** The possibilities and conditions of foreigners' participation in these school programmes are determined by a concrete school facility in Slovakia.

**WHERE:** Consult the Academy of education (*Akadémia vzdelávania*) in your home town or browse by town and school via this link (only in Slovak): [www.skoly.sk/hladaj/na-strednej-skole](http://www.skoly.sk/hladaj/na-strednej-skole) and [http://www.stredneskoly.sk/odbory/?typ\\_studia\[\]=ns](http://www.stredneskoly.sk/odbory/?typ_studia[]=ns)

#### 4.6 b vocational training

**TITLE:** Vocational trainings

**WHAT:** Around 40 pilot modular training programmes from 10 sectors of the economy are offered by the National Institute of Lifelong Learning. Conferences, workshops and seminars are part of the project. Sectors of trainings are identified as follows: crafts and services, mining and processing of raw materials, metallurgy, agriculture, woodworking industry, paper industry and printing, automotive, construction, engineering and electrical engineering.

**WHO:** All adults working outside the Bratislava Region, aged between 18 and 64, may complete any programme.

**HOW:** You can apply through 25 adult advice centres in 7 regions of Slovakia (excluding Bratislava). Officers will provide you information on career development, extension, renewal, or new qualifications.

**WHERE:** Addresses of offices are available on the website of the National Institute of Lifelong Learning (*Národný ústav celoživotného vzdelávania*). For further contacts, see the website (in Slovak): <http://nuczv.sk/kontakty>

**NOTE:** Search for possibilities of education and trainings in the upper search window according to the place of your stay (in Slovak): [www.kurzy.sk/vzdelavacie-spolocnosti/564/narodny-ustav-celozivotneho-vzdelavania-bratislava-29](http://www.kurzy.sk/vzdelavacie-spolocnosti/564/narodny-ustav-celozivotneho-vzdelavania-bratislava-29)

#### 4.6 c courses for retirees

**TITLE:** University of the Third Age (*Univerzita tretieho veku*)

**WHAT:** In Slovakia, educational programmes for seniors and elderly people are classified into third-age universities, third-age academies, lecture circles in





retirement clubs, cyclical education organized by the *Unified Pensioners of Slovakia* and expert meetings at senior centres. Among them the most important are the so-called Universities of the Third Age.

**WHO:** The condition for admission is usually at least completed secondary education or secondary specialized educational qualification and age over 40/45 years. In exceptional cases, you can request an exemption.

**HOW:** Consult university of your choice or in your region for programmes they offer.

## 4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS

Recognition of qualification means the recognition of university diploma, graduate diploma, certificate on professional qualification or another evidence of formal qualification issued by a recognized foreign educational institution from an EU Member State or a third country, as being equal to formal qualification issued by a competent authority in the Slovak Republic. Professional recognition means recognition for the purpose of job performance, where we discern between the regulated professions and the unregulated professions.

### 4.7 a recognition of education

**WHAT:** The academic recognition is carried out for the so-called school or academic purposes. Practically it means “counting” the previous study in a country other than the applicant for recognition is planning to continue his/her studies.

**WHERE:** For more information please read instructions (in English):  
[www.minedu.sk/recognition-of-foreign-diplomas/](http://www.minedu.sk/recognition-of-foreign-diplomas/)

### 4.7 b vocational qualifications

**WHAT:** The so-called professional recognition or recognition for pursuing a profession is more justified. In this case the question is whether with obtained education, in what state and what kind of profession the applicant for recognition can pursue.

**WHERE:** For more information please read instructions (in English):  
[www.minedu.sk/professional-recognition-of-qualifications/](http://www.minedu.sk/professional-recognition-of-qualifications/)

## 4.8 SUPPORT SERVICES FOR MIGRANTS

### 4.8 a list of support services and projects regarding education

**TITLE:** Slovak language course (includes a course of socio-cultural orientation) for all age categories

**WHAT:** Open Slovak language courses are usually held twice a week and are free of charge.

**WHERE:** See the website of the Migration Information Centre of IOM in Bratislava and Košice (in various languages) at:  
[www.mic.iom.sk/sk/sk-bubles/318-kurzy-a-vzdelavanie.html](http://www.mic.iom.sk/sk/sk-bubles/318-kurzy-a-vzdelavanie.html)

**TITLE:** Slovak language course for foreign students



**WHAT:** Language courses for Erasmus students are available here (in Slovak):  
<https://fphil.uniba.sk/katedry-a-odborne-pracoviska/sas/studium-courses/courses-for-erasmus-students-of-cu/>

An online free Slovak language course is available here: <https://www.e-slovak.sk/> or here: <https://slovake.eu/sk>

**WHERE:** Visit the website of Studia Academica Slovaca for more information (in Slovak and English): <https://fphil.uniba.sk/sas>

**TITLE:** Slovak language course (for a charge)

**WHAT:** Slovak language courses for beginners and those moderately advanced.

**WHERE:** The courses are organised in Bratislava by an informal organization called Internationals Bratislava, see their website for more information (in English):  
<http://internationals.sk/slovak-language-courses-for-foreigners-in-2017/>

**TITLE:** Slovak language courses for people under international protection (asylum and subsidiary protection)

**WHAT:** Slovak language courses at different levels

**WHERE:** NGOs provide language courses paid by their projects. At this moment, these are, for instance, OZ Marginal and Adra (in Bratislava, in Košice). See their websites for more information (in Slovak): <http://www.marginal.sk/kontakty/> and <http://www.adra.sk/o-nas/>



## 5 EVERYDAY LIFE

### 5.1 HOUSING

#### 5.1.1 RENTING

##### 5.1.1 a procedure check list

**TITLE:** How to rent a flat/a house

**WHAT:** If you want to rent housing, you have the same conditions as other inhabitants of the country.

**STEP 1: Search for housing – rental:** The rent can be arranged directly with the property owner who rents the flat/house on the basis of advertising or your friend’s recommendation. There can be a communication problem at this point if you do not speak Slovak or the property owner does not speak a language other than Slovak.

You can also use the services of a paid real estate agency – check the fee for mediation and other services.

**STEP 2: Rental contract:** The contract should contain all agreed information (rent, payment dates, description of the furnishing, other specific conditions, etc.);

**STEP 3: Advance payment/collateral:** Property owners usually request one to two months’ rent as in advance as collateral, and the payment of the monthly rent;

**STEP 4: Rent:** The rent amount usually depends on the location of the flat and on its furnishings (including beds, kitchen equipment, internet connection, etc.);

**STEP 5: Rights and obligations of the tenant:** The rights and obligations of the tenant are specified in the Civil Code. One of the main rights of the tenant is to use the flat together with the persons with whom the tenant lives in a common household. Unless the parties agree in the rental contract otherwise, the tenant is obliged to pay for minor repairs in the flat and the costs for routine maintenance. For more details see:

<http://www.zakonypreludi.sk/zz/1995-87#f2238085>

**WHERE:** In print magazines or on special websites. Search keywords: “prenájom”, “nájom bytu”, “prenájom bytu” or “byty”.

For more information and for advice, visit the website of the Migration Information Centre: [www.mic.iom.sk/sk/socialne-veci/byvanie/207-prenajom-bytu.html](http://www.mic.iom.sk/sk/socialne-veci/byvanie/207-prenajom-bytu.html)

**NOTE:** The costs of utilities (gas, water, electricity) and of the phone or internet are usually not part of the rent – this must also be agreed in advance and stated in the rental contract.

**GOOD TO KNOW:** According to the Civil Code, the cancellation period of a rental contract is three months. Extension of the contract should be usually settled one month before its expiration.

**TITLE:** Support: to asylum seeker or subsidiary protection holder who is a client of the NGO Marginal

**WHAT:** Marginal social workers help to find an accommodation depending on the individual situation of a foreigner, either in workers houses or if you are a single mother or family, in private houses.

**WHERE:** Please contact Marginal directly for more information (in Slovak):

[www.marginal.sk/kontakty](http://www.marginal.sk/kontakty)



**TITLE:** The Migration Information Centre of IOM – assistance in searching accommodation

**WHAT:** Foreigners from third countries may ask the Migration Information Centre for help and advice.

**WHERE:** The Migration Information Centre can help you find out how and where to search accommodation. Contact them directly, contacts are available here:

[www.mic.iom.sk/sk/kontakt-info.html](http://www.mic.iom.sk/sk/kontakt-info.html)

### 5.1.2 BUYING

**TITLE:** Description of the process of flat/house purchase

**WHAT:** Even if you do not have Slovak citizenship, you may purchase real property in the Slovak Republic irrespective of whether you were granted residence in Slovakia or not. Basically, foreigners can acquire any real property, with certain exceptions. Real estate includes flats, houses, garages, gardens, lands and other structures connected with the ground by solid basis.

**STEP 1: Contract on the transfer of ownership:** once you have chosen a real property that you wish to purchase, you must arrange a contract on the transfer of the ownership of the real property. It is important to know that you do not acquire the ownership right to the real property by the signing of the contract by both parties. This right arises upon the inscription of the real property in the Land Registry.

In general, the contract on the transfer of ownership must meet the following requirements:

- ▶ written form;
- ▶ identification information of the seller and the buyer;
- ▶ precise designation of the transferred real property;
- ▶ agreed purchase price of the real property;
- ▶ certified signature of the seller.
- ▶ Other requirements may apply depending on the type of the real property.

**STEP 2: Contract authorisation by lawyer:** A lawyer shall guarantee the credibility of data and information state in the contract on the transfer of the ownership of the real property.

**STEP 3: Drawing up of a notarial act on the transfer of real property:** A public notary shall handle the completion of service related to drafting a contract and transfer of property together with the proposal for transfer of ownership to the Land Registry and investigate the dimensions of ownership related to the property and establish the identity of the participants as well.

**STEP 4: Registration in the Land Registry:** The Land Registry is a database which contains a description of properties, their geometric data and rights to them. All properties in Slovakia must be registered in the Land Registry and graphically noted. Ownership rights arise, change and disappear in the Land Registry.

**WHERE:** For more information, visit the website of the Migration Information Centre (in English and Russian):

[www.mic.iom.sk/sk/socialne-veci/byvanie/208-nadobudanie-nehnutelnosti-cudzincami.html](http://www.mic.iom.sk/sk/socialne-veci/byvanie/208-nadobudanie-nehnutelnosti-cudzincami.html)

**NOTE:** The ownership of real property in Slovakia does not establish the foreigner's right to reside in the country.



**GOOD TO KNOW:** The drawing up of a legally faultless contract on the transfer of the ownership of a real property complying with all applicable requirements is quite a complicated process; it is therefore recommended to contact a lawyer or a notary public.

### 5.1.3 WASTE MANAGEMENT

**TITLE:** National rules on waste treatment

**WHAT:** Waste is any movable thing which its holder discards, wishes to discard or is obliged to discard under the law or special regulations. Waste treatment is the collection, transportation, recycling and liquidation of waste.

**WHO:** The collection of municipal waste and small building waste is ensured by the town/municipality in which you live. The municipality also defines the waste collection rules – a waste sorting method (e.g. mixed municipal waste, paper, plastic, metals, glass, etc.).

**HOW:** Waste is collected in containers or bags. Waste can also be placed in collection centres into which citizens of the town/municipality can bring sorted parts of municipal waste and small construction waste.

**WHERE:** If you have doubts about the waste disposal rules and waste sorting, we recommend you to contact the municipal office in the town/municipality in which you live and ask for information.

**WHEN:** The town/municipality determines the regular days for waste collection and the placement of large-size containers (usually in spring and autumn) for the collection of biological waste from gardens.

**NOTE:** Specific rules apply to the treatment of old vehicles, electrical equipment and electrical waste – it is always better to ask the town/municipality (or the shop) for information on how to proceed it.

**GOOD TO KNOW:** The breach of rules related to waste disposal is defined by law and the fine can differ depending on a particular breach. For more details see this website (in Slovak): <http://www.odpady-portal.sk/Dokument/102726/pokuty-podla-noveho-zakona-o-odpadoch.aspx>

### 5.1.4 HOUSING SUPPORT

#### 5.1.4 a state (local, national) and non-state support in finding housing

**TITLE:** Town/municipality in which you live – social rental housing

**WHAT:** Individuals or families (households) which are not able to obtain accommodation on the market on their own due to their small income or discrimination – disadvantaged groups which also include foreigners and migrants.

**WHERE:** The Act on Social Housing strictly specifies who can request social housing and under what conditions. Towns and municipalities decide on the provision of social housing on their own. Contact the municipal office at the place of your residence and ask about the conditions and possibilities of social housing.

**TITLE:** The Migration Information Centre – assistance in searching accommodation

**WHAT:** Foreigners from third countries (nationals of countries outside the EU)

**WHERE:** The Migration Information Centre can help you find out how and where to search accommodation. Call them or contact them at their address here:

[www.mic.iom.sk/sk/kontakt-info.html](http://www.mic.iom.sk/sk/kontakt-info.html)



**TITLE:** Marginal n.o., Adra – assistance in searching accommodation

**WHAT:** Housing for people under international protection

**WHERE:** In the framework of integration services provided by Slovakia to people under international protection – you can ask the Adra and Marginal non-profit organisations for assistance in searching accommodation. For more information, visit the websites (in Slovak): [www.marginal.sk](http://www.marginal.sk) and (in English): [www.adra.sk](http://www.adra.sk)

## 5.2 SOCIAL SUPPORT

### 5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL ASSISTANCE

#### 5.2.1 a assistance for families and children

**TITLE:** Maternity benefit

**WHAT:** You are eligible to receive the maternity benefit if you are pregnant or you take care of a born child and, at the same time, you had been insured for the sickness benefit during at least 270 days over the past two years before giving birth. The amount of the maternity benefit corresponds to 75% of the basis of calculation.

**WHERE:** Local office of the Social Insurance Company according to the place of your residence. Applications are available here (in Slovak): <http://www.socpoist.sk/materske/1293s>

**TITLE:** Child allowance

**WHAT:** The child allowance is the state's contribution to one of the parents with permanent or temporary residence in Slovakia for the maintenance and education of a dependent child (for the period until reaching the age of 25 years at the longest). The amount of the allowance is € 23.52 per month.

**WHERE:** Contact Office of Labour, Social Affairs and Family according to the place of your residence. The office hours and addresses are available here (in Slovak): [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Supplement to child allowance

**WHAT:** This supplement is paid upon meeting the following conditions by both parents: meeting of the conditions for receiving the child allowance and receipt of a pension (old-age, early or disability pension) and non-performance of gainful activities and non-granting of a tax bonus for the dependent child. The amount of the supplement is € 11.02 per month.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. The office hours and addresses are available here (in Slovak): [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Parental benefit

**WHAT:** The state grants the parental benefit to the parent for ensuring due care of the child under 3 years (or under 6 years in case of a child with long-term unfavourable health condition), provided that you have permanent or temporary



residence in Slovakia. The amount of this benefit is € 213.20 per month and is paid only once, including in the case that you have more than one child under 3 years of age in your family. The family benefit would not be paid along with the maternity benefit or with the child-care allowance.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. The office hours and addresses are available here (in Slovak):

[www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Child-care allowance

**WHAT:** The state grants the child-care allowance to the parent to cover the costs of care (e.g. nursery, grandparent) of each child under 3 years (or under 6 years in case of a child with long-term unfavourable health condition), if you perform a gainful activity or study at a secondary school or university. The condition for granting this allowance is to have temporary or permanent residence in Slovakia. The Central Office of Labour, Social Affairs and Family would reimburse the bill for the care of the child of max. € 280 or € 80 (state facility) or pay € 40.10 to other persons taking care of the child without a trade licence.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. The office hours and addresses are available here (in Slovak):

[www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Childbirth allowance

**WHAT:** The state grants the childbirth allowance to cover the necessary expenses of the new-born child. Apart from other conditions, you must have permanent residence in Slovakia. The amount of the one-time allowance is € 829.86 for the first three children, and € 151.37 for every next child.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. The office hours and addresses are available here (in Slovak):

[www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Parental allowance

**WHAT:** The state grants the parental allowance once a year for several children born at the same time to cover the increased costs of the care of three and more children born at the same time or two or more children born at the same time in the course of two years. The condition for granting this allowance is permanent residence in Slovakia and at least three children max. 15 years old. The amount of the allowance is € 110.36 per child.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. The office hours and addresses are available here (in Slovak):

[www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Compensatory allowance

**WHAT:** You are eligible to receive the compensatory allowance if you have been assigned to another position during pregnancy or within 9 months after giving





birth due to the fact that your position or job cannot be performed by pregnant women or it threatens your health, and your income at the new position is smaller than before. The amount of the compensatory allowance is 55% of the difference.

**WHERE:** Local office of the Social Insurance Company according to the place of your residence, look for relevant contacts here (in Slovak): <http://www.socpoist.sk/kontakty--xly/48023s>

**TITLE:** Nursing benefit

**WHAT:** You are eligible to receive the nursing benefit if you had been insured for the sickness benefit and, at the same time, you take a full-time care of

1. a sick child, spouse or parent whose health condition requires nursing by another person according to the medical certificate;
2. a child under 10 years who has been put into quarantine, or the school or kindergarten has been closed, or the person taking care of the child became sick.

**WHERE:** Local office of the Social Insurance Company according to the place of your residence, look for relevant contacts here (in Slovak): <http://www.socpoist.sk/kontakty--xly/48023s>

#### 5.2.1 b death and assistance

**TITLE:** Widow's and widower's pension (*vdovský a vdovecký dôchodok*)

**WHAT:** As a widow/widower, you are eligible to receive the widower's/widow's pension for the spouse who received or met the conditions for receiving an old-age or disability pension as of the day of his/her death or received an early pension or died as a consequence of an accident at work or an occupational disease. The right to this pension is in place during one year after the death of the spouse or during an unlimited period of time upon meeting other conditions. The amount of the widow's/widower's pension is 60% of the old-age, disability or early pension of the deceased spouse.

**WHERE:** Local office of the Social Insurance Company according to the place of your residence. More information for women (in Slovak): [www.socpoist.sk/vdovsky-dochodok/1289s](http://www.socpoist.sk/vdovsky-dochodok/1289s) and for men (in Slovak too): [www.socpoist.sk/vdovecky-dochodok/1290s](http://www.socpoist.sk/vdovecky-dochodok/1290s)

**TITLE:** Orphan's pension (*sirotský dôchodok*)

**WHAT:** You are eligible to receive the orphan's pension if you are a dependent child whose parent died and that parent received or met the conditions for receiving an old-age or disability pension as of the day of his/her death, was entitled to an early pension, or died as a consequence of an accident at work or an occupational disease. The entitlement to the orphan's pension expires upon reaching the age of 26 years of the child. The amount of the orphan's pension is 40% of the old-age, disability or early pension of the deceased parent.

**WHERE:** Local office of the Social Insurance Company according to the place of your residence. More information is available here (in Slovak): [www.socpoist.sk/sirotsky-dochodok/1291s](http://www.socpoist.sk/sirotsky-dochodok/1291s)

**TITLE:** Funeral allowance (*príspevok na pohreb*)

**WHAT:** The state would grant the funeral allowance upon your request to cover the costs of the funeral, provided that you and the deceased person have permanent



or temporary residence in Slovakia and the funeral is held within Slovakia. The amount of the allowance is € 79.67.

**WHERE:** Office of Labour, Social Affairs and Family according to the last place of residence of the deceased. Please look for a relevant office here: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

### 5.2.1 c financial assistance for housing

**TITLE:** Housing support - Supplement to the benefit in material need – Housing allowance

**WHAT:** Housing support is a financial aid you can apply for if you do not earn enough to cover the housing expenses. The housing allowance is intended for partial coverage of the housing costs and can be granted in the amount of € 55.80 per month for a one-member household or € 89.20 per month for a household of several members, or for the rental of a flat by several tenants.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. Please look for a relevant office here (in Slovak): [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

### 5.2.1 d low income assistance

**TITLE:** Benefit in material need (*dávka v hmotnej núdzi*)

**WHAT:** You are entitled to the benefit in material need if you have permanent or temporary residence or tolerated stay in Slovakia and your income or the incomes of the persons living with you in the same household do not reach the subsistence minimum amount (€ 198.09 per month and person) and you are not able to improve your financial situation through your own initiative or with your assets. The amount of the benefit is € 61.60 per person and month.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. For more information, see the website (in Slovak): [www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page\\_id=363675](http://www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page_id=363675) Please look for a relevant office here: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Supplement to the benefit in material need – Activation allowance

**WHAT:** The activation allowance is intended to support the acquisition or enhancement of knowledge, professional and practical skills and work habits in order to increase the chances on the labour market. The amount of the activation allowance is € 63.07 per month.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. For more information, see the website (in Slovak): [www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page\\_id=363675](http://www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page_id=363675) Please look for a relevant office here: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Supplement to the benefit in material need – Protection allowance

**WHAT:** You can request the protection allowance to cover your personal costs if you do not have the possibility to ensure your income through your own work due



to the fact that, for example, you receive an old-age or disability pension and take care of a severely disabled person, etc.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. For more information, see the website (in Slovak): [http://www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page\\_id=363675](http://www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page_id=363675) Please look for a relevant office here: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Supplement to the benefit in material need – Dependent child benefit

**WHAT:** The dependent child benefit is intended to support the upbringing, education and comprehensive development in a household of the child who duly fulfils compulsory school attendance. The benefit is € 17.20 per month for each dependent child.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. For more information, see the website (in Slovak): [www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page\\_id=363675](http://www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page_id=363675) Please look for a relevant office here: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Supplement to the benefit in material need – One-time allowance

**WHAT:** The one-time allowance is intended for partial coverage of exceptional costs, mainly to ensure necessary clothing, linen, footwear, necessary household utensils, and exceptional treatment costs or school needs. The amount of the allowance depends on the proven actual expenses and maximum triple the amount of the subsistence minimum of a full-aged person per year (€ 594.27).

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. For more information, see the website (in Slovak): [www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page\\_id=363675](http://www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page_id=363675) Please look for a relevant office here: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Subsidy to support the development of eating habits of a child at risk of social exclusion

**WHAT:** The subsidy to ensure lunch and other meals in a kindergarten or at an elementary school is to be requested by the founder of the school, the municipality or a civic association (not parents).

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. For more information, see the website (in Slovak): [www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page\\_id=363675](http://www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page_id=363675) Please look for a relevant office here: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Subsidy to support children's education aimed to fulfil the school obligations of children at risk of social exclusion

**WHAT:** The subsidy to ensure the school needs in a kindergarten or at an



elementary school is to be requested by the founder of the school, the municipality or a civic association (not parents).

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence. For more information, see the website (in Slovak): [www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page\\_id=363675](http://www.upsvar.sk/socialne-veci-a-rodina/hmotna-nudza/pomoc-v-hmotnej-nudzi.html?page_id=363675) Also look for a relevant office here: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

### 5.2.1 e unemployment assistance

**TITLE:** Unemployment benefit

**WHAT:** You are eligible to receive the unemployment benefit if you had been insured for unemployment for at least two years over the past three years before being included in the Jobseekers Register. The amount of the unemployment benefit is 50% of the daily basis for calculation.

**WHERE:** Local office of the Social Insurance Company according to the place of your residence. You have to bring in person the decision of the Labour Office about registration to the Job seekers' registry and apply for this benefit. Please look for a contact here: [www.socpoist.sk/kontakty--xly/48023s](http://www.socpoist.sk/kontakty--xly/48023s)

## 5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID

### 5.2.2 a aid in food, clothes etc.

**TITLE:** Slovak Catholic Charity Support (*Slovenská katolícka charita*)

**WHAT:** You are eligible to receive food and material assistance in the form of food and sanitation packages if you are an individual or a family in material need.

**WHERE:** Slovenská katolícka charita, seated at Kapitulska 18, 814 15 Bratislava, tel: +421 2 5443 1506, email: [potravinovapomoc@charita.sk](mailto:potravinovapomoc@charita.sk), website: [www.charita.sk](http://www.charita.sk)

**TITLE:** Slovak Red Cross support (*Slovenský červený kríž*)

**WHAT:** You are eligible to receive food and material assistance in the form of food and sanitation packages if you are an individual or a family in material need.

**WHERE:** Slovenský Červený kríž, central office at Grösslingova 24, 814 46 Bratislava, tel: +421 2 5710 2301, email: [sekretariat@redcross.sk](mailto:sekretariat@redcross.sk), website: [www.redcross.sk](http://www.redcross.sk)

**TITLE:** Food Bank of Slovakia (*Potravinová banka Slovenska*)

**WHAT:** Civic association which collects food for free and allocates it to people or organisations working with people in need.

**WHERE:** Potravinová banka Slovenska, seated at Bočná 2, 040 01 Košice, tel: +421 907 534 441, email: [urdzik@centrum.sk](mailto:urdzik@centrum.sk), website: [www.pbs.sk](http://www.pbs.sk)

**TITLE:** DePaul Slovakia (*DePaul Slovensko*)

**WHAT:** Non-profit organisation providing help to homeless people. This organisation runs a dormitory and offers the possibility of acquiring clothes, food or longer-term assistance in obtaining work or a permanent job.

**WHERE:** DePaul Slovensko, seated at Mokrohajska 6, 841 04 Bratislava, tel: +421 2 5443 2128, email: [info@depaulslovensko.org](mailto:info@depaulslovensko.org), website: <https://sk.depaulcharity.org/depaul-slovensko>



### 5.2.3 LEGAL AID

#### 5.2.3 a state pro bono legal aid

**TITLE:** Centre for Legal Aid (*Centrum právnej pomoci*)

**WHAT:** The Centre for Legal Aid is a state budgetary organisation established with the aim to ensure access to justice through legal counselling, mediation, preparation of filings or through representation before a court for people in material need (people whose income is less than 1.4 times the subsistence minimum and who cannot provide for the use of legal services by their other assets). The Legal Aid Centre has 12 offices and 15 consultation points all over Slovakia. You are eligible to use the services of the Legal Aid Centre, if:

1. you are a Slovak citizen;
2. you are a person in material need, i.e. your income is less than 1.4 times the subsistence minimum and you cannot provide for the use of legal services by your other assets (in this case, you are eligible to receive free legal assistance), or you are a person with an income exceeding 1.4 times and less than 1.6 times the subsistence minimum and you cannot provide for the use of legal services by your other assets (in this case, you are eligible to receive legal assistance with a financial participation covering 20% of the legal representation costs);
3. it is not an obviously unsuccessful dispute;
4. the dispute value exceeds the minimum wage amount.

You can request legal assistance by filling in the application form. Legal assistance is provided in domestic disputes under:

- ▶ civil law,
- ▶ family law,
- ▶ labour law,
- ▶ business law,
- ▶ in administrative court proceedings,
- ▶ in proceedings before the Constitutional Court of the Slovak Republic.

In cross-border disputes under civil law, family law, labour law and business law.

In asylum matters, in administrative expulsion proceedings and, in connection with these cases, in administrative court proceedings and in proceedings before the Constitutional Court of the Slovak Republic.

**WHERE:** 12 offices and 15 consultation points in various Slovak towns, Centrum právnej pomoci – seated at Námestie slobody 12, P. O. BOX 18, 810 05 Bratislava 15, tel: +421 2 4968 3505, email: [info@centrumpravnejpomoci.sk](mailto:info@centrumpravnejpomoci.sk), website [www.centrumpravnejpomoci.sk/](http://www.centrumpravnejpomoci.sk/) The Centre for Legal Aid can also provide preliminary consultation explaining the conditions of eligibility to legal assistance or offering basic legal advice in a particular case. The fee for preliminary consultation taking a maximum of 1 hour is € 4.50.

#### 5.2.3 b other pro bono legal aid

**TITLE:** The Migration Information Centre (MIC) of IOM (*Migračné informačné centrum*)

**WHAT:** Since 2006, IOM has been running its Migration Information Centre which provides free legal, social and labour counselling to migrants and their families in the main areas of life in Slovakia, such as residence, family, employment, business and citizenship. The MIC organises open Slovak language courses and also offers its clients retraining courses. It provides its services in Bratislava and Košice.



**WHERE:** Migračné informačné centrum Medzinárodnej organizácie pre migráciu IOM, seated at Grösslingova 35, 811 09 Bratislava, tel: +421 2 5263 0023, 0850 211 478, email: [mic@iom.int](mailto:mic@iom.int), website: [www.mic.iom.sk/](http://www.mic.iom.sk/)

**TITLE:** The Human Rights League (*Liga za ľudské práva*)

**WHAT:** Legal Advice Centre for Residence, Citizenship and Unaccompanied Minors and the Online Advice Centre provide free legal assistance and counselling to migrants with legal residence in Slovakia. The services are provided in Bratislava and Košice.

**WHERE:** Liga za ľudské práva, seated at Štúrova 3, 811 02 Bratislava, tel: + 421 2 5443 5437, email: [hrl@hrl.sk](mailto:hrl@hrl.sk), website: [www.hrl.sk/](http://www.hrl.sk/)

### 5.2.3 c other legal aid

**TITLE:** Law firms

**WHAT:** Law firms offer legal services for a charge. In addition to legal consultations, they represent their clients before courts or administrative authorities, etc. Anybody can contact a law firm; its services are provided for a charge. Law firms are specialised in specific areas of law. You should therefore choose the law firm according to the area in which you seek legal service and fee you can afford to pay. Hourly fees here can vary from € 60 to € 400.

**WHERE:** A list of all lawyers and law firms, including addresses and contacts, is available at: [www.sak.sk/blox/cms/sk/sak/adv/vyhľadanie](http://www.sak.sk/blox/cms/sk/sak/adv/vyhľadanie)

## 5.2.4 PSYCHOSOCIAL SUPPORT

### 5.2.4 a programmes by state social services

**TITLE:** Departments of counselling and psychological services

**WHAT:** Free counselling for children and adults on personal problems, problems in partnership, marriage, education and family, regarding divorce, domestic violence, drug and other addictions, assistance in crisis situations and disasters.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Centre for Pedagogical and Psychological Counselling and Prevention

**WHAT:** These centres provide free preventive educational and psychological care to children and their legal representatives mainly in cases of psychological developmental and behavioural disorders and socio-pathological phenomena among the population.

**WHERE:** District Office according to the place of your residence

**TITLE:** Psychological Counselling Centre for University Students

**WHAT:** The Psychological Counselling Centre for University Students is run by the Comenius University, offering psychological and counselling services to students.

**WHERE:** Rektorát UK, Psychologická poradňa UK, seated at Staré grunty 36, Átriový dom R, 842 25 Bratislava, tel: +421 911 972 160, email: [ppv@rec.uniba.sk](mailto:ppv@rec.uniba.sk)

### 5.2.4 b Programmes by NGOs

**TITLE:** Mental Health League (*Liga za duševné zdravie*)





**WHAT:** The Mental Health League is an independent interest association of citizens and legal entities, serving as an umbrella for minor organisations aimed to promote mental health. The League runs an online counselling centre in which you can seek advice on school, family, partnership or drug addiction problems.

**WHERE:** Liga za duševné zdravie, seated at Ševčenkova 21, 851 01 Bratislava, email: [dusevnezdravie@dusevnezdravie.sk](mailto:dusevnezdravie@dusevnezdravie.sk), website: [www.dusevnezdravie.sk](http://www.dusevnezdravie.sk)

**TITLE:** Plamienok

**WHAT:** Psychological counselling and paliative help to children and their families after loss.

**WHERE:** PLAMIENOK n.o. seated at Zadunajská 6/A, 851 01 Bratislava, email [info@plamienok.sk](mailto:info@plamienok.sk), tel: +421 2 2071 8169, website: [www.plamienok.sk](http://www.plamienok.sk)

#### 5.2.4 c Counselling for families and children

**TITLE:** Departments of counselling and psychological services

**WHAT:** Free counselling for children and adults on personal problems, problems in partnership, marriage, education and family, regarding divorce, domestic violence, drug and other addictions, assistance in crisis situations and disasters.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence: [www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page\\_id=112524](http://www.upsvar.sk/urady-psvr/kontakty-a-uradne-hodiny-uradov-prace-socialnych-veci-a-rodiny.html?page_id=112524)

**TITLE:** Centre for Pedagogical and Psychological Counselling and Prevention

**WHAT:** These centres provide free preventive educational and psychological care to children and their legal representatives mainly in cases of psychological developmental and behavioural disorders and socio-pathological phenomena among the population.

**WHERE:** District Office, relevant to the place of your stay.

**TITLE:** Plamienok

**WHAT:** Psychological counselling and paliative help to children and their families after loss.

**WHERE:** PLAMIENOK n.o. seated at Zadunajská 6/A, 851 01 Bratislava, email [info@plamienok.sk](mailto:info@plamienok.sk), tel: +421 2 2071 8169, website: [www.plamienok.sk](http://www.plamienok.sk)

**TITLE:** Home – Rainbow (*Domov – Dúha*)

**WHAT:** This civic association helps children and mothers with children in a crisis situation; it also runs a mobile crisis centre and a safe house for women.

**WHERE:** Občianske združenie DOMOV – DÚHA, seated at Pavlova 5, 821 08 Bratislava, tel: +421 918 824 247, email: [domovduha@domovduha.sk](mailto:domovduha@domovduha.sk), website (in English): <http://en-domovduha.webnode.sk>

**TITLE:** Hope Counselling Centre (*Poradenské Centrum Nádej*)

**WHAT:** Civic association providing direct help to families at risk of violence and victims of domestic violence, and conducting prevention activities.

**WHERE:** Poradenské Centrum Nádej, seated at: Mokrohájska 3, Bratislava, tel: +421 905 463 425, email: [office@centrumnadej.sk](mailto:office@centrumnadej.sk), website: <https://centrumnadej.sk>





**TITLE:** Internet Counselling Centre for Youth

**WHAT:** IPčko.sk provides psychological assistance, social, legal and personality-development counselling and support to young people who found themselves in a difficult life situation.

**WHERE:** IPčko, seated at Na vříšku 6, 811 01 Bratislava, tel: +421 950 665 662, email: [ipcko@ipcko.sk](mailto:ipcko@ipcko.sk), website [www.ipcko.sk](http://www.ipcko.sk)

## 5.2.5 CHILD AND FAMILY PROTECTION

### 5.2.5 a safe houses for women and children

**TITLE:** Repuls Crisis Centre

**WHAT:** The REPULS Crisis Centre is a facility of the Capital City of Bratislava, providing around-the-clock professional support in crisis situations. The centre can accommodate up to 46 clients.

**WHO:** Women and children experiencing family violence

**HOW:** The REPULS Crisis Centre provides its clients with comprehensive support through:

- ▶ social work;
- ▶ psychological and therapeutic interventions;
- ▶ treatment and pedagogical care;
- ▶ educational care;
- ▶ legal counselling.

**WHERE:** Budatínska 59/A, 851 06 Bratislava, tel: +421 2 6225 0035, email: [miriam.jamriskova@bratislava.sk](mailto:miriam.jamriskova@bratislava.sk), website: [www.krizovecentrumba.sk](http://www.krizovecentrumba.sk)

**WHEN:** The crisis centre can be contacted at any time, when you experience domestic violence.

**TITLE:** Slovak Red Cross in Trebišov (*Slovenský červený kríž Trebišov*)

**WHAT:** The Slovak Red Cross Trebišov runs an emergency accommodation facility and provides social services to people who became victims of violence, trafficking in human beings, single pregnant women or parents with children or pensioners without accommodation. The emergency accommodation facility provides:

- ▶ accommodation for a fixed period of time;
- ▶ social counselling;
- ▶ assistance in enforcing rights and interests protected by law;
- ▶ food, hygiene;
- ▶ hobby activities;
- ▶ concealment of the place of stay and full anonymity, if needed.

**WHO:** Victims of violence or trafficking in human beings, single pregnant women or parents with children who lack accommodation or cannot use a flat/house for serious reasons, and persons who have reached the retirement age or who are dependent on the help of another person and lack accommodation or cannot use a flat/house for serious reasons.

**HOW:** The emergency accommodation facility provides comprehensive services for a symbolic price.

**WHERE:** Slovenský Červený kríž, územný spolok, M. R. Štefánika 1161/184, 075 01



Trebišov, tel: +421 56 672 24 95, email: [trebisov@redcross.sk](mailto:trebisov@redcross.sk)

**WHEN:** The crisis centre can be contacted at any time.

#### 5.2.5 b counselling for families and children

**TITLE:** Departments of counselling and psychological services

**WHAT:** Free counselling for children and adults on personal problems, problems in partnership, marriage, education and family, regarding divorce, domestic violence, drug and other addictions, assistance in crisis situations and disasters.

**WHERE:** Office of Labour, Social Affairs and Family according to the place of your residence.

**TITLE:** Centre for Pedagogical and Psychological Counselling and Prevention

**WHAT:** These centres provide free preventive educational and psychological care to children and their legal representatives mainly in cases of psychological developmental and behavioural disorders and socio-pathological phenomena among the population.

**WHERE:** District Office by place of your stay.

**TITLE:** Plamienok

**WHAT:** Psychological counselling and assistance to children and their families after loss.

**WHERE:** PLAMIENOK, seated at Zadunajská 6/A, 851 01 Bratislava, email: [info@plamienok.sk](mailto:info@plamienok.sk), tel: +421 2 2071 8169, website: [www.plamienok.sk](http://www.plamienok.sk)

**TITLE:** Home – Rainbow (*Domov – Dúha*)

**WHAT:** This civic association helps children and mothers with children in a crisis situation; it also runs a mobile crisis centre and a safe house for women.

**WHERE:** Občianske združenie DOMOV – DÚHA, seated at Pavlova 5, 821 08 Bratislava, tel: +421 918 824 247, email: [domovduha@domovduha.sk](mailto:domovduha@domovduha.sk), website (in English): <http://en-domovduha.webnode.sk>

**TITLE:** Hope Counselling Centre (*Poradenské Centrum Nádej*)

**WHAT:** Civic association providing direct help to families at risk of violence and victims of domestic violence, and conducting prevention activities.

**WHERE:** Poradenské Centrum Nádej, seated at: Mokrohájska 3, Bratislava, tel: +421 905 463 425, email: [office@centrumnadej.sk](mailto:office@centrumnadej.sk), website: <https://centrumnadej.sk>

**TITLE:** Internet Counselling Centre for Youth

**WHAT:** IPčko.sk provides psychological assistance, social, legal and personality-development counselling and support to young people who found themselves in a difficult life situation.

**WHERE:** IPčko, seated at Na vršku 6, 811 01 Bratislava, tel: +421 950 665 662, email: [ipcko@ipcko.sk](mailto:ipcko@ipcko.sk), website [www.ipcko.sk](http://www.ipcko.sk)

#### 5.2.5 c helplines

**TITLE:** Free helpline of the Central Office of Labour, Social Affairs and Family

**WHAT:** The helpline serves for reporting cases of neglected child-care



**WHERE:** Toll-free phone 0800 191 222

**TITLE:** National around-the-clock helpline for female victims of violence

**WHAT:** The helpline is anonymous, confidential and free.

**WHERE:** Toll-free phone 0800 212 212

**TITLE:** Child Helpline (Linka detskej istoty)

**WHAT:** Free, anonymous counselling helpline for children and youth

**WHERE:** Helpline: 116111

#### 5.2.5 d legal representations of unaccompanied minors

**TITLE:** Authority for the Social and Legal Protection of Children and Social Guardianship of the Office of Labour, Social Affairs and Family

**WHAT:** If an unaccompanied minor is found within the Slovak territory, the Authority for the Social and Legal Protection of Children and Social Guardianship of the Office of Labour, Social Affairs and Family is competent to act urgently in the child's interest, file an application for interim measures, take measures to return or relocate the unaccompanied minor into a safe country of his/her habitual residence or ensure family reunification with his/her parent or a person that takes care of the minor in another country or to file a statement under the Asylum Act and ensure the placement of the minor into the respective asylum facility.

**WHO:** Unaccompanied minors are children under the age of 18 years, who stay outside their home country, who are separated from both their parents and are not taken care of by a person responsible for their education under the law or according to the custom.

**HOW:** The obligation to act pertains by law to the authority for social and legal protection of children and social guardianship, within the territorial scope of which the unaccompanied minor was found.

**WHERE:** Authority for the Social and Legal Protection of Children and Social Guardianship Office of Labour, Social Affairs and Family of the Slovak Republic ("Labour Office", *Úrad práce*) according to the place at which the unaccompanied was found.

**GOOD TO KNOW:** Unaccompanied minors can be provided with legal consultation and assistance also by the Migration International Centre (MIC) or by the Human Rights League as a non-governmental organisation.

## 5.3 DRIVING AND TRANSPORT

### 5.3.1 DRIVING LICENCE

#### 5.3.1 a steps to get a driving licence

**TITLE:** How to get a driving licence

**WHAT:** If you are a foreign national residing in the Slovak Republic, you do not apply for the replacement or renewal of your driving licence and you intend to drive in the country, you have to apply for a new driving licence.

**WHO:** You can obtain a Slovak driving licence only if you have permanent or temporary residence in the country for a period of at least 185 days in the calendar year, in which you are applying for a driving licence.



**STEP 1:** You have to register at a driving school and pay a given fee for the course. You also need a confirmation from a doctor that you passed the medical exam and are medically and mentally fit to drive a motor vehicle.

**STEP 2:** Afterwards you have to attend a driving school. It organises theoretical lessons on traffic regulations, it also provides you with the study material. There are lessons for all driving categories differing by category of driving licence you want to obtain.

**STEP 3:** Once you passed theoretical lessons, you continue with driving practical lessons – an amount of hours in the road traffic by category of driving licence you want to obtain. Then you prepare for an exam.

**STEP 4:** After a successful passing the exam, and providing your photograph of a required size, you will receive the official driving licence.

**WHERE:** The application for the Slovak driving license is to submit at the respective District Traffic Inspectorate of the Police by the place of your residence. For more information (in English): [IOM\\_MIC\\_Vitajte\\_na\\_Slovensku\\_2016\\_WEB\\_1.pdf](#)

### 5.3.2 INTERNATIONAL DRIVING LICENCE

#### 5.3.2 a validity of international driving licence

**TITLE:** International driving licence

**WHAT:** The so-called International Driving Permit (IDP) is an identity document that allows the holder to drive a private motor vehicle in any country that recognises the IDP. To be valid, the IDP must be accompanied by a valid driving license.

**WHO:** If you are a third-country (i.e. non-EU/EEA) citizen and, at the same time, your country recognises the International Driving Permit, you may drive a motor vehicle in Slovakia with this permit. You are just required to hold two basic documents with you: a valid driving licence obtained in your country of origin and a valid international driving licence.

**HOW:** You have to apply for the international driving licence from a competent authority in the country where already your driving licence was issued before travelling to Slovakia. Once issued, it is valid for a year.

**WHERE:** For more information please read (in English):

[IOM\\_MIC\\_Vitajte\\_na\\_Slovensku\\_2016\\_WEB\\_1.pdf](#)

**GOOD TO KNOW:** You can check whether your country recognises the International Driving Permit at (in English): [https://en.wikipedia.org/wiki/International\\_Driving\\_Permit](https://en.wikipedia.org/wiki/International_Driving_Permit)

#### 5.3.2 b validity of foreign driving licence

**TITLE:** Foreign driving licence

**WHAT:** If you are an EU/EEA citizen, you can drive in the Slovak Republic with a valid driving licence issued in your (i.e. EU/EEA) country without further administration. If you are a third-country (i.e. non-EU/EEA) citizen and, at the same time, your country recognises the International Driving Permit, you may drive a motor vehicle in Slovakia with this permit, until you do not apply for temporary or permanent residence in the country – but you must still hold the two documents with you: a valid driving licence obtained in your country of origin and a valid international driving licence. A driving license issued in other than EU/EEA country or in a country not recognising the International Driving Permit, does not qualify the foreigner to drive a motor vehicle in Slovakia.



If you were granted temporary or permanent residence in the Slovak Republic, you are entitled to use your original driving licence for further 185 days. After this period you have to apply for the replacement of your driving licence for the Slovak driving licence at the Police within a 60-day period. If you miss this deadline, your original driving licence becomes invalid.

**WHO:** Holder of a foreign driving licence.

**HOW:** For the replacement of your original driving licence, you will need to present:

- ▶ your driver's card (as a proof that the driving license was issued)
- ▶ your driving license
- ▶ your photograph for a new license
- ▶ your presence is needed only at the moment of submission

**WHERE:** At the respective District Traffic Inspectorate of the Police by place of your residence. For information see also (in English):

[IOM\\_MIC\\_Vitajte\\_na\\_Slovensku\\_2016\\_WEB\\_1.pdf](#)

### 5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION

#### 5.3.3 a vehicle registration

**TITLE:** Registration of a vehicle

**WHAT:** If you have a motor vehicle in Slovakia, which is registered in the country of your origin, you have to register it at the place of your residence after being granted residence in Slovakia, as all vehicles in operation in the country must be registered in the system.

**HOW:** You need first to gather all documents necessary for the technical inspection and subsequent registration at the police at the place of your residence. After the technical inspection, your car will be registered and will be given Slovak registration plates.

**WHERE:** At the vehicle registration department of the District Traffic Inspectorate of the Police by the place of your residence. For information also (in English):

[IOM\\_MIC\\_Vitajte\\_na\\_Slovensku\\_2016\\_WEB\\_1.pdf](#)

#### 5.3.3 b insurance

**TITLE:** Insurance of motor vehicles

**WHAT:** By law, all motor vehicles in operation in the Slovak Republic must be insured. You have to conclude a mandatory liability insurance for damages caused by the operation of your motor vehicle to other motor vehicles. Moreover, it is also possible to conclude a collision/comprehensive insurance, which is an optional commercial insurance, extent of which is specified in the corresponding insurance policy contract. This latter insurance serves to cover the damage or destruction of your vehicle caused by an accident, natural disaster, theft and vandalism.

**WHERE:** In both cases you can choose the insurance company. There are a number of private insurance companies in Slovakia that provide vehicle insurance. You can obtain information on these insurances on the Internet or visit the insurance company personally. More information on the mandatory liability insurance and a list of pertinent insurance companies (in Slovak): <http://poistenievozidla.com/povinne-zmluvne-poistenie> or <https://www.superpoistenie.sk/pzp> More information on the collision/comprehensive insurance in the country (in Slovak): <http://poistenievozidla.com/havarijne-poistenie>

**GOOD TO KNOW:** The prices for both categories of insurance considerably vary



with the single insurance companies according to particular insurance products, motor vehicles, driver's history, etc. Be therefore careful and check all possibilities in advance.

### 5.3.4 PUBLIC TRANSPORT

#### 5.3.4 a means of public transport

**TITLE:** Bus within the city and surroundings (*mestská hromadná doprava, prímestská doprava*)

**WHAT:** All cities usually have bus connections within the city and to the nearest villages or towns. They generally operate during the day in a schedule issued once a year. You can get schedules at the headquarters of the bus company or on the internet. There are always different schedules for weekends, vacations or public holidays (lower frequency or different times). In smaller cities you can buy tickets on the bus online (not in all cities), in offices of Public Transport Companies, or in a special ticket vending machine (Bratislava). Often tickets are *integrated* (e.g. you can use the same ticket for bus and/or trams for a specified period of time). Weekly, monthly or annual tickets are available for a discounted price (students, retirees and people with special needs are entitled to different discounts). You can find more information about travelling by bus or other means of transport on the general website for combinations of connections or transport companies:

- ▶ All connections (in Slovak): <https://cp.hnonline.sk/vlakbusmhd/spojenie/>
- ▶ Public transport in cities (in Slovak): <https://imhd.sk/>

Look also for the websites of particular cities:

- ▶ Bratislava and surroundings (in English): [www.idsbk.sk/en/timetables/](http://www.idsbk.sk/en/timetables/)
- ▶ Bratislava tickets and prices (in English): [www.idsbk.sk/en/ticket-prices/](http://www.idsbk.sk/en/ticket-prices/)
- ▶ Bratislava (in English and German): [www.dpb.sk](http://www.dpb.sk)
- ▶ Košice (in English): [www.dpmk.sk/cestovanie/fares-excerpt-foreign-visitors](http://www.dpmk.sk/cestovanie/fares-excerpt-foreign-visitors)
- ▶ Žilina (a pdf guide in English): [www.dpmz.sk/dokumenty/1496305200\\_1.pdf](http://www.dpmz.sk/dokumenty/1496305200_1.pdf)

**TITLE:** Coach - intercity connection (*vnútroštátna autobusová doprava*)

**WHAT:** Buses operate regularly between towns. The price varies according to the distance. You can buy the ticket in the bus. The number of international connections with neighbouring countries is planned. Weekly, monthly or longer-period tickets are available. Students, retirees and people with special needs are entitled to different discounts. There are different companies that offer national and international destinations:

- ▶ SlovakLines: (in English, German and Hungarian): [www.slovaklines.sk/hlavna-stranka.html](http://www.slovaklines.sk/hlavna-stranka.html)
- ▶ Blaguss to Austria (in German and English): [www.blaguss.sk/pages/sk/cestovne-poriadky.php](http://www.blaguss.sk/pages/sk/cestovne-poriadky.php)
- ▶ Regiojet (in Czech, English and German): <https://www.regiojet.sk>

**TITLE:** Train (*vlak*)

**WHAT:** Main train transport provider, the Slovak Railway Company (*Železničná spoločnosť Slovensko*), offers local and international train connection. You can purchase the tickets through websites (sometimes even in English) or at the train stations. Tickets can be bought in the train too. Prices may vary according to time when you buy tickets. For a daily commuting to work, you can buy weekly, monthly





or annual tickets (students, retirees and people with special needs are entitled to different discounts). Alternative to the Slovak Railway Company is Regiojet, with rising number of connections. For more information see:

- ▶ Slovak Railways (in Slovak and English): [www.slovakrail.sk/en.html](http://www.slovakrail.sk/en.html)
- ▶ Regiojet (in Czech, Slovak, English, German): [www.regiojet.sk](http://www.regiojet.sk)

#### 5.3.4 b other means of transport

**TITLE:** Bicycle

**WHAT:** Cycling is becoming popular in Slovakia. In larger cities slowly paths for bikes are created. It's forbidden to drive after drinking alcohol and there are also speed limitations (or prohibition of riding) in streets with a high flow of pedestrians. Wearing a helmet is compulsory and also highly recommended. Reflective clothing is mandatory for cyclists in case of reduced visibility. You can find more information about riding a bicycle here (in Slovak): <http://cyklisticke.trasy.sk>

For Bratislava biking events, follow these pages (mainly in Slovak):

[www.facebook.com/criticalmassba](https://www.facebook.com/criticalmassba) or [www.facebook.com/cyklokoalicia](https://www.facebook.com/cyklokoalicia)

**TITLE:** Car pulling

**WHAT:** You can connect with drivers/passengers travelling the same route and share travel expenses. This is a common and safe way of travelling in Slovakia and abroad. Look for offers to share a ride on the website (in various languages): [www.blablacar.com](http://www.blablacar.com)

**TITLE:** Taxi

**WHAT:** Larger cities have taxi companies that provide services around-the-clock. The prices are similar in every city. In Bratislava generally it is much cheaper (around 50% less) to order a taxi via telephone and it is highly recommended to avoid disappointment when paying a final price. In smaller cities, taxi services offer even transport between cities where official connections are not available. Contacts to taxi companies are always available online or you can find a cab on the official taxi stands at the airport and main bus and train stations.

**TITLE:** Uber

**WHAT:** Uber is an international company that offers a private network of transport through a mobile phone application (App). The App connects passengers with registered drivers, who offer private transport services. It is available only in Bratislava (in various languages): [www.uber.com](http://www.uber.com)

## 5.4 PERSONS WITH SPECIAL NEEDS

Slovak legislation does not recognize the definition of a person with a disability or special needs. Disability can be defined as any mental, physical, temporary, long-term or permanent disability or disability that prevents people with disabilities from adapting to the normal demands of life. Disability includes a number of functional limitations that occur in society in every country in the world. It can be physical, mental and combined. A person with a severe disability (in Slovak also as a "ĽZP/S") is a natural person whose functional impairment level is at least 50%. Slovak legislation only allows such formal recognition of disability to foreigners with the following legal statuses:





- A) a foreigner who is an European Economic Area (“EEA”) citizen with registered residence in the Slovak territory and who is employed or studying in a state recognized school,
- B) a member of the family of such a foreigner who also has permanent residence in Slovakia,
- C) a foreigner who is an EEA citizen with registered permanent residence in Slovakia for an unlimited period of time,
- D) a foreigner who is a family member of a Slovak citizen with permanent residence in Slovakia and who has permanent residence in Slovakia too,
- E) a foreigner who is not an EEA citizen and whose right to compensation is guaranteed by an international treaty,
- F) a foreigner who has been granted asylum.

If you belong to any of the above mentioned foreigners and you have a special ID card, the so-called “preukaz ŤZP/S”, read the text below. If not, contact a non-governmental organization providing support to foreigners or IOM for an individual consultation.

## 5.4.1 FINANCIAL AND OTHER ASSISTANCE

### 5.4.1 a list of financial assistance

**TITLE:** Personal Assistance Contribution (*Peňažný príspevok na osobnú asistenciu*)

**WHAT:** Personal assistance means practical help in certain areas of life impacted by disability. The official purpose of personal assistance is: activation, support for the social inclusion of the person with the aim of promoting independence and the ability to decide and influence the fulfilment of family roles, the implementation of work, education and leisure activities. The scope of personal assistance is determined annually (€ 2.78 per working hour) according to the set list of activities that the person cannot do on his/her own, and the number of hours needed to carry them out. The responsible authority is a local Office of Labour, Social Affairs and Family (*Úrad práce*) by place of your stay.

**WHERE:** For more information (in Slovak): [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215) or [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-osobnu-asistenciu/](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-osobnu-asistenciu/) (in English): [www.employment.gov.sk/en/family-social-assistance/severe-disability](http://www.employment.gov.sk/en/family-social-assistance/severe-disability)

**TITLE:** Financial contribution for the purchase of a device, for the training of how to use it and for the adjustment of such a device (*Peňažný príspevok na kúpu pomôcky, peňažný príspevok na výcvik používania pomôcky a peňažný príspevok na úpravu pomôcky*)

**WHAT:** You can obtain this financial aid (maximum of € 8,630.42) if you are a person with a severe disability who is according to a comprehensive assessment dependent on a device or a device that can overcome or mitigate the social consequences of your severe disability.

To apply for this support, you need to submit support documents to the Labour Office at the place of your residence. We encourage you to ask the relevant Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Contacts to Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)  
More information (in Slovak): [www.employment.gov.sk/sk/rodina-socialna-pomoc/](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/)



[tazke-zdravotne-postihnutie/penazne-prispevky/pp-kupu-vycvik-pouzivania-upravu-pomocky/](#)

**TITLE:** Financial contribution to repair the device (*Peňažný príspevok na opravu pomôcky*)

**WHAT:** The amount of financial aid is calculated individually. To apply for this support, you need to submit support documents, to the responsible authorities. The competent authority is a Labour Office by place of your stay. We encourage you to ask the relevant Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-opravu-pomocky/](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-opravu-pomocky/)

**TITLE:** Financial contribution for the purchase of lifting equipment (*Peňažný príspevok na kúpu zdvíhacieho zariadenia*)

**WHAT:** Above device can be: a climber, inclined stair lifts, vertical stair platforms, lifts, or overhead lifting equipment. To apply for this support, you need to submit support documents, to the responsible authorities. The competent authority is a Labour Office by place of your stay. We encourage you to ask the relevant Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kupu-zdvihacieho-zariadenia/](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kupu-zdvihacieho-zariadenia/)

**TITLE:** Financial contribution for the purchase of a car (*Peňažný príspevok na kúpu osobného motorového vozidla*)

**WHAT:** To apply for this support, you need to submit support documents, to the responsible authorities. The competent authority is a Labour Office by place of your stay. We encourage you to ask the Labour Office about the amount provided in your case and all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kupu-osobneho-motoroveho-vozidla/](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kupu-osobneho-motoroveho-vozidla/)

**TITLE:** Financial contribution for the modification of a car (*Peňažný príspevok na úpravu osobného motorového vozidla*)

**WHAT:** To apply for this support, you need to submit support documents, to the responsible authorities. The competent authority is a Labour Office by place of your stay. The amount will be calculated individually but will not exceed € 6,638.79. We encourage you to ask the relevant Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-upravu-osobneho-motoroveho-](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-upravu-osobneho-motoroveho-)



[vozidla/](#)

**TITLE:** Financial contributions for the modification of a flat, house or a garage (*Peňažné príspevky na úpravu bytu, rodinného domu alebo garáže*)

**WHAT:** You can receive a lump payment (even repeatedly) for expenses related with disability (e.g. mobility, adaptation of accommodation). Help can be obtained to modify a family house, apartment and garage on a barrier-free construction to increase the ability of a person with disabilities to move, orientate, communicate or be able to provide a self-help, for removing barriers and adjustment of apartment or family house accessories.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.upsvar.sk/obcan-so-zdravotnym-postihnutim/obcan-s-tazkym-zdravotnym-postihnutim/poskytovanie-penaznych-prispevkov-na-kompenzaci.html?page\\_id=12867](http://www.upsvar.sk/obcan-so-zdravotnym-postihnutim/obcan-s-tazkym-zdravotnym-postihnutim/poskytovanie-penaznych-prispevkov-na-kompenzaci.html?page_id=12867)

**TITLE:** Financial contribution for a transport (*Peňažný príspevok na prepravu*)

**WHAT:** This support is paid monthly in the amount of maximum € 101.78. Labour Office calculate it individually based on actual transport costs. To apply for this support, you need to submit support documents, to the responsible authorities. The competent authority is a Labour Office by place of your stay. We encourage you to ask the Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-prepravu/](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-prepravu/)

**TITLE:** Financial contribution to compensate for increased dietary expenditure (*Peňažný príspevok na kompenzáciu zvýšených výdavkov na diétne stravovanie*)

**WHAT:** The aid is intended to cover food expenditure related to dietary regime and it is provided monthly by the Labour Office according to disorder or disease. The competent authority is a Labour Office by place of your stay. We encourage you to ask the relevant Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kompenzaci-zvysenych-vydavkov/penazny-prispevok-kompenzaci-zvysenych-vydavkov-dietne-stravovanie/](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kompenzaci-zvysenych-vydavkov/penazny-prispevok-kompenzaci-zvysenych-vydavkov-dietne-stravovanie/)

**TITLE:** Financial contribution to compensate for increased expenses related to hygiene or wear of clothing, underwear, footwear and home furnishings (*Peňažný príspevok na kompenzáciu zvýšených výdavkov súvisiacich s hygienou alebo s opotrebovaním šatstva, bielizne, obuvi a bytového zariadenia*)

**WHAT:** The aid is intended to cover expenditures on routine personal hygiene and household hygiene. It is provided monthly in the amount of € 18.52. The competent authority is a Labour Office by place of your stay. We encourage you to ask the relevant Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)



Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kompenzaci-u-zvysenych-vydavkov/penazny-prispevok-kompenzaci-u-zvysenych-vydavkov-suvisiacich-hygienou-alebo-opotrebovanim-satstva-bielizne-obi-tytoveho-zariadenia](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kompenzaci-u-zvysenych-vydavkov/penazny-prispevok-kompenzaci-u-zvysenych-vydavkov-suvisiacich-hygienou-alebo-opotrebovanim-satstva-bielizne-obi-tytoveho-zariadenia)

**TITLE:** Financial contribution to compensate expenses related to the operation of the car (*Peňažný príspevok na kompenzáciu zvýšených výdavkov súvisiacich s prevádzkou auta*)

**WHAT:** The aid is provided monthly in the amount of € 33.32 and it is intended to cover expenditures related to the use of a car. The competent authority is a Labour Office by place of your stay. We encourage you to ask the relevant Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kompenzaci-u-zvysenych-vydavkov/penazny-prispevok-kompenzaci-u-zvysenych-vydavkov-suvisiacich-so-zabezpecenim-prevadzky-osobneho-motoroveho-vozidla](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kompenzaci-u-zvysenych-vydavkov/penazny-prispevok-kompenzaci-u-zvysenych-vydavkov-suvisiacich-so-zabezpecenim-prevadzky-osobneho-motoroveho-vozidla)

**TITLE:** Financial contribution to compensate for increased expenses related to the care of a dog with special training (*Peňažný príspevok na kompenzáciu zvýšených výdavkov súvisiacich so starostlivosťou o psa so špeciálnym výcvikom*)

**WHAT:** The aid is provided monthly in the amount of € 44.43. The competent authority is a Labour Office by place of your stay. We encourage you to ask the relevant Labour Office about all details of this application and other documents that you need to attach to it before submitting your application.

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Information in Slovak: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kompenzaci-u-zvysenych-vydavkov/penazny-prispevok-kompenzaci-u-zvysenych-vydavkov-suvisiacich-so-starostlivostou-psa-so-specialnym-vycvikom](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-kompenzaci-u-zvysenych-vydavkov/penazny-prispevok-kompenzaci-u-zvysenych-vydavkov-suvisiacich-so-starostlivostou-psa-so-specialnym-vycvikom)

**TITLE:** Public transport benefits

**WHAT:** If you have a ŽP/S card, you can use discounts for public transport usually in all towns in Slovakia. The requirements are different according to the transport provider and local policies.

**WHERE:** You can obtain the card in a local Labour Office according to the place of your stay. More information and application form are available here (in Slovak): [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/preukaz-tzp](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/preukaz-tzp)

**TITLE:** Accessible housing

**WHAT:** Generally it is rather difficult to find and to afford a housing suitable for people with severe disabilities in Slovakia (affordable, barrier-free, etc.). You can try to apply for special loans at the State Housing Development Fund (*Štátny fond rozvoja bývania*) or a contribution provided by the Labour Office (e.g. contributions for housing). For any information related to loans, contact the State Housing Development Fund at:

[www.sfrb.sk/fyzicke-osoby/uvery-fyzicke-osoby](http://www.sfrb.sk/fyzicke-osoby/uvery-fyzicke-osoby)



For any information related to housing and financial contributions, take a look at (in Slovak): [www.employment.gov.sk/sk/rodina-socialna-pomoc/hmotna-nudza/davky-hmotnej-nudzi/prispevok-byvanie/](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/hmotna-nudza/davky-hmotnej-nudzi/prispevok-byvanie/)

**WHERE:** State Housing Development Fund (in Slovak): [www.sfrb.sk/kontakty/kontakty](http://www.sfrb.sk/kontakty/kontakty) and/or Labour Office (in Slovak): [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

**TITLE:** Exemption from TV/radio fees

**WHAT:** If you have a ŤZP/S card, you can apply for exemption from fees. In order to prove the tax rebate, visit [www.uhrady.rtvsk.sk](http://www.uhrady.rtvsk.sk) or contact the RTVS directly and submit a copy of your ID card or the decision of the Labor Office.

**WHERE:** In Slovak: [www.uhrady.rtvsk.sk](http://www.uhrady.rtvsk.sk)

**TITLE:** Tax relief or tax exemption

**WHAT:** A person with severe disability is exempt or partially exempt from various duties, fees or taxes (including local taxes). In addition, if you want to do business, it is good to ask for help and advice an accountant, who will explain all advantages in detail and take them into account in the tax return. For example, you can be exempt from using cash register, or enjoy reduced social and health insurance and so on.

**WHERE:** Financial Administration of the Slovak Republic (available in English): [www.financnasprava.sk/en/homepage](http://www.financnasprava.sk/en/homepage)

**TITLE:** Disability pension (*Invalidný dôchodok*)

**WHAT:** You are only entitled to the payment of a disability pension:

- A) after fulfilling the eligibility criteria for a disability pension
- B) submitting a disability pension claim and
- C) if you remain entitled during the pension insurance period (for example during the performance of employment) after the granting of the pension.

**WHERE:** You can find more information here (in English): [www.socpoist.sk/disability-pension/51402s](http://www.socpoist.sk/disability-pension/51402s)

#### 5.4.1 b other means of assistance

**TITLE:** Certificate of a severe disability (*Preukaz ťažkého zdravotného postihnutia*)

**WHAT:** The card of a natural person with a severe disability serves to make use of discounts and benefits (for example in transport, parking, culture, or local taxes). It's an official confirmation of a disability that contains your personal data, date of issue, degree of disability and other important information. The Labour Office (at the place of your permanent residence) shall issue the ŤZP/S card to you if it will be shown – according to the valid decision on financial contribution or according to the final decision to issue such a card – that you are a person with a severe disability. The ŤZP/S card is issued to a physically disabled person dependent on a guide (a guide = *sprievodca*).

**WHERE:** Labour Offices: [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215)

Application form (in Slovak): [www.employment.gov.sk/files/slovensky/uvod/formulare-ziadosti/ziadost\\_o\\_preukaz\\_fyzickej\\_osoby\\_s\\_tzp.pdf](http://www.employment.gov.sk/files/slovensky/uvod/formulare-ziadosti/ziadost_o_preukaz_fyzickej_osoby_s_tzp.pdf)

**TITLE:** Parking card



**WHAT:** If you hold a ŤZP/S card, you can obtain a parking permit which will allow you to park free of charge and separate places reserved for people with severe disabilities.

**WHERE:** Labour Offices: [www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/parkovaci-preukaz](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/parkovaci-preukaz)

**TITLE:** Vignette for Highway/Toll exemption

**WHAT:** If you hold a ŤZP/S card, you can apply for an annual exemption free of charge. It is important to register your ŤZP/S card at the National Highway Company (*Národná diaľničná spoločnosť*).

**WHERE:** In Slovak and English: [www.eznamka.sk/selfcare/request/](http://www.eznamka.sk/selfcare/request/)

**TITLE:** Guide dogs

**WHAT:** For an opportunity to adopt a dog, consult the Slovak Blind and Partially Sighted Union at: [www.unss.sk](http://www.unss.sk) It is possible to apply for financial help in the amount of approx. € 44 per month at the relevant Labour Office. If you have a good ability of independent movement and orientation with a white stick, your dog can be trained with you.

**WHERE:** You can obtain more information at the Slovak Blind and Partially Sighted Union offices: [www.unss.sk/kde-pomoct.php](http://www.unss.sk/kde-pomoct.php)

#### 5.4.1 c carer's allowance

**TITLE:** Carer's allowance (*Peňažný príspevok na opatrovanie*)

**WHAT:** Financial aid is provided by the state monthly to help cover the expenses related with assistance and care of a dependant family member from the same household.

**WHO:** If you take care of your family member you can apply for this financial aid if you have a family dependant that needs assistance due to a physical, mental, psychological or sensorial disability. It is always calculated individually.

**HOW:** You can apply in writing a Labour Office by place of your stay. It is advised to consult the relevant Labour Office beforehand.

**WHERE:** Labour Office, more information (in Slovak) at:

[www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-opatrovanie](http://www.employment.gov.sk/sk/rodina-socialna-pomoc/tazke-zdravotne-postihnutie/penazne-prispevky/pp-opatrovanie)

### 5.4.2 RIGHTS

#### 5.4.2 a rights and employment

**TITLE:** Rights and employment of people with special needs

**WHAT:** The law of equality for people with special needs provides the following rights regarding the employment of people with special needs:

- ▶ Prohibition of discrimination: companies are obliged of taking measures to enable people with special needs to have access to employment, pursuit of the profession, professional advancement and participation of further trainings and education courses. They also need to take into consideration when one employee has a close relative with special needs.
- ▶ Protection against dismissal: protection against unjustified dismissals or one-sided resolutions against people with special needs.
- ▶ Remuneration protection: salary cannot be decreased because of disability.





- ▶ Certain collective agreements provide for additional holidays for workers with special needs.
- ▶ Workplace
- ▶ Exemption of income tax
- ▶ Personal and professional support: work support, orientation mobility training, mobility support, support for economic self-employment, remuneration allowances, job security support.

**WHERE:** If you think your rights are being violated you can contact directly Commissioner for people with special needs at (in Slovak): [www.komisarprezdravotnepostihnutych.sk](http://www.komisarprezdravotnepostihnutych.sk)

You can also contact the Slovak Ombudsman (in Slovak): [www.vop.gov.sk](http://www.vop.gov.sk)

#### 5.4.2 b rights and education

**TITLE:** Rights of children with special needs in preschool and school age

**WHAT:** The Slovak school system must respect the following rights of the children with special needs:

- ▶ Preschool children:
- ▶ School-age children:
- ▶ Support through special measures:
- ▶ Monthly allowance for education
- ▶ Accessibility to public schools

**WHERE:** You can obtain more information at the Migration Information Centre of IOM: [www.mic.iom.sk](http://www.mic.iom.sk)

**TITLE:** Students with special needs

**WHAT:** Slovakia has adopted various educational programmes for pupils with health disabilities dependant of the type of disability.

- ▶ adapted exam methodology
- ▶ individual study plans
- ▶ a personal support services
- ▶ possible exemption of the tuition fees

**WHERE:** Contact the State Pedagogical Institute for more information: [www.statpedu.sk](http://www.statpedu.sk)

### 5.4.3 CHILDREN WITH SPECIAL NEEDS

#### 5.4.3 a assistance for children with special needs

**TITLE:** Assistance to children with special needs

**WHAT:** Principally the same system of financial support of the state is applicable to adults and to children. Basic condition for receiving the state support is a permanent residence permit in Slovakia. Further conditions are dependent on a medical evaluation and assesment. Every type of disability requires the involvement and support of the institutions, but sometimes it is more effective to address informal institutions – the so-called support groups existing on the local level. There are also various NGOs and associations of parents of children with special needs.

**WHERE:** Feel free to contact directly any of them for more information and practical advice:





- ▶ Catholic Charity (in English): [www.charita.sk/eng](http://www.charita.sk/eng)
- ▶ The Order of Malta (in English): [www.orderofmalta.sk/?lang=en](http://www.orderofmalta.sk/?lang=en)
- ▶ Detičky inak obdarené (in Slovak): [www.facebook.com/groups/351312944903374/](https://www.facebook.com/groups/351312944903374/)
- ▶ Downov syndróm (in Slovak): [www.facebook.com/downovsyndrom.sk/](https://www.facebook.com/downovsyndrom.sk/)

#### 5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS

##### 5.4.4 a assistance for persons with special needs

**TITLE:** Contribution to support employment of person with special needs (*Príspevok na udržanie občana so zdravotným postihnutím v zamestnaní*)

**WHAT:** Financial contributions is provided by the state monthly to support employment of a person with special needs if such a person performs the work for the employer for at least half of the weekly working time. The Office of Labor, Social Affairs and Family supports an employer who employs within the team more than 25% persons with special needs under condition that it is not recognized as a sheltered workshop or a sheltered workplace.

**WHERE:** Labour Office, more information (in Slovak) at: [www.upsvar.sk/sluzby-zamestnanosti/nastroje-aktivnych-opatreni-na-trhu-prace/podpora-zamestnavania-obcanov-so-zdravotnym-postihnutim/prispevok-na-udrzanie-obcana-so-zdravotnym-postihnutim-v-zamestnani-56a.html?page\\_id=12995](http://www.upsvar.sk/sluzby-zamestnanosti/nastroje-aktivnych-opatreni-na-trhu-prace/podpora-zamestnavania-obcanov-so-zdravotnym-postihnutim/prispevok-na-udrzanie-obcana-so-zdravotnym-postihnutim-v-zamestnani-56a.html?page_id=12995)

## 5.5 PARTICIPATING IN SOCIETY

### 5.5.1 MIGRANTS' ADVISORY BODIES

#### 5.5.1 a list of advisory bodies

There are no advisory bodies for migrants in Slovakia either on the national or on the local level. Foreigners who are active in civic associations may, however, use general means of political participation (i.e. commenting draft laws during the legislation process), take part in the meetings of the city councils or communicate with authorities.

### 5.5.2 CIVIC ASSOCIATIONS

#### 5.5.2 a procedure for establishing civic associations

**TITLE:** Founding an association

**WHAT:** Civic organization is a non-profit organization established for educational or charitable purposes.

**STEP 1:** Third country nationals in Slovakia may create associations, such as clubs, societies, chambers, civic associations, groups, trade unions, etc. The civic association is established on the day of registration by the Ministry of Interior of the Slovak Republic (hereinafter only as "the Ministry"). The Ministry has to register every civic organization that meets the simple statutory prerequisites. Thus, the Ministry does not have the right to decide arbitrary whether or not to register the association. In order to create an association, it is necessary that at least three persons (a preparatory committee), of which at least one is 18 years old, decided to establish an association, prepared a statute and submitted the application for registration of the association to the Ministry of Interior. The application must also contain a proof of payment of an administrative fee of € 66. You can find samples



of the statutes, the application form and other important information here (in Slovak): [www.minv.sk/?vzory-dokumentov-a-tlaciv](http://www.minv.sk/?vzory-dokumentov-a-tlaciv) and more information here (in Slovak): [www.minv.sk/?informacie-o-registracii-3](http://www.minv.sk/?informacie-o-registracii-3)

**STEP 2:** You will be informed by the Ministry in 10 days if registration was successful.

**STEP 3:** If your association is registered, you will be inserted in the list (in English): [www.ives.sk/registre/startoz.do](http://www.ives.sk/registre/startoz.do)

**WHERE:** Ministry of Interior of the Slovak Republic (information in Slovak): [www.minv.sk/?obcianske-zdruzenia](http://www.minv.sk/?obcianske-zdruzenia)

#### 5.5.2 b existing civic associations of foreigners

**TITLE:** Civic associations of foreigners in Slovakia

**WHAT:** The Migration Information Centre provides support to migrant communities in organizing information and cultural events through the work of the so-called “Cultural Mediators”.

**WHERE:** For more information on existing organizations, see the Atlas of Communities (in Slovak): <http://mic.iom.sk/atlas/2013/05/vitajte/>

### 5.5.3 RELIGION

#### 5.5.3 a registering a religious organization

**TITLE:** Legally recognized churches and registered religious communities.

**WHAT:** Two things are essential for the functioning of the church in Slovakia. The religion that interconnects members of such a religious community and the fulfillment of the legal conditions for registration.

**STEP 1:** To apply for the establishment of a state-registered church you need to fulfil the basic requirement: Your religious community must have at least 20,000 permanent members residing in the Slovak Republic who are also citizens of the country.

**STEP 2:** The registration of that church by the Ministry of Culture will only be approved once at least 20,000 followers sign declarations of honor and attach them to the application. Then wait for a decision.

**WHERE:** For more information take a look (in Slovak) at:

<http://old.culture.gov.sk/cirkvi-nabozenske-spolocnosti>

and for documents requested for registration (in Slovak) at:

<http://old.culture.gov.sk/cirkev-nabozenske-spolocnosti/cirkev-nabozenske-spolocnosti/dokumenty/podmienky-registracie-novch-cirkv-a-nboenskch-spolonost>

#### 5.5.3 b list of recognized religious organizations

**TITLE:** Legally recognized churches and religious associations

**WHAT:** Ministry of Culture of the Slovak Republic is competent to register and collect the information on legally recognised churches and religious associations in Slovakia.

**WHERE:** You can find the list of legally recognized churches and religious associations in Slovakia here (in Slovak):

<http://old.culture.gov.sk/cirkev-a-nabozenske-spolocnosti/registrovane-cirkvi>



#### 5.5.4 VOTING RIGHTS

Foreigners have no right to participate in public administration directly through elements of the so-called direct democracy such as the referendum and direct election of the Slovak President. By law, foreigners may only vote and stand for elections in Bodies of Self-Governing Regions and elections to Municipal Self-Governing Authorities. Foreigners may also vote in elections to the European Parliament if they are EU nationals and have permanent residence in Slovakia. Below we provide information relevant for foreigners.

##### 5.5.4 a active voting right

**TITLE:** City council and mayor (*Mestské zastupiteľstvo a starosta/primátor*)

**WHAT:** The right to vote in municipal elections belongs to those who have registered permanent residence in the town, village, in the district of the capital city of Bratislava and the city of Košice and no later than on the election day they have reached 18 years. As an inhabitant of the settlement, you are entitled in particular to elect municipal self-government bodies and to be elected to the municipal administration body, to vote on important issues of life and community development (local referendum), to participate in the meetings of inhabitants and express your opinion there, to participate in the meetings of the General Council, to address the authorities, to use, in a usual manner, general facilities and other assets of the town/village serving for public purposes, to require co-operation to protect yourself, your family and property located in the community and to request assistance at the time of sudden emergency. Once you have registered your address, the competent authorities will send you a document with information on the elections by post.

**WHERE:** More information (in Slovak) here: <https://www.minv.sk/?volby-oso>

**TITLE:** Self-Governing Regions (*Vyššie územné celky*).

**WHAT:** The president of the region and the representatives of the region are elected every 4 years. You can vote in a particular region if you have there permanent residence, and also you can enjoy all political rights belonging to the residents of the region. Once you have permanent residence in Slovakia, the competent authorities will send you a letter with information on the elections by post. There are 8 Self-Governing Regions and you can obtain more information on their separate pages.

Contacts (in Slovak): <http://greenpages.spectator.sme.sk/sk/c/vyssie-uzemne-celky.html>

**WHERE:** More information (in Slovak): <https://www.minv.sk/?volby-vuc>

**TITLE:** European Parliament elections

**WHAT:** Representatives of the European Parliament are elected every 5 years. If you are an EU citizen with permanent residence in Slovakia and at least 18 years old, you can vote representatives to the European Parliament. Once you are registered as a resident in a certain settlement, the competent authorities will send you invitations to every elections by post.

**WHERE:** For more information, see (in Slovak):

[http://europa.eu/youreurope/citizens/residence/elections-abroad/ep-elections/index\\_sk.htm](http://europa.eu/youreurope/citizens/residence/elections-abroad/ep-elections/index_sk.htm) and [www.europarl.europa.eu/slovakia/sk/informacie\\_o\\_eu\\_volby\\_ep\\_2014.html](http://www.europarl.europa.eu/slovakia/sk/informacie_o_eu_volby_ep_2014.html)



#### 5.5.4 b passive voting right

**TITLE:** Representative of the municipality and mayor (*Poslanec miestneho zastupiteľstva a starosta*)

**WHAT:** They are elected every 5 years. Slovak citizen or EU citizens with main residence in Slovakia older than 18 years are eligible.

**TITLE:** Representatives of the Higher Regional Units and the President of the Higher Regional Units (*Poslanci Vyšších územných celkov a župan*).

**WHAT:** The President and the representatives of the Region are elected every 5 years. Only Slovak citizen over 18 years old are eligible for a president or representative of the region. EU citizens with main residence in Slovakia can be only candidate for representative of the district.

**TITLE:** European Elections

**WHAT:** Representatives of the European Parliament are elected every 5 years. EU citizen over 18 years of age and with main residence in Slovakia can run for a representative. If you want to stand for election to the European Parliament, you must present a statement that you have not been deprived of your right to be elected and that you are not a candidate in another EU Member State. In elections to the European Parliament, you can only vote and stand for one country.

**WHERE:** More information is available here (in Slovak):

[http://europa.eu/youreurope/citizens/residence/elections-abroad/ep-elections/index\\_sk.htm](http://europa.eu/youreurope/citizens/residence/elections-abroad/ep-elections/index_sk.htm)

## 5.6 HOLIDAYS AND FREE TIME

### 5.6.1 PUBLIC HOLIDAYS

#### 5.6.1 a list of public holidays

**TITLE:** Public holidays in Slovakia

**WHEN:**

- ▶ 1<sup>st</sup> January: Day of the Establishment of the Slovak Republic
- ▶ 6<sup>th</sup> January: Epiphany
- ▶ March, April: Good Friday
- ▶ March, April: Easter Monday
- ▶ 1<sup>st</sup> May: International Workers' Day
- ▶ 8<sup>th</sup> May: Day of victory over fascism
- ▶ 5<sup>th</sup> July: St. Cyril and Methodius Day
- ▶ 29<sup>th</sup> August : Slovak National Uprising anniversary
- ▶ 1<sup>st</sup> September: Day of the Constitution of the Slovak Republic
- ▶ 15<sup>th</sup> September: Day of Our Lady of the Seven Sorrows, patron saint of Slovakia
- ▶ 1<sup>st</sup> November: All Saints' Day
- ▶ 17<sup>th</sup> November: Struggle for Freedom and Democracy Day
- ▶ 24<sup>th</sup> December: Christmas Eve
- ▶ 25<sup>th</sup> December: Christmas Day
- ▶ 26<sup>th</sup> December: St. Stephen's Day



**NOTE:** See more at: [https://en.wikipedia.org/wiki/Public\\_holidays\\_in\\_Slovakia](https://en.wikipedia.org/wiki/Public_holidays_in_Slovakia)

### 5.6.1 b school holidays

**TITLE:** School holidays

**WHAT:** Most school holidays do not have exactly set dates and are adjusted according to the working days and public holidays of the given year. Dates of longer holidays are announced by the Ministry of Education for the next 3 years.

**WHEN:**

- ▶ Fall break: usually two days at the end of October and at the beginning of November
- ▶ Christmas holidays: usually two weeks, starting few days before the Christmas Eve (December 24<sup>th</sup>) and lasting until the end of the first full week of the new year
- ▶ Mid-term break: one day at the beginning of February
- ▶ Spring holidays: one week in February or March, different week for regions in the western, central and eastern Slovakia
- ▶ Easter holidays: two days before and two days after Easter
- ▶ Summer holidays: two months from July 1<sup>st</sup> until August 31<sup>st</sup>

### 5.6.1 c holidays services

**TITLE:** Holiday services

**WHAT:** Leisure time and holidays services depend mostly on the concrete situation in particular towns and municipalities in Slovakia. There are huge differences in possibilities, prices, availability, operation times, etc.

**WHERE:** For more detailed information, ask at the municipal office in the town/municipality in which you live, or search on their websites.

## 5.6.2 USEFUL SOCIAL NETWORKS (FB, LinkedIn, etc.)

### 5.6.2 a list of social networks groups

**TITLE:** Social networks

**WHAT:** Social networks are a very useful and available means to easily communicate and get valuable information in Slovakia. You can access all universal networks such as Facebook, Twitter, Youtube, LinkedIn, etc. However, you can use also national social networks – general or specialised ones.

**WHERE:** Just ask somebody for information and/or browse on the Internet.

## 5.7 SUPPORT SERVICES FOR MIGRANTS

### 5.7 a list of support services and projects regarding housing

**TITLE:** Social department of the municipal office in the town/municipality in which you live

**WHAT:** Individuals or families (households) which are not able to obtain accommodation on the market on their own due to their small income or discrimination – disadvantaged groups which also include foreigners and migrants.

**WHERE:** The Act on Social Housing strictly specifies who can request social housing and under what conditions. Towns and municipalities decide on the provision of social housing on their own. Contact the municipal office at the place of your



residence and ask about the conditions and possibilities of social housing.

**TITLE:** The Migration Information Centre (MIC) – assistance in searching accommodation

**WHAT:** Foreigners from third countries (nationals of countries outside the European Union) can ask for help and assistance.

**WHERE:** The Migration Information Centre can help you find out how and where to search accommodation. Please contact them at [www.mic.iom.sk/sk/kontakt-info.html](http://www.mic.iom.sk/sk/kontakt-info.html)

**TITLE:** Marginal n.o., Adra – assistance in searching accommodation

**WHAT:** Housing for people under international protection

**WHERE:** As regards integration services provided in Slovakia to people under international protection – you can ask the Adra and Marginal non-profit organisations for assistance in searching accommodation, contact them at: [www.marginal.sk](http://www.marginal.sk) and [www.adra.sk](http://www.adra.sk)

### **5.7 b list of support services and projects regarding social support**

**TITLE:** Social department of the municipal office

**WHAT:** Visit the municipal office and ask about the specific services they provide – or services you need. Some towns/municipalities have a social services guide. The local social department will also be able to recommend local organisations and institutions providing social services.

**WHERE:** Town/municipality in which you live/have your residence registered.

**TITLE:** Office of Labour, Social Affairs and Family

**WHAT:** Visit the Labour Office and ask about the specific services they provide – or services you need.

**WHERE:** Town in which you live – or the closest town where possible.

**TITLE:** Self-Governing Region (higher territorial unit)

**WHAT:** Self-Governing Regions set up social service facilities that provide various services.

**WHERE:** Visit the social assistance department in a regional capital (Bratislava, Trnava, Nitra, Trenčín, Žilina, Banská Bystrica, Prešov, Košice).

**TITLE:** Local non-profit organisations providing social services

**WHAT:** Ask at the municipal office about social service providers at the place of your residence.

**WHERE:** At the place of your residence – or consult the central register of social service providers: [www.employment.gov.sk/sk/centralny-register-poskytovatelov-socialnych-sluzieb/](http://www.employment.gov.sk/sk/centralny-register-poskytovatelov-socialnych-sluzieb/)

### **5.7 c list of support services and projects regarding driving and transport**

No such service is available at the moment in Slovakia.



### **5.7 d List of support services and projects addressing persons with special needs**

**TITLE:** Social department of the municipal office

**WHAT:** Visit the municipal office and ask about the specific services they provide – or services you need. The local social department will also be able to recommend local organisations and institutions providing social services.

**WHERE:** Town/municipality in which you live or have your residence registered.

**TITLE:** Office of Labour, Social Affairs and Family

**WHAT:** Visit the Labour Office and ask about the specific services they provide – or services you need.

**WHERE:** Town in which you live – or the closest town where possible.

**TITLE:** Self-Governing Region (higher territorial unit)

**WHAT:** Self-Governing Regions set up social service facilities that provide various services.

**WHERE:** Visit the social assistance department in a regional capital (Bratislava, Trnava, Nitra, Trenčín, Žilina, Banská Bystrica, Prešov, Košice).

**TITLE:** Local non-profit organisations providing social services

**WHAT:** Ask at the municipal office about social service providers at the place of your residence

**WHERE:** At the place of your residence – or consult the central register of social service providers: [www.employment.gov.sk/sk/centralny-register-poskytovatelov-socialnych-sluzieb/](http://www.employment.gov.sk/sk/centralny-register-poskytovatelov-socialnych-sluzieb/)

### **5.7 e List of support services and projects regarding participating in society**

There are no organizations supporting directly participation in society, however, from time to time there is a project managed by the NGOs such as the Human Rights League or Centre for the Research of Ethnicity and Culture. Ask for the latest information at:

The Human Rights League: [hr@hrl.sk](mailto:hr@hrl.sk) or the Centre for the Research of Ethnicity and Culture: [info@cvek.sk](mailto:info@cvek.sk)

### **5.7 f List of support services and projects regarding holidays and free time**

No such services are generally provided to immigrants in Slovakia, however, you can always ask individual question at the following institutions:

**TITLE:** Social department and Cultural department of the municipal office

**WHAT:** Visit the local municipal office and ask about specific activities or leisure centres, art schools, etc. The local departments will also be able to recommend local organisations and institutions organising leisure activities.

**WHERE:** Municipal office in the town/municipality in which you live.





**TITLE:** Local non-profit organisations

**WHAT:** Ask at the municipal office about the non-profit organisations offering leisure activities in the town/municipality

**WHERE:** Municipal office in the town/municipality in which you live.



## 6 HEALTH

### 6.1 PUBLIC HEALTH CARE

#### 6.1 a description of the system

**TITLE:** Public health care in Slovakia

**WHAT:** Health care in the Slovak Republic is provided on the basis of public health insurance or individual (commercial) health insurance or health insurance of a foreigner in another EU/EEA Member State. The extent and services within the national health care system depend on the type of health insurance. Thus, every foreign national must be covered by valid health insurance.

**WHO:** Every foreign national (except for certain categories, see below) has the right to choose a health care provider. At the same time, every foreign national has the obligation to register with a general practitioner.

**HOW:** You may choose the general practitioner at your own discretion. It is suitable to find out ahead if the particular general practitioner has a contract with your health insurance company. Generally, with any health problem but also in case of preventive medical check-ups, you have to first visit your general practitioner who will then, if needed, recommend you to a particular specialist at an outpatient department. (Some exceptions are, e.g., dentists, gynaecological and psychiatric outpatient departments, which you may visit without any recommendation of your general practitioner.) If a specific doctor has a contract with patient's health insurance company, health care is paid for by this health insurance company or the patient can also partially participate in a given payment (according to the type of services provided).

For more information, see (in English): [IOM\\_MIC\\_Vitajte\\_na\\_Slovensku\\_2016\\_WEB\\_1.pdf](#)

**WHERE:** Health care is provided mainly at the outpatient departments, health centres, hospitals and emergencies.

For a list of medical facilities in the country, see (in Slovak):

[www.azet.sk/katalog/zdravotnicke-zariadenia/](http://www.azet.sk/katalog/zdravotnicke-zariadenia/);

for a list of doctors by region and specialisation, see (in Slovak):

<https://www.zzz.sk/zariadenia/slovensko/ordinacia>

**GOOD TO KNOW:** It is possible to communicate with a respective medical, paramedical or support personnel in a foreign language – mainly English – in some of these facilities, but not all and not always.

#### 6.1 b steps to get medical aid

**TITLE:** How to get medical aid

**STEP 1:** Select the nearest doctor or medical service/facility.

**STEP 2:** Check whether they have a contract with your health insurance company; if not, find another one with the contract.

**STEP 3:** Go directly to a doctor (general practitioner). If it is needed, you will be recommended to a particular specialist.

**STEP 4:** Arrange an appointment by phone, email, etc. with the specialist, or try to visit him/her directly. Also check here whether he/she has a contract with your



health insurance company.

**STEP 5:** Visit the specialist. Do not forget to take your valid health insurance card with you! If you have some previous medical reports, take them with you. Inform the doctor about your medical condition and its history in a detailed and comprehensive manner.

## 6.2 HEALTH INSURANCE

### 6.2 a state compulsory system - description

**TITLE:** State compulsory system in the health care system in Slovakia (*Verejné zdravotné poistenie*)

**WHAT:** Public health insurance in the country is obligatory. Each foreign national residing in Slovakia must have some type of valid health insurance.

**WHO:** As regards a foreign national from the EU/EEA area, if you are employed in Slovakia, your employer is required to register you to a local health insurance company within 8 days of employment. (Similarly, you are required to cancel your insurance benefits when leaving your employment within 8 days.) This obligation arises even if you do not have permanent residence in Slovakia, but you work full time for an employer who is based in the country or if you are self-employed in the country. Each employee must be medically insured in a health insurance company, where he is assigned a number and insurance card which he must show when visiting a doctor. The health insurance company is required to deliver to the insured person a health insurance card within 5 days of receipt of registration. For more information and exceptions, see: [www.mic.iom.sk/en/social-issues/health-care/441-health-insurance-for-citizens-of-eu-eea-in-the-slovak-republic.html](http://www.mic.iom.sk/en/social-issues/health-care/441-health-insurance-for-citizens-of-eu-eea-in-the-slovak-republic.html)

A **third country national** who obtains a permanent residence permit, becomes publicly insured when meeting all conditions under the Health Insurance Act. Compulsory public health insurance also applies to persons who do not have a permanent residence permit in Slovakia (if not insured in another EU/EEA Member State), but when they:

- ▶ are employed by an employer who is based in or has permanent operations in the country;
- ▶ pursue or have the right to pursue self-employment in Slovakia;
- ▶ are students from another Member State or foreign students studying at school in Slovakia as part of an international agreement;
- ▶ pupils or students who are a Slovak living abroad while studying at a school in Slovakia;
- ▶ are asylum seekers;
- ▶ are minors residing in the country without any legal representative or natural person who is responsible for their upbringing, and is provided for in a social services facility for which they were placed under a court order;
- ▶ are foreigners detained;
- ▶ are in custody or serving a prison sentence;
- ▶ are dependent family members born to an insured person in another Member State.

More details at <http://www.mic.iom.sk/en/social-issues/health-care/438-who-is-and-isn-t-insured-by-public-health-insurance.html>



In certain cases, **it is the State** that is the payer of compulsory health insurance for a foreign national. This relates to that person who is:

- ▶ a dependent child (if the child meets the conditions of the categorized system of compulsory public health insurance)
- ▶ a pensioner under the Health Insurance Act
- ▶ a beneficiary of parental allowance
- ▶ a person who has reached retirement age and entitlement to pension has not yet begun
- ▶ a person who is disabled and his entitlement to a disability pension has not yet begun
- ▶ a person in custody or serving a prison sentence
- ▶ a person who has been placed in a social care facility by a court order, or resides in a social services facility year-round
- ▶ a student who fulfils all obligations under international agreements by which the Slovak Republic is bound
- ▶ a beneficiary of financial contributions for child care
- ▶ a person who personally gives daily proper care to a child under the age of six years
- ▶ an employee's spouse who conducts civil service abroad, or an employee who works under contract for the public's interest abroad
- ▶ a person who takes care of a severely disabled citizen, who is dependent according to an expert's opinion; or someone who takes care of a close person older than 80 years who has not been placed in a social services or health care facility (care of such persons shall be proven by an affidavit)
- ▶ a person who provides personal assistance to a citizen with severe disabilities under a special regulation
- ▶ a person in receipt of wage compensation, illness, nursing or maternity benefits under a special regulation
- ▶ a person who receives welfare benefits or a welfare benefit contribution (for example, a foreign national with tolerated stay in Slovakia), and a person who is jointly assessed, if he does not have any income under a special regulation
- ▶ a person who is listed in the register of job seekers
- ▶ a foreign national who is detained in Slovakia
- ▶ a refugee (a person who has been granted asylum, not an asylum seeker)
- ▶ a person who works for a church, religious community and charity and does not receive income from this work or from any other activities in addition to the exempt income
- ▶ a person who is in receipt of health security and receives wage compensation of police service during his temporary inability to perform civil service, and wage compensation of a professional soldier who cannot perform military service due to illness or accident, sickness or maternity under special legislation
- ▶ a PhD. student in full-time study, if the total length of his doctoral studies exceeds the standard length of study of a full-time doctoral student and has not yet earned a PhD. degree or has not yet reached 30 years of age.

The State provides health care **beyond the health insurance scheme** also to the following categories of foreign nationals:

- ▶ an asylum seeker



- ▶ an applicant for temporary asylum
- ▶ a foreign national who has been granted temporary asylum
- ▶ a foreign national who has been granted subsidiary protection (in some cases)

See [www.mic.iom.sk/en/social-issues/health-care/439-whom-the-state-pays-health-insurance-for.html](http://www.mic.iom.sk/en/social-issues/health-care/439-whom-the-state-pays-health-insurance-for.html)

**HOW:** If a foreign national has health insurance and an insurance identity card (with a unique number) known as an “insurance card”, this will pay for the health care provided. According to the type of services provided, the health insurance company will pay the particular service fully or partially (see: [IOM\\_MIC\\_Vitajte\\_na\\_Slovensku\\_2016\\_WEB\\_1.pdf](#)). If the insurance company pays for part of the health care provided, the foreign national pays the rest to the person who provided him health care. (If the foreign national does not have health insurance, he must pay a full amount for the health care received.)

**WHERE:** There are three health insurance companies dealing with the public health insurance in the Slovak Republic (see also: [www.mic.iom.sk/en/social-issues/health-care/442-doctors-and-medical-facilities-in-slovakia.html](http://www.mic.iom.sk/en/social-issues/health-care/442-doctors-and-medical-facilities-in-slovakia.html)):

General Health Insurance Company, Inc. – Všeobecná zdravotná poisťovňa, a. s. – [www.vszp.sk](http://www.vszp.sk)

Health Insurance Company Dôvera, Inc. – Dôvera zdravotná poisťovňa, a. s. – <http://www.dovera.sk/>

Union Health Insurance Company, Inc. – Union zdravotná poisťovňa, a. s. – <https://www.union.sk>

You can choose freely in which health insurance company you will conclude the insurance policy. However, you can be insured in only one health insurance company and you may change this company once a year.

## 6.2 b health insurance cards

**TITLE:** EU/EEA citizens

**WHAT:** General system of health insurance. Company of your choice.

**WHERE:** Union zdravotná poisťovňa (in English): [www.union.sk/health-insurance-for-foreigners](http://www.union.sk/health-insurance-for-foreigners), Všeobecná zdravotná poisťovňa (in English): [www.vszp.sk/en/how-become-our-insured-person](http://www.vszp.sk/en/how-become-our-insured-person), Dôvera (in Slovak): [www.dovera.sk/o-nas/kontakty](http://www.dovera.sk/o-nas/kontakty)

**TITLE:** Persons with permanent residence

**WHAT:** General system of health insurance. Company of your choice.

**WHERE:** Union zdravotná poisťovňa (in English): [www.union.sk/health-insurance-for-foreigners](http://www.union.sk/health-insurance-for-foreigners), Všeobecná zdravotná poisťovňa (in English): [www.vszp.sk/en/how-become-our-insured-person](http://www.vszp.sk/en/how-become-our-insured-person), Dôvera (in Slovak): [www.dovera.sk/o-nas/kontakty](http://www.dovera.sk/o-nas/kontakty)

**TITLE:** Persons with temporary residence

**WHAT:** Either commercial insurance or obligatory insurance paid by the employer.

**WHERE:** Union zdravotná poisťovňa (in English): [www.union.sk/health-insurance-for-foreigners](http://www.union.sk/health-insurance-for-foreigners), Všeobecná zdravotná poisťovňa (in English): [www.vszp.sk/en/how-become-our-insured-person](http://www.vszp.sk/en/how-become-our-insured-person), Dôvera (in Slovak): [www.dovera.sk/o-nas/kontakty](http://www.dovera.sk/o-nas/kontakty)

**TITLE:** Persons seeking international protection

**WHAT:** Directly paid by the Migration Office.



**WHERE:** The Migration Office is responsible for each asylum application. Every individual is issued the so-called “pink card”.

**TITLE:** Persons granted asylum

**WHAT:** General system of health insurance for people with permanent residence. Company of your choice.

**WHERE:** Union zdravotná poisťovňa (in English): [www.union.sk/health-insurance-for-foreigners](http://www.union.sk/health-insurance-for-foreigners), Všeobecná zdravotná poisťovňa (in English): [www.vszp.sk/en/how-become-our-insured-person](http://www.vszp.sk/en/how-become-our-insured-person), Dôvera (in Slovak): [www.dovera.sk/o-nas/kontakty](http://www.dovera.sk/o-nas/kontakty)

**TITLE:** Persons granted subsidiary protection

**WHAT:** Directly paid by the Migration Office.

**WHERE:** The Migration Office responsible for each individual and provided the so-called “pink card”.

**TITLE:** Detained irregular migrants

**WHAT:** Ministry of Interior of the Slovak Republic.

**WHERE:** Insured at Všeobecná zdravotná poisťovňa and a health card is issued.

## 6.2 c private insurance

**TITLE:** Private (commercial) health insurance

**WHAT:** If you cannot conclude the policy within public health insurance, you have an option to conclude a commercial health insurance. Based on it, you will be entitled to health care to an extent specified in the contract with the insurance company. This may be the equivalent to compulsory insurance within the scope of primary health care (e.g. for foreigners who are not entitled to participate in the public health insurance system), followed by supplemental insurance (for above-standard health care), or a combination of both.

**WHO:** Any foreigner without obligatory insurance paid by the state or employer.

**HOW:** Contact a commercial health insurance company providing this product in Slovakia (for instance at Union zdravotná poisťovňa: [www.union.sk/health-insurance-for-foreigners](http://www.union.sk/health-insurance-for-foreigners), or do google for more options using keywords: “*poistenie pre cudzinca*” and “*poistenie cudzincov*”). Then visit their office, provide them your personal and health information and sign a contract. Keep the contract, a proof of payment and your health insurance card, if the insurance company issues one, in a safe place.

**WHERE:** Commercial health insurance is provided by several health insurance companies. However, it is important to find out what processes the health insurance covers and under what circumstances you can claim it. Before you conclude a commercial health insurance, the health insurance company may require examination of your health condition and depending on its results the sum of health insurance is determined.

## 6.3 PRIVATE HEALTHCARE

### 6.3 a description of private healthcare

**TITLE:** Private health care (*Súkromná zdravotná starostlivosť*)



**WHAT:** You have an option to choose one of the private clinics/medical facilities, which you can visit directly. First you have to pay for registration and above-standard services provided there. Most of the standard services are paid for by the insurance company. The above-standard paid services are rather expensive, though their quality may be higher than those in public health care facilities.

**WHO:** Anyone; there is a free choice of a health care provider in Slovakia.

**HOW:** Please, ask for advice at the place of your stay. The situation differs dramatically between bigger cities and small towns.

**GOOD TO KNOW:** Prices of the single private health care providers vary, but they are usually quite high. The annual price list of the particular health care provider may be published on its website.

## 6.4 EMERGENCY

### 6.4 a emergency medical attention

**TITLE:** Emergency medical attention for migrants

**WHAT:** Emergency medical attention is a kind of urgent care provided in the case of a sudden severe change in health condition, which is directly endangering life or any of vital functions or child delivery in a person.

**WHO:** Every person in the territory of Slovakia – including a foreign citizen with whatever type of permitted residence, an asylum seeker and a person with the status of refugee, and also an unauthorised migrant – is always and under any circumstances entitled to emergency medical attention.

**HOW:** Emergency medical attention for migrants is provided free of charge, whether they have health insurance or not.

**WHERE:** You need to visit an emergency medical aid service (office) in your vicinity, where you will be examined by doctor on duty. For that, see (in Slovak): [www.zzz.sk/lokality/pohotovost](http://www.zzz.sk/lokality/pohotovost) and <http://www.mic.iom.sk/en/social-issues/health-care/442-doctors-and-medical-facilities-in-slovakia.html> Or you can go straight to the emergency room (department) at the nearest open hospital for the same reason. If you think you are unable to go on your own, you can call an ambulance. Call directly number 155, or general emergency number 112, then asking the operator to connect you with ambulance/first aid.

**WHEN:** In case of the acute worsening of your health condition.

**NOTE:** Be aware of possible foreign language limitations with a respective medical, paramedical or support personnel.

**GOOD TO KNOW:** It might be good to have some your previous medical reports with you, if available, to help doctors in duty at emergency quicker examine you.

### 6.4 b dental first aid

**TITLE:** Dental first aid for migrants

**WHAT:** Dental first aid is determined for persons facing severe dental pains, injuries or diseases, which cannot wait for dental treatment by your regular dentist (if any).

**WHO:** Whoever in a described situation.

**HOW:** Dental (be it emergency or standard) care is covered by health insurance only to a little extent. This means that your health insurance company covers your dental first aid treatment only modestly, you will pay a much higher money directly to the





dentist. If you do not have any health insurance in the country, you have to pay the entire amount for a dental intervention to the dentist according to his/her price list.

**WHERE:** Visit personally an emergency dentist's surgery (office) working in your vicinity, public or commercial one, where you will be provided with needful dental treatment. You may choose, for example, from [www.zzz.sk/lokality/pohotovost](http://www.zzz.sk/lokality/pohotovost). However, the network of such facilities is extremely rare, especially on weekends, holidays and overnight. You may also try to visit any dentist available, though he/she may not accept you. A list of dentists in the country: [www.zzz.sk/zariadenia/slovensko/zubna](http://www.zzz.sk/zariadenia/slovensko/zubna)

**WHEN:** In case of necessity to treat or relieve of severe dental problems.

**NOTE:** Be aware of foreign language limitations with a respective personnel and a long waiting time for treatment.

### 6.4 c on duty pharmacies in large cities

**TITLE:** On duty pharmacies

**WHAT:** In the biggest cities of Slovakia, there are pharmacies on duty on the weekends and overnight.

**WHERE:**

- ▶ Bratislava: [www.region-bsk.sk/clanok/pohotovostne-lekarne-40274.aspx](http://www.region-bsk.sk/clanok/pohotovostne-lekarne-40274.aspx)
- ▶ Košice: [www.zzz.sk/zariadenia/kosice/pohotovostna\\_lekaren](http://www.zzz.sk/zariadenia/kosice/pohotovostna_lekaren)
- ▶ Trnava: [www.zzz.sk/zariadenia/kraj-trnava/pohotovostna\\_lekaren](http://www.zzz.sk/zariadenia/kraj-trnava/pohotovostna_lekaren)
- ▶ Žilina: [www.zzz.sk/zariadenia/zilina/pohotovostna\\_lekaren](http://www.zzz.sk/zariadenia/zilina/pohotovostna_lekaren)
- ▶ Banská Bystrica: <http://www.vucbb.sk/eSlužby/Zdravotn%C3%ADctvoafarmácia/Pohotovostnéslužbyvlekarňach/Lekárskepohotovostnéslužby.aspx>
- ▶ Prešov: [www.zzz.sk/zariadenia/presov/pohotovostna\\_lekaren](http://www.zzz.sk/zariadenia/presov/pohotovostna_lekaren)
- ▶ Nitra: [www.zzz.sk/zariadenia/nitra/pohotovostna\\_lekaren](http://www.zzz.sk/zariadenia/nitra/pohotovostna_lekaren)
- ▶ Trenčín: [www.zzz.sk/zariadenia/trencin/pohotovostna\\_lekaren](http://www.zzz.sk/zariadenia/trencin/pohotovostna_lekaren)

## 6.5 PRO BONO HEALTH SERVICE

### 6.5 a description and a list of pro bono health services

No pro bono healthcare system exists in the country. Only urgent health care is provided by hospitals free of charge.

## 6.6 INTERPRETERS

### 6.6 a list of different services

**TITLE:** Services of interpreters

**WHAT:** No special official networks of interpreters and translators in the medical area for migrants exist in the country.

**HOW:** You can choose and contact an interpreter/translator from several lists. It is up to you and him/her to agree how, where, when and at what price his/her service will be carried out.

**WHERE:**

- ▶ Interpreters by place or name in a database of the Ministry of Justice:



[http://jaspi.justice.gov.sk/jaspiw1/htm\\_reg/jaspiw\\_mini\\_regt\\_vyber\\_hl1.asp?clear=Y&cball=Y&oddiel=tl](http://jaspi.justice.gov.sk/jaspiw1/htm_reg/jaspiw_mini_regt_vyber_hl1.asp?clear=Y&cball=Y&oddiel=tl)

- ▶ Translators by place or name in a database of the Ministry of Justice: [http://jaspi.justice.gov.sk/jaspiw1/htm\\_reg/jaspiw\\_mini\\_regt\\_vyber\\_hl1.asp?clear=Y&cball=Y&oddiel=pr](http://jaspi.justice.gov.sk/jaspiw1/htm_reg/jaspiw_mini_regt_vyber_hl1.asp?clear=Y&cball=Y&oddiel=pr)
- ▶ Slovak Association of Translators and Interpreters – specialisation “medicine”: [www.sapt.sk](http://www.sapt.sk)
- ▶ Register of translators (and interpreters): [www.prekladatelska.sk](http://www.prekladatelska.sk)
- ▶ IOM Migration Information Centre, free advice and services for migrants – infoline, phone and address: [www.mic.iom.sk/en/contact.html](http://www.mic.iom.sk/en/contact.html)

## 6.7 PATIENTS’ RIGHTS

### 6.7 a list of the most important rights

**TITLE:** Rights of the patients

**WHAT:** The patients have rights that must be respected by the health institutions. Their most significant rights are defined in a document of national provenience – the Charter of Patient’s Rights in the Slovak Republic (in Slovak): [www.unb.sk/charta-prav-pacienta](http://www.unb.sk/charta-prav-pacienta) and in a document of EU provenience – the European Charter on Patients’ Rights (in Slovak): [www.health.gov.sk/Clanok?europska-charta-prav-pacientov](http://www.health.gov.sk/Clanok?europska-charta-prav-pacientov)

### 6.7 b advocacy

**TITLE:** Advocacy of the patients

**WHAT:** The rights of patients in Slovakia are advocated by several institutions. Among the most influential belong:

- ▶ Úrad pre dohľad nad zdravotnou starostlivosťou (Health Care Surveillance Authority) – a governmental institution
- ▶ Asociácia na ochranu práv pacientov SR (Association for the Protection of Patients’ Rights in Slovakia) – a civic patients support association
- ▶ Asociácia organizácií zdravotne postihnutých občanov SR (Alliance of Organisations of Disabled People in Slovakia) – a civic support association for disabled persons

**WHERE:** They may be found, respectively, on the websites: [www.udzs-sk.sk/web/en/welcome-to-the-aturity-web-site](http://www.udzs-sk.sk/web/en/welcome-to-the-aturity-web-site) and [www.aopp.sk](http://www.aopp.sk) and [www.aozpooz.sk/index.cfm](http://www.aozpooz.sk/index.cfm)

## 6.8 SUPPORT SERVICES FOR MIGRANTS

### 6.8 a list of support services and projects regarding health

There is no system of support services available to migrants regarding health. Please consult a local NGOs.



# **Danube Compass Slovenia (English version)**

## **OTHER LANGUAGES CHOSEN:**

- ▶ Slovenian
- ▶ Bosnian
- ▶ Albanian
- ▶ Russian

**RESPONSIBLE PARTNER:**  
Employment Service of Slovenia



# Structure

<b>1</b>	<b>ARRIVAL AND STAY .....</b>	<b>1145</b>
1.1	VISA .....	1145
1.2	ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION .....	1147
1.3	TEMPORARY WORK MOBILITY .....	1152
1.4	TEMPORARY IMMIGRATION .....	1156
1.5	LONG TERM IMMIGRATION .....	1160
1.6	CITIZENSHIP .....	1163
1.7	IRREGULAR/UNDOCUMENTED SITUATION .....	1165
1.8	PERSONAL DOCUMENTS .....	1167
1.9	CERTIFICATES .....	1169
1.10	VERIFICATION OF DOCUMENTS .....	1170
1.11	JUDICIAL TRANSLATIONS .....	1171
1.12	REGISTRATION OF ADDRESS .....	1172
1.13	SUPPORT SERVICES FOR MIGRANTS .....	1175
<b>2</b>	<b>WORK .....</b>	<b>1183</b>
2.1	EMPLOYMENT .....	1183
2.2	BUSINESS .....	1219
2.3	TAXES .....	1243
2.4	SUPPORT SERVICES FOR MIGRANTS .....	1247
<b>3</b>	<b>LEARNING LOCAL LANGUAGE .....</b>	<b>1253</b>
3.1	STATE SUPPORTED PROGRAMS .....	1253
3.2	COMMERCIAL PROGRAMS .....	1255
3.3	LANGUAGE COURSES FOR CHILDREN .....	1256
3.4	LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP .....	1256
3.5	SUPPORT SERVICES FOR MIGRANTS .....	1257

<b>4</b>	<b>EDUCATION .....</b>	<b>1262</b>
4.1	PRESCHOOL EDUCATION .....	1262
4.2	PRIMARY SCHOOL .....	1264
4.3	SECONDARY SCHOOL .....	1269
4.4	HIGHER EDUCATION AND UNIVERSITY .....	1274
4.5	APPRENTICESHIP .....	1280
4.6	ADULT EDUCATION .....	1281
4.7	NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS .....	1282
4.8	SUPPORT SERVICES FOR MIGRANTS .....	1283
<b>5</b>	<b>EVERYDAY LIFE .....</b>	<b>1286</b>
5.1	HOUSING .....	1286
5.2	SOCIAL SUPPORT .....	1290
5.3	DRIVING AND TRANSPORT .....	1301
5.4	PERSONS WITH SPECIAL NEEDS .....	1305
5.5	PARTICIPATING IN SOCIETY .....	1316
5.6	HOLIDAYS AND FREE TIME .....	1323
5.7	SUPPORT SERVICES FOR MIGRANTS .....	1324
<b>6</b>	<b>HEALTH .....</b>	<b>1337</b>
6.1	PUBLIC HEALTH CARE .....	1337
6.2	HEALTH INSURANCE .....	1338
6.3	PRIVATE HEALTHCARE .....	1341
6.4	EMERGENCY .....	1342
6.5	PRO BONO HEALTH SERVICE .....	1343
6.6	INTERPRETERS .....	1344
6.7	PATIENTS' RIGHTS .....	1345
6.8	SUPPORT SERVICES FOR MIGRANTS .....	1346





# 1 ARRIVAL AND STAY

## 1.1 VISA

### 1.1 a types of visas

**TITLE:** Airport transit visa (Visa A)

**WHAT:** Airport transit visa (Visa A) allows you to pass through the international transit areas of airports situated on the territory of EU Member States, but doesn't allow you to enter Slovenia. You can find more information on transit Schengen visa here (in English, German, French, Russian, Chinese): <https://www.schengenvisainfo.com/transit-schengen-visa/>

**HOW:** You must apply for Visa A personally at a diplomatic mission or a consular post of Republic of Slovenia before passing through the international transit area in Slovenia. You can apply for the visa between 90 and 15 days before your date of travel. You need to meet prescribed requirements and submit the required documentation, such as valid travel document, visa fee payment confirmation and other supporting documents.

**WHERE:** Information on representations of the Republic of Slovenia abroad (in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)  
(in Slovenian): [http://www.mzz.gov.si/si/predstavnstva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnstva_po_svetu/)

**ATTENTION:**

- ▶ If you wish to transit through Slovenia and your travel destination is in another country in Schengen zone, normally you don't need Visa A, depending upon your citizenship. You should however request for other type of visa (e.g. Visa C) or other type of permit in the country of your destination. Still, the passport control will be in Slovenia if it is the first point of entry in the Schengen territory.
- ▶ If you are a third-country national who needs Schengen visa (Visa A and Visa C) to enter France, Latvia, Hungary or the Netherlands, you should apply for it at the Common Application Centre, Ministry of Foreign Affairs of the Republic of Slovenia. You can find more information about it here  
(in English): [http://www.mzz.gov.si/en/entry\\_and\\_residence/common\\_application\\_centre\\_ljubljana/](http://www.mzz.gov.si/en/entry_and_residence/common_application_centre_ljubljana/)  
(in Slovenian): [http://www.mzz.gov.si/si/vstop\\_in\\_prebivanje/skupni\\_zajemni\\_center\\_ljubljana/](http://www.mzz.gov.si/si/vstop_in_prebivanje/skupni_zajemni_center_ljubljana/)

**TITLE:** Short-stay visa (Schengen visa or Visa C)

**WHAT:** Short-stay visa (Visa C) allows you to stay in or enter the territory of the Schengen countries. It allows you to stay in Slovenia for a maximum of 90 days in a 180-day period. When you apply for Visa C you need to provide the [mandatory documents](#) and [additional documents](#) depending on the purpose of your stay in Slovenia. The purpose of the journey can be divided into 6 main types: 1. business trips, 2. study or other types of training, 3. tourism and private reasons, 4. political, scientific, cultural, sports or religious events or other reasons, 5. official delegations, 6. medical reasons. List of documents required by the authorities depends on the purpose of the visit. You can find the list of required documentation here  
(in English): [http://www.mzz.gov.si/en/entry\\_and\\_residence/for\\_vis\\_a\\_applicants/short\\_stay\\_visas/](http://www.mzz.gov.si/en/entry_and_residence/for_vis_a_applicants/short_stay_visas/)



(in Slovenian):

[http://www.mzz.gov.si/vstop\\_in\\_prebivanje/najpogostejsa\\_vprasanja/kratkorocni\\_vizum/](http://www.mzz.gov.si/vstop_in_prebivanje/najpogostejsa_vprasanja/kratkorocni_vizum/)

You can find more information on Visa C here

(in English, website available also in German, French, Russian, Spanish and Chinese):

<https://www.schengenvisainfo.com/slovenia-visa/>

More general information about entry, visa regimes and visas can be found here

(in English): [http://www.mzz.gov.si/en/entry\\_and\\_residence/visa\\_regimes\\_and\\_visas/](http://www.mzz.gov.si/en/entry_and_residence/visa_regimes_and_visas/)

(in Slovenian): [http://www.mzz.gov.si/vstop\\_in\\_prebivanje/vizumski\\_rezim\\_in\\_vizumi/](http://www.mzz.gov.si/vstop_in_prebivanje/vizumski_rezim_in_vizumi/)

Type C visa can be extended in certain extreme situations when it is impossible for you to return to your home country.

**HOW:** You need to apply personally to a diplomatic or consular representation of the Republic of Slovenia before entering Slovenia. You can also apply to other Schengen country diplomatic or consular representation in case Slovenia doesn't have its representation in certain country, but has a valid agreement on visa matters. You can apply for visa C between 90 and 15 days prior to your date of travel to Slovenia. Application forms are available online here (webpage in English, forms in different languages):

[http://www.mzz.gov.si/en/entry\\_and\\_residence/application\\_forms/](http://www.mzz.gov.si/en/entry_and_residence/application_forms/)

**WHERE:** Information on representations of the Republic of Slovenia abroad

(in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

(in Slovenian): [http://www.mzz.gov.si/si/predstavnstva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnstva_po_svetu/)

**TITLE:** Long-stay visa (National visa or Visa D)

**WHAT:** A long-stay visa (Visa D) enables you to enter and stay in the Republic of Slovenia for the period of its validity, but not more than one year. You are required to obtain a D visa before you travel to Slovenia. When you apply you need to provide the [mandatory documents](#) and [additional documents](#), depending on the purpose of your visa application (family reunification, students, diplomats, media reporters, sport trainers, etc.). This visa may be issued to certain categories of third-country nationals. You can find more information on categories of persons who are eligible to apply for Visa D here

(in English): [http://www.mzz.gov.si/en/entry\\_and\\_residence/for\\_visa\\_applicants/long\\_stay\\_visas/](http://www.mzz.gov.si/en/entry_and_residence/for_visa_applicants/long_stay_visas/)

(in Slovenian): [http://www.mzz.gov.si/si/vstop\\_in\\_prebivanje/najpogostejsa\\_vprasanja/dolgorocni\\_vizum/](http://www.mzz.gov.si/si/vstop_in_prebivanje/najpogostejsa_vprasanja/dolgorocni_vizum/)

You can find more general information about the entry, visa regimes and visas here

(in English): [http://www.mzz.gov.si/en/entry\\_and\\_residence/visa\\_regimes\\_and\\_visas/](http://www.mzz.gov.si/en/entry_and_residence/visa_regimes_and_visas/)

(in Slovenian): [http://www.mzz.gov.si/vstop\\_in\\_prebivanje/vizumski\\_rezim\\_in\\_vizumi/](http://www.mzz.gov.si/vstop_in_prebivanje/vizumski_rezim_in_vizumi/)

**HOW:** You must personally apply to a diplomatic mission or consular post of the Republic of Slovenia, not at missions of other Schengen States representing Slovenia, before entering Slovenia. You can apply for this type of visa between 90 and 15 days before your date of travel to Slovenia. Application forms are available online here (in English, different forms in different languages): [http://www.mzz.gov.si/en/entry\\_and\\_residence/application\\_forms/](http://www.mzz.gov.si/en/entry_and_residence/application_forms/)

Type D visa cannot be extended. Instead, you can apply for a residence permit





directly at an administrative unit.

**WHERE:** Information on representations of the Republic of Slovenia abroad

(in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

(in Slovenian): [http://www.mzz.gov.si/si/predstavnstva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnstva_po_svetu/)

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**GOOD TO KNOW:** Holders of valid residence permit of one of Schengen states don't need a visa.

More information for visa applicants is available here

(in English): [http://www.mzz.gov.si/en/entry\\_and\\_residence/for\\_vis\\_a\\_applicants/](http://www.mzz.gov.si/en/entry_and_residence/for_vis_a_applicants/)

(in Slovenian): [http://www.mzz.gov.si/si/vstop\\_in\\_prebivanje/najpogostejsa\\_vprasanja/](http://www.mzz.gov.si/si/vstop_in_prebivanje/najpogostejsa_vprasanja/)

## 1.2 ASYLUM AND INTERNATIONAL/TEMPORARY PROTECTION

### 1.2 a types of protection

**TITLE:** Applicant for international protection - "asylum seeker" (*prošilec za mednarodno zaščito*)

**WHAT:** You may be granted international protection ("asylum") in Slovenia if you flee your country because you are being systematically persecuted in your home country due to your political belief or due to your religion, race, nationality or ethnic origin and if protection isn't provided by the country of your citizenship or permanent residence (if you are a person without citizenship).

**HOW:** Inform any police officer that you need international protection ("asylum"). Express the intention of filing an application for international protection at the police station, or do so at the Asylum Home of the International Protection Procedures Division (Ministry of the Interior). Submit the application immediately upon your arrival in Slovenia. Within EU countries, the country in which you first apply for asylum is responsible for either accepting or rejecting the application and you can't re-apply in another EU member state. You can ask for international protection only in person. While your application is being examined you have the right to reside in the Slovenia. You will receive basic care. You can be accommodated in the Asylum Centre or its branch or can receive financial assistance if you are accommodated in a private residence. You are eligible to emergency medical treatment, education, access to the labor market (9 months after your application was submitted), humanitarian aid, and an allowance (18€ per month in 2017). You also have the right to get legal advice and an interpreter. Different NGOs provide you with support and free time activities. If you are granted international protection, you are eligible for support in your integration process provided by Governmental Office for Support and Integration of Migrants (Click on "Refugee status" or "Subsidiary protection status" here in Danube Compass for more information). If you are denied international protection, you will be hand over to the police, Centre for Foreigners in Postojna, who will carry out the procedure of your return to the country of origin. In the procedures at the court of justice you are eligible for free legal aid provided by legal counsellors for refugees.

**WHERE:**

Competent authority regarding status:



Ministrstvo za notranje zadeve, Direktorat za upravne notranje zadeve, migracije in naturalizacijo, Urad za migracije, Sektor za postopke mednarodne zaščite (*Ministry of the Interior, Internal Administrative Affairs, Migration and Naturalisation Directorate, Migration Office, International Protection Procedures Division*)

Štefanova ulica 2, 1501 Ljubljana

Telephone: +386 1 428 46 80

[http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/international\\_protection/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/international_protection/)

E-mail: [gp.mnz@gov.si](mailto:gp.mnz@gov.si)

Competent authority regarding accomodation and support:

Urad Vlade Republike Slovenije za oskrbo in integracijo migrantov (*Government Office for Support and Integration of Migrants*)

Cesta v Gorice 15, 1000 Ljubljana

Telephone: +386 1 200 84 01

[http://www.uoim.gov.si/en/about\\_the\\_office/](http://www.uoim.gov.si/en/about_the_office/)

E-mail: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si)

USEFUL LINKS:

- ▶ You can find more information on international protection in Slovenia here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/international\\_protection/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/international_protection/)  
(in Slovenian): [http://www.mnz.gov.si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/mednarodna\\_zascita\\_azil/](http://www.mnz.gov.si/mnz_za_vas/tujci_v_sloveniji/mednarodna_zascita_azil/)

A list of legal counsellors for asylum / refugees can be found here (in Slovenian): <https://spvt.mp.gov.si/imenik-svetovalcev-za-azil-begunce.html>

UNHCR covers Slovenia by UNHCR Regional Representation for Central Europe in Budapest. It is in regular contact with government, ministries and government agencies. It provides the opinion on legislation that directly affects life of refugees and asylum seekers. It also cooperates with NGOs in local environment. See more in their website

(in English): <http://www.unhcr.org/slovenia.html>

(in Slovenian): <http://www.unhcr.org/si/>

A Brochure Integration into Slovene society can be found here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/)

- ▶ A website Information for foreigners includes also information on international protection and can be found here  
(in Slovenian): <http://www.infotujci.si/>  
(in English): <http://www.infotujci.si/index.php?setLang=EN&t=&id=>  
(in French): <http://www.infotujci.si/index.php?setLang=FR&t=&id=>  
(in Spanish): <http://www.infotujci.si/index.php?setLang=ES&t=&id=>  
(in Russian): <http://www.infotujci.si/index.php?setLang=RU&t=&id=>  
(in Serbo-Croat): <http://www.infotujci.si/index.php?setLang=BA&t=&id=>  
(in Albanian): <http://www.infotujci.si/index.php?setLang=AL&t=&id=>

**TITLE:** Refugee status (*status begunca*)

**WHAT:** This is one of two forms of international protection status in Slovenia. You may be eligible for refugee status if you provide justifiable proof that you are a



victim of persecution in your home country due to race, religion, nationality, political beliefs or affiliation to a special social group. With this status you obtain permanent residence permit. Once you are granted refugee status you will be introduced to your personal counsellor for integration from Government Office for Support and Integration of migrants who will support you for next three years. On the first meeting you will be informed about your rights and duties in your language. You will learn that you are equal to Slovenian citizens regarding access to social, educational, employment and health services. You can read more about the rights and duties of international protection beneficiaries here (in English, the website is available also in Slovenian, French, Spanish, Russian, Bosnian and Albanian): <http://www.infotujci.si/s/6/asylum-/international-protection>

You are eligible to special integration support programmes, mostly performed by NGOs. Your counsellor will inform you and link you up with them.

Moreover, you can apply for family reunification once you are granted the status. Ask your personal counsellor for integration for more information. You only have 90 days after you are granted the status to apply for family reunification. If you exceed this time, you can still apply for it, but the procedure is more complicated and takes more time.

Furthermore, persons with refugee status may apply for a passport for refugees. The passport is issued with a validity of ten years. Keep in mind that you need to check the entry requirements of the country of your travel destination regarding your special passport.

**HOW:** You need to apply for international protection in Slovenia. Click on “*Applicant for international protection / “asylum seeker” (prosilec za mednarodno zaščito)*” here in Danube Compass to find more information how to apply for it.

**WHERE:**

Urad Vlade Republike Slovenije za oskrbo in integracijo migrantov (*Government Office for Support and Integration of Migrants*)

Cesta v Gorice 15, 1000 Ljubljana

Telephone: +386 1 200 84 01

[http://www.uoim.gov.si/en/about\\_the\\_office/](http://www.uoim.gov.si/en/about_the_office/)

E-mail: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si)

**USEFUL LINKS:**

- ▶ You can find more information on international protection in Slovenia here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/international\\_protection/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/international_protection/)

(in Slovenian): [http://www.mnz.gov.si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/mednarodna\\_zascita\\_azil/](http://www.mnz.gov.si/mnz_za_vas/tujci_v_sloveniji/mednarodna_zascita_azil/)

A list of legal counsellors for asylum / refugees can be found here (in Slovenian): <https://spvt.mp.gov.si/imenik-svetovalcev-za-azil-begunce.html>

Slovenia is covered by UNHCR Regional Representation for Central Europe in Budapest. It is in regular contact with government, ministries and government agencies. It provides the opinion on legislation that directly affects life of refugees and asylum seekers. It also cooperates with NGOs in local environment. See more in their website

(in English): <http://www.unhcr.org/slovenia.html>

(in Slovenian): <http://www.unhcr.org/si/>

A Brochure Integration into Slovene society can be found here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/)



- ▶ A website Information for foreigners includes also information on international protection and can be found here  
(in Slovenian): <http://www.infotujci.si/>  
(in English): <http://www.infotujci.si/index.php?setLang=EN&t=&id=>  
(in French): <http://www.infotujci.si/index.php?setLang=FR&t=&id=>  
(in Spanish): <http://www.infotujci.si/index.php?setLang=ES&t=&id=>  
(in Russian): <http://www.infotujci.si/index.php?setLang=RU&t=&id=>  
(in Serbo-Croat): <http://www.infotujci.si/index.php?setLang=BA&t=&id=>  
(in Albanian): <http://www.infotujci.si/index.php?setLang=AL&t=&id=>

**TITLE:** Subsidiary protection (*subsidiarna zaščita*)

**WHAT:** This is one of two forms of international protection status in Slovenia. You may qualify for this status if you don't meet the criteria for refugee status, but provide justifiable reasons that serious harm (e.g. death penalty, execution, torture, inhuman treatment, punishment or indiscriminate violence amid international or internal armed conflict) would be caused to you in case of return to your home country. You hold this status for a limited period of time, therefore with this status you are granted temporary residence permit.

Once you are granted subsidiary protection you will be introduced to your personal counsellor for integration from Government Office for Support and Integration of migrants who will support you for next three years. On the first meeting you will be informed about your rights and duties in your language. You will learn that you are equal to Slovenian citizens regarding access to social, educational, employment and health services. You can read more about the rights and duties of international protection beneficiaries here (in English, the website is available also in Slovenian, French, Spanish, Russian, Bosnian and Albanian): <http://www.infotujci.si/s/6/asylum-/international-protection>

You are eligible to special integration support programmes, mostly performed by NGOs. Your counsellor will inform you and link you up with them.

Moreover, you can apply for family reunification once you are granted the status. Ask your personal counsellor for integration for more information. You only have 90 days after you are granted the status to apply for family reunification. If you exceed this time, you can still apply for it, but the procedure is more complicated and takes more time.

It is important that you know that you can apply for a renewal of your subsidiary protection. If you want to travel to other countries, you can use your national passport if you have it. If you don't have it, the Ministry of the Interior issues a passport for foreigners for the duration of subsidiary protection, unless there are grounds for refusal. Keep in mind that you need to check the entry requirements of the country of your travel destination regarding your status and special passport. General information about international protection in Slovenia can be found here

(in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/international\\_protection/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/international_protection/)

(in Slovenian): [http://www.mnz.gov.si/mnz\\_zavastujci\\_v\\_sloveniji/mednarodnazascita\\_azil/](http://www.mnz.gov.si/mnz_zavastujci_v_sloveniji/mednarodnazascita_azil/)

**HOW:** You need to apply for international protection in Slovenia. Click on "Applicant for international protection / "asylum seeker" (*prošilec za mednarodno zaščito*)" here in Danube Compass to find more information how to apply for it.



#### WHERE:

Urad Vlade Republike Slovenije za oskrbo in integracijo migrantov (*Government Office for Support and Integration of Migrants*)

Cesta v Gorice 15, 1000 Ljubljana

[http://www.uoim.gov.si/en/about\\_the\\_office/](http://www.uoim.gov.si/en/about_the_office/)

Telephone: +386 1 200 84 01

E-mail: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si)

#### USEFUL LINKS:

- ▶ You can find more information on international protection in Slovenia here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/international\\_protection/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/international_protection/)

(in Slovenian): [http://www.mnz.gov.si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/mednarodna\\_zascita\\_azil/](http://www.mnz.gov.si/mnz_za_vas/tujci_v_sloveniji/mednarodna_zascita_azil/)

A list of legal counsellors for asylum / refugees can be found here (in Slovenian): <https://spvt.mp.gov.si/imenik-svetovalcev-za-azil-begunce.html>

Slovenia is covered by UNHCR Regional Representation for Central Europe in Budapest. It is in regular contact with government, ministries and government agencies. It provides the opinion on legislation that directly affects life of refugees and asylum seekers. It also cooperates with NGOs in local environment. See more in their website

(in English): <http://www.unhcr.org/slovenia.html>

(in Slovenian): <http://www.unhcr.org/si/>

A Brochure Integration into Slovene society can be found here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/)

- ▶ A website Information for foreigners includes also information on international protection and can be found here

(in Slovenian): <http://www.infotujci.si/>

(in English): <http://www.infotujci.si/index.php?setLang=EN&t=&id=>

(in French): <http://www.infotujci.si/index.php?setLang=FR&t=&id=>

(in Spanish): <http://www.infotujci.si/index.php?setLang=ES&t=&id=>

(in Russian): <http://www.infotujci.si/index.php?setLang=RU&t=&id=>

(in Serbo-Croat): <http://www.infotujci.si/index.php?setLang=BA&t=&id=>

(in Albanian): <http://www.infotujci.si/index.php?setLang=AL&t=&id=>

**GOOD TO KNOW:** If you have a residence permit based on a family reunion (permanent residence permit when your family member holds a refugee status and temporary residence permit when your family member holds a subsidiary protection status), you are only eligible for certain benefits, based on your status (your residence permit), not to special integration support as other international protection beneficiaries (e.g. you are entitled to language course of a maximum of 180 hours, while international protection beneficiaries are currently entitled to at least 300-hour courses).

- ▶ According to non-refoulement principle and customary international law, you are granted permission to stay (*dovoljenje za zadrževanje*), based on an obligation of the Republic of Slovenia not to deport an alien to a country in which his or her life or freedom would be threatened on the basis of race, religion, nationality, membership of a special social group or political conviction, or to a country in which the alien would be exposed to torture



or other cruel, inhumane and humiliating treatment or punishment. With this status your rights are very limited. You can find more information about permission to stay in Aliens Act, especially Article 73, here (available only in Slovenian): <http://www.pisrs.si/Pis.web/pregledPredpisa?id=ZAKO5761>

**TITLE:** Temporary protection (*začasna zaščita*)

**WHAT:** If you are a third country national or a stateless person and you fled areas of armed conflict or endemic violence, or you are at serious risk of, or a victim of systematic or widespread violations of your human rights, and you arrive in Slovenia in a mass influx together with other displaced persons from third countries who are unable to return to their country of origin, a temporary protection status might be granted to you. This might happen in cases when Slovenian asylum system isn't able to process applications due to their high number in short period of time.

**HOW:** On a proposal from the Commission, which examines a request by a Member State, the Council of the EU decides whether a mass influx of displaced persons exists. Due to its decision Slovenia can introduce temporary protection. It decides on the number of people granted temporary protection, conditions for exceeding this number (especially when families reunite or in case of vulnerable group of individuals), the date on which the temporary protection will take effect, its duration and the deadline for leaving the country. The Slovenian government then informs the Council about the accommodation capacities for displaced persons. The temporary protection is normally granted to individuals for 1 year and can be extended maximum twice for six months. It can also be cancelled beforehand, if the conditions change and you are able to safely return and stay in the country or region of origin. You can read more about the temporary protection in the Temporary Protection of Displaced Persons Act here

(available only in Slovenian): <http://www.pisrs.si/Pis.web/pregledPredpisa?id=ZAKO4176>

and in Council Directive 2001/55/EC here

(in English): <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:212:0012:0023:EN:PDF>

**WHERE:**

Ministrstvo za notranje zadeve, Direktorat za upravne notranje zadeve, migracije in naturalizacijo

Urad za migracije, Sektor za postopke zakonitih migracij (*Ministry of the Interior, Internal Administrative Affairs, Migration and Naturalisation Directorate, Migration Office, Status Affairs Division*)

Štefanova ulica 2, 1501 Ljubljana

Telephone: +386 1 428 43 02

<http://www.mnz.gov.si/en/>

E-mail: [gp.mnz@gov.si](mailto:gp.mnz@gov.si)

## 1.3 TEMPORARY WORK MOBILITY

### 1.3 a posted workers from a third country company

**TITLE:** Posted workers from a third country company (*napoteni delavci iz podjetij v tretjih državah*)





**WHAT:** An employer can post an employee to another country for a limited period to carry out work in that country (posting of a worker to work in another country). Services using posted workers in Slovenia should be performed according to minimum working conditions and employment according to Slovenian law and collective agreements. When you are posted to another country, your employer must follow the employment regulations of that country: maximum work periods and minimum rest periods, minimum paid annual holidays, the minimum rates of pay (including overtime), health and safety at work, protection for women who are pregnant or have just given birth and equal treatment for men and women.

**WHO:** You're a 'posted worker' if you normally work in one country and temporarily carry out your work in another country (maximum 2 years). You can either be an employee posted by an employer, or a self-employed person.

**HOW:** In order to provide services in Slovenia using posted workers, an employer registered in a EU Member State has to submit a statement regarding provision of services to the Employment Service of Slovenia using the e-form (available only in Slovenian), if he wants to post you to Slovenia. Companies from the EU, EEA and Switzerland are required to register the start of posted work to the Employment Service of Slovenia if they use posted workers. The rule applies also to the third-country companies, providing short-term services in Slovenia involving the supply of goods and services by using posted workers. If the posted worker is a third country citizen, he must obtain a single residence and work permit for the purposes of pursuing cross-border services. The application should be submitted either by his employer or by foreigner himself at a diplomatic or consular representation of the Republic of Slovenia abroad. It can also be submitted by the employer at the administrative unit where the worker will reside or at the administrative unit where the employer's seat is or where the service will be carried out. If the foreigner possesses a valid passport and sufficient funds for living and has social security in the country from which he has been posted a single residence and work permit will be issued for the period stipulated in the contract or act of posting, or at most for a year with the possibility of extension.

Before being posted to the workplace, A1 form needs to be completed. This form proves that you are covered by the social security system of the country where you are employed. You might have to present A1 form to authorities at any time during the posting. More information on posting of workers can be found in the following links

(in English and Slovenian): [http://www.mddsz.gov.si/en/areas\\_of\\_work/labour\\_relations\\_and\\_labour\\_rights/employment\\_relationships/posted\\_workers/](http://www.mddsz.gov.si/en/areas_of_work/labour_relations_and_labour_rights/employment_relationships/posted_workers/)

(in English and Slovenian): <http://www.napotenidelavci.si/en/posting-to-slovenia/>

You can also find useful information for posted workers in construction industry here

(in English and Slovenian): <http://www.posting-workers.eu/countries/slovenia.aspx>

A list of Administrative Units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**WHERE:** Ministrstvo za delo, družino, socialne zadeve in enake možnosti (*Ministry of Labour, Family and Social Affairs and Equal Opportunities*)

Kotnikova 28, 1000 Ljubljana

Telephone: +386 1 369 7649

<http://www.mddsz.gov.si/en/>

E-mail: [gp.mddsz@gov.si](mailto:gp.mddsz@gov.si)

A list of institutions in relation to posting of workers (in English): <http://www.>





[napotnidelavci.si/en/competent-institutions-and-interest-groups/](http://napotnidelavci.si/en/competent-institutions-and-interest-groups/)

**ATTENTION:**

If you think your rights have been violated you can contact:

- ▶ Inšpektorat Republike Slovenije za delo (*Labour Inspectorate of the RS*),  
Verovškova ulica 64a, 1000 Ljubljana  
Telephone: +386 1 280 36 60  
<http://www.id.gov.si/en/>  
E-mail: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)
- ▶ Delavska svetovalnica (*Counselling Office for Workers*)  
Dalmatinova ulica 4, 1000 Ljubljana  
Telephone: +386 1 434 12 10 and 080 14 34  
<http://www.delavskasvetovalnica.si/>  
E-mail: [info@delavskasvetovalnica.si](mailto:info@delavskasvetovalnica.si)
- ▶ Zveza svobodnih sindikatov Slovenije - ZSSS (*Association of Free Trade Unions of Slovenia*)  
Dalmatinova ulica 4, 1000 Ljubljana  
Telephone: +386 1 434 12 00  
<https://www.zsss.si/english/>  
E-mail: [zsss@sindikat-zsss.si](mailto:zsss@sindikat-zsss.si)

### 1.3 b posted workers from EEA member states company

**TITLE:** Posted workers from EEA member states company (*napoteni delavci iz podjetij v EGP*)

**WHAT:** Within the EU and EEA (European Economic Area) the free movement of services means that a company or a self-employed person that fulfils the conditions to provide a certain service in their own country can provide this service in another EU or EEA country (within the context of cross-border provision of services). An employer can therefore post an employee to another member country for a limited period to carry out work in that country (posting of a worker to work in another country).

**WHO:** You're a 'posted worker' if you normally work in one country and temporarily carry out your work in another EU or EEA country (maximum 2 years). You can either be an employee posted by an employer, or a self-employed person.

**HOW:** In order to provide services in Slovenia using posted workers, an employer registered in a EU Member State has to submit a statement regarding provision of services to the Employment Service of Slovenia using the e-form (available only in Slovenian), if he wants to post you to Slovenia. Companies from the EU, EEA and Switzerland are required to register the start of posted work to the Employment Service of Slovenia if they use posted workers. The rule applies also to the third-country companies, providing short-term services in Slovenia involving the supply of goods and services by using posted workers. Services using posted workers in Slovenia may be provided without a work permit, according to minimum working conditions and employment according to Slovenian law and collective agreements. When you are posted to another country, your employer must follow the employment regulations of that country: maximum work periods and minimum rest periods, minimum paid annual holidays, the minimum rates of pay (including overtime), health and safety at work, protection for women who are pregnant or have just given birth and equal treatment for men and women.

Before being posted to the workplace, A1 form needs to be completed. This form proves that you are covered by the social security system of the country where you



are employed. You might have to present A1 form to authorities at any time during the posting. More information on posting of workers (in English and Slovenian): [http://www.mddsz.gov.si/en/areas\\_of\\_work/labour\\_relations\\_and\\_labour\\_rights/employment\\_relationships/posted\\_workers/](http://www.mddsz.gov.si/en/areas_of_work/labour_relations_and_labour_rights/employment_relationships/posted_workers/) and <http://www.napotenidelavci.si/en/posting-to-slovenia/>

Useful information for posted workers in construction industry (in English and Slovenian): <http://www.posting-workers.eu/countries/slovenia.aspx>

A list of Administrative Units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**WHERE:** Ministrstvo za delo, družino, socialne zadeve in enake možnosti (*Ministry of Labour, Family and Social Affairs and Equal Opportunities*)

Kotnikova 28, 1000 Ljubljana

Telephone: +386 1 369 7649

<http://www.mddsz.gov.si/en/>

E-mail: [gp.mddsz@gov.si](mailto:gp.mddsz@gov.si)

A list of institutions in relation to posting of workers (in English): <http://www.napotenidelavci.si/en/competent-institutions-and-interest-groups/>

#### **ATTENTION:**

If you think your rights have been violated you can contact:

- ▶ Inšpektorat Republike Slovenije za delo (*Labour Inspectorate of the RS*),  
Verovškova ulica 64a, 1000 Ljubljana  
Telephone: +386 1 280 36 60  
<http://www.id.gov.si/en/>  
E-mail: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)
- ▶ Delavska svetovalnica (*Counselling Office for Workers*)  
Dalmatinova ulica 4, 1000 Ljubljana  
Telephone: +386 1 434 12 10 and 080 14 34  
<http://www.delavskasvetovalnica.si/>  
E-mail: [info@delavskasvetovalnica.si](mailto:info@delavskasvetovalnica.si)
- ▶ Zveza svobodnih sindikatov Slovenije - ZSSS (*Association of Free Trade Unions of Slovenia*)  
Dalmatinova ulica 4, 1000 Ljubljana  
Telephone: +386 1 434 12 00  
<https://www.zsss.si/english/>  
E-mail: [zsss@sindikato-zsss.si](mailto:zsss@sindikato-zsss.si)

**GOOD TO KNOW:** Your obligations depend on your citizenship (EU or non-EU). You can find more information on obligations of posted workers here (in English and Slovenian): <http://www.napotenidelavci.si/en/posting-to-slovenia/obligations-of-posted-workers/>

### **1.3 c transnational hiring out of workers**

Hiring out of workers by an employment agency residing outside Slovenia to perform certain activity in a Slovenian company when you're subject to its supervision and instructions is considered as one of the forms of posting of workers (see more in section *Posted workers from EEA member states company*). In case that this or other Slovenian company later employs you (if the company and yourself meet all the conditions for your employment), you are no longer considered a posted worker and you are legally entitled to equal rights as all other regularly employed people in Slovenia.



### 1.3 d seasonal workers

**TITLE:** Seasonal workers

**WHAT:** Slovenian employees can hire foreign workers for seasonal work lasting up to 90 days in a calendar year, when they fulfil certain conditions (below). Seasonal work can only be carried out in agriculture and forestry and is tied to the season.

**WHO:** You are a (foreign) seasonal worker when you enter and stay in the Republic of Slovenia to perform work in agriculture or forestry up to 90 days per calendar year. If you are third country citizen and wish to perform seasonal work you must obtain a work permit which allows you to perform seasonal work up to 90 days in a calendar year.

**HOW:** If you are a third country citizen, your employer has to submit an application for the work permit at the Employment Service of Slovenia. The application needs to be submitted by mail or in person. The permit will be issued when you fulfil the required conditions:

- ▶ you have a valid passport,
- ▶ you have an adequate health insurance,
- ▶ you have a work or employment contract.

You can find more general information on working in Slovenia here

(in English): [http://english.ess.gov.si/the\\_info\\_point\\_for\\_foreigners/working\\_in\\_slovenia](http://english.ess.gov.si/the_info_point_for_foreigners/working_in_slovenia)

(in Slovenian): [https://www.ess.gov.si/tujci/delo\\_v\\_sloveniji](https://www.ess.gov.si/tujci/delo_v_sloveniji)

**WHERE:** The application for work permit for seasonal work for third country nationals needs to be send to:

Zavod Republike Slovenije za zaposlovanje (*Employment Service of Slovenia*),  
Rožna dolina, Cesta IX/6, 1000 Ljubljana.

It can also be submitted in person at

Zavod za zaposlovanje, Služba za zaposlovanje tujcev (*Employment Service of Slovenia, Office for the Employment of Foreigners*)

Rožna dolina, Cesta VI/7, 1000 Ljubljana

Telephone: +386 1 300 49 41

[http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours/item?OEN=9924&jezik=ang](http://english.ess.gov.si/about_ess/addresses_and_working_hours/item?OEN=9924&jezik=ang)

E-mail: [novotujci@ess.gov.si](mailto:novotujci@ess.gov.si)

or at [all organisational units](#) of the Employment Service.

You can find more information about Office for employment of foreigners here

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours/item?OEN=9924&jezik=ang](http://english.ess.gov.si/about_ess/addresses_and_working_hours/item?OEN=9924&jezik=ang)

Find the list of all organisational units of the Employment Service here (in English):

[http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

## 1.4 TEMPORARY IMMIGRATION

### 1.4 a workers

**TITLE:** Workers

**WHAT:** If you wish to reside and work in Slovenia as employed or self-employed



person, you should apply for a single residence and work permit.

**HOW:** You may lodge the application for the single residence and work permit in person at a diplomatic representation of the Republic of Slovenia, where you also collect it in person. The application can also be lodged by your employer at an administrative unit in the Republic of Slovenia. Beside fulfilling the basic conditions you must present supporting documents required for a particular type of employment or work, e.g. employment contract, certificate, etc.

The first single permit must be obtained before entering Slovenia and is issued for the duration of the employment or work contract, for a maximum of one year.

More information about working in Slovenia is available here:

(in English): [http://english.ess.gov.si/the\\_info\\_point\\_for\\_foreigners/working\\_in\\_slovenia](http://english.ess.gov.si/the_info_point_for_foreigners/working_in_slovenia)

(in Slovenian): [https://www.ess.gov.si/tujci/delo\\_v\\_sloveniji](https://www.ess.gov.si/tujci/delo_v_sloveniji)

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**WHERE:** Information on representations of the Republic of Slovenia abroad is available here

(in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

(in Slovenian): [http://www.mzz.gov.si/si/predstavnistva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnistva_po_svetu/)

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

## 1.4 b family reunification

**TITLE:** Family reunification

**WHAT:** You can apply for a temporary residence permit for your family members for the purpose of family reunion.

**WHO:** Family reunification (family reunion) is possible for your family members if you hold a permanent residence permit, issued by Slovenian government or have lived in Slovenia for at least one year prior to the application on the basis of a temporary residence permit which is valid for at least another year after the application. You are not subject to these conditions if you are a holder of the EU Blue Card or a temporary residence permit for research and higher education purposes.

Eligible family members in the case of family reunification are: your spouse or long-term relationship partner, your minor or adult unmarried children (also adoptive and stepchildren), your parents (also parents-in-law) and in exceptional circumstances other relatives, if these circumstances speak in favor of a family reunion in Slovenia.

Your family members must provide a proof of family relationship (marriage certificate, child's birth certificate, etc.).

**HOW:** You should submit an application at a diplomatic representation of the Republic of Slovenia or at the administrative unit in the area where you reside. If you have a refugee status or a subsidiary protection you should submit the request for a temporary or permanent residence permit for your family members at the Ministry of the Interior. You can find more information on family reunion here

(in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/residence\\_permit\\_for\\_the\\_third\\_country\\_national/family\\_reunion/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/family_reunion/)

(in Slovenian):



[http://www.mnz.gov.si/si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/bivanje\\_drzavljanov\\_tretjih\\_drzav\\_v\\_sloveniji/zdruzitev\\_druzine/](http://www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/bivanje_drzavljanov_tretjih_drzav_v_sloveniji/zdruzitev_druzine/)

(in English, website available also in Slovenian, French, Spanish, Russian, Bosnian and Albanian): <http://www.infotujci.si/v/9/family-reunion>

**WHERE:** Information on representations of the Republic of Slovenia abroad is available here

(in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

(in Slovenian): [http://www.mzz.gov.si/si/predstavnistva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnistva_po_svetu/)

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**ATTENTION:**

The right to family reunion is not granted to foreigners who hold a temporary residence permit as daily commuters or for the purposes of performing seasonal work.

### 1.4 c blue card

**TITLE:** Blue Card

**WHAT:** The EU Blue Card is a work and temporary residence permit for highly qualified employment for Non-EU/EEA nationals.

**HOW:** In the Republic of Slovenia the EU Blue Card is issued as a single work and residence permit allowing you to enter, stay and work in Slovenia. Beside the basic conditions for temporary residence permit you must be educated or skilled and you have a work contract or binding job offer for employment in Slovenia. An application for single residence and work permit for the EU Blue Card may be lodged by your employer at the competent administrative unit in the Republic of Slovenia (or at a diplomatic mission or consulate of the Republic of Slovenia in your country). The administrative unit will obtain the approval of the Employment Service of Slovenia, therefore you or your employer are not required to obtain a work permit before submitting an application for an EU Blue Card. Find more information on employment of foreign nationals and work in Slovenia (in English and Slovenian) here: [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/residence\\_permit\\_for\\_the\\_third\\_country\\_national/employment\\_and\\_work/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/employment_and_work/)

General information on EU Blue Card (in English) is available here: <https://www.apply.eu/BlueCard/>

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**WHERE:** Information on representations of the Republic of Slovenia abroad is available here

(in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

(in Slovenian): [http://www.mzz.gov.si/si/predstavnistva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnistva_po_svetu/)

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**GOOD TO KNOW:** If you are a holder of the EU Blue Card issued by another EU Member State, you can stay in Slovenia without residence permit for up to 30 days from the day of entry into the country. If you wish to extend your stay in Slovenia, you need to obtain the EU Blue Card at the administrative unit of the territory of your residence.



## 1.4 d students

**TITLE:** Students

**WHAT:** If you are a student and you want to apply for a temporary residence permit you must fulfil the basic conditions and provide proof of enrolment at an university, school or another educational programme, student exchange, training, etc. You need to submit a proof of sufficient means of subsistence in the amount of at least basic monthly minimum income in Slovenia or a written statement by your parents (or you legal representative) declaring that they will support you during your study.

**HOW:** You need to obtain a temporary residence permit before entering Slovenia (except the exceptions stipulated by law). You submit an application at a diplomatic mission or consulate of the Republic of Slovenia. If you meet all the conditions, a relevant administrative unit issues a permit and you collect it in person at the place of application. More general information on temporary residence permit (in English and Slovenian) is available here: [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/residence\\_permit\\_for\\_the\\_third\\_country\\_national/temporary\\_residence\\_permit/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/temporary_residence_permit/)

**WHERE:** Information on representations of the Republic of Slovenia abroad is available here

(in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

(in Slovenian): [http://www.mzz.gov.si/si/predstavnistva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnistva_po_svetu/)

**GOOD TO KNOW:** If you are a holder of temporary residence permit for the purpose of study issued by another EU Member State, you can stay in Slovenia for up to three months from the date you entered the country or until the permit expires, whichever date is due first. If you wish to extend your stay in Slovenia, you need to obtain a temporary residence permit to study in Slovenia at the administrative unit of the territory of your residence.

## 1.4 e temporary residence permit

**TITLE:** Temporary residence permit

**WHAT:** If you wish to enter and stay in Slovenia for purposes other that can be specified by a visa (e.g. work, study, voluntary work etc.), you must obtain a temporary residence permit. This permit allows you to enter Slovenia and to reside there for a definite period of time and for a specific purpose.

**HOW:** You must fulfil basic and specific conditions in order to obtain the temporary residence permit. Basic conditions:

- ▶ a valid passport,
- ▶ health insurance,
- ▶ sufficient subsistence funds (minimum monthly income in Slovenia),
- ▶ police clearance from your country, not older than three months.

Specific conditions depend on the purpose of your stay you will have to provide additional documents and/or fulfil certain conditions.

You apply for a temporary residence permit before entering Slovenia at a diplomatic or consular representation of the Republic of Slovenia. You are required to collect it in person at the place of application. Moreover, also other person can apply for the issue of your first temporary residence permit (e. g. an employer, research organisation, higher education institution, or a representative of one of the contracting parties).

The permit may be extended under the same conditions that apply to its issuing.





You can apply for the extension for temporary residence permit in person at an administrative unit in Slovenia before it expires. Again, also other person (e. g. an employer, research organisation, higher education institution, or a representative of one of the contracting parties) can do it instead of you. More information on temporary residence permit can be found here

(in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/residence\\_permit\\_for\\_the\\_third\\_country\\_national/temporary\\_residence\\_permit/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/temporary_residence_permit/)

(in Slovenian): [http://www.mnz.gov.si/si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/bivanje\\_drzavljanov\\_tretjih\\_drzav\\_v\\_sloveniji/dovoljenje\\_za\\_zacasno\\_prebivanje/](http://www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/bivanje_drzavljanov_tretjih_drzav_v_sloveniji/dovoljenje_za_zacasno_prebivanje/)

(in English): <http://www.delavskasvetovalnica.si/entrance-residence/?lang=en>

(in Slovenian): <http://www.delavskasvetovalnica.si/vstop-prebivanje/>

**WHERE:** Information on representations of the Republic of Slovenia abroad is available here

(in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

(in Slovenian): [http://www.mzz.gov.si/si/predstavnistva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnistva_po_svetu/)

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**GOOD TO KNOW:** The first temporary residence permit may be issued after entry into Slovenia under certain conditions to the following individuals:

- ▶ professional athletes, sports trainers or private sports operators;
- ▶ persons who intend to serve in Slovenia as clergymen or members of religious institutes in a registered religious community;
- ▶ persons who will perform charitable and humanitarian activities for an established humanitarian organization or registered religious community;
- ▶ reporters for foreign media or foreign correspondents accredited in Slovenia;
- ▶ persons who prove the existence of an interest of the Republic of Slovenia in the field of the economy, education, science or culture by submitting an opinion issued by the competent ministry;
- ▶ researchers, college/university teachers or college/university associates with the residence permit obtained for researcher, college/university teacher or college/university associates;
- ▶ foreign students;
- ▶ long-term residents in another EU member state and their family members;
- ▶ victims of trafficking in human beings;
- ▶ victims of illegal employment;
- ▶ holders of the EU Blue Card and their family members who are in possession of a residence permit issued in another EU member state;
- ▶ long-term residents in another EU member state and their family members.

**ATTENTION:** You must register your temporary address (residence) within 8 days after the arrival in Slovenia at any administrative unit. You could be fined if you don't do it (on time).

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

## 1.5 LONG TERM IMMIGRATION

### 1.5 a long term residence status





**TITLE:** Long-term resident status (*status rezidenta za daljši čas*)

**WHAT:** If you are a holder of a permanent residence permit after five years of continuous legal stay in Slovenia and satisfy other legal conditions you can get a long-term resident status. The long-term resident status in Slovenia will be marked on your permanent residence permit. This status enables you easier access to labour market in other EU member states and means one step closer to acquiring Slovenian citizenship.

**HOW:** You may apply for a long-term resident status at the administrative unit in the area of your residence. The condition for obtaining a long-term resident status is that you continuously and legally stay in Slovenia for five years. Legal stay in Slovenia is stay on the basis of the following statuses and procedures: application for an extension to a temporary residence permit, application for the issue of a renewed temporary residence permit, temporary residence permit, permanent residence permit. You are also obliged to meet other conditions while no grounds for the refusal of the issue of a residence permit are also allowed to exist. If you obtained a permanent residence permit before meeting the condition of five-years of continuous legal stay in Slovenia or on the basis of the act regulating the status of citizens of other successor states of the former Socialist Federal Republic of Yugoslavia (SFRY) in Slovenia or on the basis of the act regulating temporary protection is permitted to obtain subsequent long-term resident status provided that the conditions stipulated by law are complied with. You can also acquire long-term resident status if you were granted international protection in Slovenia or another EU member state. Half of the period of your residence under the status of international protection is taken into consideration as part of the required 5-year period of continuous legal stay in Slovenia. If your application period is longer than 18 months, it is fully considered part of the required 5-year period of continuous legal stay in Slovenia. More information on long term resident status (in English, Slovenian, French, Spanish, Russian, Bosnian and Albanian) can be found here: <http://www.infotujci.si/v/13/long-term-resident> and more general information on permanent residence permit (in English and Slovenian) here: [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/residence\\_permit\\_for\\_the\\_third\\_country\\_national/permanent\\_residence\\_permit/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/permanent_residence_permit/)

A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**WHERE:** A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**GOOD TO KNOW:** If you were granted international protection in another EU member state, you can subsequently obtain long-term resident status in Slovenia if your international protection in that state has not ended and if you have continuously and lawfully resided in Slovenia for five years and comply with all permit-related conditions.

## 1.5 b permanent residence permit

**TITLE:** Permanent residence permit

**WHAT:** After five years of continuous and legal stay in Slovenia you can apply for permanent residence permit which allows you to settle in the country without any time restrictions.

**HOW:** You can submit the application for permanent residence permit in person or through your legal representative at the administrative unit in the area of your residence. While your application is in process, you must have a valid temporary residence permit. For obtaining permanent residence permit you must fulfil the



following conditions:

- ▶ five years of continuous legal stay in Slovenia on the basis of temporary residence permit, the conditions that apply for the first residence permit have been fulfilled,
- ▶ adequate health insurance and
- ▶ sufficient means of subsistence.

Holder of EU Blue Card:

A permanent residence permit is issued to a holder of an EU Blue Card if he/she has been residing in the territory of the EU continuously and legally for five years as a holder of the EU Blue Card, of which the last two years have been spent continuously in Slovenia before applying for a permanent residence permit.

Family members:

A permanent residence permit is issued to your family members if you are a holder of permanent residence permit in Slovenia or you have a refugee status. Your family members can get a permanent residence permit after two years of continuous legal stay in Slovenia on the basis of a temporary residence permit.

When other legal conditions are fulfilled, a permanent residence permit may be issued before the expiry of a five-year period. More information on permanent residence permit can be found here

(in English):

[http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/residence\\_permit\\_for\\_the\\_third\\_country\\_national/permanent\\_residence\\_permit/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/permanent_residence_permit/)

(in Slovenian):

[http://www.mnz.gov.si/si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/bivanje\\_drzavljanov\\_tretjih\\_drzav\\_v\\_sloveniji/dovoljenje\\_za\\_stalno\\_prebivanje/](http://www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/bivanje_drzavljanov_tretjih_drzav_v_sloveniji/dovoljenje_za_stalno_prebivanje/)

(link in English, website available also in Slovenian, French, Spanish, Russian, Bosnian and Albanian): <http://www.infotujci.si/v/12/permanent-residence-permit>

**WHERE:** A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**ATTENTION:** You must register your permanent address (residence) at the administrative unit within 8 days of being served with the permanent residence permit for a foreigner. You could be fined if you don't do it (on time). A list of administrative units can be found here (in Slovenian): <http://www.upravneenote.gov.si/>

**GOOD TO KNOW:** The condition of five years of continuous legal stay is also fulfilled if you were out of Slovenia during this period and had no temporary residence permit or no certificate attesting to the submission of an application for the extension or renewal of a temporary residence permit, if your absence was not longer than six consecutive months and if its total length doesn't exceed ten months within a five-year period. Also, the period of residence on the basis of a long-stay visa is included in the five year period if you applied for a temporary residence permit before the expiry of your visa. Furthermore, if you hold an EU Blue Card, the period of your stay in other EU member states are included in the five-year period. As a holder of an EU Blue Card you can obtain a permanent residence permit if you have been residing in the territory of the EU continuously and legally for five years, of which the last two years have been spent continuously in the Republic of Slovenia. On the other hand, only half of the duration of your stay on



the basis of a temporary residence permit for education and vocational training purposes is taken into account when considering your eligibility for a permanent residence permit.

## 1.6 CITIZENSHIP

### 1.6 a naturalization

**TITLE: Acquisition of citizenship by naturalization** (*pridobivanje državljanstva z naturalizacijo*)

**WHAT:** The most common way for a foreigner to become a Slovenian citizen is through so called naturalization. Naturalisation means that somebody who is not a citizen of that country acquires citizenship of that country. To get the citizenship through naturalization you must live in Slovenia continuously for several years, have knowledge of Slovenian language on the basic level and be adapted to the environment where you live to such extent, that you can accept the country as your homeland. You must be able to prove that Slovenia is the centre of your vital interests: In Slovenia you work, your family or partner lives here, your children go here to school, here you have your health care organized, you engage in the society, etc.

**WHO:** You can apply for the citizenship of the Republic of Slovenia by naturalization if:

- ▶ you are 18 or over;
- ▶ usually you must have been released from previous citizenship or can prove that such release will be granted if you acquire citizenship of the Republic of Slovenia. Before you are released from your previous citizenship, the Republic of Slovenia will issue a guarantee that you will be granted the Slovenian citizenship. However, in case of reciprocity between Slovenia and your country of origin, you won't need to prove that you're released from the previous citizenship.
- ▶ you have lived in Slovenia continuously for 10 years;
- ▶ you have sufficient means of subsistence;
- ▶ You have a Certificate on the knowledge of Slovenian as a second and foreign language (The Slovenian Language Exam at the Basic Level A1-B2);
- ▶ you have not been convicted by a final judgment, to an unconditional prison sentence, longer than three months, and no conditional prison sentence has been passed with a probation period longer than one year;
- ▶ your residence in the Republic of Slovenia has not been annulled;
- ▶ you are not a threat to public order, security or the defence of the country;
- ▶ your tax liabilities are paid;

**HOW:** To acquire Slovenian citizenship you have to submit the following documents to an administrative unit:

- ▶ an application for acquisition of citizenship
- ▶ a CV- curriculum vitae - in a form of an essay
- ▶ required documents:
- ▶ birth certificate, certificate of no criminal record, language certificate, proof that you have been living in Slovenia for the required period of time, proof that you have sufficient means of subsistence and any other documents that show your special bond with Slovenia and that this country is the centre of your vital



interests. The requested documents that you need to submit are different for each individual case.

- ▶ pay an administrative fee

You can read more about how to acquire Slovenian citizenship here:

(in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/citizenship](http://www.mnz.gov.si/en/services/slovenia_your_new_country/citizenship)

(in Slovenian): [http://www.mnz.gov.si/si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/drzavljanstvo/](http://www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/drzavljanstvo/)

**WHERE:** You can apply for Slovenian citizenship at your competent administrative unit in Slovenia. Your competent administrative unit is in the area where you have registered your address.

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

**GOOD TO KNOW:** Slovenian legislation distinguishes between **regular naturalisation** and **naturalisation with benefits**.

Naturalization with benefits gives one the opportunity to acquire citizenship under simplified procedure to the following categories of foreigners:

- ▶ you're married to a Slovenian citizen;
- ▶ you lost Slovenian citizenship on the basis of release or renouncement;
- ▶ you're a Slovenian or his or her descendant;
- ▶ if you have no citizenship (you're a stateless person);
- ▶ you're a refugee;
- ▶ you successfully finished at least higher education studies in the Republic of Slovenia;
- ▶ you were born in Slovenia and have lived in Slovenia since birth;
- ▶ you are a minor and you live in Slovenia

More information on acquiring Slovenian citizenship and different categories of applicants (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/citizenship](http://www.mnz.gov.si/en/services/slovenia_your_new_country/citizenship)

List of administrative units in Slovenia (in Slovenian): <http://www.upravneenote.gov.si/>

## 1.6 b acquiring citizenship by birth

**TITLE: Acquisition of citizenship by birth** (*pridobivanje državljanstva z rojstvom*)

**WHAT:** You may become a Slovenian citizen by origin, that is, when at least one of your parents is a Slovenian citizen at the time of your birth.

**HOW:** If you were born in Slovenia and one of your parents is a Slovenian citizen, your citizenship is registered automatically. If you were born abroad and at least one of your parents is a Slovenian citizen at the time of your birth, you can be registered as a citizen at your Slovenian parents request (or one of them) when you are under 18 years old. You can start the procedure yourself, when your age is between 18 and 36 years. After the age of 36 you cannot apply for Slovenian citizenship by origin anymore.

You can read more about how to acquire Slovenian citizenship here:

(in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/citizenship](http://www.mnz.gov.si/en/services/slovenia_your_new_country/citizenship)



(in Slovenian): [http://www.mnz.gov.si/si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/drzavljanstvo/](http://www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/drzavljanstvo/)

**WHERE:** You can apply for Slovenian citizenship at your competent administrative unit in Slovenia or, if you live abroad, at the Representations of the Republic of Slovenia in your country.

List of administrative units in Slovenia (in Slovenian): <http://www.upravneenote.gov.si/>

List of Representations of Republic of Slovenia (in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

You can read more about acquiring Slovenian citizenship here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/citizenship](http://www.mnz.gov.si/en/services/slovenia_your_new_country/citizenship)

**GOOD TO KNOW:** In Slovenia, dual citizenship is made possible in some cases. That means that you may have a citizenship of two or more countries at the same time. For example, when you are born to parents with different nationalities and one of them is Slovenian, the Republic of Slovenia may tolerate that you have citizenship of both parents.

However, if you want to acquire Slovenian citizenship by naturalization, you may not be permitted to keep your current citizenship, which means that you will have to be released from your current citizenship.

## 1.7 IRREGULAR/UNDOCUMENTED SITUATION

### 1.7 a visa overstay

**TITLE: visa overstay**

**WHAT:** If you stay longer in the country than you are permitted based on your visa, you have overstayed your visa. This situation is considered illegal and you should leave the country immediately or by an appointed deadline given by the state authorities.

Visa overstay has the following consequences:

- ▶ You have to pay a fine and you have to leave the country voluntarily.
- ▶ If you don't leave the country voluntarily and pay the fine, you will get deported. Deportation means that the police will bring you to the state border where you will be directed across the border where you will be extradited to the state authorities of that country.

You are not allowed to re-enter the country until you get a new visa or a residence permit.

**WHERE:** You can get more information about illegal residence like visa overstay here:

(in English): <https://www.policija.si/eng/index.php/areasofwork/bordermattersandforeigners>

(in Slovenian): <https://www.policija.si/index.php/si/delovna-podroja/mejne-zadeve-in-tujci>

The competent authority when you overstay your visa is:

Ministrstvo za notranje zadeve, Policija (The Ministry of the Interior, Police)  
Štefanova 2  
1501 LJUBLJANA



Tel: +386 1 428 40 00

<http://www.policija.si/eng/index.php>

Email: [gp.policija@policija.si](mailto:gp.policija@policija.si)

## **1.7 b undocumented migrant worker**

### **TITLE: Undocumented migrant worker**

**WHAT:** Undocumented work is when one of the following situations occurs:

- ▶ you're a third country national and you don't have a valid residence permit for purposes of employment and work,
- ▶ you work without employment contract or other suitable contract (contract for work or any other)

Undocumented work is considered illegal.

**HOW:** If you work and you don't have a valid residence permit, you should immediately ask for legal advice. First you should ask your employer to arrange the work and residence permit for you. You can also contact your local administrative unit yourself to apply for the residence permit. There are certain organizations which can also advise you such as Delavska svetovalnica (Counselling Office for Workers) (in English): <http://www.delavskasvetovalnica.si/labour-rights/?lang=en>

When you have a valid residence permit, but you work without an employment or any other form of contract, you are not registered into compulsory social insurance scheme. This is an illegal situation.

In such case you can first ask your employer to fulfil his or her obligations and to give you an employment contract (or any other contract for the purposes of work). If they don't provide a contract, you should file a complaint against them to the Labour inspectorate or to the Labour and Social Court.

### **WHERE:**

- ▶ Administrative unit is the competent authority where you obtain the work and residence permit or any other form of residence permit that allows you to work (temporary or permanent residence permit).

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

Labour Inspectorate of Slovenia – if you think your worker's rights have been violated and you want to report the violation you should contact (in Slovenian): <http://www.id.gov.si/>

Labour and Social Court (Delovno in socialno sodišče) (in Slovenian): <http://www.sodisce.si/dsslj/>

Counselling Office for Workers – if you think your worker's rights have been violated and you don't know what to do in such case

(in English): <http://www.delavskasvetovalnica.si/?lang=en>

(in Slovenian): <http://www.delavskasvetovalnica.si/>

**ATTENTION:** When you file a complaint against your employer with the authorities at the time of your employment and before an inspection process has started, you won't be fined. Otherwise you might need to pay a fine for undocumented work. If you are also without a residence permit, you might be deported from Slovenia.

**GOOD TO KNOW:** If you are found working under conditions of exploitation, you could be eligible for a temporary residence permit, based on humanitarian grounds.





## 1.8 PERSONAL DOCUMENTS

### 1.8 a important personal documents

**TITLE: Identity card** (*osebna izkaznica*)

**WHAT:** With an identity card you prove your identity and citizenship.

If you're a citizen of EU Member State you can use it to travel to all EU countries and Schengen Member states. If the ID card is the only valid travel document to enter and reside in Slovenia, make sure you always have it on you.

If you're a third country citizen, you'll also require your passport and in some cases visa or residence permit to cross the border (external border of the Schengen area).

**WHERE:** You can apply for an identity card at any administrative unit or diplomatic representation of the RS.

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

List of Representations of Republic of Slovenia is available here (in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

**TITLE: Residence card** (*dovoljenje za prebivanje*)

**WHAT:** Temporary and permanent residence permit for third-country nationals is issued in a form of a Residence card. You must always have the residence card on you, along with a valid travel document (passport or ID card if you can enter Slovenia only with this document) and the certificate of the registration of address in Slovenia.

**WHERE:** You apply for the first residence permit at the Representation of the Republic of Slovenia.

List of Representations of Republic of Slovenia is available here (in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

You can extend your residence permit at the administrative unit.

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

**TITLE: Passport** (*potni list*)

**WHAT:** A passport is an official document that enables you to travel abroad and proves to your identity and citizenship. A passport is usually issued by your country of origin.

Before traveling to Slovenia check the expiring date of your passport. You can only travel with a valid passport.

If you want to apply for Slovenian visa, make sure that the expiry date of your passport exceeds the intended period of stay in Slovenia by at least three months. Make sure, that you'll always have your passport on you when you're traveling in Slovenia with visa. You must also have your passport always on you when you have a residence permit to live in Slovenia.

**WHERE:** You can apply for a passport at the competent authority in your country.

**TITLE: Health insurance card** (*zdravstvena izkaznica*)





**WHAT:** In Slovenia you receive a health insurance card if you're covered under compulsory health insurance.

Every time you visit a doctor you have to present the card. Make sure you always carry your health insurance card with you.

You may apply for the European Health Card that will ensure your health insurance coverage throughout the EU.

If you have a private health insurance (this is not the same as voluntary health insurance), you should have the insurance policy number and contact information always with you.

**WHERE:** Health insurance card is issued by the Zavod za zdravstveno zavarovanje Slovenije (Health Insurance Institute of Slovenia)

(in English): <http://www.zzzs.si/indexeng.html>

(in Slovenian): <http://www.zzzs.si/index.html>

List of contacts of Health insurance institute

(in English): <http://www.zzzs.si/zzzs/internet/zzzseng.nsf/o/8367C5ACCE9DCB61C125756F00349F00>

(in Slovenian): <http://www.zzzs.si/imenik>

**TITLE: Driving licence** (*vozniško dovoljenje*)

**HAT:** When you drive, you must always have the driving licence on you.

If you're from a EU/EEA Member State or from Switzerland you can use the driving licence issued by your country.

If you are a non-EU citizen you must have the International Driving Permit that you present along with your country's driving licence. The International Driving permit is issued by your country of origin for a period of one year. More information in category "Everyday life -Driving license".

**WHERE:** For more information about the International driving licence ask the competent authority in your country.

More information on obtaining international driving licence in Slovenia is available here (in Slovenian): <https://www.amzs.si/na-poti/mednarodni-dokumenti-in-vinjete/mvd-mednarodno-voznisko-dovoljenje>

**TITLE: Student card** (*študentska izkaznica*)

**WHAT:** Every student enrolled at a university in Slovenia receives a student card. The card enables you to access services provided for students: access to university library, subsidized student meals and public transportation ticket, discounts for students. Foreign students who are enrolled at a Slovenian university through student exchange programmes are also entitled to a student card.

**WHERE:** Student card is issued by the university where you study.

**ATTENTION:**

If you have lost your personal document, or if it was stolen, you have to report that to an administrative unit within 8 days. If this happens while you are abroad, inform the Representation of the Republic of Slovenia or an administrative unit within 8 days after returning to Slovenia.

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>



List of Representations of Republic of Slovenia is available here (in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

## 1.9 CERTIFICATES

### 1.9 a important certificates

**TITLE: Birth certificate** (*izpisek iz matičnega registra o rojstvu*)

**WHAT:** Birth certificate is a document issued to record person's birth and it includes name, sex, place, date of birth, citizenship and the name of the parents. All children born in Slovenia are registered right after birth in the maternity hospital, where the mother signs a statement about the child's name and address. If the mother is married, the husband is automatically stated as the father of the child. The child's birth is registered regardless the nationality of his/her parents.

**WHERE:** You can request your birth certificate at any administrative unit.

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

**TITLE: Marriage certificate** (*izpisek iz matičnega registra o sklenjeni zakonski zvezi*)

**WHAT:** A legal marriage is proved by the extract from the central register.

The marriage certificate contains information on both spouses (name, day and place of birth), the place and date of marriage and the use of the surname after the marriage.

**WHERE:** You can request your marriage certificate at any administrative unit.

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

**TITLE: Civil union certificate** (*izpisek iz matičnega registra o sklenjeni partnerski zvezi*)

**WHAT:** Civil partnership between two men or two women is proved by the extract from the central register. The civil union certificate contains information on both partners (name, day and place of birth), and the place, date of the civil union and the use of the surname after the union.

**WHERE:** You can request your civil union certificate at any administrative unit.

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

**TITLE: Death certificate** (*izpisek iz matičnega registra o smrti*)

**WHAT:** In the central register, all deaths of Slovenian citizens, irrespective of their place of death in Slovenia or abroad, and all deaths of foreign citizens in Slovenia are recorded in the central register.

The certificate includes the name of the deceased person, last residence, time and place of death and the last information on the spouse/ partner if the deceased has been married at the time of death.

**WHERE:** You can request the death certificate at any administrative unit.



List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

**TITLE: Certificate from the criminal records** (*potrdilo iz kazenske evidence*)

**WHAT:** Certificate from the criminal records is an official document, which contains information on all persons' registered convictions.

You will need this document when applying for a residence permit, for acquisition of the citizenship or for certain jobs or to establish a company in Slovenia. You might be asked to submit such document also from your country of origin.

Foreigners in Slovenia can get the Certificate from the criminal records for the time when they were residing in Slovenia, but only when they have a Slovenian Personal Identification Number (Enotna matična številka občana – EMŠO).

**WHERE:** You can submit an application for the document for the period when you reside in Slovenia at the Ministrstvo za pravosodje (Ministry of Justice)

Župančičeva 3

1000 Ljubljana

The application is available also online at E-Uprava (in English): <http://www.mp.gov.si/en/>

If you want to obtain Certificate from the criminal records from your own country, ask which is the competent authority to issue this document in your own country of origin.

**TITLE: Certificates from official records** (*potrdila iz javnih evidenc*)

**WHAT:** State authorities in Slovenia keep official records on various information (land register, business register, etc.) and issue public documents (extracts, certificates) on these information.

You can request for a certificate from the official records if the information you require relates to you - that means that you have a legal interest in obtaining required information. To file a request you need to show your identity card or passport.

**WHERE:** You can apply for a certificate from official records at any administrative unit in Slovenia or at the specific state authority which holds the information you need (Court of Justice, Slovenian Business Register, etc.)

List of administrative units in Slovenia is available at the following link (in Slovenian): <http://www.upravneenote.gov.si/>

## 1.10 VERIFICATION OF DOCUMENTS

### 1.10 a types of verification

**TITLE: Legalization of public documents for use abroad** (*overitev*)

**WHAT:** Legalization of a public document confirms that the document is authentic. If you want to use documents from foreign public authorities in Slovenia, you must first have them legalized in a process called Legalization.

This procedure is not necessary for countries signatures to the Hague Convention or countries which signed a bilateral agreement with Slovenia on mutual recognition of documents without certification.



**HOW:** If you would like to use an official document in Slovenia, that was issued in foreign country, you have to first legalize it in that country at the competent authority. The competent authority and the process of legalization is different in each country, so you should inform yourself about your national legalization procedure.

In the second step you take the document to a Representation of Slovenia in that country for legalization of legalized document. If you're already in Slovenia you take the document to the Ministry of Foreign Affairs in Slovenia.

**WHERE:** You start the procedure at the competent authority in your country of origin. If you're already in Slovenia, ask your embassy about the department of the government in charge.

For more information, contact the Consular Service at the Ministry of Foreign Affairs of Slovenia:

Email: [konzularne-zadeve.mzz@gov.si](mailto:konzularne-zadeve.mzz@gov.si)

**GOOD TO KNOW:** The procedure of legalization is different in each country and may be lengthy. Make sure you start it well in advance.

**TITLE: Apostille** (*apostile*)

**WHAT:** Apostille is a special international verification of documents and is used by countries which signed the Hague Convention (in English) ([://www.internationalapostille.com/hague-apostille-member-countries/](http://www.internationalapostille.com/hague-apostille-member-countries/)). Apostille proves that the signature, the position of the signed person and the seal on the document is authentic. However, it doesn't authenticate the document's content.

Apostille verification is issued in a form of a sheet with a seal that is attached to the original document.

**GOOD TO KNOW:** You don't need an Apostille or verify a document if Slovenia and the country which has issued the document, have signed a bilateral agreement on mutual recognition of documents without certification. However, you may have to have the document translated.

**WHERE:** You can ask your embassy about the department of the government in charge of issuing Apostille in your country.

For more information, you can also contact the Consular Service at the Ministry of Foreign Affairs of Slovenia:

Email: [konzularne-zadeve.mzz@gov.si](mailto:konzularne-zadeve.mzz@gov.si)

## 1.11 JUDICIAL TRANSLATIONS

### 1.11 a court certified translation

**TITLE: Court certified translation** (*sodni prevod*)

**WHAT:** If you need a legal translation of an official document you should find a court certified translator. A Court certified translator produces a written document by translating a text from one language into another language.

Court certified translators are authorised to translate official documents such as:

Birth certificate,

- ▶ marriage certificate,
- ▶ certificate of no criminal records,
- ▶ school certificates,



- ▶ university diplomas,
- ▶ court submissions,
- ▶ judgments, etc.

**WHO:** You will need a translation by a court certified translator if you're applying to study at a university in Slovenia, if you want your diploma recognized, if you want your profession to be recognized, etc. You must cover the costs of the legal translation yourself.

**WHERE:** List of Court certified Interpreters and Court translators (in Slovenian): <http://www.sodni-tolmaci.si/imenik-clanov/>

**ATTENTION:** If your document has been translated by a legal translator in Slovenia and you'll use the document abroad, the translation has to be legalized by the Ministry of Justice (Legalization or apostille). If you'll use the document in Slovenia, you don't need to legalize the translation.

### 1.11 b Court Certified interpreter

**TITLE: Court Certified Interpreter** (*sodni tolmač*)

**WHAT:** When you're involved in a legal proceeding in Slovenia and you don't understand Slovenian language or if you understand but you are not able to express yourself fluently, you will need a court interpreter who will help you to communicate with other parties. A court interpreter is a certified specialist who will provide an oral language service (simultaneous or consecutive interpretation) in cases such as trials, depositions, hearings, mediations or client meetings, etc.

**WHO:** When you're a party in a legal procedure and you don't understand Slovenian language.

**WHERE:**

List of Court certified Interpreters and Court translators (in Slovenian): <http://www.sodni-tolmaci.si/imenik-clanov/>

## 1.12 REGISTRATION OF ADDRESS

### 1.12 a registration of temporary residence at the police station

**TITLE: Registration of temporary residence at the police station** (*prijava bivališča na policijski postaji*)

**WHAT:** If you reside in Slovenia up to 90 days, you must register the temporary residence at the local police station within 3 days of arrival. Temporary residence is when you come to country as a tourist, as a visitor or for other reasons that last up to 90 days.

**WHO:** All foreigners (EU/EEA and Swiss citizens and third country nationals) who reside in Slovenia up to 90 days.

**HOW:** To register you will need a valid traveling document such as ID card or passport.

- ▶ When you travel as a tourist, your facility manager where you're accommodated will arrange the registration for you.
- ▶ If you're visiting family or friends you must go to the local police station together with the landlord of the facility where you reside. You cannot register on your own.

**WHERE:** You can register the temporary residence at the local police station.



List of police station in Slovenia

(in English): <https://www.policija.si/eng/index.php/policestations>

(in Slovenian): <https://www.policija.si/index.php/sl/policijske-postaje>

**ATTENTION:** You may pay a fine when not registering your address at the police within 3 days of arrival. Until you pay the fine, the police will hold your traveling document.

## **1.12 b registration of temporary residence/address on the base of temporary residence permit**

**TITLE: Registration of temporary residence/address on the base of temporary residence permit** (*prijava začasnega bivališča*)

**WHAT:** If you live in Slovenia on the base of temporary residence permit, you have to register your temporary residence (the address where you live) at the administrative unit. With registered residence/address you can exercise your rights and duties: identify yourself, get documents, health insurance etc.

Temporary residence/address is the place where you temporarily reside due to work, schooling or other reasons, but you have no intention to stay there permanently.

You must register your residence/address within 8 days after the arrival to Slovenia or after the change of temporary residence.

Foreigners who don't have their temporary residence/address registered are in an undocumented (illegal) situation and may have problems with obtaining the permanent residence/address.

More information on how to register your new residence/address is available here (in English):

[http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/residence\\_permit\\_for\\_the\\_third\\_country\\_national/registration\\_of\\_residence/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/registration_of_residence/)

(in Slovenian):

[http://www.mnz.gov.si/si/mnz\\_za\\_vas/tujci\\_v\\_sloveniji/bivanje\\_drzavljanov\\_tretjih\\_drzav\\_v\\_sloveniji/prijava\\_prebivalisca/](http://www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/bivanje_drzavljanov_tretjih_drzav_v_sloveniji/prijava_prebivalisca/)

### **WHEN:**

- ▶ If you're a third country national and you obtained a temporary residence permit to live in Slovenia.
- ▶ If you're an EU/EEA citizen and you obtained a residence registration certificate to live in Slovenia.
- ▶ If you changed your temporary address while living in Slovenia on the base of temporary residence permit or residence registration certificate

You must register your temporary residence/address within 8 days after settling in Slovenia or after being served a temporary residence permit or residence registration certificate at the administrative unit in Slovenia.

**HOW:** To register your address you must have:

- ▶ A valid personal identity document with a photograph (ID card, passport)
- ▶ A valid residence permit
- ▶ Any document that proves that you reside at the given address: a rental agreement, a written consent of the owner of the residence or the manager of an accommodation facility or a proof of ownership.



**WHERE:** You can register your temporary residence/address at the administrative unit.

List of administrative units in Slovenia (in Slovenian): <http://www.upravneenote.gov.si/>

**GOOD TO KNOW:** In case that the owner of your dwelling doesn't want to provide you with a written consent for registration you can submit only the rental agreement.

The registration of a temporary address may last up to 2 years. After the expiry, you must renew the registration within 8 days.

If you leave the temporary address before the expiry, you are obliged to de-register.

**ATTENTION:**

If you're not a Slovenian citizen make sure you always have with you:

- ▶ your ID (passport),
- ▶ your residence permit (in form of a residence card)
- ▶ certificate on registration of temporary residence/address (white slip).

### 1.12 c registration of permanent residence/address

**TITLE: Registration of permanent residence/address** (*prijava stalnega bivališča*)

**HAT:** If you live in Slovenia on the base of permanent residence permit, you have to register your permanent residence/address (the address where you permanently live) at the administrative unit. With a registered residence/address you can exercise your rights and duties: identify yourself, get documents, health insurance etc.

Permanent residence/address is the settlement where you permanently reside. That means that this residence/address is the centre of your vital interests (partnership, family ties, work, economic, social and other ties) that demonstrate a permanent and important bond between you and the residence/address where you live.

More information on the registration of residence and the option to e-register your residence is available at E-Uprava web portal:

(in English): <https://e-uprava.gov.si/en/podrocja/personal-documents-certificates-change-of-residence/change-of-residence-residence-registration.html>

(in Slovenian): <https://e-uprava.gov.si/podrocja/osebni-dokumenti-potrdila-selitev/selitev-prijava-odjava-prebivalisca.html>

**WHEN:** You can register your permanent residence/address in Slovenia when you are granted the permanent residence permit. Until you get the permanent residence permit, your permanent residence/address is considered to be in your country of origin.

You must register your residence/address within 8 days after you arrive in Slovenia to permanently live here or after you receive the permanent residence permit.

**HOW:** To register your permanent address you must have:

- ▶ A valid personal identity document with a photograph (ID card, passport)
- ▶ A valid permanent residence permit

Any document that proves that you reside at the given address: a rental agreement, a written consent of the owner of the residence or the manager of an accommodation facility or a proof of ownership.

**WHERE:** You can register your residence/address at the administrative unit.





List of administrative units in Slovenia is available at the following link (in Slovenian):  
<http://www.upravneenote.gov.si/>

**GOOD TO KNOW:** In case that the owner of your dwelling doesn't want to provide you with a written consent for registration of the residence/address you can submit only the rental agreement.

The registration of a permanent residence/address for a third country national may last up to 1 year. After the expiry, you must renew the registration within 8 days.

If you leave the permanent residence/address before the expiry, you are obliged to de-register at the administrative unit.

The permanent residence/address must be de-registered from the Republic of Slovenia, when you permanently move from the Republic of Slovenia.

**ATTENTION:** If you're not a Slovenian citizen make sure you always have with you:

- ▶ your ID (passport),
- ▶ your residence permit (in form of a residence card)
- ▶ certificate on registration of temporary or permanent address (white slip).

## 1.13 SUPPORT SERVICES FOR MIGRANTS

### 1.13 a list of support services and projects regarding arrival and stay

**TITLE: Ministrstvo za zunanje zadeve (Ministry of foreign affairs)**

**WHAT:** Here you can get the information about conditions of entering Slovenia, which documents you need, how you obtain them, where you submit applications for visa or residence permit, etc.

You may also contact the Consular Service at the Ministry of Foreign Affairs in Slovenia.

**WHERE:**

Ministrstvo za zunanje zadeve (*Ministry of Foreign Affairs of the Republic of Slovenia*)

Prešernova cesta 25

1001 Ljubljana

P.P. 481

Tel: +386 1 478 2000

[http://www.mzz.gov.si/en/entry\\_and\\_residence/entry\\_into\\_slovenia/](http://www.mzz.gov.si/en/entry_and_residence/entry_into_slovenia/)

Email: [gp.mzz@gov.si](mailto:gp.mzz@gov.si)

Ministrstvo za zunanje zadeve, Konzularni oddelek (*Ministry of Foreign Affairs, Consular Service*)

Prešernova cesta 25

1001 Ljubljana

P.O. Box 481

Tel: +386 1 478 2305

Emergency telephone number: +386 1 478 2219

[http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

Email: [konzularne-zadeve.mzz@gov.si](mailto:konzularne-zadeve.mzz@gov.si)



**TITLE: Representations of the Republic of Slovenia abroad**

**WHAT:** If you want to apply for a visa, single residence and work permit, legalize a document for use in Slovenia, you should contact the Representation of the Republic of Slovenia in your country. In case there is no Slovenian Representation in your country, you can contact a representation of other EU Member States that is stated on the list below.

**WHERE:** List of all representations of the Republic of Slovenia and Representations of accredited Representations of other EU Member states that you can contact in case there is no Slovenian Representation in your country (in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

**TITLE: Ministrstvo za notranje zadeve** (*Ministry of The Interior*)

**WHAT:** The Ministry of interior provides information on obtaining residence permit, citizenship and integration of foreigners into Slovene society.

**WHERE:**

Ministry of the Interior

Štefanova 2

1501 Ljubljana

Tel: +386 1 428 40 00

[http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/)

Email: [gp.mnz@gov.si](mailto:gp.mnz@gov.si)

**TITLE: Administrative Units** (*upravne enote*)

**WHAT:** At administrative units you can file an application for a residence permit or single residence and work permit, for citizenship, you register your address, get certain certificates from public records, legalise public documents issued by the Republic of Slovenia, etc.

**WHERE:** List of administrative units in Slovenia (in Slovenian): <http://www.upravneenote.gov.si/>

**TITLE: Ministrstvo za notranje zadeve, Direktorat za upravne notranje zadeve, migracije in naturalizacijo** (*Ministry of the Interior, Internal Administrative Affairs, Migration and Naturalization Directorate*)

**WHAT:** Internal Administrative Affairs, Migration and Naturalization Directorate is a national body which operates in the field of migration, internal administrative affairs and naturalization.

**WHERE:**

Ministrstvo za notranje zadeve, Direktorat za upravne notranje zadeve, migracije in naturalizacijo (*Ministry of the Interior, Internal Administrative Affairs, Migration and Naturalization Directorate*)

Urad za migracije (*Office for migration*)

Tel: +386 1 428 46 80

Urad za upravne notranje zadeve in naturalizacijo (*Office for internal administrative affairs and naturalization*)

Tel: +386 1 428 44 94



Štefanova 2

1501 Ljubljana

[http://www.mnz.gov.si/si/o\\_ministrstvu/organiziranost/direktorat\\_za\\_upravne\\_notranje\\_zadeve\\_migracije\\_in\\_naturalizacijo/](http://www.mnz.gov.si/si/o_ministrstvu/organiziranost/direktorat_za_upravne_notranje_zadeve_migracije_in_naturalizacijo/)

**TITLE: Urad vlade Republike Slovenije za oskrbo in integracijo migrantov**

*(Government Office for Support and Integration of Migrants)*

**WHAT:** The Governmental Office for Support and Integration of Migrants provides material support and coordinates implementation of rights for asylum seekers and persons granted international protection.

**WHERE:**

Urad vlade Republike Slovenije za oskrbo in integracijo migrantov (Government Office for Support and Integration of Migrants) *(in Slovenian)*:

Cesta v Gorice 15

1000 Ljubljana

Tel: +386 1 200 84 01

<http://www.uoim.gov.si/>

Email: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si)

**TITLE: The Ministry of the Interior, Police**

**WHAT:** Police is the competent authority for arrival and accommodation of foreigners in Slovenia. They also have responsibilities and duties that refer to illegal immigration.

**WHERE:**

Ministrstvo za notranje zadeve, Policija *(The Ministry of the Interior, Police)*

Štefanova 2

1501 LJUBLJANA

Tel: +386 1 428 40 00

<http://www.policija.si/eng/index.php>

Email: [gp.policija@policija.si](mailto:gp.policija@policija.si)

**TITLE: Služba za zaposlovanje tujcev, Zavod za zaposlovanje Republike Slovenije**

*(Service for Employment of Foreigners, Employment service of Slovenia)*

**WHAT:** Service for Employment of Foreigners operates within Employment Service of Slovenia and issues work permits for third country nationals.

**WHERE:**

Služba za zaposlovanje tujcev *(Service for Employment of Foreigners)*

Rožna dolina, cesta VI/7

1000 Ljubljana

Tel: +386 1 300-49-41

[http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours/item?OEN=9924&jezik=ang](http://english.ess.gov.si/about_ess/addresses_and_working_hours/item?OEN=9924&jezik=ang)

Email: [novotujci@ess.gov.si](mailto:novotujci@ess.gov.si)



**TITLE: Slovenska filantropija** (*Slovenian Philanthropy*)

**WHAT:** Offers support for newly arrived refugees and asylum seekers (initial integration programme), by finding accommodation facilities, psychosocial aid, supporting and organizing refugee education, Slovenian language lessons, organizing self-help groups, including volunteers in refugee aid and other activities.

**WHERE:**

Slovenska filantropija  
Cesta Dolomitskega odreda 11  
1000 Ljubljana  
Tel: +386 1 430 1288  
<http://www.filantropija.org/en>  
Email: [info@filantropija.org](mailto:info@filantropija.org)

**TITLE: Društvo Odnos** (*Association Odnos*)

**WHAT:** Provides psychosocial support to migrants and their families. Provides individual counselling and different types of group work and activities for children, youth and adults.

**WHERE:**

Društvo Odnos (Association Odnos)  
Mala Loka 22  
1230 Domžale  
<http://odnos.si/>  
Email: <http://odnos.si/>

*Unit in Ljubljana:*

Einspielerjeva ulica 6, 1000 Ljubljana, 1.floor  
Tel: +386 41 552 628  
E-mail: [drustvoodnos@gmail.com](mailto:drustvoodnos@gmail.com)

*Unit in Maribor:*

Glavni trg 17b, 2000 Maribor  
Tel: +386 31 773 227  
Email: [maribor@drustvo-odnos.si](mailto:maribor@drustvo-odnos.si)

**TITLE: Inšpektorat za delo Republike Slovenije** (*Labour Inspectorate of Republic of Slovenia*)

**WHAT:** If you find yourself in an undocumented employment relationship or you think your worker's rights have been violated you can contact the Labour Inspectorate to report the violation. Labour Inspectorate of the Republic of Slovenia supervises the implementation of laws, other regulations, collective contracts and general acts that govern employment relations, salaries, employment of workers at home and abroad, strikes and the safety of workers at work.

**WHERE:**

Inšpektorat Republike Slovenije za delo (Labour Inspectorate of Slovenia)  
Parmova 33



1000 Ljubljana  
Tel: +386 1 280 36 60  
<http://www.id.gov.si/>  
Email: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)

**TITLE: Delovno in socialno sodišče** (*Labour and Social Court*)

**WHAT:** Labour and Social Court has the authority to decide in individual or collective labour disputes between the employees and the employer.

**WHERE:**

Delovno in socialno sodišče (Labour and Social Court)  
Resljeva c. 14  
1000 Ljubljana  
+386 1 300 35 20  
<http://www.sodisce.si/dsslj/>  
Email: [urad.dslj@sodisce.si](mailto:urad.dslj@sodisce.si)

**TITLE: Delavska svetovalnica** (*Counselling Office for Workers*)

**WHAT:** Counselling Office for Workers is an organisation, which aims for advocacy, protection, promotion and development of labour, social and statutory rights of migrants, refugees and asylum seekers, if they think that their worker's rights have been violated.

**WHERE:**

Delavska svetovalnica (*Counselling Office for Workers*)  
Dalmatinova 4  
1000 Ljubljana  
Tel: +386 80 14 34  
<http://www.delavskasvetovalnica.si/?lang=en>  
Email: [info@delavskasvetovalnica.si](mailto:info@delavskasvetovalnica.si)

**TITLE: Pravno informacijski center nevladnih organizacij - PIC** (*Legal-informational centre for nongovernmental organisations*)

**WHAT:** PIC offers support to non-governmental organisations, marginalised and deprived groups (e.g. refugees, children, young people, old people, the homeless and the handicapped) and other civil movements and groups, as well as other interested individuals and organisations.

**WHERE:**

Legal-informational centre for nongovernmental organisations – PIC (in Slovenian)  
Metelkova 6  
1000 Ljubljana  
Tel: +386 1 521 18 88, +386 51 681 181  
[www.pic.si](http://www.pic.si)  
Email: [pic@pic.si](mailto:pic@pic.si)

**TITLE: Zveza svobodnih sindikatov Slovenije - ZSSS** (*Association of Free Trade Unions of Slovenia*)



**WHAT:** If you think your rights as a worker have been violated you can contact the Association of Free Trade Unions of Slovenia.

**WHERE:** Zveza svobodnih sindikatov Slovenije - ZSSS (Association of Free Trade Unions of Slovenia)

Dalmatinova ulica 4

1000 Ljubljana

Tel: +386 1 434 12 00

<https://www.zsss.si/english/>

Email: [zsss@sindikat-zsss.si](mailto:zsss@sindikat-zsss.si)

### **1.13 b list of online resources regarding arrival and stay**

#### **TITLE: Ministrstvo za zunanje zadeve (Ministry of foreign affairs)**

**WHAT:** Here you can get the information about conditions of entering Slovenia, which documents you need, how you obtain them, where you submit applications for visa or residence permit, etc.

You may also contact the Consular Service at the Ministry of Foreign Affairs in Slovenia.

#### **WHERE:**

Ministrstvo za zunanje zadeve (*Ministry of Foreign Affairs of the Republic of Slovenia*)

(in English) [http://www.mzz.gov.si/en/entry\\_and\\_residence/entry\\_into\\_slovenia/](http://www.mzz.gov.si/en/entry_and_residence/entry_into_slovenia/)

Ministrstvo za zunanje zadeve, Konzularni oddelek (*Ministry of Foreign Affairs, Consular Service*)

Email: [konzularne-zadeve.mzz@gov.si](mailto:konzularne-zadeve.mzz@gov.si)

#### **TITLE: Representations of the Republic of Slovenia abroad**

**WHAT:** If you want to apply for a visa, single residence and work permit, legalize a document for use in Slovenia, you should contact the Representation of the Republic of Slovenia in your country. In case there is no Slovenian Representation in your country, you can contact a representation of other EU Member States that is stated on the list provided below.

**WHERE:** List of all representations of the Republic of Slovenia and Representations of accredited Representations of other EU Member states that you can contact in case there is no Slovenian Representation in your country (*in English*): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

#### **TITLE: Ministrstvo za notranje zadeve (Ministry of The Interior)**

**WHAT:** The Ministry of interior provides information on obtaining residence permit, citizenship and integration of foreigners into Slovene society.

**WHERE:** Ministry of the Interior (*Ministry of The Interior*) (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/)

#### **TITLE: Administrative Units (*upravne enote*)**

**WHAT:** At administrative units you can file an application for a residence permit or single residence and work permit, for citizenship, you register your address, get



certain certificates from public records, legalise public documents issued by the Republic of Slovenia, etc.

**WHERE:** List of administrative units in Slovenia (in Slovenian): <http://www.upravneenote.gov.si/>

**TITLE: E-Uprava** (*E-Administration*)

**WHAT:** E-Uprava is a webportal that offers help and information regarding living in Slovenia and enables you to submit some applications Online via portal. The web portal is available in Slovenian, English, Italian and Hungarian language.

**WHERE:** E-Uprava

Tel: +386 80 2002

(in Slovenian): <https://e-uprava.gov.si/>

(in English): <https://e-uprava.gov.si/en>

(in Italian): <https://e-uprava.gov.si/it>

(in Hungarian): <https://e-uprava.gov.si/hu>

**TITLE: Brochure: Integration into Slovene society**

**WHAT:** The Ministry of the Interior also prepared a brochure for foreigners in the Republic of Slovenia, which contains detailed and various information on the integration of foreigners into Slovenian society, entry and residence in the Republic of Slovenia, integration programmes and other useful information. The brochure is available in pdf in Slovenian, English, Bosnian, Albanian, Serbian, Croatian, Macedonian, French, Russian and Chinese.

**WHERE:** Integration into Slovene society (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/)

**TITLE: Information for foreigners**

**WHAT:** A wide range of information needed by foreigners to be able to live and work in the Republic of Slovenia. The website is provided by the Ministry of the interior with the aim to support successful integration into Slovenian society.

**WHERE:** Information for foreigners

(in Slovenian): <http://www.infotujci.si/>

(in English): <http://www.infotujci.si/index.php?setLang=EN&t=&id=>

(in French): <http://www.infotujci.si/index.php?setLang=FR&t=&id=>

(in Spanish): <http://www.infotujci.si/index.php?setLang=ES&t=&id=>

(in Russian): <http://www.infotujci.si/index.php?setLang=RU&t=&id=>

(in Serbo-Croat): <http://www.infotujci.si/index.php?setLang=BA&t=&id=>

(in Albanian): <http://www.infotujci.si/index.php?setLang=AL&t=&id=>

**TITLE: Ministrstvo za pravosodje, seznam pravnih prevajalcev in sodnih tolmačev**  
(*Ministry of Justice of the Republic of Slovenia, Directory of court translators and interpreters*)

**WHAT:** When you need a translation of your documents for official use in Slovenia you will need a court certified translator to prepare official translation of the document. Court interpreter will provide an interpretation when you're a party in a legal proceeding.





**WHERE:** Directory of appointed Court Interpreters – list of translator and interpreters  
(in Slovenian): <https://spvt.mp.gov.si/tolmaci.html>



## 2 WORK

### 2.1 EMPLOYMENT

#### 2.1.1 JOB SEARCH

##### 2.1.1 a searching for a job

**TITLE: Employment Service of Slovenia (Zavod Republike Slovenije za zaposlovanje)**

**WHAT:** Employment service of Slovenia is the central governmental institution that helps job-seekers find jobs and offers a variety of job offers. If you are unemployed you can register as unemployed person if you're able to work and you actively seek employment in Slovenia and you're also willing to accept work offered to you by your employment counsellor. You can register at a local labour office with a valid identification document with a photo (ID card, passport, residence card). You will get your personal employment counsellor who will provide you support in job search and career development and inform you about current job offers.

**WHERE:** You can find more information in English [here](http://english.ess.gov.si/) (<http://english.ess.gov.si/>) or contact your nearest Employment service - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**TITLE: Vocational Information and Counselling Centre of Employment Service of Slovenia**

**WHAT:** Career centres are part of Employment Service of Slovenia and offer information on employment possibilities, career counselling and life-long career guidance. They organize group workshops for improvement of job seeking skills and present current job offers in cooperation with employers. At Career Centre you can also access tools for self-directed career guidance and browse among job offers.

**WHERE:** Career centre – Employment Service of Slovenia (*Karierno središče, Zavod RS za zaposlovanje – ZRSZ*) - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**TITLE: “Poišči Delo” (Find Work)**

**WHAT:** *Poišči delo* is an official online portal of Employment Service of Slovenia, where you can browse among job offers. The portal is available to registered unemployed persons as well as other job seekers. You are required to register in order to access the portal. You can set criteria for easier job search (location, required education, shifts, etc.). The portal offers communication with your personal employment counsellor at ESS (ZRSZ). If you wish you can upload your CV, which is then available to employers in Slovenia.

**WHERE:** <https://www.poiscidelo.si/>

**TITLE: Adecco**

**WHAT:** A private employment agency which links you with employers who are



currently hiring workers. You can register into their job-seekers register and send them a CV or go for an interview. When they think you're a good match for a specific job, you sign an employment contract, usually for definite period of time. Officially your employer is the employment agency. For their service they charge a commission fee.

**WHERE:** More information about the employment agency are available here (in Slovenian) <http://www.adecco.si/>

**TITLE: Manpower**

**WHAT:** A private employment agency which links you with employers who are currently hiring workers. You can register into their job-seekers register and send them a CV or go for an interview. When they think you're a good match for a specific job, you sign an employment contract, usually for definite period of time. Officially your employer is the employment agency. For their service they charge a commission fee..

**WHERE:** More information about the employment agency are available here (in English) [https://candidate.manpower.com/wps/portal/SICampus/Slovenia-Jobs/Search-Jobs/!ut/p/a1/dY3BCoJAGISfxqv\\_pLIENyPKAjXQyvYSCusqiivrlq-fRReh5jLM8A1DnDLiXf6sZW5q1eXtO3N2323SI](https://candidate.manpower.com/wps/portal/SICampus/Slovenia-Jobs/Search-Jobs/!ut/p/a1/dY3BCoJAGISfxqv_pLIENyPKAjXQyvYSCusqiivrlq-fRReh5jLM8A1DnDLiXf6sZW5q1eXtO3N2323SI)

[EwTF3F0YjgAy7MfOJicrsTnyJ4lWziXyFu4MQNi9gXwRz7oSfY2qvjc3fyucFeSuB](https://candidate.manpower.com/wps/portal/SICampus/Slovenia-Jobs/Search-Jobs/!ut/p/a1/dY3BCoJAGISfxqv_pLIENyPKAjXQyvYSCusqiivrlq-fRReh5jLM8A1DnDLiXf6sZW5q1eXtO3N2323SI)  
[al0ELbDz3VITH9sLZgYRxBWYolW2EPtYVfi0oNhrIZSH3TIKHxibi8y7lCn/dl5/d5/LOIDUmiTUSEhL3dHa0FKRnNBLzRKVXBDQSEhL2Vu](https://candidate.manpower.com/wps/portal/SICampus/Slovenia-Jobs/Search-Jobs/!ut/p/a1/dY3BCoJAGISfxqv_pLIENyPKAjXQyvYSCusqiivrlq-fRReh5jLM8A1DnDLiXf6sZW5q1eXtO3N2323SI)

(in Slovenian): [https://candidate.manpower.com/wps/portal/SICampus/Slovenia-Jobs/Search-Jobs/!ut/p/a1/dY1NC4JAGIR\\_iwewm9-LNFtI8oCNdBK9xIK6yrKrxb\\_v0sugglI2GGZxhgkAOT5bMVPWmVLPt3ZuS-32ZhIKUeJvGZ4BHRv9DQxdnhBmyJHEI6Q\\_caBysvIYgJ-QL4RxThBEz0qvrCfVRW3loA07zmmmvnoee6MWYYNzbaOE2TI5QSPXfG1sZfi0aNbVIFCCmXMHRdHZmg8qllvQAUKlI/dl5/d5/LOIHSkovdORNQU5rQUVnQSEhLzRKUOUvc2w/](https://candidate.manpower.com/wps/portal/SICampus/Slovenia-Jobs/Search-Jobs/!ut/p/a1/dY1NC4JAGIR_iwewm9-LNFtI8oCNdBK9xIK6yrKrxb_v0sugglI2GGZxhgkAOT5bMVPWmVLPt3ZuS-32ZhIKUeJvGZ4BHRv9DQxdnhBmyJHEI6Q_caBysvIYgJ-QL4RxThBEz0qvrCfVRW3loA07zmmmvnoee6MWYYNzbaOE2TI5QSPXfG1sZfi0aNbVIFCCmXMHRdHZmg8qllvQAUKlI/dl5/d5/LOIHSkovdORNQU5rQUVnQSEhLzRKUOUvc2w/)

**TITLE: Trenkwalder**

**WHAT:** A private employment agency which links you with employers who are currently hiring workers. You can register into their job-seekers register and send them a CV or go for an interview. When they think you're a good match for a specific job, you sign an employment contract, usually for definite period of time. Officially your employer is the employment agency. For their service they charge a commission fee.

**WHERE:** More information about the employment agency are available here (in Slovenian) <https://si.trenkwalder.com/>

**TITLE: Kariera**

**WHAT:** A private employment agency which links you with employers who are currently hiring workers. You can register into their job-seekers register and send them a CV or go for an interview. When they think you're a good match for a specific job, you sign an employment contract, usually for definite period of time. Officially your employer is the employment agency. For their service they charge a commission fee.

**WHERE:** More information about the employment agency are available here (in Slovenian) <https://www.kariera.si/deloiskalci/>



**TITLE: Moje delo**

**WHAT:** Online job markets where you can find regularly updated job offers.

**WHERE:** (in Slovenian) <https://www.mojedelo.com/>

**TITLE: Moja zaposlitev**

**WHAT:** Online job markets where you can find regularly updated job offers.

**WHERE:** (in Slovenian) <https://www.mojazaposlitev.si/>

**TITLE: EURES**

**WHAT:** EURES is the European job mobility portal. On their website you can browse among jobs from all around Europe. Job offers at EURES portal are classified according to different categories (field of work, country, etc.). You can also upload your CV, which is then available to employers in Europe. You can also contact an EURES adviser at the Employment Service of Slovenia who will assist you in job search in the EU countries and provide you information regarding living and working conditions in the chosen country. They will also link you with EURES adviser in that country for more information.

**WHERE:** EURES–Online portal is available in all European languages.

(in English): <https://ec.europa.eu/eures/public/en/homepage>

(in Slovenian): <https://ec.europa.eu/eures/public/sl/homepage>

EURES adviser at Employment Service of Slovenia:

(in English): <http://english.ess.gov.si/eures>

(in Slovenian): <https://www.ess.gov.si/eures>

Zavod Republike Slovenije za zaposlovanje (Employment service of Slovenia) – list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**2.1.1 b apprenticeship**

**TITLE: Apprenticeship (vajeništvo)**

**WHAT:** Apprenticeship is a special form of upper secondary vocational education programme at vocational and technical secondary school (*Srednja poklicna in strokovna šola*) where you combine theoretical study (50%) and practical training in a job (50%). The theoretical part of the 3 years education programme is carried out at school and the practical part is carried out at a company chosen by the apprentice.

Apprentice works at the company under mentorship where he/she learns the profession, however he/she is not employed at the company, but works under so called apprenticeship contract. The employer is obliged to pay a monthly financial reward for work to the apprentice.

Apprenticeship programme enables you active involvement into a work process during your schooling period, faster qualification for the profession and easier transition from school to job.

**WHO:** Students who wish to learn a vocation and apply for 3 year vocational and technical secondary school and choose the apprenticeship programme.



**HOW:** First you need to apply at one of the vocational and technical secondary schools and choose the form of the programme you would like to enrol in. You have two options: the regular (non-apprenticeship programme) and apprenticeship programme.

Here is the list of schools which offer apprenticeship programme (in Slovenian): <https://www.gzs.si/vajenistvo/vsebina/VAJENI%C5%A0TVO/Vklju%C4%8Dene-%C5%A1ole>

You also have to find a company where you will perform the practical training of your education programme and sign an apprenticeship contract with them. Companies which offer apprenticeship programme must be registered at the Ministry of education, the list of registered companies is available here (in Slovenian): <https://www.gzs.si/vajenistvo/vsebina/VAJENI-Informacije-za-vajence-in-njihove-star%C5%A1e/Seznam-podjetij-vklju%C4%8Denih-v-vajeni%C5%A1tvo>

**WHERE:** You can get more information about Apprenticeship programme directly at vocational and technical secondary schools which offer this programme. The list of schools is available here (in Slovenian): <https://www.gzs.si/vajenistvo/vsebina/VAJENI%C5%A0TVO/Vklju%C4%8Dene-%C5%A1ole>

Information about Apprenticeship programme is available also at the Chamber of Commerce and Industry of Slovenia (in Slovenian): <https://www.gzs.si/vajenistvo>

Gospodarska zbornica Slovenije (Chamber of Commerce and Industry of Slovenia)  
Dimičeva 13

1504 Ljubljana

Tel.: + 386 1 5898 000

<https://www.gzs.si/eng>

Email: [info@gzs.si](mailto:info@gzs.si)

For information about apprenticeship programme contact:

Ana Žemva Novak

Tel: +386 1 58 98 531

Email: [ana.zemva.novak@gzs.si](mailto:ana.zemva.novak@gzs.si)

**WHEN:** You should submit the application for enrolment in the apprenticeship education programme at the selected vocational and technical secondary school by the given deadline. Usually the deadline for applications is in March for the next school year.

**GOOD TO KNOW:** In the school year 2017/2018 the apprenticeship programme is in a testing phase, so you can choose between limited variety of vocations, depending on the region where your school is located.

## 2.1.2 TYPES OF EMPLOYMENT

### 2.1.2 a employment for indefinite period of time

**TITLE:** Employment for indefinite period of time (*Pogodba za nedoločen čas*)

**WHAT:** Employment contract for indefinite period of time means that the ending date of the employment is not specified.

A contract should contain the conditions, rights, responsibilities and duties of the worker and employer. The job specified can be on a full time or part time basis.



Full working time usually amounts to 40 hours a week, and not less than 36 hours a week. Part time work

amounts to less than 36 hours a week. An employment contract must contain a provision of working hours as agreed between the employer and the employee.

A part-time employee has the same rights and duties as a full-time worker.

**WHO:** Any person who is 15 or above. Citizens of the EU, EEA and Switzerland are subject to the same employment rights as Slovenian citizens.

When you're a third country citizen you must have a valid single residence and work permit which you have to obtain prior to arrival in Slovenia or you must be entitled to free access to the labour market. Here you can read who is fulfilling the conditions to free access to the labour market (in Slovenian): [http://english.ess.gov.si/jobseekers/free\\_access\\_to\\_the\\_slovenian\\_labour\\_market](http://english.ess.gov.si/jobseekers/free_access_to_the_slovenian_labour_market)

Citizens of Bosnia and Herzegovina and citizens of Croatia (until 2020) must obtain a work permit.

**HOW:** Before you start working for your new employer, he or she must organize a medical check-up at occupational medicine doctor to make sure, you're physically competent for the work. Your employer should give you an employment contract proposal 3 days before you sign the actual employment contract to make sure you have time to read the terms of the contract thoroughly.

**ATTENTION:** The employer must register you with the compulsory social security insurance scheme the same day your work begins.

**GOOD TO KNOW:** A contract should include the following information:

- ▶ The bussinens's and employee's data (name and address)
- ▶ Name of the job and description of the work tasks and responsibilities,
- ▶ Start date of work
- ▶ Location of work
- ▶ A statement about duration of contract: indefinite period of time (in case of fixed-term contract the end date must be given)
- ▶ A statement weather it is a full time or part time job and shifts
- ▶ Information about the salary and when it will be paid
- ▶ Holiday entitlement
- ▶ Notice period for termination of the contract
- ▶ The terms of collective agreements

### 2.1.2 b flexible forms of work

**TITLE: Fixed-term contract** (*Pogodba za določen čas*)

**WHAT:** A fixed-term employment contract is limited in time and may be signed for a maximum of two years for a full-time job or a part-time job. Full working time usually amounts to 40 hours a week, and not less than 36 hours a week. Part-time work amounts to less than 36 hours a week.

You have the same rights as workers who work on the basis of a contract fo indefinite period of time.

The employer must register you with the compulsory social security insurance scheme the same day when your work begins.

**TITLE: Contract for work** (*Podjemna pogodba*)

**WHAT:** You sign a 'Contract for work', when you are hired to do a specific job or



service. The extent of work, the time period, number of hours per week and shifts and other specifics (quality/quantity of performed work, service or product) are defined in the contract. When you work under this contract you're considered self-employed.

Contract for work doesn't cover the unemployment and pension insurance. After the termination of contract you can't claim unemployment benefit or pension.

**TITLE: Copyright contract** (*Avtorska pogodba*)

**WHAT:** This type of contract enables you to get hired as an author, to create an original work that is protected by the copyright law (various forms of artistic expression, works of science and other forms of copyright work).

The extent of work, the time period, number hours per week and other specifics (quality/quantity of performed work, service or product) are defined in the contract. When you work under this contract you're considered self-employed.

Copyright contract doesn't cover the unemployment and pension insurance. After the termination of contract you can't claim unemployment benefit or pension.

**TITLE: Personal supplementary work** (*Osebno dopolnilno delo*)

**WHAT:** If you want to perform occasional work like help in household, handicraft, etc. you may register your Personal supplementary work at the administrative unit. You can perform personal supplementary work beside your regular employment or if you are unemployed, retired or a student. If you are not a Slovenian citizen you can perform personal supplementary work only if you have free access to the labour market.

Before you start, you must obtain the so called derivative (*vrednotnica*) that you buy for yourself or your client at an administrative unit. Derivative is valid for one month and can be issued for the current of the following month.

The semi-annual revenue generated from personal supplementary work, should not exceed the average of three monthly wages in Slovenia in the previous calendar year.

**TITLE: Student work** (*študentsko delo*)

**WHAT:** During your education in Slovenia you can engage in temporary and part-time student work. You can perform student work when you're 15 or above and you're enrolled in secondary or tertiary educational programme.

If you're a national from EU or non-EU countries you can perform student work if you study in Slovenia or if you participate in an international student exchange programme. You must also have:

- ▶ a valid ID,
- ▶ a Slovenian bank account,
- ▶ a Slovenian personal tax number (how to get a personal tax number. go to "Registering for a tax number" 2.3.1)
- ▶ a proof that you're a student in Slovenia - proof of enrolment at a college or university in Slovenia.

First, you must register with the so called Student Service (*Študentski servis*), where can browse among student jobs., You are employed on the bases of a special kind of contract called a "napotnica" referral. You obtain the referral at the Student service. There are about 25 different student services available across





Slovenia.

You can read more about student work here: <http://studyinslovenia.si/live/working/>

**GOOD TO KNOW:** You have the same rights as other workers (holidays, breaks, maximum hours of work allowed per day). As a student worker you are also insured under the pension and disabilities scheme. That means the pension qualifying period on your pension and disability insurance record is running when you perform student work. Your employer must also have insurance for workplace accidents.

**TITLE: Seasonal work** (*sezonsko delo*)

**WHAT:** You can obtain more information on seasonal worker in “ARRIVAL AND STAY” – “Temporary work mobility”.

### 2.1.2 c self-employment/sole trader

**TITLE: Sole-trader** (*samostojni podjetnik, s.p.*)

**WHAT:** You're a sole-trader when you run your own business as an individual and earn your salary by operating a company. You can keep all your business's profits after you've paid tax on them. No starting capital is required.

**WHO:** You are eligible for self-employment when you're 18 or above.

If you're a non-EU country citizen you can register as self-employed after you legally (and continuously) reside in Slovenia for one year. The above stated condition for residence does not apply if you are registered in the Business Register as a person with an independent professional occupation.

**HOW:** The easiest way to register your business is through the e-application at e-VEM - the government portal for commercial subjects or in person at VEM-one-stop-shop points all around Slovenia. Counsellors at VEM will help with the registration process.

To run the process of registration you need a valid ID and your personal tax number.

The process has three steps:

- ▶ you register the company at Business Register of Slovenia (AJPES form).
- ▶ you inform the Financial Office about the registration (FURSD form)
- ▶ you apply for compulsory social security insurance scheme (pension, disability and health and unemployment) at Health Institute of Slovenia (M1 form)

**WHERE:** You can register as sole trader online at e-VEM, the government portal for commercial subjects or in person at VEM-one-stop-shop points all around Slovenia.

- ▶ e-VEM online portal (in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/>
- ▶ List of VEM-one-stop-shop points around Slovenia (in Slovenian): <http://evem.gov.si/info/vem-tocke/>

**ATTENTION:** As a sole-trader you are personally responsible for all activities and debts of your business.

**GOOD TO KNOW:** For certain specialized activities you will be required to submit special certificates or licenses (e.g.: food or health related enterprises). You can get more information about permits and licences at Slovenia Business Point website (in English): <http://eugo.gov.si/>



### 2.1.2 d part time sole-trader

**TITLE: Part time sole-trader** (*popoldanski - dopolnilni s.p.*)

**WHAT:** In Slovenian it is possible to combine full-time employment with self-employment and register a part-time sole trader company. That means that simultaneously you can be employed (by a company that pays your social security and taxes) and perform self-trading business outside your regular employment hours. The legal status, rights and duties of part-time sole-trader are the same as for a full-time sole-trader. The difference is in the rate of paid contributions.

**WHO:** You can register as part-time sole-trader if you're employed by a company full-time (40 h/week). When you're employed part-time, or you're a student or a pensioner you cannot register.

**HOW:** The easiest way to register your business is through the e-application at e-VEM - the online government portal for commercial subjects. You can also register in person at VEM-one-stop-shop points.

To run the process of registration you need a valid ID and your personal tax number.

The process has three steps:

- ▶ you register the company at Business Register of Slovenia (AJ PES form).
- ▶ you inform the Financial Office about the registration (FURSD form). On the form you write that your insurance will be paid from other source.
- ▶ you must apply for insurance against the risk of accident and occupational disease (M12 form)

**WHERE:** You can register as part-time sole trader online at e-VEM, the government portal for commercial subjects or in person at VEM-one-stop-shop points all around Slovenia.

- ▶ e-VEM online portal (in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/>
- ▶ List of VEM-one-stop-shop points around Slovenia (in Slovenian): <http://evem.gov.si/info/vem-tocke/>

**ATTENTION:** As a sole-trader you are personally responsible for all activities and debts of your business.

**GOOD TO KNOW:** If your hours of work as a sole-trader exceed 40 h/month you will pay social security contributions (pension and disability insurance, unemployment insurance and health insurance), and expanses for accounting firm and bank account.

- ▶ For certain specialized activities (food or health related enterprises). You will be required to submit special certificates or licenses. You can get more information about permits and licences at Slovenia Business Point website (in English): <http://eugo.gov.si/>

### 2.1.2 e artist

**TITLE: Self-employed professional in culture** (*samostojni kulturni delavec*)

**WHAT:** This is a special status regulated by the Ministry of Culture. You can enter the register of Self-employed professionals in culture if you are performing artistic activity (you're an artist) or any other activity in the field of culture (film producer, organizer of culture festival, editor of culture magazine, etc.).

Read more about (obtaining) the status at the webpage of the Ministry of culture (in Slovenian): [http://www.mk.gov.si/si/storitve/postopki/statusi\\_in\\_pravice/vpis\\_v\\_razvid\\_samozaposlenih/](http://www.mk.gov.si/si/storitve/postopki/statusi_in_pravice/vpis_v_razvid_samozaposlenih/)



**WHO:** You are eligible to apply for the status of Self-employed professional in culture if you:

- ▶ independently perform a specialised profession in the field of culture and you're not a pension recipient,
- ▶ have appropriate professional qualifications or work experience proving that you are qualified to perform such activity.
- ▶ can demonstrate your artistic achievements or any other form of achievements in cultural field in the last 3 years (number of published texts, exhibitions, performances, etc.).

**HOW:** You file an application at the Ministry of Culture.

**WHERE:** You can get more information on the Self-employed professional in culture status at the Ministry of Culture.

Ministrstvo za kulturo (Ministry of Culture)

Maistrova ulica 10

1000 Ljubljana

Tel: +386 1 369 59 00

<http://www.mk.gov.si/si/>

Email: [gp.mk@gov.si](mailto:gp.mk@gov.si)

Contact persons for more information about the status of Self-employed professional in culture:

Ministrstvo za kulturo (Ministry of Culture)

Špela Fortuna

Metelkova 4

1000 Ljubljana)

Tel: +386 1 400 79 10

Email: [spela.fortuna@gov.si](mailto:spela.fortuna@gov.si)

and

Ministrstvo za kulturo (Ministry of Culture)

Bojana Kosmač

Metelkova 4

1000 Ljubljana)

Tel: +386 1 400 79 05

Email: [bojana.kosmac@gov.si](mailto:bojana.kosmac@gov.si)

If you have a digital certificate and electronic signature you can also apply through the web portal E-Uprava (in Slovenian): <https://e-uprava.gov.si/>

**GOOD TO KNOW:** With this status, if you qualify, your social security contributions will be paid by the Ministry of Culture. You must submit a special application for this benefit.

## 2.1.2 f farmer



**TITLE: Status of a farmer – natural entity** (*status kmeta*)

**WHAT:** This is a special status that you can obtain, if you are performing agricultural activity, have proper qualification to work in agriculture and you can prove that you would make certain profit from agricultural activity. With this status you have precedence right when buying farming land or a farm and in some cases you are entitled to exemption from taxes.

More information about status of a farmer can be found at online at

E-Uprava (in Slovenian) <https://e-uprava.gov.si/si/podrocja/kmetijstvo-gozdarstvo-prehrana/kmetijske-dejavnosti/status-kmeta> and

E-Vem (in Slovenian) <http://evem.gov.si/info/poslujem/zaposlovanje/pogodba-o-zaposlitvi-in-postopek-zaposlitve/prijava-v-obvezna-socialna-zavarovanja/prijava-v-obvezna-socialna-zavarovanja-kmetov/>

**WHO:** If you want to obtain the status you will need to fulfil one of the following conditions:

- ▶ You're an owner, leaseholder or other user of a farm and you cultivate it yourself or with the help of others, and you are properly qualified for such work,
- ▶ You're a family member of persons from the previous paragraph, if you perform agricultural activity on a farm as the only or main activity, and you are properly qualified for such work,
- ▶ you have gained major part of your income from agricultural activity, and you ceased to perform this activity due to your age or incapability to work, but you take care of farming land still being cultivated,
- ▶ you gave the statement for the record at an administrative unit that you will yourself or with the help of others cultivate farming land, which you can prove you would obtain and you will gain major part of your income from agricultural activity, and you are properly qualified for such work.

**HOW:**

You can submit an application with all required documents at an administration unit, where your farming land is registered.

You can also submit electronic application at online portal E-Uprava if you have digital certificate and electronic signature (in Slovenian) <https://e-uprava.gov.si/podrocja/vloge/vloga.html?id=417>

**WHERE:** You can apply for the farmer's status the administrative unit. List of administrative units and contacts is available here (in Slovenian): <http://www.upravneenote.gov.si/>

The competent authority for registration of farmers status is the Ministry of agriculture, forestry and food:

Ministrstvo za kmetijstvo, gozdarstvo in prehrano (Ministry of agriculture, forestry and food)

Dunajska cesta 022

1000 Ljubljana

Tel: +386 1 478 90 00

<http://www.mkgp.gov.si/en/>

E [gp.mkgp@gov.si](mailto:gp.mkgp@gov.si)

**2.1.2 g fisherman**



**TITLE: Status of a sea fisherman - natural entity** (*status ribiča*)

**WHAT:** This is a special status you can obtain, if you want to perform industrial sea fishing. With this status you enter the register of fishermen – natural persons. You are treated as a status of a farmer holder and being treated as such regarding pension, disability and health insurance.

More information about status of a fisherman can be found at online at

- ▶ E-Uprava (in Slovenian) <https://e-uprava.gov.si/podrocja/kmetijstvo-gozdarstvo-prehrana/divjad-lovstvo-ribolov/morski-gospodarski-ribic.html>
- ▶ E-Vem (in Slovenian): <http://evem.gov.si/info/dejavnosti/dejavnost/12419/prikaziDejavnost/>
- ▶ Ministry of agriculture, forestry and food (in Slovenian):

[http://www.mkgp.gov.si/si/delovna\\_podrocja/ribistvo/morski\\_ribolov/pridobitev\\_statusa\\_ribica/](http://www.mkgp.gov.si/si/delovna_podrocja/ribistvo/morski_ribolov/pridobitev_statusa_ribica/)

**WHO:** You perform industrial fishing for living and are you're an owner of fishing vessel. You must also fulfil some other conditions. Read more about the conditions at E-uprava (in Slovenian): <https://e-uprava.gov.si/podrocja/kmetijstvo-gozdarstvo-prehrana/divjad-lovstvo-ribolov/morski-gospodarski-ribic.html>

**HOW:** To get the status you should submit an application to the [Ministry of Agriculture, Forestry and Food](#).

You can also submit an electronic application at the online portal E-Uprava if you have digital certificate and electronic signature (in Slovenian) <https://e-uprava.gov.si/podrocja/vloge/vloga.html?id=2458>

**WHERE:** The competent authority is the Ministry of Agriculture, Forestry and Food (in English): <http://www.mkgp.gov.si/en/>

Ministrstvo za kmetijstvo, gozdarstvo in prehrano (Ministry of agriculture, forestry and food)

Dunajska cesta 022

1000 Ljubljana

Tel: +386 1 478 90 00

<http://www.mkgp.gov.si/en/>

E [gp.mkgp@gov.si](mailto:gp.mkgp@gov.si)

## 2.1.3 EMPLOYMENT OF EU/EEA CITIZENS

### 2.1.3 a Employment of EU/EEA and Swiss citizens

**TITLE: Employment of EU/EEA and Swiss citizens**

**WHAT:** Citizens from EU, EEA and Switzerland have free access to the labour market in Slovenia, and can work, employ or self-employ under the same conditions as Slovenian citizens. This goes for access to job offers, working conditions, social and tax advantages. EU/EEA and Swiss citizens can also have social security contributions (pension and disability insurance, unemployment insurance) paid in Slovenia transferred to the country of settlement. That means that pension qualifying period in their country is running, when they work and pay social contributions in Slovenia.

**WHO:** EU or EEA Member state citizens and citizens of Switzerland.

**HOW:** You can find jobs in Slovenia through online portals like EURES that offer jobs from all around Europe. You can also contact an EURES counsellor in your



country who will advise you prior to your job search, during your employment and after you return home. Job offers at EURES portal are classified according to different categories (field of work, country, etc.). You can also upload your CV, which is then available to employers across Europe.

**ATTENTION:** Croatian citizens must apply for a work permit until June 2020 or have a valid work permit until then.

**GOOD TO KNOW:** Regulated professions like primary care nurses, pharmacists, physiotherapists, real estate agents and mountain guides can pursue their professions with less restrictions regarding professional qualification in other EU countries due to the European Professional Card (EPC). The EPC is an electronic certificate that aims to make the movement of these professions easier by simplifying the procedure for getting their professional qualifications recognised in Slovenia. You can obtain more information here (in English):

[http://europa.eu/youreurope/citizens/work/professional-qualifications/professional-bodies-language-requirements/index\\_en.htm](http://europa.eu/youreurope/citizens/work/professional-qualifications/professional-bodies-language-requirements/index_en.htm)

Read more about regulated professions in DC: 2.1.10 Regulated professions

## 2.1.4 EMPLOYMENT OF THIRD COUNTRY CITIZENS

### 2.1.4 a types of resident/working permits

#### **TITLE: Types of residence/work permits**

**WHAT:** Work permit in Slovenia is directly linked to the residence permit.

When you're coming to Slovenia to work and reside for the first time, you must apply for one of the following permits:

- ▶ Single residence and work permit
- ▶ Blue Card
- ▶ Work permit for BIH and Croatian citizens (until 2020)

To obtain a permit you must file an application at the diplomatic representation of Republic of Slovenia, before you enter Slovenia.

At the same time your employer has to apply for a work permit in Slovenia and also cover the costs of the procedure. In some cases you will need a special work permit (work permit for posted workers, seasonal workers).

You have free access to the labour market in Slovenia if:

- ▶ You're a holder of permanent residence permit,
- ▶ You're a holder of temporary residence permit and at the same time you're a foreigner of Slovenian origin, family member of Slovenian citizens, victim of human trafficking or victim of illegal employment,
- ▶ You filed an application for prolongation of a residence permit

Free access to the labour market is possible also for:

- ▶ beneficiaries of international protection – refugees and persons with subsidiary protection,
- ▶ beneficiaries of temporary protection
- ▶ asylum seekers (after 9 months of submitted application for international protection).

Free access to the labour market means that you can get a job and work under the same conditions as Slovenian citizens and your employer doesn't need a special work permit.

You can find more information about the residence permits in the section "Arrival



and Stay”.

## 2.1.5 WORK ACCIDENTS AND INJURIES

### 2.1.5 a work injuries compensation and support

**TITLE: Work injuries compensation** (*odškodnina za poškodbo pri delu*)

**WHAT:** In case of injury at work you are entitled to financial compensation. Work injury is when you get injured during the working process or on the way to work and back when the transport is organized by the employer or when you travel for work. You can claim compensation when the accident didn't happen due to your negligence. Compensation can be granted only when you have a record about your injury.

Compensation is paid by the insurance company if your employer had an insurance for case of work injuries and collective accident insurance and if he or she has adopted all required work safety measures. If your employer doesn't have an insurance, you can file a lawsuit against him or her.

To claim compensation you need the following documents: ER-8 form (registration of accident at work), a written record of the accident, copies of medical records or medical certificate, statements of witnesses, sick note from your doctor, your statement about the accident and invoices.

**WHERE:** You claim the compensation at the private insurance where your employer has an insurance policy for case of work injuries.

You can read more about work injuries compensation here (in Slovenian): <http://www.visokaodskodninaplaninsec.si/nezgoda-na-delovnem-mestu>

**TITLE: Allowance for period of sickness - health insurance** (*bolniška*)

**WHAT:** If you fall ill, your employer will pay you an allowance for your absence from work from the company's funds for the first 30 days. You must present your employer with a sick note from your doctor.

When your absence is longer than 30 days the Health Insurance Institute pays the allowance, after obtaining an opinion from the doctor or the competent health committee at the Health Insurance Institute. The amount of the allowance depends on insured person's average monthly salary and on allowances in the year preceding the year when the temporary absence from work occurs.

More information about the allowance is available here  
(in English):

<http://www.zzzs.si/zzzs/internet/zzzseng.nsf/o/A1B5024CD228B984C1257BB10025E058>

(in Slovenian):

[https://zavarovanec.zzzs.si/wps/portal/portali/azos/nadomestila/nadom\\_place/nadom\\_visina/](https://zavarovanec.zzzs.si/wps/portal/portali/azos/nadomestila/nadom_place/nadom_visina/)

**WHERE:** The competent authority is the Health Institute of Slovenia.

Zavod za zdravstveno zavarovanje Slovenije (Health Institute of Slovenia) – list of contacts (in Slovenian): <http://www.zzzs.si/imenik>

**TITLE: Medical and Professional Rehabilitation**

**WHAT:** In case of severe work injuries that leave permanent disability you are entitled to various types of medical and professional support. Which kind of





support you may get depends on the level of your injury and how many years you have been paying the pension and disability insurance. You can claim the following rights:

- ▶ Vocational rehabilitation
- ▶ The right to reassignment to another job
- ▶ The right to part-time work
- ▶ The right to employment rehabilitation

Read more about each right in section 5.4.2.a “Rights and employment”.

**WHERE:** For more information about medical and professional rehabilitation in case of work injuries you can contact the Pension and disability insurance institute and Employment service of Slovenia

Zavod za pokojninsko in invalidsko zavarovanje (Pension and disability insurance institute)

(in English) <https://www.zpiz.si/cms/?ids=zpizen>

(in Slovenian): <https://www.zpiz.si/cms/?ids=content&inf=25>

Zavod za pokojninsko in invalidsko zavarovanje – ZPIZ (Pension and Disability Insurance Institute of Slovenia)

Kolodvorska ulica 15

1000 Ljubljana

Tel: +386 1 474 51 00

<https://www.zpiz.si/cms/?ids=zpizen>

Email: [informacije@zpiz.si](mailto:informacije@zpiz.si)

Zavod Republike Slovenije za zaposlovanje (Employment service of Slovenia) – list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

#### **TITLE: Financial support**

**WHAT:** There are several forms of financial support available in case of work injuries:

- ▶ Disability pension, when your disability is severe enough that you cannot work anymore.
- ▶ Disability benefit, when you're a holder of disabled status and your disability has been caused by work.
- ▶ Disability allowance, if you have a physical damage that has been caused by an accident at work or is an effect of working process.

Read more about financial support at:

- ▶ Zavod za pokojninsko in invalidsko zavarovanje Slovenije (Pension and disability institute of Slovenia)

(in English): <https://www.zpiz.si/cms/?ids=content&inf=498>

(in Slovenian): <https://www.zpiz.si/cms/?ids=content&inf=25>

- ▶ Center za socialno delo (Centre of social work)

(in English): <https://www.scsd.si/disability-claim.html>



(in Slovenian): <http://www.csd-lj-siska.si/prejemki/varstveniDodatek.asp>

**WHERE:** For more information about financial support in case of work injuries you can contact

Zavod za pokojninsko in invalidsko zavarovanje (Pension and disability insurance institute)

(in English) <https://www.zpiz.si/cms/?ids=zpizen>

(in Slovenian): <https://www.zpiz.si/cms/?ids=content&inf=25>

Zavod za pokojninsko in invalidsko zavarovanje – ZPIZ (Pension and Disability Insurance Institute of Slovenia)

Kolodvorska ulica 15

1000 Ljubljana

Tel: +386 1 474 51 00

<https://www.zpiz.si/cms/?ids=zpizen>

Email: [informacije@zpiz.si](mailto:informacije@zpiz.si)

Center za socialno delo (Centre of social work)

List of Centres of social work is available here (in Slovenian): <https://www.scsd.si/seznam-centrov-za-socialno-delo.html>

### 2.1.5 b treatment of work injuries

#### **TITLE: What to do in case of injury**

**WHAT:** If you've been injured at work or at the way to/from work contact your doctor or the nearest hospital or call the emergency number 112. In case of severe injury go to the doctor/hospital immediately. At the doctor/hospital you will need your Health insurance card – make sure you always have your card with you.

**STEP 1:** When an accident at work occurs it has to be reported to the Labour Inspectorate of Slovenia. In case of accident your employer should immediately fill in the so called ER-8 form in four copies. All copies must be signed by the injured person, a witness and by the employer.

You can read more about at the webpage of Nacionalni inštitut za javno zdravje (National institute for public health) (in Slovenian): <http://www.nijz.si/sl/podatki/prijava-poskodbe-pri-delu>

**STEP 2:** If possible, take the ER-8 form copies with you to the doctor or hospital or have somebody else bring it there for you.

**STEP 3:** The doctor will fill in the ER-8 form with the data about your health condition and he/she will send it to your employer and other relevant services.

**STEP 4:** If your accident has been reported in accordance with the described procedure, you can claim your health insurance. If your injury hasn't been reported, you won't be able to claim insurance.

#### **WHERE:**

[List of hospitals in Slovenia](#) (In Slovenian). You can go to a health centre for treatment of minor injuries.

<http://www.abczdravja.si/index.php/bolnisnice-v-sloveniji>

List of health centres (Zdravstveni dom) in Slovenia (in Slovenian): <http://www.abczdravja.si/index.php/zdravstveni-domovi-v-sloveniji>



Information about the procedure in case of an accident at work for the employer is available at

Nacionalni inštitut za javno zdravje (National institute for public health)

Trubarjeva 2

1000 Ljubljana

Tel: +386 1 2441 400

<http://www.nijz.si/en>

Email: [info@nijz.si](mailto:info@nijz.si)

**GOOD TO KNOW:** Your employer must report the accident to the Inšpektorat Republike Slovenije za delo (Labour Inspectorate of the Republic of Slovenia) if you are unfit for work for at least three days. He or she must also report to the inspectorate in the case of death or serious injury at work.

## 2.1.6 RETIREMENT AND PENSIONS

### 2.1.6 a old-age retirement

**TITLE:** Old-age retirement (*starostna pokojnina*)

**WHAT:** Old-age pension is a regular monthly income, which provides social security upon a certain age. You're entitled to old-age pension when you reach the pension age and when you have the prescribed number of pension qualifying years (purchased pension qualifying years don't count). Pension qualifying years means that you were working any paying the compulsory pension and disability insurance.

Read more about old-age pension at the Pension and disabilities insurance institute:

(in Slovenian): <https://www.zpiz.si/cms/?ids=content&inf=326>

(in English): <https://www.zpiz.si/cms/?id=11&inf=499>

**WHO:** The conditions for old-age pension differ by gender.

Women are entitled to old-age pension when they are:

- ▶ 59 years old and have 39 years and 4 months of pension qualifying years
- ▶ 63 years old and have at least 20 years of pension qualifying years
- ▶ 65 years old and have at least 15 years of pension qualifying years

Men are entitled to old-age pension when they are:

- ▶ 59 years old and have 4 months 40 years of pension qualifying years
- ▶ 65 years old and have at least 15 years of pension qualifying years

More information about old-age pension is available at the following webpage:

(in English): <https://www.zpiz.si/cms/?id=11&inf=499>

(in Slovenian): <https://www.zpiz.si/cms/?id=11&inf=499>

**WHERE:** For more information you can contact the Pension and Disability Insurance Institute of Slovenia.

Zavod za pokojninsko in invalidsko zavarovanje – ZPIZ (Pension and Disability Insurance Institute of Slovenia)

Kolodvorska ulica 15

1000 Ljubljana



Tel: +386 1 474 51 00

<https://www.zpiz.si/cms/?ids=zpizen>

Email: [informacije@zpiz.si](mailto:informacije@zpiz.si)

**GOOD TO KNOW:** Periods of child care during the first year of a child in which a parent was not covered by the pension insurance, a membership in the compulsory membership in pension and disability insurance scheme, etc. do not count as years of membership in compulsory pension insurance.

**ATTENTION:** The conditions for entitlement for old-age pension will change in 2019.

### 2.1.6 b widow(er) pension

**TITLE: Widow(er) pension** (*Vdovska pokojnina*)

**WHAT:** You may be entitled to widow(er) pension after your spouse has deceased, however you must meet the required conditions explained below.

Read more about widow(er) pension on the webpage of Pension and disabilities insurance institute:

(in Slovenian): <https://www.zpiz.si/cms/?ids=content&inf=330>

(in English): <https://www.zpiz.si/cms/?id=11&inf=502>

**WHO:** Widow(er) pension can be claimed by a spouse, by a divorced spouse, by a spouse from a later marriage (as a co-recipient), a person, who had lived with the deceased person for the last three years prior to his/her death, same-sex civil partner.

**HOW:** Widow(er) pension is granted if the conditions are met on part of the deceased person and the widow(er).

Conditions on the part of the deceased:

- ▶ The deceased person was paying the pension insurance and reached the prescribed minimum pension qualifying period
- ▶ The deceased person was a pension beneficiary
- ▶ The death resulted from an injury at work or occupation (in this case the pension is granted irrespective if the person reached the prescribed pension qualifying period)

Conditions on the part of the widow(er):

The widowe(er) has reached 55 years of age or

Irrespective of age, when:

- ▶ You were completely incapable of work by the time of the death of the spouse, or you have become such within the year following his or her death or
- ▶ You have been left with children who are entitled to the survivor's pension and for whom you have to provide
- ▶ You can exceptionally claim the entitlement to a widow's/widower's pension if by the time of the death of the spouse you had not reached the age of 55 years, yet were at least 50 years old. However, you can claim the pension only after you become 55 years old.

A widow can also qualify for a widow's pension if she gives birth to a child of an insured person within 300 days after the death of the spouse.

**WHERE:** You file an application for a widow(er) pension at the Pension and disability insurance institute.



Zavod za pokojninsko in invalidsko zavarovanje – ZPIZ (Pension and Disability Insurance Institute of Slovenia)

Kolodvorska ulica 15

1000 Ljubljana

Tel: +386 1 474 51 00

<https://www.zpiz.si/cms/?ids=zpizen>

Email: [informacije@zpiz.si](mailto:informacije@zpiz.si)

**WHEN:** Any time after the death of the spouse. If you apply more than 6 months after the death occurred, the pension will be paid in arrears for max. 6 months.

**GOOD TO KNOW:** The widow(er) pension is generally calculated on the base of status of deceased person, weather he was a pension beneficiary or if he/she was entitled to disability benefits.

### 2.1.6 c orphan/survivor's pension

**TITLE:** **Survivor's pension** (*Družinska pokojnina*)

**WHAT:** Survivor's pension is a monthly income you may be entitled to if you're a surviving family member of a person, who was a member of compulsory pension and disabilities insurance scheme or a pension beneficiary.

Read more about widow(er) pension on the webpage of Pension and disabilities insurance institute:

(in Slovenian): <https://www.zpiz.si/cms/?ids=content&inf=329>

(in English): <https://www.zpiz.si/cms/?id=11&inf=501>

**WHO:** Children, foster children, grandchildren and parentless children who the deceased person provided for or parents who the deceased had provided for.

**HOW:** The pension is granted if the conditions are met on part of the deceased person and the survivor.

Conditions on the part of the deceased:

- ▶ If a deceased person at the time of death was still working and paying contribution into the compulsory pension and disabilities insurance scheme, the conditions are met if the person had qualified for an early, old-age, or a disability pension and the death of the person is considered as the occurrence of disability of category I.
- ▶ If a deceased person was already pension beneficiary the conditions are met, if at the time of death:
  - He/she had been entitled to an early, old-age, or a disability pension from the compulsory pension and disability insurance, or
  - He/she had been entitled disability benefits from the compulsory pension and disability insurance scheme.

Conditions on part of the survivors:

Children are entitled to survivor's pension until they reach 15 years of age or until the end of their education, but not after their 26<sup>th</sup> birthday

Parents are entitled to survivor's pension if:

- ▶ they have reached 60 years of age or
- ▶ they were permanently disabled when their child died.



**WHERE:** You file an application for a survivor's pension at the Pension and disability insurance institute

Zavod za pokojninsko in invalidsko zavarovanje – ZPIZ (Pension and Disability Insurance Institute of Slovenia)

Kolodvorska ulica 15

1000 Ljubljana

Tel: +386 1 474 51 00

<https://www.zpiz.si/cms/?ids=zpizen>

Email: [informacije@zpiz.si](mailto:informacije@zpiz.si)

**WHEN:** Any time after the death of the family member. If you apply more than 6 months after the death occurred, the pension will be paid in arrears for max. 6 months.

**GOOD TO KNOW:** In some cases an additional condition for the entitlement to survivor's pension must be met, ie. that the deceased person provided maintenance for survivors until his or her death or that the survivor shared his/her permanent residence with the deceased person until his/her death.

#### 2.1.6 d voluntary retirement insurance

**TITLE: Voluntary pension insurance** (*Prostovoljna vključitev v obvezno zavarovanje*)

**WHAT:** Compulsory pension and disabilities insurance is directly linked to employment. When you're not employed full-time or you are involved in flexible forms of work (like self-employment, etc.), you can pay contributions for compulsory pension and disabilities insurance yourself. That means that when you retire, you will receive pension from the public (national) Pension and disability insurance institute in the same amount as you would, if you were employed full-time.

Read more about Voluntary pension insurance here (in Slovenian): <https://www.zpiz.si/cms/?ids=content&inf=86>

**WHO:** You must demonstrate that you're healthy and that you can become employed full-time or full-time self-employed which would enable you to be a member of the compulsory pension and disability insurance scheme. In addition to this there are some other criteria:

- ▶ you have permanent address registered in Slovenia and you are 15 or above years old and you don't fulfil the condition for inclusion into compulsory insurance scheme
- ▶ you're part-time employed, in this case you can pay the difference up to full time employment
- ▶ you're a citizen of Slovenia who works abroad
- ▶ you're a beneficiary of widow(er) or survivor's pension, and your permanent address is in Slovenia
- ▶ under certain circumstances, when you're a farmer

**HOW:** You can file the application via [ZPIZ](#) online portal (only if you have a digital certificate)

(in English): <https://www.zpiz.si/cms/?ids=zpizen>

(in Slovenian): <https://www.zpiz.si/>



You can also file the application by post or personally at Pension and disabilities insurance institute

**WHERE:**

Zavod za pokojninsko in invalidsko zavarovanje – ZPIZ (Pension and Disability Insurance Institute of Slovenia)

Kolodvorska ulica 15

1000 Ljubljana

Tel: +386 1 474 51 00

<https://www.zpiz.si/cms/?ids=zpizen>

Email: [informacije@zpiz.si](mailto:informacije@zpiz.si)

**GOOD TO KNOW:** When you become employed full time the voluntary pension insurance automatically stops and your employer arranges the payment of compulsory pension and disability insurance.

**TITLE: Supplementary pension insurance** (*Dodatno pokojninsko zavarovanje*)

**WHAT:** If you want to provide yourself with an extra income for when you retire, you can pay for supplementary pension insurance. This kind of pension insurance is a sort of saving on your personal pension bank account.

**WHO:** Any working person who pays contributions for the compulsory pension insurance and who wants to have an extra pension allowance.

**WHERE:** Supplementary pension insurance funds in Slovenia are private funds:

- ▶ Banka Intesa Sanpaolo d. d. (OVPS Banke Koper) (in English) <http://www.intesasanpaolobank.si/>
- ▶ Generali Zavarovalnica, d. d. (in Slovenian) <https://www.generalisi.si/fizicne-osebe/>
- ▶ Modra zavarovalnica (in English) <http://www.modra-zavarovalnica.si/home/>
- ▶ Pokojninska družba A (in Slovenian) <http://www.modra-zavarovalnica.si/home/>
- ▶ Skupna pokojninska družba, d. d. (in Slovenian) <https://www.skupna.si/default.aspx>
- ▶ Sava, pokojninska družba, d. d. (in Slovenian) <https://www.sava-pokojninska.si/>
- ▶ Prva osebna zavarovalnica, d. d. (in Slovenian) <http://www.prva.net/>
- ▶ Zavarovalnica Triglav, d. d. (in Slovenian) <https://www.triglav.si/>
- ▶ Adriatic Slovenica, zavarovalna družba, d. d. (in English) <https://www.as-skupina.si/en/home>

**WHEN:** You can yourself decide if and when you would like to start paying supplementary pension insurance.

**GOOD TO KNOW:** you can start contributing or stop contributing to the supplementary pension insurance at any point of your working life.

**ATTENTION:** In general, if you wish to take out a lump sum of your supplementary pension insurance before the agreed age you need to pay compensation fee.

### 2.1.6 e early retirement

**TITLE: Early retirement** (*Predčasna upokojitev*)

**WHAT:** Early retirement means that you're leaving employment before the statutory age.

Read more about early retirement here (in Slovenian): <https://www.zpiz.si/cms/?ids=content&inf=327>





**WHO:** You can retire early when you reach the required age and have required pension qualifying period.

Women can early retire when they are 59 years and 4 months old and have 39 years and 8 months of pension qualifying years.

Men can early retire when they at least 59 years old and have 40 years of pension qualifying years.

**HOW:** First your employer has to deregister you from the compulsory (pension, disability and health) insurance scheme. When you're self-employed, you can do that yourself. Then you file an application for recognition of the right for early retirement at Pension and Disability Insurance Institute (*ZPIZ- Zavod za pokojninsko in invalidsko zavarovanje*). With the application you have to enclose the following documents:

- ▶ your employment record book and other certificates (decision on recognition of pension qualifying period)
- ▶ certificate on termination of compulsory insurance scheme
- ▶ certificate from the employer on period and the amount of paid contributions for the current year
- ▶ certificate on annual leave payment (regres) for the current year
- ▶ certificates of employment abroad

You can file the application via [ZPIZ](#) online portal (only if you have a digital certificate), or by post or personally at ZPIZ.

<http://www.zpiz.si/cms/?ids=content&inf=312>

**WHERE:** Pension and disability insurance institute (ZPIZ) (in English).

<https://www.zpiz.si/cms/?ids=zpizen>

#### 2.1.6 f retirement pension for refugees

##### **Retirement pension for refugees**

There is no retirement pension for refugees in Slovenia. Refugees can get pension when they have minimum years of paid insurance provided by/set forth by law.

#### 2.1.6 g compensations for funeral expenses

##### **TITLE: One-time exceptional financial aid after death of family member**

(*Posmrtnina*)

**WHAT:** The right to one-time exceptional financial social aid can be given to relatives of the deceased person if they are beneficiaries of financial social help or Social Protection Allowance (*varstveni dodatek*) or if their income doesn't exceed the statutory census.

More information available here:

(in Slovenian): <https://e-uprava.gov.si/podrocja/sociala-zdravje-smrt/smrt/pogrebna-posmrtnina.html>

(in Slovenian): [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/pogrebna\\_in\\_posmrtnina/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/pogrebna_in_posmrtnina/)

**WHO:** You are entitled to *Posmrtnina* if:

- ▶ You're a citizen of Slovenia
- ▶ You're a holder of permanent residence permit have the permanent address registered in Slovenia
- ▶ You're a family member of the deceased person (spouse, cohabiting partner a same-sex civil partner, child or foster child, parent or your parent's spouse,



cohabiting partner, or same-sex civil partner)

- ▶ At the time of the death of the deceased person you were a beneficiary of financial social aid or Social Protection Allowance (*varstveni dodatek*)

OR

- ▶ Your income or the common income of your family members doesn't exceed the statutory census.

**HOW:** You can claim this right at the Centre for Social Work, where you file an application and enclose the death certificate if this information is not yet in the Central Register of Deaths.

**WHERE:** You can file the application at any Centre of social work – list of centres (in Slovenian):

<https://www.scsd.si/seznam-centrov-za-socialno-delo.html>

The competent authority is the Ministrstvo za delo, družino, socialne zadeve in enake možnosti (Ministry of Labour, Family, Social Affairs and Equal Opportunities)

Ministry of Labour, Family, Social Affairs and Equal Opportunities

Kotnikova 28

1000 Ljubljana

Slovenia

Tel: +386 1 369 77 00

<http://www.mddsz.gov.si/en/>

Email: [gp.mddsz@gov.si](mailto:gp.mddsz@gov.si)

**WHEN:** In the period of one year after the death of the deceased person.

**GOOD TO KNOW:** This financial aid is paid only to the applicant, which means that only one person from the family can be the beneficiary.

**TITLE: Exceptional financial social aid for costs of funeral** (*Pogrebna*)

**WHAT:** This financial aid is paid to family members of the deceased person who cannot afford to pay for the funeral.

More information available here:

(in Slovenian): <https://e-uprava.gov.si/podrocja/sociala-zdravje-smrt/smrt/pogrebna-posmrtnina.html>

(in Slovenian): [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/pogrebna\\_in\\_posmrtnina/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/pogrebna_in_posmrtnina/)

**WHO:** You are entitled to *Pogrebna* if:

- ▶ You're a citizen of Slovenia
- ▶ You're a holder of permanent residence permit have permanent address in Slovenia
- ▶ You're a family member of the deceased person (spouse, or partner in cohabitation, a same-sex civil partner, child or foster child, parent your parent's spouse, cohabiting partner, or same-sex civil partner)
- ▶ The funeral is organized in Slovenia
- ▶ At the time of the death of the deceased person you were a beneficiary of financial social aid or Social Protection Allowance (*varstveni dodatek*)



OR

- ▶ Your income or the common income of your family members doesn't exceed the statutory census.

**HOW:** When you organize a funeral ask the funeral service to prepare a preliminary assessment of costs. When you pay the funeral service keep the invoice. In the period of one year after the death of the deceased person you can file an application to the Centre of social work and enclose the death certificate and the invoice or preliminary assessment of costs of the funeral.

If you're in an urgent situation and you cannot pay the funeral, the funeral service will direct you to a Centre of Social work, where you will file an application right away. The decision will be given to you immediately, that you will be able to cover the costs of the funeral.

**WHERE:** It is best to apply at the Centre of Social Work where you applied for your financial social aid or Social Protection Allowance (*varstveni dodatek*).

List of Centre of social work is available here (in Slovenian): <https://www.scsd.si/seznam-centrov-za-socialno-delo.html>

The competent authority is the Ministrstvo za delo, družino, socialne zadeve in enake možnosti (Ministry of Labour, Family, Social Affairs and Equal Opportunities)

Ministry of Labour, Family, Social Affairs and Equal Opportunities  
Kotnikova 28  
1000 Ljubljana  
Slovenia  
Tel: +386 1 369 77 00  
<http://www.mddsz.gov.si/en/>  
Email: [gp.mddsz@gov.si](mailto:gp.mddsz@gov.si)

**WHEN:** In the period of one year after the death of the deceased person.

## 2.1.7 UNEMPLOYMENT

### 2.1.7 a unemployment/job seeking of third country citizens

#### **TITLE: Unemployment / Job-seeking for third-country nationals**

**WHAT:** If you're a third country national and your job has been terminated, you can register as an unemployed person at the Employment Service of Slovenia.

As registered unemployed person you can apply for unemployment benefits and receive assistance in job seeking. The Employment service offers information about the labour market, they refer you to job offers and help you to guide your career. You can also participate in courses available for unemployed persons (how to write a CV and cover letter, how to prepare for a job interview) and educational courses that respond to the needs of the labour market (metalworker, cooking assistant). Access to the courses depends on your education, skills, the period of your registered unemployment status and your wishes for your career development.

Read more about registration in the unemployed persons register:

(in English): [http://english.ess.gov.si/jobseekers/registration\\_with\\_the\\_ess](http://english.ess.gov.si/jobseekers/registration_with_the_ess)

(in Slovenian): [https://www.ess.gov.si/iskalci\\_zaposlitve/prijava\\_brezposelne\\_osebe](https://www.ess.gov.si/iskalci_zaposlitve/prijava_brezposelne_osebe)

Read more about what right and duties you have as unemployed person here (in



Slovenian): [https://www.ess.gov.si/\\_files/6051/pravice\\_in\\_obveznosti\\_brezposelna\\_oseba.pdf](https://www.ess.gov.si/_files/6051/pravice_in_obveznosti_brezposelna_oseba.pdf)

**WHO:** You can register as an unemployed person when unemployed and you decide to actively search for a job or to accept a job that is offered to you. You must also be 15 or above and you live in Slovenia on the base of:

- ▶ Single residence and working permit
- ▶ Permanent residence permit
- ▶ Temporary residence permit and you are entitled to unemployment benefit
- ▶ Temporary residence permit for victims of illegal employment and victims of human trafficking
- ▶ Residence permit and you submitted a request for extension of the permit
- ▶ You're a foreigner from and a family member of a Slovenian citizen
- ▶ You're a foreigner of Slovenian origin

**HOW:** You can register in person at the Employment service in the area where you seek employment or where you reside.

To register you'll need to show a valid ID document and residence or permit. After the registration, they will assign you to a personal employment counsellor that will advise you in job seeking.

You can also register online through the web portal PoiščiDelo (in Slovenian): <https://www.poiscidelo.si/> The portal is available only in Slovenian language and after registration you will have to identify yourself in person at the nearest Local labour office.

**WHERE:** Zavod Republike Slovenije za zaposlovanje (Employment service of Slovenia) - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**WHEN:** As soon as you become unemployed and you decide to actively search for a job or to accept a job that is offered to you.

**GOOD TO KNOW:** Beneficiaries of international protection can apply under the same conditions as Slovenian citizens.

Asylum seekers can apply as unemployed after 9 months from the submitted application for international protection. They must provide the asylum seeker card and a document from the Ministry of Internal affairs (a white slip of paper) which proves, that the duration of the procedure for international protection is not delayed due to the asylum seekers fault.

### 2.1.7 b unemployment/job seeking of EU citizens

**TITLE:** Unemployment of EU, EEA or Swiss citizens

**WHAT:** If you're an EU, EEA or Swiss citizen and you're employment has been terminated, you can register as an unemployed person at the Employment Service of Slovenia under the same conditions as Slovenian citizens.

As registered unemployed person you can apply for unemployment benefits and receive assistance with job seeking. The Employment service offers you information about the labour market, they refer you to job offers and help you with your career development. You can also participate in courses available for unemployed persons (how to write a CV and cover letter, how to prepare for a job interview) and educational courses that respond to the needs of the labour market (metalworker, cooking assistant). Access to the courses depends on your education, skills, the



period of your registered unemployment status and your wishes for your career development.

Read more about registration in the unemployed persons register:

(in English): [http://english.ess.gov.si/jobseekers/registration\\_with\\_the\\_ess](http://english.ess.gov.si/jobseekers/registration_with_the_ess)

(in Slovenian): [https://www.ess.gov.si/iskalci\\_zaposlitve/prijava\\_brezposelne\\_osebe](https://www.ess.gov.si/iskalci_zaposlitve/prijava_brezposelne_osebe)

Read more about what rights and duties you have as an unemployed person here (in Slovenian): [https://www.ess.gov.si/\\_files/6051/pravice\\_in\\_obveznosti\\_brezposelna\\_oseba.pdf](https://www.ess.gov.si/_files/6051/pravice_in_obveznosti_brezposelna_oseba.pdf)

**WHO:** You can register as an unemployed person when you're 15 or above, you don't work and you're actively seeking employment.

**HOW:** You can register in person at a Employment Service in the area where you seek employment or where you reside. List of offices is available here

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

To register you'll need to show a valid ID document and residence permit. After the registration, they will assign you to a personal employment counsellor that will advise you in job seeking.

You can also register online through the web portal PoiščiDelo (in Slovenian): <https://www.poiscidelo.si/> The portal is available only in Slovenian language and after registration you will have to identify yourself in person at the nearest Local labour office.

**WHERE:**

Zavod Republike Slovenije za zaposlovanje (Employment service of Slovenia) - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**WHEN:** As soon as you become unemployed and you decide to actively search for a job or to accept a job that is offered to you.

**GOOD TO KNOW:** If you haven't worked in Slovenia before but you are looking for a job, you can register in order to receive counselling in job seeking.

### 2.1.7 c unemployment support

**TITLE: Unemployment benefits** (*denarno nadomestilo*)

**WHAT:** If you are unemployed you may exercise your right to unemployment benefits – a monthly financial income. You're entitled to unemployment benefit if you were employed and you were paying the unemployment insurance, which is the part of compulsory insurance scheme.

The amount of the unemployment benefits you will get depends on the average gross monthly salary which you received in the last 8 months prior to unemployment.

Unemployment benefits recipients have all their compulsory social insurance contributions (health, pension and disability, unemployment and parental insurance) paid by the Employment Service of Slovenia.

Read more about the Unemployment benefits at the following link:

(in English): [http://english.ess.gov.si/jobseekers/unemployment\\_benefits](http://english.ess.gov.si/jobseekers/unemployment_benefits)

(in Slovenian): [https://www.ess.gov.si/iskalci\\_zaposlitve/prijava\\_brezposelne\\_osebe/](https://www.ess.gov.si/iskalci_zaposlitve/prijava_brezposelne_osebe/)



### [denarno\\_nadomestilo](#)

**WHO:**

- ▶ You were insured against unemployment for at least 9 months in the last 24 months before unemployment occurred
- ▶ You're younger than 30 and you were insured for at least 6 months in the last 24 months
- ▶ Your employment hasn't ended by your decision or you haven't been fired due to your own responsibility
  - You're actively seeking employment and fulfil other obligations you have as an unemployed person (you report to the employment counselling appointments, you participate in trainings your employment counsellor refers you, you go to job interviews, etc. More about rights and duties of unemployed persons read here (in Slovenian): [https://www.ess.gov.si/files/6051/pravice\\_in\\_obveznosti\\_brezposelna\\_oseba.pdf](https://www.ess.gov.si/files/6051/pravice_in_obveznosti_brezposelna_oseba.pdf)

**HOW:** In order to exercise the right to financial benefit you must register as an unemployed person with the Employment Service of Slovenia and submit an application to exercise the right to unemployment benefits within 30 days from the end of employment.

You must enclose the following documents:

- ▶ your last employment contract
- ▶ a Certificate of income level (filled out by your employer).
- ▶ a proof of the reason for the termination of employment

**WHEN:** Within 30 days after losing your job.

**WHERE:** You can file an application at the Employment service of Slovenia. List of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**GOOD TO KNOW:** Citizens of Croatia, Bosnia and Herzegovina and Serbia can receive the unemployment benefit only if they reside in Slovenia on the base of permanent or temporary residence permit.

Citizens of the Republic of Macedonia can receive the unemployment benefit only if they have permanent residence permit.

#### **2.1.7 d other unemployment support**

**TITLE: Support for travel**

**WHAT:** Support for travel to the job interview is one of the right you receive as unemployed person. When you register at the Employment Service of Slovenia. To be reimbursed you need to file a request at the Employment service and provide a stamp and a signature from the employer to prove your attendance at the interview. The amount of support depends on the distance from your residence to the location of the interview.

**WHERE:** Zavod za zaposlovanje (Employment service of Slovenia) - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**TITLE: Compulsory health insurance**





**WHAT:** If you're unemployed, and you not receiving unemployment benefits and you don't have any other source of income or persons who can cover your compulsory health insurance (for example your legal partner), you can claim the right for basic health insurance for you and for your family members. You file the application at the municipal office where you reside.

**WHERE:** You can file an application at Municipality where you reside.

List of Municipalities (in Slovenian): <https://skupnostobcin.si/podatki/zemljevid-obcin-tabela/#p2>

**TITLE: Guarantee fund** (*Jamstveni sklad*)

**WHAT:** When you became unemployed:

- ▶ due to insolvency of the employer or you lost your job because the company where you were employed has been deleted from the Slovenian Business Register without winding-up or
- ▶ when your employer has registered headquarters in another EU/EEA Member country and you were mostly performing work in Slovenia

You can assert the right to unpaid salaries for the last three months before unemployment occurred, the right to unpaid salary compensation for unused annual leave and the right to severance pay.

Read more about the guarantee fund at the following webpage (in Slovenian): <http://www.jpi-sklad.si/skladi/jamstveni-sklad/>

**WHERE:** For more information contact Javni štipendijski, razvojni, invalidski in preživninski sklad Republike Slovenije (in Slovenian): <http://www.jpi-sklad.si/>

Javni štipendijski, razvojni, invalidski in preživninski sklad Republike Slovenije (Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia)

Dunajska cesta 21

p.p. 3561

1116 Ljubljana

Tel: +386 1 4720 990

<http://www.jpi-sklad.si/>

Email: [is.sr-spj@dalkspj](mailto:is.sr-spj@dalkspj)

Guarantee Fund (Jamstveni sklad)

Free telephone number: 080 11 21

<http://www.jpi-sklad.si/skladi/jamstveni-sklad/>

Email: [jpsklad@jps-rs.si](mailto:jpsklad@jps-rs.si)

**TITLE: Reduced kindergarten fees**

**WHAT:** When your children are enrolled in kindergarten and your employment is terminated you should inform the kindergarten and the municipality. A new, subsidized kindergarten fee will be calculated.

If your children are in primary school, you may apply for subsidized meals.

Read more at the following link (in Slovenian): <http://www.csd-lj-siska.si/prejemki/subvencijaVrtca.asp>





**WHERE:** File an application at Centre of Social work. List of Centres of Social Work (in Slovenian): <https://www.scsd.si/seznam-centrov-za-socialno-delo.html>

**TITLE: Subsidized public transportation in Ljubljana**

**WHAT:** As an unemployed person you can buy a monthly public transportation ticket (Urbana) in Ljubljana at a reduced price. At purchase you need to provide a proof from the Employment service that you are unemployed.

**WHERE:**

Zavod za zaposlovanje (Employment service of Slovenia) - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

Ljubljanski potniški promet (in English): <http://www.lpp.si/en>

**TITLE: Disabled people employment quota**

**WHAT:** To combat unemployment rate among disabled people in Slovenia, companies have to comply with Disabled people employment quota. This quota is an obligatory share of disabled people from the total number of employees in a company. Every employer that is registered in the Slovenian Business Register and is employing more than 20 employees must employ a minimum number of disabled people.

Read more about Disabled people employment quota (in Slovenian): <http://www.jpi-sklad.si/skladi/invalidski-sklad/>

**WHERE:** For more information contact Javni štipendijski, razvojni, invalidski in preživninski sklad Republike Slovenije (in Slovenian): <http://www.jpi-sklad.si/>

Javni štipendijski, razvojni, invalidski in preživninski sklad Republike Slovenije (Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia)

Dunajska cesta 21

p.p. 3561

1116 Ljubljana

Tel: +386 1 4720 990

<http://www.jpi-sklad.si/>

Email: [is.sr-spj@dalkspj](mailto:is.sr-spj@dalkspj)

Disabled fund (invalidski sklad)

Tel: +386 12309 480

Email: [is.vog@ofni-izvsrs](mailto:is.vog@ofni-izvsrs)

**TITLE: Library membership**

**WHAT:** As an unemployed person you receive free membership at all public libraries in Slovenia. To assert that, you need to provide a proof of registration in the unemployed persons register.

**WHERE:** At your local public library. List of public libraries in Slovenia (in Slovenian):



<http://zdruzenje-knjiznic.si/sistem-splosnih-knjiznic/mreza-splosnih-knjiznic/library>

### 2.1.7 e state's unemployment schemes

#### **TITLE: Active Labour Market Policy Measures**

**WHAT:** Employment Service of Slovenia (Zavod RS za zaposlovanje ) has developed several measures to help you strengthen your skills and knowledge which can secure you a better position at the labour market and help you find a job.

The measures are executed with three different programmes:

- ▶ Training and education: through these programmes you can gain education, knowledge and skills to perform certain kind of work or vocation. You can also gain practical work experience that secures you a better position at job seeking.
- ▶ Employment: through these programmes offer financial subsidies for employers to foster employment of unemployed persons. These programmes help you find full-time employment which subsequently provides you with better social security. You have the chance to integrate into work environment, gain new knowledge and improve your employability. The employer receives financial benefits or is exempted from some taxes.
- ▶ Self-employment: if you have an interesting business idea and you would like to start your own company you might get a financial subsidy for your start-up from the Employment service. Check at Employment service which target groups can currently apply.

More information about Active Labour Market Policy Measures is available at the following link (in Slovenian): [https://www.ess.gov.si/iskalci\\_zaposlitve/programi](https://www.ess.gov.si/iskalci_zaposlitve/programi)

**WHO:** You can participate in these programmes when you're registered as unemployed at ZRSZ. You must also fulfil the criteria for inclusion into a certain programme: age, duration of unemployment, education, etc. Unemployed who haven't been included into any Active labour market policy programme have the priority.

**ATTENTION:** Active Labour Market Policy programmes are designed as projects with defined time frame – that means that they change constantly. For relevant information about currently available programmes you should contact ZRSZ.

**WHERE:** Zavod za zaposlovanje (Employment service of Slovenia) - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

### 2.1.8 CAREER COUNSELING

#### 2.1.8 a government programmes

**TITLE: Employment Service of Slovenia** (*ZRSZ – Zavod za zaposlovanje Republike Slovenije*)

**WHAT:** ZRSZ is a public service and the key labour market organization in Slovenia. ZRSZ provides support to unemployed to find jobs through employment counselling and programmes of Active employment policy. They grant unemployment benefit, issue work permits and make market analyses to set up labour quotas.



**WHERE:** Zavod za zaposlovanje (Employment service of Slovenia) - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**TITLE: Career centres of Employment service of Slovenia** (*Karierna središča zavoda Republike Slovenije za zaposlovanje*)

**WHAT:** Career centres of Employment service of Slovenia offer information on employment possibilities, career counselling and life-long career guidance. They organize group workshops for improvement of job seeking skills and present current job offers in cooperation with employers. At a Career Centre you can also access the so called tools for self-directed career guidance.

Read more about Career centres:

(in English): [http://english.ess.gov.si/jobseekers/assistance\\_in\\_job\\_seeking](http://english.ess.gov.si/jobseekers/assistance_in_job_seeking)

(in Slovenian): <https://www.ess.gov.si/ncips/cips>

**WHERE:** Zavod za zaposlovanje (Employment service of Slovenia) - list of contacts and addresses:

(in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

(in Slovenian): <https://www.ess.gov.si/kontakt>

**TITLE: Career Centres of Universities in Slovenia**

**WHAT:** All four Universities in Slovenia offer support in the form of career development for their students. Some employers also announce job offers on their websites.

**WHERE:**

Univerza v Ljubljani  
Karierni centri Univerze v Ljubljani  
Kongresni trg 12  
1000 Ljubljana  
Tel: +386 1 2418-732  
<http://www.kc.uni-lj.si/domov.html>  
Email: [kc@uni-lj.si](mailto:kc@uni-lj.si)

Univerza v Mariboru  
Karierni center Univerze v Mariboru  
Slomškov trg 15  
2000 Maribor  
Tel: +386 2 23 55 209  
<https://kc.um.si/o-nas/english/>  
Email: [karierni.center@um.si](mailto:karierni.center@um.si)

Univerza na Primorskem  
Karierni center Univerze na Primorskem  
Čevljarska ulica 27  
6000 Koper



Tel: +386 5 611 76 36

<http://kariernicenter.upr.si/sl/>

Email: [kariernicenter@upr.si](mailto:kariernicenter@upr.si)

Univerza v Novi Gorici

Karierni center Univerze v Novi Gorici

Vipavska cesta 13, Rožna Dolina

5000 Nova Gorica

Tel: +386 51 336 770

<http://www.ung.si/sl/karierni-center/>

Email: [karierni.center@ung.si](mailto:karierni.center@ung.si)

### 2.1.8 b private initiatives and CSOs/NGOs

**TITLE: Mentorship programme** (*Mentorski program*)

**WHAT:** This is a programme that provides young people (between 15 and 30 years old) with a possibility of finding a mentor in their field of interest. In a form of a website, it connects mentors and young people. You can browse among potential mentors and contact them. They help you with the development of your career. The involvement is voluntary and free of payment, for mentors and mentees.

**WHERE:** Mentorship programme

(in English) <https://www.mentorstvo.si/en/>

(in Slovenian)

**TITLE: Nefiks Institute** (*Zavod Nefiks*)

**WHAT:** Nefiks is an institute that helps young people record and articulate their knowledge and skills for successful presentation on the labour market. They run different programmes (such as Talentiran.si and employment Klubs) to support young people in building and developing their career and improving their employability.

**WHERE:** Zavod Nefiks (in Slovenian): <http://www.nefiks.si/>

**TITLE: Volunteering**

**WHAT:** Voluntary work is often the entrance point into employment. Through volunteering you can develop new skills and gain new knowledge. Volunteering can help you get experience in a new field of interest. Unemployed persons who are active volunteers more than 60 hours a month get a larger amount of Social financial assistance.

**WHERE:**

- ▶ Slovenska Filantropja (Slovenian Philanthropy) – Umbrella organization for voluntary work in Slovenia. On their website [Prostovoljstvo.org](http://www.prostovoljstvo.org) you can browse among variety of voluntary jobs.  
(in Slovenian): <http://www.prostovoljstvo.org/#>
- ▶ Zavod Voluntariat, SCI Slovenia – Institute for international volunteering  
(in English): <http://www.zavod-voluntariat.si/?lang=en>  
(in Slovenian): <http://www.zavod-voluntariat.si/>

**TITLE: Europass CV** (Europass življenjepis)



**WHAT:** If you're looking for a job, you can present your CV to potential employers in a Europass form. Europass is a standardized form of CV. You write your data into an online application form that guides you through the process.

**WHERE:** Europass application is available in all European languages:

(in English): [http://translate.google.com/translate?sl=sl&tl=en&prev=\\_t&hl=sl&ie=UTF-8&u=http://www.europass.si](http://translate.google.com/translate?sl=sl&tl=en&prev=_t&hl=sl&ie=UTF-8&u=http://www.europass.si)

## 2.1.9 WORKERS RIGHTS

### 2.1.9 a overview of most important workers' rights according to national legislation

#### **TITLE: Overview of most important workers' rights**

**WHAT:** General rights of workers are common to all employment relationships.

- ▶ you have a right to be paid for your work, regardless of the type of your work or employment contract.
- ▶ You have a right to perform work which is agreed in the contract
- ▶ You have a right to work in safe working conditions
- ▶ You have a right to protection of personality data and privacy (protection from sexual harassment, protection of worker's personal data).
- ▶ You have the right to legal working hours. Full time employment equals 40h a week, when you work more it is considered overtime work.
- ▶ The right to breaks and rest. When you work full-time you have the right to a 30-minute break during the working day. You also have the right to a rest period of at least 24 uninterrupted hours within a period of seven consecutive days
- ▶ The right to annual leave. When you work full-time your annual leave should not be shorter than four weeks – 20 working days per calendar year.
- ▶ You have the right to be paid at least the minimum wage. If you're employed part time you are entitled to a proportionate share of the minimum wage.
- ▶ You have the right to maternity leave that lasts 105 days (15 weeks), four weeks before the birth and 11 weeks after birth. It is obligatory to take 15 days of leave.
- ▶ Fathers are entitled to 90 days of paternity leave.
- ▶ Annual leave payment. In Slovenia when you are in an employment relationship, you are entitled to so called annual leave payment or 13<sup>th</sup> salary (*regres*). The amount of the annual leave payment must be at least the minimum wage.

You can get more information at the Labour Inspectorate of Slovenia (in Slovenian): <http://www.id.gov.si/>

#### **WHERE:**

Inšpektorat Republike Slovenije za delo (Labour Inspectorate of the Republic of Slovenia)

Verovškova ulica 64a, 1000 Ljubljana

Tel: +386 1 280 36 60

<http://www.id.gov.si/>

Email: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)



## 2.1.10 LABOUR EXPLOITATION

### 2.1.10 a list of the most common labour exploitation examples

#### **TITLE: List of the most common labour exploitation examples**

**WHAT:** In Slovenia the following forms of labour exploitation have been recorded:

- ▶ Unpaid salary. The employer doesn't pay the salary on the agreed date or it is paid out late. There is no subsidy for overtime or work under special conditions, such as night shift. The annual leave is not paid out or is paid out late.
- ▶ Violations regarding work safety. The employer doesn't provide a safe workplace, and is not following safety procedures in the workplace. He/she doesn't keep the minimum maintenance standards of work equipment and tools. The employer does not provide compulsory health and safety training from officially registered trainers. The employer doesn't follow safety regulation regarding personal safety equipment, work with hazardous substances.
- ▶ The employer doesn't register you in the social security insurance schemes. That means that your health, pension, disability and unemployment insurance are not paid and your pension qualifying period doesn't run
- ▶ The employer doesn't give you an employment or any other form of contract that would allow you to work.
- ▶ The employer doesn't provide meal and rest breaks. You're not allowed to take a minimum 30 minutes break within an 8-hour work day. You cannot take a rest period of at least 24 uninterrupted hours within a period of seven consecutive days.

Other possible violations at work:

- ▶ You get a flexible job contract for part-time work but you work full-time and you get part of the salary paid in cash.
- ▶ They convince you to sign a contract without the chance of reading it or without translating it/having it translated.
- ▶ Employer says that you have to give part of your salary for accommodation and food.
- ▶ Employer says that you have to pay him for the arrangement of single work and residence permit.
- ▶ You get employed, but you don't have a work permit.
- ▶ Employer holds your personal documents so you can't leave.

**WHERE:** For more information regarding violation at work contact the following organizations:

Inšpektorat Republike Slovenije za delo (Labour Inspectorate of the Republic of Slovenia)

Parmova 33

1000 Ljubljana

Tel: +386 1 280 36 60

<http://www.id.gov.si/>

Email: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)

Finančni urad (Financial Office)



List of local offices and contacts (in English): <http://www.fu.gov.si/en/>

Anonimus report:

Free telephone number: +386 80 11 22

Email: [prijave.fu@gov.si](mailto:prijave.fu@gov.si)

Post: Finančni urad Murska Sobota, Slomškova ulica 1, 9001 Murska Sobota

Personally at the local Financial Office

Delavska svetovalnica (Counselling Office for Workers)

Dalmatinova 4

1000 Ljubljana

Free telephone number: +386 80 14 34

<http://www.delavskasvetovalnica.si/?lang=en>

Email: [info@delavskasvetovalnica.si](mailto:info@delavskasvetovalnica.si)

Zveza svobodnih sindikatov Slovenije (Association of Free Trade Unions of Slovenia)

Dalmatinova ulica 4

1000 Ljubljana

Tel: +386 1 434 12 00

<https://www.zsss.si/english/>

Email: [zsss@sindikat-zsss.si](mailto:zsss@sindikat-zsss.si)

#### **2.1.10 b undeclared work**

##### **TITLE: Undocumented work**

**WHAT:** When one of the following situations occurs:

- ▶ You are a third country national and you don't have a valid residence and/or work permit,
- ▶ You work without employment contract or other suitable contract (contract for work or any other)
- ▶ Your employer hasn't registered you in the social security insurance scheme
- ▶ Your employer has deregistered you from the compulsory social security insurance scheme

Undocumented work is illegal.

##### **HOW:**

In situations when you assume that your work is undocumented you should do the following:

- ▶ If you work and you don't have a valid residence and/or work permit that allows you to live and work in Slovenia, you should immediately ask for legal advice. Contact an administrative unit. Usually your employer is responsible for arranging your single work and residence permit. For other residence permits you must file an application yourself.
- ▶ When you're a citizen of Croatia or BiH, and you work without work permit, you should ask your employer to apply for the document at the Office for the Employment of Foreigners.
- ▶ When you're not sure if your contributions for social insurances are paid, you can visit the nearest Financial Office or send them a request (a form) for information about your paid social contributions. The form is available online





(in Slovenian): [http://www.fu.gov.si/fileadmin/Internet/Davki\\_in\\_druge\\_dajatve/Podrocja/Prispevki\\_za\\_socialno\\_varnost/Obrazci/Vloga\\_za\\_izpis\\_podatkov\\_o\\_placanih\\_prispevkih\\_iz\\_21.\\_clena\\_Zakona\\_o\\_davcnem\\_postopku\\_ZDavP-2.pdf](http://www.fu.gov.si/fileadmin/Internet/Davki_in_druge_dajatve/Podrocja/Prispevki_za_socialno_varnost/Obrazci/Vloga_za_izpis_podatkov_o_placanih_prispevkih_iz_21._clena_Zakona_o_davcnem_postopku_ZDavP-2.pdf)

- ▶ Ask your employer in written form to fulfil his obligations and to give you a work contract and/or to register you in the compulsory insurance schemes.
- ▶ If nothing happens within 8 days you should file a complaint against your employer with the Labour inspectorate or the Labour and Social Court.
- ▶ You should also file a complaint against your employer at the Financial Office:  
Email: [prijave.fu@gov.si](mailto:prijave.fu@gov.si)  
Anonymous phone number: 080 11 22  
Post: Finančni urad Murska Sobota, Slomškova ulica 1, 9001 Murska Sobota  
Personally at the local Financial Office
- ▶ For advice and support contact organizations like the Counselling Office for Workers who will help you with the procedure

(in English): <http://www.delavskasvetovalnica.si/?lang=en>

(in Slovenian): <http://www.delavskasvetovalnica.si/>

**WHERE:** Competent authorities:

- ▶ Administrative Unit – list of administrative units (in Slovenian):  
<http://www.upravneenote.gov.si/>
- ▶ Inšpektorat Republike Slovenije za delo (Labour Inspectorate of the Republic of Slovenia)  
Verovškova ulica 64a  
1000 Ljubljana  
Tel: +386 1 280 36 60  
<http://www.id.gov.si/>  
Email: [gp.irsrd@gov.si](mailto:gp.irsrd@gov.si)
- ▶ Finančni urad (Financial Office) – list of local Financial Offices (in English):  
<http://www.fu.gov.si/en/>
- ▶ Pisarna za tujce Zavoda Republike Slovenije za zaposlovanje (Office for the Employment of Foreigners at Employment Service of Slovenia)  
Rožna dolina, cesta VI/7  
1000 Ljubljana  
Tel: +386 1 300-49-41  
<http://english.ess.gov.si/>  
Email: [novotujci@ess.gov.si](mailto:novotujci@ess.gov.si)

Organizations that offer advice and support to workers:

- ▶ Counselling Office for Workers – if you think your worker's rights have been violated, the Office can provide help and advice  
(in English): <http://www.delavskasvetovalnica.si/?lang=en>  
(in Slovenian): <http://www.delavskasvetovalnica.si/>

**ATTENTION:** When you file a complaint against your employer to the authorities at the time of your employment and before an inspection procedure is activated, you won't be fined. Otherwise you will be pay a penalty fee for undeclared. If you are also without a residence permit, you might be deported from Slovenia.

**GOOD TO KNOW:** It is possible to obtain temporary residence permit on humanitarian grounds if you are found working under conditions of exploitation.



## 2.1.11 REGULATED PROFESSIONS

### 2.1.11 a regulated professions

**TITLE:** Regulated professions (*Regulirani poklici*)

**WHAT:** When you come to Slovenia to work it is important to check if the profession you want to practice is regulated. Regulated profession means that law stipulates a specific professional qualification (education, exam or licence) before you can practice that profession. If your profession is regulated you will have to fulfil the required criteria, for example, you will have to get your education, that you obtained in a foreign country, officially recognized in Slovenia before you can start practicing your profession.

All regulated professions and professional activities in Slovenia can be found in the Register of regulated professions or occupations.

(in English): <http://www.regulatedprofessions.si/incoming/register-of-regulated-professions-or-regulated-professional-activities.aspx>

(in Slovenian): <http://www.reguliranipoklici.si/>

You can also check the European Commission Regulated Professions Database:

(in English): <http://ec.europa.eu/growth/tools-databases/regprof/>

(in German): <http://ec.europa.eu/growth/tools-databases/regprof/index.cfm?action=homepage>

(in French): <http://ec.europa.eu/growth/tools-databases/regprof/index.cfm?action=homepage>

At the Ministry of Education, science and sport you can read more about mutual recognition of professional qualifications within the EU Member States (in Slovenian): [http://www.mizs.gov.si/si/storitve/izobrazevanje/priznavanje\\_poklicnih\\_kvalifikacij/](http://www.mizs.gov.si/si/storitve/izobrazevanje/priznavanje_poklicnih_kvalifikacij/)

**WHERE:** The competent authority is the Ministry of education, science and sport.

Ministrstvo za izobraževanje, znanost in šport (Ministry of education, science and sport)

Masarykova cesta 16

1000 Ljubljana

Tel: +386 1 400 5200

<http://www.mizs.gov.si/si/>

E: [gp.mizs@gov.si](mailto:gp.mizs@gov.si)

**HOW:** If you want to work in Slovenia first check if your profession is on the Register of regulated professions or occupations.

For more information regarding the fulfilment of required criteria for a certain profession contact the competent authority and they will give you the necessary information. Usually, your qualification for the profession will have to be fully recognised. You can ask for recognition at ENIC-NARIC Centre, which operates in the frame of Ministry of Education, Science and Sport (in Slovenian):

[http://www.mizs.gov.si/si/delovna\\_podrocja/direktorat\\_za\\_visoko\\_solstvo/enicnaric\\_center/](http://www.mizs.gov.si/si/delovna_podrocja/direktorat_za_visoko_solstvo/enicnaric_center/)



At the Ministry of Education, science and sport you can read more about mutual recognition of professional qualifications within the EU Member States (in Slovenian): [http://www.mizs.gov.si/si/storitve/izobrazevanje/priznavanje\\_poklicnih\\_kvalifikacij/](http://www.mizs.gov.si/si/storitve/izobrazevanje/priznavanje_poklicnih_kvalifikacij/)

**GOOD TO KNOW:** The authorities can ask for certified copies and legalized translation of documents, to submit with your application.

## 2.2 BUSINESS

### 2.2.1 PLANNING BUSINESS

#### 2.2.1 a legal forms of business enterprise

**TITLE:** Sole trader – self-employment (*samostojni podjetnik* or *s.p.*)

**WHAT:** A sole trader is a person who is independently running his/her own business with the purpose of making a profit. A sole trader can only be a natural individual person and not a legal entity. The registration of a sole trader is simple and requires only basic accountancy. No starting capital is required to begin operations. As a sole trader, you are personally liable for any loss your business makes. That is why sole trade is a risky option for businesses that require large-scale investments. Moreover, sole trade can be transformed into other forms of a company. You can find more information on 'sole trader' here

(in English): <http://eugo.gov.si/en/starting/business-registration/sole-trader-sp/>

(in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/poslovne-oblike-podjetij/postopek-ustanovitve-sp/>

**WHERE:** You can register a sole trader enterprise at e-VEM - the government portal for commercial subjects if you have digital certificate - or in person at one of the VEM-one-stop-shop points all around Slovenia. A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>

(in Slovene): <http://evem.gov.si/info/vem-tocke/>

**TITLE:** Limited liability company - LLC (*družba z omejeno odgovornostjo* or *d.o.o.*)

**WHAT:** Limited liability company is a legal entity with one founder (single-member LLC) or multiple founders who are not personally liable for the loss the business makes. A start-up share capital is required to begin operations; the minimum amount is 7.500 €, which can be used to fund operations when the company starts trading. Start-up capital can be paid in monetary form or in kind, i.e. real property, movable property, rights etc. For those doing business in risky sectors with high capital risks or high planned profits, this legal form of business is usually chosen. You can find more information on LLC here

(in English): <http://eugo.gov.si/en/starting/business-registration/limited-liability-company-doo/>

(in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/poslovne-oblike-podjetij/postopek-ustanovitve-enostavne-doo/>

**WHERE:** You can register LLC at e-VEM - the government portal for commercial subjects if you have digital certificate - or in person at one of the VEM-one-stop-shop points all around Slovenia. A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>



(in Slovene): <http://evem.gov.si/info/vem-tocke/>

**TITLE:** Unlimited liability company (*družba z neomejeno odgovornostjo* or *d.n.o.*)

**WHAT:** An unlimited liability company is a private company with two or more persons who are personally responsible for all of the company's obligations. It is established on the basis of a contract of members and operates as a legal entity. You can find more information on unlimited liability company here (in English): <http://eugo.gov.si/en/starting/business-registration/unlimited-liability-company-dno/>

(in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/poslovne-oblike-podjetij/druzba-z-neomejeno-odgovornostjo/>

**WHERE:** You can establish an unlimited liability company at a notary. You can find a notary at the website of Chamber of notaries of Slovenia (*Notarska zbornica Slovenije*)

(in English): <http://www.notar-z.si/en/find-a-notary>

(in Slovenian): <http://www.notar-z.si/poisci-notarja>

(in German): <http://www.notar-z.si/de/notarsuche>

**TITLE:** Limited partnership (*komanditna družba* or *k.d.*)

**WHAT:** A limited partnership is a company owned by two or more persons, where at least one partner is responsible for the company's obligations (general partner/s), and at least one partner is not responsible for company's obligations (limited partner) or is liable only for the amount of capital invested in the company. You can find more information on limited partnership here

(in English): <http://eugo.gov.si/en/starting/business-registration/limited-partnership-kd/>

(in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/poslovne-oblike-podjetij/komanditna-druzba/>

**WHERE:** You can establish a limited partnership company at a notary. You can find a notary at the website of Chamber of notaries of Slovenia (*Notarska zbornica Slovenije*)

(in English): <http://www.notar-z.si/en/find-a-notary>

(in Slovenian): <http://www.notar-z.si/poisci-notarja>

(in German): <http://www.notar-z.si/de/notarsuche>

**TITLE:** Public limited company - PLC (*delniška družba* or *d.d.*)

**WHAT:** A public limited company is a company which has subscribed capital divided into shares. The company's shareholders are not personally liable; however, the company is completely liable up to the amount of its assets. You can find more information on PLC here

(in English): <http://eugo.gov.si/en/starting/business-registration/public-limited-company-dd/>

(in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/poslovne-oblike-podjetij/delniska-druzba-dd/>

**WHERE:** You can establish PLC at a notary. You can find a notary at the website of Chamber of notaries of Slovenia (*Notarska zbornica Slovenije*)

(in English): <http://www.notar-z.si/en/find-a-notary>



(in Slovenian): <http://www.notar-z.si/poisci-notarja>

(in German): <http://www.notar-z.si/de/notarsuche>

**TITLE:** Limited partnership with share capital (*komanditna delniška družba* or *k.d.d.*)

**WHAT:** A limited partnership with share capital is a company in which at least one partner is liable for the liabilities of the company with all his/her assets (general partner/s), while limited shareholders who have a share in the subscribed capital are not liable for the liabilities of the company to creditors. You can find more information on limited partnership with share capital here (in English): <http://eugo.gov.si/en/starting/business-registration/limited-partnership-with-share-capital-kdd/>  
(in Slovenian): <http://evem.gov.si/info/zacenjaj/zelim-ustanoviti-podjetje-poslovne-oblike-podjetij/komanditna-delniska-druzba-kdd/>

**WHERE:** You can establish a limited partnership with share capital at a notary. You can find a notary at the website of Chamber of notaries of Slovenia (*Notarska zbornica Slovenije*)

(in English): <http://www.notar-z.si/en/find-a-notary>

(in Slovenian): <http://www.notar-z.si/poisci-notarja>

(in German): <http://www.notar-z.si/de/notarsuche>

**TITLE:** Institute

**WHAT:** An institute is a public or private organization established for the purpose of performing a non-profit activity. Institutes are organizations established to perform activities in the fields of education, science, culture, sport, healthcare, social security, child protection, disability policy, social insurance or other activities if the purpose of performing the activities is not to gain profit. However, institutes can employ and pay salaries. You can find more information on institute here  
(in English): <http://eugo.gov.si/en/starting/business-registration/institute/>

(in Slovenian): <http://evem.gov.si/info/zacenjaj/zelim-ustanoviti-podjetje-poslovne-oblike-podjetij/zavod/>

**WHERE:** You can establish a limited partnership with share capital at a notary. You can find a notary at the website of Chamber of notaries of Slovenia (*Notarska zbornica Slovenije*)

(in English): <http://www.notar-z.si/en/find-a-notary>

(in Slovenian): <http://www.notar-z.si/poisci-notarja>

(in German): <http://www.notar-z.si/de/notarsuche>

Another option is also to file a proposal for entry in the Companies Register and all required documents at the register court yourself. Register court is the regional court depending on the seat of the institute. Find the list of regional courts here (available only in Slovenian): [http://www.sodisce.si/sodisca/sodni\\_sistem/okrozna\\_sodisca/](http://www.sodisce.si/sodisca/sodni_sistem/okrozna_sodisca/)

**TITLE:** Specialised statuses

**WHAT:** Different specialised statuses exist in Slovenia, depending on the type of activity. A specialised status is a special form of statuses that enables you to perform the certain activity without having to set up a business or to enter into employment relation. You can obtain a self-employment in culture status, a status of farmer or sea fisherman, a status of independent reporter and a status of a



private researcher.

**WHERE:** It depends on the type of a status you would like to obtain.

- ▶ For more information on self-employment in culture status, you can contact Ministrstvo za kulturo (*Ministry for culture*)  
Maistrova ulica 10, 1000 Ljubljana  
Telephone: +386 1 400 79 10 (Špela Fortuna), +386 1 400 79 05 (Bojana Kosmač)  
[http://www.mk.gov.si/si/storitve/postopki/statusi\\_in\\_pravice/vpis\\_v\\_razvid\\_samozaposlenih/](http://www.mk.gov.si/si/storitve/postopki/statusi_in_pravice/vpis_v_razvid_samozaposlenih/)  
E-mail: [spela.fortuna@gov.si](mailto:spela.fortuna@gov.si) and [bojana.kosmac@gov.si](mailto:bojana.kosmac@gov.si)
- ▶ For more information on farmer status, you can contact an administrative unit. A list of administrative units can be found here (available only in Slovenian):  
<http://www.upravneenote.gov.si/>
- ▶ For more information on sea fisherman status contact Ministrstvo za kmetijstvo, gozdarstvo in prehrano (*Ministry of Agriculture, Forestry and Food*) Dunajska cesta 22, 1000 Ljubljana  
Telephone: +386 1 478 00 00  
[http://www.mkgp.gov.si/si/delovna\\_podrocja/ribistvo/morski\\_ribolov/pridobitev\\_statusa\\_ribica/](http://www.mkgp.gov.si/si/delovna_podrocja/ribistvo/morski_ribolov/pridobitev_statusa_ribica/)  
E-mail: [gp.mkgp@gov.si](mailto:gp.mkgp@gov.si)

**GOOD TO KNOW:**

When deciding on performing your business either as a sole-trader (s.p.) or as a part of other business entity, you need to take few factors into consideration, especially legal (status) and taxation differences. As an s.p. (or a company member of d.n.o.), you are personally fully liable for your company's obligations, while as a company member of d.o.o., your liability is limited to the assets of a company. There is no personal liability for shareholders. For the establishment of s.p. and d.n.o., you don't need minimum founding capital. The following is, however, needed for the establishment of d.o.o. D.n.o holds greater creditworthiness than a sole trader, but it is at the same time riskier form of legal organization than that of corporate entities (e.g. d.o.o.). Another important difference is in money disposal. S.p. is relatively free to dispose with money, while d.o.o. is not. You can read more about differences between s.p. and d.o.o. (in English) here: <https://mladipodjetnik.si/en/sole-trader-limited-liability-company>

### 2.2.1 b plan your business

**WHAT:** Plan a business

**STEP 1:** First thoughts

- ▶ What are my personal goals?
- ▶ What are my technical capabilities?
- ▶ Do I have a business licence?
- ▶ Is there a market for my idea?
- ▶ Which business structure is appropriate?
- ▶ Do I need employees?
- ▶ Where will this business be located?
- ▶ What investments will be needed?
- ▶ Do I need facility permits from the authorities?

**STEP 2:** Business plan

A business plan is a written company concept. It contains all the steps you plan to



implement. The business plan includes:

- ▶ executive summary,
- ▶ company description,
- ▶ product/services description,
- ▶ marketing and communication,
- ▶ strategy and implementation,
- ▶ organization and management team,
- ▶ financial plan and projections.

**STEP 3:** Marketing and market

- ▶ Analyse the situation: concentrate on internal and external conditions. Do SWOT analysis.
- ▶ Objectives and strategies: based on the analysis of the situation, you can define the marketing objectives. Set clear goals. Don't aim for only one goal.
- ▶ Plan and implement measures: once marketing strategy is defined, you have to consider the ways to achieve your goals.

**STEP 4:** Funding

- ▶ Own capital:
  - own money: resources, bank deposit, credits
  - own resources (what you can do yourself)
  - informal donors (relatives, friends etc.)
  - business angels
  - crowdfunding
  - venture capital
  - initial public offering
- ▶ Outside capital:
  - bank
  - investment loan
  - bank guarantee

**GOOD TO KNOW:**

To set up a company in Slovenia, you need to register it first. You can register simple one-personal or multi-personal company at the One-Stop Shops/Vse na Enem Mestu (VEM) offices in Slovenia. One-Stop shops enable entrepreneurs to carry out company registration in Slovenia free of charge and at the same time perform all the formalities required for starting a business. They also provide advice and counselling. A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>

(in Slovene): <http://evem.gov.si/info/vem-tocke/>

Registration of other (more complex) types of companies is not free of charge and must be done at notary offices. Additional information on starting a business is available here

(in English): <http://eugo.gov.si/>

(in English): <https://mladipodjetnik.si/en>

**2.2.1 c business incubators**

**TITLE:** Business incubators in Slovenia





**WHAT:** A business incubator is an organization designed to accelerate the growth and success of entrepreneurial companies, giving them different kind of support. In a business incubator, you'll find all kind of expertise on different topics that will guide you through the process of creating your own business. The support of a business incubator can not only help you establish the business but can actually increase your probabilities of success.

**WHO:** Anyone with an entrepreneurial idea can visit a business incubator.

**HOW:** They offer support, resources, and services, such as office space, capital, coaching, common services, networking connections, counselling. You might need to pay for a membership or a fee for using their services.

**WHERE:** A list of business incubators, university incubators and technology parks in Slovenia can be found here (available only in Slovenian): <https://www.podjetniski-portal.si/ustanavljam-podjetje/inovativno-okolje/Evidenca-subjektov-inovativnega-okolja>

## 2.2.2 SETTING UP BUSINESS

### 2.2.2 a setting up a private limited company/unlimited company

**TITLE:** Setting up a limited liability company (d.o.o.)

**WHAT:** The easiest way to establish a limited liability company (d.o.o.) is online through e-VEM point where you can arrange all administrative formalities at one place. The procedure at e-VEM is simple and fast, takes less than three days and is free of charge. However you will need a digital certificate. The e-VEM portal is in Slovene language. You can also establish the company at VEM point personally. Anyone can register a company, and the procedure is the same for all EU, EEA citizens, for citizens of the Swiss Confederation. If you are a third country national, you will need additional documents.

#### **STEP 1: before the registration**

If you're a third country national you will need the following documents before starting the procedure:

- ▶ Personal identity document,
- ▶ Slovenian tax number for individuals,
- ▶ Share in capital if your company will be a multi-member company (e.g. 50%, 1/3).

#### **STEP 2: registration at e-VEM point**

The simple d.o.o. establishment procedure can be performed for a single-member (one founder) as well as for a multi-member d.o.o. (several founders). Only one of the members may register the company at e-VEM. At the e-VEM point you will be guided through the process and receive all relevant documents for the next steps. Find more information about establishing d.o.o. at an e-VEM point here

(in English): <http://eugo.gov.si/en/starting/business-registration/limited-liability-company-doo/>

(in Slovenian): <http://evem.gov.si/info/zacenjaj/zelim-ustanoviti-podjetje/poslovne-oblike-podjetij/postopek-ustanovitve-enostavne-doo/>

#### **STEP 3: opening a temporary account**

You should open a temporary bank account onto which you deposit a start-up capital of 7.500 €. The confirmation of payment of start-up capital should be delivered in person or sent to an e-VEM point.



#### **STEP 4: resolution on registration**

You will receive a decision on registration in a few days after submitting the application to the court. On average, applications are processed within four days. You will receive a tax number of the company together with a decision on registration.

#### **STEP 5: opening a bank account**

After receiving the decision on registration, you should go to the bank (where you deposited the start-up capital) and change the temporary account into an ordinary business account.

#### **WHERE:**

A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>

(in Slovene): <http://evem.gov.si/info/vem-tocke/>

More information on business registration can be found here

(in English): <http://eugo.gov.si/en/starting/business-registration/>

(in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/>

#### **GOOD TO KNOW:**

Some economic activities require permission or licence from the authorities. Find a complete list of permits and licenses here (in English): <http://eugo.gov.si/en/permits/>

### **2.2.2 b self-employed business/individual entrepreneurs**

**TITLE:** Self-employment

**WHAT:** Setting up as a sole-trader in Slovenia is simple and takes less than three days. The easiest way is to set up the business online at an e-VEM point where you can arrange all administrative formalities at one place. The procedure at e-VEM is free of charge, however, you will need a digital certificate. The portal is in the Slovenian language. You can also set it up at VEM point personally. As a non-EU national you can establish a sole-trader business in Slovenia after legally (and continuously) residing in Slovenia for one year.

#### **STEP 1: before the registration**

For registration of sole trade you will need:

- ▶ a valid personal document
- ▶ Slovenian tax number (confirmation of Slovenian tax number)
- ▶ a personal identification number (PIN)

The officials at the VEM point will arrange:

- ▶ entry in the Slovenian Business Register (AJ PES) according to your proposed date
- ▶ application of the sole trader to the Tax Administration of the Republic of Slovenia
- ▶ application of the sole trader for the compulsory health insurance/self-employment scheme

#### **STEP 2: registration process**

In the process of registration at e-VEM you propose a date of entry into the Slovenian Business Register (AJ PES). You will receive a decision on the registration by post, typically within three days after the proposed date of entry. With a decision on registration from AJ PES, you may open a business bank account.



### **STEP 3: after registration process**

After registration, you must notify a tax administration office on tax of the accounting system that you plan to use.

**WHERE:** A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>

(in Slovene): <http://evem.gov.si/info/vem-tocke/>

More information about establishing s.p. at e-VEM point can be found here (in English): <http://eugo.gov.si/en/starting/business-registration/sole-trader-sp/>

#### **2.2.2 c setting up a social enterprise**

**TITLE:** Setting up a social enterprise

**WHAT:** A non-profit legal entity can obtain a status of a social enterprise to perform activities of social entrepreneurship and employment for vulnerable groups of people. The main purpose of setting up a social enterprise should be of a non-profit nature.

**HOW:** If you want to establish a social enterprise, you must first establish a not-for-profit legal entity such as association, institute, institution, d.o.o. Social enterprise is not a legal entity, however, each of the mentioned legal entities can become a social enterprise. You can submit an application for acquiring a social enterprise status at the administrative unit or at the court where the initial non-profit organization was registered.

**WHERE:** A list of administrative units can be found here: <http://www.upravneenote.gov.si/>

More information about social enterprises can be found here

(available only in Slovenian): <http://evem.gov.si/info/zacenjam/zelim-ustanoviti-podjetje/poslovne-oblike-podjetij/socialno-podjetje-sop/>

(available only in Slovenian): [http://www.mgrt.gov.si/si/delovna\\_podrocja/socialno\\_podjetnistvo/](http://www.mgrt.gov.si/si/delovna_podrocja/socialno_podjetnistvo/)

The translation of Social Entrepreneurship Act into English is available here: [http://www.mddsz.gov.si/fileadmin/mddsz.gov.si/pageuploads/dokumenti\\_\\_pdf/zaposlovanje/Act\\_SE\\_rev\\_clear.pdf](http://www.mddsz.gov.si/fileadmin/mddsz.gov.si/pageuploads/dokumenti__pdf/zaposlovanje/Act_SE_rev_clear.pdf)

#### **2.2.2 d applying for specialised statuses**

**TITLE:** Self-employed person in culture (*samostojni kulturni delavec*)

**WHAT:** This is a special status regulated by the Ministry of Culture. You can enter the register of self-employed persons if you meet following requirements:

- ▶ you independently perform a specialised profession and you're not a pension recipient,
- ▶ you have appropriate professional qualifications or working experience proving that you are qualified to perform such activity.

With this status, you can also acquire the right to the payment of social security contribution.

**STEP 1:** You can apply for this status at the Ministry of Culture. Your application should include evidence of meeting the requirements. Submit the application by post or in person at the Ministry or send it by email. You can also submit the electronic application here (available only in Slovenian): <https://e-uprava.gov.si/podrocja/vloge/vloga.html?id=366>, if you have a digital certificate and an electronic signature.



**STEP 2:** The decision will be made by the Minister who will consult an expert committee. Based on the decision you will enter in the register.

**STEP 3:** You can apply for the right to the payment of social security contributions by submitting an application. You are entitled to this only under specific conditions.

**WHERE:**

Ministrstvo za kulturo (*Ministry for culture*)

Maistrova ulica 10, 1000 Ljubljana

Telephone: +386 1 400 79 10 (Špela Fortuna), +386 1 400 79 05 (Bojana Kosmač)

[http://www.mk.gov.si/si/storitve/postopki/statusi\\_in\\_pravice/vpis\\_v\\_razvid\\_samozaposlenih/](http://www.mk.gov.si/si/storitve/postopki/statusi_in_pravice/vpis_v_razvid_samozaposlenih/)

E-mail: [spela.fortuna@gov.si](mailto:spela.fortuna@gov.si) and [bojana.kosmac@gov.si](mailto:bojana.kosmac@gov.si)

More information on self-employment in culture

(available only in Slovenian): [http://www.mk.gov.si/si/storitve/postopki/statusi\\_in\\_pravice/vpis\\_v\\_razvid\\_samozaposlenih/](http://www.mk.gov.si/si/storitve/postopki/statusi_in_pravice/vpis_v_razvid_samozaposlenih/)

(available only in Slovenian): <http://evem.gov.si/info/razmisljam/nacini-opravljanja-dejavnosti/pridobitev-statusa/status-samostojnega-kulturnega-delavca/> and

(available only in Slovenian): <https://e-uprava.gov.si/si/podrocja/izobrazevanje-kultura/zaposleni-v-kulturi/vpis-v-razvid-samozaposlenih-v-kulturi>

**TITLE:** Status of a farmer – natural entity (*status kmeta - fizična oseba*)

**WHAT:** This is a special status that you can obtain, if you are performing or would like to perform agricultural activity, have proper qualification and make or you can prove you will make certain profit from agricultural activity. With this status you have precedence when buying a farming land or a farm in case more offers have been made and in some cases you are entitled to exemption from taxes.

**STEP 1:** If you want to obtain the status, check first if you fulfill one of the following conditions:

- ▶ you are an owner, leaseholder or other user of a farm and you cultivate it yourself or with the help of others, and you are properly qualified for such work,
- ▶ you are a family member from previous paragraph, if you perform agricultural activity on a farm as the only or main activity, and you are properly qualified for such work,
- ▶ you have gained major part of your income from agricultural activity on a farm, now you don't perform this activity anymore due to your age or work incapability, but you take care of farming land still being cultivated,
- ▶ you gave a statement for the record at an administrative unit that you will yourself or with the help of others cultivate the farming land, which you can prove you will obtain and you would gain a major part of your income from the agricultural activity, and you are properly qualified for such work.

**STEP 2:** If you meet one of the conditions, submit the application with all the evidence on meeting the requirements at an administration unit, where most of your farming land in use is.

Submit the application by post or in person. You can also submit electronic application here: <https://e-uprava.gov.si/podrocja/vloge/vloga.html?id=417>, if you have a digital certificate and an electronic signature.

**STEP 3:** Authority will first obtain information from official records and then



ascertain the conditions fulfilment for status of a farmer. Based on the finding, the decision will be made. If you meet all the terms, you are granted a status of a farmer – natural entity.

**WHERE:** A list of administrative units can be found here (available only in Slovenian): <http://www.upravneenote.gov.si/>

More information about status of a farmer can be found here

(available only in Slovenian): <https://e-uprava.gov.si/si/podrocja/kmetijstvo-gozdarstvo-prehrana/kmetijske-dejavnosti/status-kmeta>

(available only in Slovenian): <http://evem.gov.si/info/poslujem/zaposlovanje/pogodba-o-zaposlitvi-in-postopek-zaposlitve/prijava-v-obvezna-socialna-zavarovanja/prijava-v-obvezna-socialna-zavarovanja-kmetov/>

**TITLE:** Status of a sea fisherman – natural entity (*Status ribiča – fizična oseba*)

**WHAT:** This is a special status you can obtain if you want to perform industrial sea fishing. With this status, you enter the register of fishermen – natural persons. You are treated as a status of a farmer holder and being treated as such regarding pension, disability and health insurance.

**STEP 1:** If you want to obtain the status, check first if you fulfil the following conditions:

- ▶ you are not an owner or co-owner of a company,
- ▶ you are not in the register of sole traders,
- ▶ you are not a pension receiver,
- ▶ your exclusive activity is industrial fishing.

**STEP 2:** If you meet the conditions, submit an application and supporting evidence (a supporting statement that you meet the conditions or that on the date when you want to acquire the status of a fisherman – natural entity, you will no longer be a sole trader). Submit the application at the Ministry of Agriculture, Forestry and Food by post or in person. You can also submit an electronic application here (available only in Slovenian): <https://e-uprava.gov.si/podrocja/vloge/vloga.html?id=2458>, if you have a digital certificate and electronic signature.

**STEP 3:** If you have an s.p. (Check “Sole trader – self-employment” here in Danube Compass), you need to unregister from the Business Register after you receive a decision on entry in the register of fishermen – natural entity. AJPES will issue a decision.

**STEP 4:** You need to provide a copy of AJPES’ decision, together with the decision of the Ministry, confirmation on health capability and achieved financial census at the Health Insurance Institute of Slovenia.

**WHERE:**

Ministrstvo za kmetijstvo, gozdarstvo in prehrano (*Ministry of Agriculture, Forestry and Food*) Dunajska cesta 22, 1000 Ljubljana

Telephone: +386 1 478 00 00

[http://www.mkgp.gov.si/si/delovna\\_podrocja/ribistvo/morski\\_ribolov/pridobitev\\_statusa\\_ribica/](http://www.mkgp.gov.si/si/delovna_podrocja/ribistvo/morski_ribolov/pridobitev_statusa_ribica/)

E-mail: [gp.mkgp@gov.si](mailto:gp.mkgp@gov.si)

More information about the status of a sea fisherman can be found here

(available only in Slovenian): <http://evem.gov.si/info/podpogoji/drugiPogoj/14605/prikaziDrugiPogoj/>



(available only in Slovenian): <https://e-uprava.gov.si/podrocja/kmetijstvo-gozdarstvo-prehrana/divjad-lovstvo-ribolov/morski-gospodarski-ribic.html>

(available only in Slovenian): [http://www.mkgp.gov.si/si/delovna\\_podrocja/ribistvo/morski\\_ribolov/pridobitev\\_statusa\\_ribica/](http://www.mkgp.gov.si/si/delovna_podrocja/ribistvo/morski_ribolov/pridobitev_statusa_ribica/)

### 2.2.2 e obtaining digital certificates for citizens

**TITLE:** Obtaining digital certificate SIGEN-CA for citizens

**WHAT:** With a digital certificate, you prove your identity and digitally sign electronic operations. There are various issuers of digital certificates in Slovenia of safe electronic signatures, SIGEN-CA being one of them. It is issued by the Ministry of Public Administration. Obtaining digital certificate is free of charge for Slovenian citizens. Find more information on digital certificate SIGEN-CA for natural persons here

(in English): <http://eugo.gov.si/en/considering/first-steps-after-entering-slovenia/sigen-ca-digital-certificate-for-natural-persons/>

(in Slovenian): [http://www.sigen-ca.si/fizicne\\_osebe.php](http://www.sigen-ca.si/fizicne_osebe.php)

**WHO:** Anyone older than 15 years who has Slovenian personal identification number (EMŠO) and tax identification number.

**STEP 1:** Personally submit the application for the SIGEN-CA digital certificate together with a valid photo ID at the nearest Administrative Unit. If you are a Slovenian citizen abroad, the application form for digital certificate differs and you can apply for it at a consular representation of the Republic of Slovenia. You can find both application forms (in Slovenian, Italian and Hungarian) here: <http://www.sigen-ca.si/eng/eng-obrazci-fo.php>

**STEP 2:** When your application is approved, SIGEN-CA will prepare a unique reference number and authorization code. The reference number will be sent to you by e-mail; the authorization code will be sent by post.

**STEP 3:** You need to visit SIGEN-CA website, type in your reference number and authorization code, and obtain your digital certificate which is valid for 5 years. If you want to continue using the SIGEN-CA digital certificate upon the expiry, you must obtain a new certificate. During the two months prior to the expiry, an application for a new digital certificate can be submitted with the old certificate through a web form.

**WHERE:** Submit the application for SIGEN-CA digital certificate at the administrative unit. A list of responsible administrative units can be found here (available only in Slovenian): <http://www.sigen-ca.si/RA-fizicne.php>

### 2.2.2 f obtaining digital certificates for business

**TITLE:** Obtaining digital certificate SIGEN-CA for business

**WHAT:** With a digital certificate, you prove your identity and digitally sign in electronic operations. There are more issuers of digital certificates in Slovenia for safe electronic signature, SIGEN-CA being one of them. It is the issuer at the Ministry of Public Administration. The business entity has to have a valid contract with SIGEN-CA. Find more information on digital certificate SIGEN-CA for business entity here

(available only in Slovenian): [http://www.sigen-ca.si/poslovni\\_subjekti.php](http://www.sigen-ca.si/poslovni_subjekti.php)

**WHO:** Business entities.

**STEP 1:** A person responsible for business should together with you (if you are an employee) fill out the claim for digital certificate acquisition and submit it to the





office of Financial Administration. Instead of person responsible for business also other specially authorized person can personally submit the claim. You can find both application forms here

(available only in Slovenian): <http://www.sigen-ca.si/obrazci-org.php>

**STEP 2:** When your application is approved, SIGEN-CA will prepare a unique reference number and authorisation code. The reference number will be sent to you by e-mail; the authorisation code will be sent by post.

**STEP 3:** You need to visit SIGEN-CA website, type in your reference number and authorisation code, and obtain your digital certificate. It is valid for 5 years. It cannot be renewed.

**WHERE:** A person responsible for business should submit the application for SIGEN-CA digital certificate at financial office (Ministry of Finance). A list of financial offices can be found here

(in English): <http://www.fu.gov.si/en/contacts/>

(in Slovenian): <http://www.fu.gov.si/kontakti/>

**GOOD TO KNOW:** In Slovenia there are four official digital certificate issuers. Here in the Danube Compass we described only one of them. Besides Ministry of Public Administration's SIGEN-CA you can obtain digital certificates from the following Slovenian issuers:

Pošta Slovenije, d.o.o. - POŠTA®CA: <https://postarca.posta.si/navodila-za-ravnanje-s-potrdili/> (in Slovenian)

Nova Ljubljanska banka, d.d. – AC NLB: <http://www.nlb.si/ac-nlb-identiteta-ac-nlb>

Halcom Informatika, d.o.o. – HALCOM: <http://www.halcom.si/en/products/digital-certificate/server-certificates/>

### 2.2.2 g trade licence

**TITLE:** Trade licence (*obrtno dovoljenje*)

**WHAT:** You need a trade licence if you want to develop certain economic activity and operate a company. Some activities are unregulated, so you can perform them without any special requirements. But for certain activities, you need to meet certain conditions and obtain appropriate licence or provide a proof of cooperation with a person who meets the requirements. Always check if the licence is required for an economic activity you want to perform or for your profession and which requirements you need to meet. To obtain a licence, you need to provide a proof of appropriate professional qualification or appropriate work experience. Issuing a trade licence is not free of charge –you need to pay 111 € for the cost of the procedure (in the year 2017).

**STEP 1:** Check if you meet conditions for certain activity. You can find the list of all licences and permits (in English) here: <http://eugo.gov.si/en/permits/>

**STEP 2:** Set up your business – establish your company.

**STEP 3:** Apply for a trade licence at portal e-VEM, VEM office or at Chamber of Craft and Small Business of Slovenia.

**STEP 4:** If you are granted the licence, you will also enter the Trade Register (*obrtni register*).

**WHERE:** Submit application at portal e-VEM, VEM office or at Chamber of Craft and Small Business of Slovenia. A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>





(in Slovene): <http://evem.gov.si/info/vem-tocke/>

or contact

Obrtno-podjetniška zbornica Slovenije (*Chamber of Craft and Small Business of Slovenia*)

Celovška cesta 71, 1000 Ljubljana

Telephone: +386 1 583 05 01

<http://www.ozs.si/ozseng/Aboutus.aspx>

E-mail: [info@ozs.si](mailto:info@ozs.si)

## 2.2.3 DOING BUSINESS

### 2.2.3 a taxes

**TITLE:** Value Added Tax (VAT) (*Davek na dodano vrednost – DDV*)

**WHAT:** This is a consumption tax that is added to the final value of the product. There are two taxation rates – the standard rate is 22 %, while reduced rate is 9,5 % depending on the service or goods. You are liable for VAT if your annual turnover is more than 50.000 €.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Corporate Income Tax

**WHAT:** If you are running a business in Slovenia you normally have to pay Corporate income tax. The general rate is 19 %. Tax relief can be up to 100 % of the amount invested in R&D and up to 40 % of the amount invested in equipment and intangible long-term assets. Every year by the end of March at the latest you have to submit your corporate income tax return to the tax administration office for the previous year's trading unless the business year differs from the calendar year. In this case, you have to submit the tax return within three months after the beginning of a new business year. If you are a sole trader (s.p.), this tax does not apply to you.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Personal Income Taxes

**WHAT:** This is tax you pay on your income. Progressive tax rates are 16 %, 27 %, 39 % and 50 %. Every year by the end of March at the latest you have to submit the tax return prepayment for the previous year to the tax administration office. If you are a sole trader (s.p.), this tax also applies to you.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Social Security Contributions



**WHAT:** This contribution includes pension contributions, disability and health insurance and employment and maternity allowances. 16.1 % is paid by the employer and 22.1 % by the employee.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Profit Repatriation Tax

**WHAT:** Profit Repatriation Tax is 0 % on dividends paid abroad for EU members and

15 % for other countries unless otherwise stated with a bilateral agreement.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Property Tax

**WHAT:** Property tax is imposed on individuals who own or are the beneficial owner of premises such as apartments, garages, secondary homes and constructed building land. The tax rate for premises depends on the type of property and its value. The tax rate for business premises varies from 0.15% to 1.25%.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Immovable Property Transfer Tax

**WHAT:** This tax is imposed on the seller of a property, who is liable to pay 2 % on the selling price of the real property if no VAT was charged. The tax is payable by the seller unless agreed otherwise. There are exemptions for certain types of immovable property.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**GOOD TO KNOW:** Monthly social security contribution and advance payment of income tax are deducted from employee's salaries.

Income tax is paid by residents of Slovenia.

Taxed incomes are all incomes of Slovene residents with a source of income in Slovenia as well as abroad, and incomes of a non-resident with a source of income in Slovenia.

Every person liable to pay tax has a tax number.

### 2.2.3 b social security and insurance of employees

**TITLE:** Social security and insurance of employees

**WHAT:** Part of the social security contribution in Slovenia are contributions for



pension and disability insurance, health insurance, employment and maternity allowances. Your employer has to register you for the obligatory pension, health and unemployment insurance starting with the day of your employment;

- ▶ **Pension and disability insurance:** Pension and disability insurance are compulsory in Slovenia and are uniform for all insured persons. Everyone who pays a monthly contribution to pension and disability insurance from their pay is regarded as a compulsorily insured person.
- ▶ **Compulsory health insurance:** Compulsory health insurance is provided by the Health Insurance Institute of Slovenia (*Zavod za zdravstveno zavarovanje Slovenije*). All employed and self-employed persons and all retired persons who receive a pension from a Slovenian insurance provider are insured under the health insurance scheme. This provides you with paid for health services, sick pay during temporary absence from work and reimbursement of travel expenses related to obtaining health services.
- ▶ **Voluntary health insurance for additional coverage, and insurance for services that are not a constituent part of compulsory insurance:** You can also take out voluntary health insurance provided by insurance companies in order to acquire additional entitlements. It is advisable to insure yourself for the difference in the full value of health services that are not covered in full by the compulsory health insurance scheme. The majority of the population is included in a voluntary health insurance scheme.
- ▶ **Unemployment insurance:** Employees in an employment relationship are compulsorily insured against unemployment. Independent sole traders, self-employed persons and, in some cases, persons that own companies may also voluntarily insure themselves against unemployment, as may Slovenian citizens who are in an employment relationship with an employer in a foreign country, and the spouses of these citizens.
- ▶ **Allowance for period of sickness:** If you fall ill, your employer will pay you an allowance for your absence from work from the company's (his/her own) funds for the first 30 days. You must present your employer with a sick note obtained from your general practitioner. After the first 30 days the Health Insurance Institute pays the allowance, after obtaining an opinion of the general practitioner or the competent health committee at the Health Insurance Institute.
- ▶ **Family and maternity benefits:** The family benefits you can claim at a social services centre are: parental allowance, assistance on the birth of a child, child benefit, large family allowance, childcare allowance and partial payment for loss of earnings. Other family allowances include parental allowance, childbirth grant, large-family grant, childcare allowance and partial payment for loss of earnings.

**HOW:** Your employer should register you for pension, invalidity, health and unemployment insurance at one of VEM offices or make electronic registration through the e-VEM portal. If you are a sole trader (s.p.), you should apply for insurance when you start your business. More information on social contributions can be found here

(in English): [http://www.fu.gov.si/fileadmin/Internet/Davki\\_in\\_druge\\_dajatve/Podrocja/Mednarodno\\_obdavcenje/Vprasanja\\_in\\_odgovori/GB\\_Vprasanja\\_in\\_odgovori\\_1\\_izdaja\\_Social\\_security\\_contributions.pdf](http://www.fu.gov.si/fileadmin/Internet/Davki_in_druge_dajatve/Podrocja/Mednarodno_obdavcenje/Vprasanja_in_odgovori/GB_Vprasanja_in_odgovori_1_izdaja_Social_security_contributions.pdf)

**WHERE:** A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>



(in Slovene): <http://evem.gov.si/info/vem-tocke/>

Portal VEM can be found here (available only in Slovenian): <http://evem.gov.si/evem/drzavljani/zacetna.evem>

Health Insurance Institute of Slovenia website can be found here (in English): <http://www.zzzs.si/indexeng.html>

### 2.2.3 c health and work safety

**TITLE:** Health and work safety

**WHAT:** In Slovenia, an employer must ensure a safe and healthy working environment according to the Health and Safety at Work Act and other regulations. The employer must prepare a risk assessment for each working position in which they identify hazards and determine and implement measures to eliminate them. Before the start of employment the employer should:

- ▶ Refer the new employee for a medical check-up before the start of his/her employment.
- ▶ The costs of the medical check-up should be covered by the employer.
- ▶ Inform the new employee about the risk assessment of his/her work position.
- ▶ Organize training of health and safety at work for the new employee. The training shall be conducted by a safety engineer who has a licence issued by the Ministry of Labour, Family and Social Affairs.

**WHO:** The Health and Safety at Work Act applies to workers.

**HOW:** When assigning tasks to workers, employers have to consider:

- ▶ qualifications, constitution, age, gender and disabilities,
- ▶ physical weaknesses or disabilities (e.g. impaired hearing or vision, cramps, or disorders involving seizures or attacks),
- ▶ avoiding conditions which, due to their nature, can be dangerous to women,
- ▶ special consideration should be given to disabled workers.

Workers have to be informed about dangers to their health and safety and about measures to prevent them. In addition, they also have to receive training and safety material according to their level of experience. There has to be confirmation that the training has been done. Special kinds of training are mandatory for some areas of work.

**WHERE:** In case your rights have been violated, you can contact

Inšpektorat Republike Slovenije za delo (*Labour Inspectorate of the RS*),

Verovškova ulica 64a, 1000 Ljubljana

Telephone: +386 1 280 36 60

<http://www.id.gov.si/en/>

E-mail: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)

Read more on health and safety at work here

(in English): [http://www.mddsz.gov.si/en/areas\\_of\\_work/labour\\_relations\\_and\\_labour\\_rights/health\\_and\\_safety\\_at\\_work/](http://www.mddsz.gov.si/en/areas_of_work/labour_relations_and_labour_rights/health_and_safety_at_work/)

(in Slovenian): [http://www.mddsz.gov.si/si/delovna\\_podrocja/delovna\\_razmerja\\_in\\_pravice\\_iz\\_dela/varnost\\_in\\_zdravje\\_pri\\_delu/](http://www.mddsz.gov.si/si/delovna_podrocja/delovna_razmerja_in_pravice_iz_dela/varnost_in_zdravje_pri_delu/)

Find more information on free courses, handbooks etc here (available only in Slovenian): <http://www.osha.mddsz.gov.si/>

### 2.2.3 d change of company's registration data



**TITLE:** Change of company's registration data

**WHAT:** When your company undergoes changes (e.g. change of address, change of board members, change of authorized representatives), you need to keep a record of those changes. Every change that is relevant to AJPES business register needs to be reported within 15 days. If you are a sole trader (s.p.), you can report changes yourself (or your representative can do it for you) at the e-VEM portal or at one of the VEM offices. If you are running a LLC (d.o.o.), you can also report small or simple changes at VEM offices. Some of these changes are: adding activity to your business, change of business, change of address, which also result in a change of founding act or company contract. Only simple contracts can be registered at VEM offices. For more complicated changes and in case of other business forms, you need to contact a notary who will carry out the registration procedure. Furthermore, VEM office representative will check whether your business has more complicated capital structure and direct you to a notary if necessary. Also, if your company contract is set up in form of notary record, the changes can only be made by a notary.

**WHERE:** More information on VEM office service and a list of VEM offices is available (in English) here: <http://eugo.gov.si/en/help-support/vem-offices/>

A list of notaries is available (in English) here: <http://eugo.gov.si/en/help-support/notary-offices/>

### 2.2.3 e public procurement

**TITLE:** Public procurements (*javna naročila*)

**WHAT:** If you have a company that might offer services to the government, you can participate in the public procurement procedure in which the government hires private companies to provide services or goods.

**WHO:** Your company can participate if it fulfills the requirements specified by the government.

**HOW:** Each case has its own specificities depending on the goods and services required and the scope of the project:

- ▶ Open procedures: any interested economic operator can submit an offer.
- ▶ Restricted procedures: any economic operator may request participation and only those economic operators invited by contracting authority may submit their offer.
- ▶ Negotiating procedures: the contracting authority invites economic operators to submit their offers and negotiates the terms of contract with them.

**WHERE:** Ministrstvo za javno upravo, Direktorat za javno naročanje (*Ministry of Public Administration, Public Procurement Directorate*)

Tržaška 19a, 1000 Ljubljana

Telephone: +386 1 478 1880

[http://www.mju.gov.si/en/areas\\_of\\_work/public\\_procurement\\_directorate/](http://www.mju.gov.si/en/areas_of_work/public_procurement_directorate/)

E-mail: [gp.mju@gov.si](mailto:gp.mju@gov.si)

The Directorate provides telephone consultations on public procurement for contracting authorities and providers. Consultations are available every Tuesday and Thursday between 9.00 and 12.00.

### 2.2.3 f court enforced payment

**TITLE:** Court enforced payment (*sodna izterjava dolga – izvršba*)

**WHAT:** Court enforced payment is a situation when the power of the State is used



to execute claims and demands. It can be to recover monetary claims or to make sure that certain activities are carried out or refrained.

**HOW:** To get a court enforced payment, you have to submit an application form at competent court. You can apply for an enforced payment based on:

- ▶ a verified document (invoice, bill, public document, payment document etc.) or
- ▶ enforcement order (enforceable court decision, enforceable notary record, other enforceable decision or document etc.).

You should submit an application based on verified document on a set form or do it electronically on e-portal. Exclusive local jurisdiction over execution based on verified document has County Court in Ljubljana. After giving in the form, the court will evaluate and take a decision and execute an order of enforced payment.

There is no set form for application based on enforcement order, thus, you should prepare it yourself. You should attach all evidence and other documents to the application. Submit an application to local court in charge. Local jurisdiction depends on means of execution.

In both cases, the procedure is not free of charge.

**WHERE:**

County Court in Ljubljana  
Miklošičeva 10, 1000 Ljubljana  
Telephone: +386 1 474 76 00  
<http://www.sodisce.si/okrajj/>  
E-mail: [urad.ojlj@sodisce.si](mailto:urad.ojlj@sodisce.si)

Here you can find the list of all county courts in Slovenia (available only in Slovenian): [http://www.sodisce.si/sodisca/sodni\\_sistem/okrajna\\_sodisca/](http://www.sodisce.si/sodisca/sodni_sistem/okrajna_sodisca/)

You can also use e-portal to submit your application (available only in Slovenian): <https://evlozisce.sodisce.si/esodstvo/index.html>

**GOOD TO KNOW:** If you think you might need to proceed with a court enforced payment, it might be useful to contact a specialized lawyer who can give you advice before you initiate any legal procedures.

## 2.2.4 EMPLOYING STAFF

### 2.2.4 a check-list of documents needed to employ a person, including relevant notification duties

**TITLE:** Medical check-up

**WHAT:** The employer should refer you for a medical check-up before the start of your employment. The costs of the medical check-up should be covered by the employer.

**WHERE:** You can find the list of doctors, specialists for occupational medicine, here: [http://www.mz.gov.si/fileadmin/mz.gov.si/pageuploads/aktualno/SEZNAM\\_marec2014.pdf](http://www.mz.gov.si/fileadmin/mz.gov.si/pageuploads/aktualno/SEZNAM_marec2014.pdf)

**TITLE:** Work permit

**WHAT:** Work permit in Slovenia is directly linked to the residence permit.

When you're coming to Slovenia for the first time, you must apply for one of the following permits:

- ▶ Single residence and work permit





- ▶ Blue Card
- ▶ Work permit for BIH and Croatian citizens (until 2020)

To obtain the permit you must file an application at a diplomatic representation of Republic of Slovenia abroad, before you enter Slovenia.

At the same time your employer has to apply for the work permit in Slovenia, before you start working and also cover the costs of the procedure. In some cases you will need an additional work permit (posted workers, seasonal workers).

You have free access to the labour market in Slovenia if you're a holder of:

- ▶ permanent residence permit,
- ▶ temporary residence permit - foreigners of Slovenian origin, family members of Slovenian citizens, victims of human trafficking and illegal employment, and
- ▶ or you filed an application for prolongation of a residence permit

Free access to the labour market is possible also for

- ▶ beneficiaries of international protection – refugees and persons with subsidiary protection,
- ▶ beneficiaries of temporary protection
- ▶ asylum seekers (after 9 months of submitted application for international protection).

Free access to the labour market means that you can employ under the same conditions as Slovenian citizens and your employer doesn't need a special work permit.

**WHERE:** Information on representations of the Republic of Slovenia abroad

(in English): [http://www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

(in Slovenian): [http://www.mzz.gov.si/si/predstavnstva\\_po\\_svetu/](http://www.mzz.gov.si/si/predstavnstva_po_svetu/)

A list of administrative units can be found here (available only in Slovenian): <http://www.upravneenote.gov.si/>

You can find more information about the residence permits in the section "Arrival and Stay".

**TITLE:** Signing the contract

**WHAT:** A future employee must receive a draft of an employment contract at least 3 days before the agreed start of the work. An employment contract needs to be signed in order to conclude the employment. The employer keeps one copy and the employee the other copy. It is always better to have a written agreement as opposed to a verbal one. Employment contracts can be signed for a definite or indefinite period of time and for full-time or part-time work. A contract is valid when it is signed by both the employee and the employer. A contract should include:

- ▶ Names of the contracting parties
- ▶ Job title or type of work with a short description of the work
- ▶ Start date and duration of the contract
- ▶ Type of employment/number of hours (full time/part time)
- ▶ Place of work
- ▶ Remuneration (gross/net), and any other compensation, the date of payment and the manner of payment of the salary
- ▶ Entitlement to leave





- ▶ Employment conditions, rights, responsibilities and duties of the employee
- ▶ Sanctions in the event of unlawful conduct
- ▶ Terms of the contract including how to terminate it and the notice period
- ▶ Date of entry into force

**WHERE:** Ministrstvo za delo, družino, socialne zadeve in enake možnosti; Direktorat za delovna razmerja in pravice iz dela; Sektor za delovna razmerja in druge oblike dela (*Ministry of Labour, Family, Social Affairs and Equal Opportunities, Labour Relations and Labour Rights, Employment Relationship Section*) (in English): [http://www.mddsz.gov.si/en/areas\\_of\\_work/labour\\_relations\\_and\\_labour\\_rights/employment\\_relationships/](http://www.mddsz.gov.si/en/areas_of_work/labour_relations_and_labour_rights/employment_relationships/)

**ATTENTION:** You should never begin working before signing a contract. By the law you have 3 days to review it and examine the content before you sign.

**TITLE:** Health and safety at work training

**WHAT:** The employer must inform the new employee about the risk assessment of business. The employee must take part in the health and safety training. The training should be conducted by a safety engineer who has a licence from the Ministry of Labour, Family and Social Affairs.

**WHERE:** Ministrstvo za delo, družino, socialne zadeve in enake možnosti; Direktorat za delovna razmerja in pravice iz dela; Sektor za varnost in zdravje pri delu (*Ministry of Labour, Family, Social Affairs and Equal Opportunities, Labour Relations and Labour Rights, Health and Safety at Work Section*) (in English): [http://www.mddsz.gov.si/en/areas\\_of\\_work/labour\\_relations\\_and\\_labour\\_rights/health\\_and\\_safety\\_at\\_work/](http://www.mddsz.gov.si/en/areas_of_work/labour_relations_and_labour_rights/health_and_safety_at_work/)

#### 2.2.4 b legal duties and conditions

**TITLE:** Registration to the pension, disability, unemployment and health insurance

**WHAT:** Once you sign the employment contract, your employer should have you registered for pension, disability, unemployment and health insurance at the Health Insurance Institute of Slovenia using the M-1 form within 8 days. Submitting the M-1 form is the obligation of the employer. It is advised that you acquire additional health insurance at one of the commercial insurance companies.

**WHERE:** Health Insurance Institute of Slovenia website can be found here (in English): <http://www.zzzs.si/indexeng.html>  
(in Slovenian): <http://www.zzzs.si/index.html>

**TITLE:** Minimum wage and other income from employment

**WHAT:** If you're employed full time by an employer in Slovenia you are entitled to least the minimum wage. Current minimum wage in Slovenia is € 804, 96. If you are employed part time you are entitled to a proportionate share of the minimum wage.

There are additional payments that are not included in minimum wage and should be paid out as extra/additional income. These payments are: premium for night shift, premium for Sunday and public holiday shift, reimbursement for meals during work, transportation to and from work, expenses for business trips, holiday allowance, severance pay and jubilee award.

If you think your rights are being violated you can contact the Labour Inspectorate.

**WHERE:** In case your rights have been violated, you can contact



Inšpektorat Republike Slovenije za delo (*Labour Inspectorate of the RS*),  
Verovškova ulica 64a, 1000 Ljubljana  
Telephone: +386 1 280 36 60  
<http://www.id.gov.si/en/>  
E-mail: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)

#### 2.2.4 c termination of labour contract

**TITLE:** Termination of the labour contract

**WHAT:** There are different possibilities of termination of a labour contract depending on duration of contract (fix term contract of or contract of indefinite duration) and type of termination (consensual invalidation or resignation). Accordingly, there are different possibilities:

- D) Termination of the employment due to a limited contract (e.g. labour contract for 6 months)
- E) Termination of the employment due to a written agreement between employee and employer
- F) Termination of the employment due to the worker resignation
- G) Termination of the employment due to the company decision

**HOW:** Once the worker leaves the company he or she has the right to be paid for the unused days of holidays, the extra hours that he/she has worked and not had been paid for yet (or got paid time-off in compensation) and has the right to severance pay under certain conditions. In case A, the contract expires with the fixed date, after the stated work was carried out, or if the reason of employment ceases. In case B, the contract stops being valid based on written agreement between employee and employer. In case C and D, the contract stops being valid based on termination of one of them. The termination can be regular or irregular. They both need to comply with notice determined by the law. The resignation reasons, such as work agreed in the labour contract is no longer needed, expected work results are not met, culpability reasons etc., must exist for regular resignation in case D. The employer can however offer the employee a new contract to carry out different kind of work (termination with offer). The employee has no right to severance pay if he or she rejects new suitable employment. If the employer does not offer a new employment to employee, he must inform the Employment Service of Slovenia at the beginning of notice period. Irregular resignation can be made by the employer if the employee violates his obligations from employment relation and the violation has all the signs of criminal act, if the employee premeditatedly or carelessly violates his obligations stemming from employment relations act etc. Irregular termination by employee can be made if the employer did not provide him work for more than two months and did not pay him salary compensation, if employer did not give him salary at least two months or has paid him lower salary than agreed, if the employer did not provide safety and health measures when the employee has previously requested it, etc.

Within 8 days, the employer has to cancel the insurance of the employee when the labour contract is no longer valid.

More information on the termination of the employment contract (in English):  
[http://www.mdds.gov.si/en/legislation/veljavni\\_predpisi/employment\\_relationships\\_act/#c16936](http://www.mdds.gov.si/en/legislation/veljavni_predpisi/employment_relationships_act/#c16936)

**WHEN:** In case of probationary period, the notice period is 7 days. In case B the agreement can include also agreement on no notice period. In case C first year after the employment, the notice period is 15 days, after one year is 30 days. With



labour contract or collective contract the notice period can be longer, but not more than 60 days. In case D, the notice period depends on a reason of resignation and an employment period of employee's time in the company. Minimum notice period is 15, while maximum is 80 days. Irregular resignation can be done without notice period.

**WHERE:** In case your rights have been violated, you can contact  
Inšpektorat Republike Slovenije za delo (*Labour Inspectorate of the RS*),  
Verovškova ulica 64a, 1000 Ljubljana  
Telephone: +386 1 280 36 60  
<http://www.id.gov.si/en/>  
E-mail: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)

## 2.2.5 CLOSING DOWN BUSINESS

### 2.2.5 a closing down a business

**TITLE:** Closing down a business

**WHAT:** Business can be closed down due to different reasons. Some of them are: illiquidity, merger with other company, the expiry of period of time for which the company was established, the retirement of the operator. The time of closure depends on the legal and organisational form of the company.

**STEPS** Steps of closing down a business are described for individual enterprise and for sole trader (s.p.) separately (2.2.5.b and 2.2.5.c).

**WHERE:** Ministrstvo za pravosodje (*Ministry of Justice*)  
Župančičeva 3, 1000 Ljubljana  
Telephone: +386 1 369 53 42

<http://www.mp.gov.si/en/>

E-mail: [gp.mp@gov.si](mailto:gp.mp@gov.si)

**WHEN:** A company can close down a business in Slovenia voluntarily or compulsorily.

The voluntary termination is made:

- ▶ when the period for which the company was established expires,
- ▶ on the basis of a decision issued by the company members,
- ▶ in the case of the death or termination of activities of a company member if the Contract of Members does not stipulate otherwise,
- ▶ on the basis of termination of the Contract of Members, or in other cases pursuant to the law.

The Compulsory termination is made:

- ▶ due to bankruptcy,
- ▶ on the basis of a court decision,
- ▶ if there only one company member, except when the company member acquires a new company member and continues their activity as an entrepreneur.

**GOOD TO KNOW:** These proceedings are general for all types of companies. It might happen that the form of company you own has different specifications. It's highly recommended to consult the competent authorities and expertise in advance.

More information (in English): <http://eugo.gov.si/en/closing-down/when-can-you->



[close-a-business/](#)

## 2.2.5 b closing down an individual enterprise

**TITLE:** Closing down an individual enterprise

**WHAT:** Closing down an individual enterprise means ending all economical or logistical activities that keep a business running and it's tied to certain obligations. A company can close down a business in Slovenia voluntarily or compulsorily.

The time of closure depends on the legal and organisational form of the company.

**STEP 1:** If your company doesn't meet its obligations or is insolvent, you can start the procedure of compulsory composition. This is intended to prevent bankruptcy and is executed under court supervision. Several types of compulsory composition exist, an agreement with creditors on further operations of legal entity and partial settlement on the prolongation of the period of the payment of liabilities to creditors being most frequent of them. The procedure of bankruptcy can also start at this point. If you own small business and all your obligations are settled, you can also close down your business by summary procedure made by yourself or a notary.

**STEP 2:** If the compulsory composition procedure is successful, a company can continue its activities. When debtor is insolvent or in debt for extended time, company bankruptcy takes place. It can be proposed by creditors, the debtor or a personally liable company member. Bankruptcy procedure terminates business.

**STEP 3:** Company liquidation follows the termination of business and is registered in court register. The purpose of liquidation procedure is to distribute the company assets and to delete the company from the court register. The company property has to be cashed in and the debts have to be settled. The remaining company assets are then distributed among the company members. In all cases except in the case of bankruptcy and closing down the business with summary procedure, the liquidation of the company is made.

**WHERE:** Ministrstvo za pravosodje (*Ministry of Justice*)

Župančičeva 3, 1000 Ljubljana

Telephone: +386 1 369 53 42

<http://www.mp.gov.si/en/>

E-mail: [gp.mp@gov.si](mailto:gp.mp@gov.si)

**WHEN:** A LLC (d.o.o.) voluntarily ends its business:

- ▶ when the period of time for which the company was established expires,
- ▶ if at least three-quarters of company members vote for termination; the Contract of Members can require a greater majority, in the case of a merger with another company.

A LLC (d.o.o.) compulsorily terminates its business:

- ▶ if a court establishes that the entry in the Companies Register is null,
- ▶ due to bankruptcy,
- ▶ on the basis of a court decision saying that each company member with a minimum ten per cent share in share equity files a legal action demanding that the court decides on the company's termination, if the company's objectives cannot be sufficiently achieved or
- ▶ if there are any other grounds for termination or if the share capital falls below the legal minimum.



### 2.2.5 c closing down a self-employed status

**TITLE:** Closing down a self-employed status

**WHAT:** If you want to end your self-employed status, you have to inform interested parties like business partners and creditors. You have to settle all liabilities with buyers or suppliers.

#### **STEP 1: Deletion from the Business Register of Slovenia**

A request for deletion from the Business Register of Slovenia must be filed at least 15 days prior to the requested date of deletion from the register. The request for deletion can be filed by the entrepreneur or by an authorised person. The request for deletion can be filed via the e-VEM online portal online portal or at VEM points.

#### **STEP 2: Liabilities to the Tax Administration of the Republic of Slovenia**

An entrepreneur is obliged to file within 60 days from the date of termination of activities a tax assessment for the prepayment of tax on income from self-employment on the date of termination at the Tax Administration of the Republic of Slovenia. This assessment should indicate revenues and expenses which occurred up to the date of termination of activities. Documents can be submitted only via the eTax system, where all the entrepreneur's obligations and procedure for submitting the assessment are described.

#### **STEP 3: Termination of insurance**

After the deletion from the Business Register of Slovenia, the entrepreneur is obliged to deregister from the insurance system within 8 days of the date of deletion from the Business Register of Slovenia.

For deregistration you have to complete the M2 form, which the entrepreneur receives together with the M1 form after making a registration in the insurance system. Entrepreneurs can delete their registration in person at the regional unit or in electronic form via the e-VEM portal.

**WHERE:** Agency of the Republic of Slovenia for Public Legal Records and Related Services – AJPES (*Agencija Republike Slovenije za javnopravne evidence in storitve*). <https://www.ajpes.si/?language=english>

A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>

(in Slovene): <http://evem.gov.si/info/vem-tocke/>

You can find the office of Ministry of Finance, Financial Administration of the Republic of Slovenia responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

Health Insurance Institute of Slovenia website can be found here (in English): <http://www.zzzs.si/indexeng.html>

### 2.2.5 d going bankrupt

**TITLE:** Going bankrupt

**WHAT:** Company bankruptcy is performed when a debtor is insolvent or in debt for an extended period. The bankruptcy procedure is not executed if the debtor has only one creditor, or if the company is a sheltered workshop. The bankruptcy procedure is proposed by creditors, the debtor or a personally liable company member. Prior to, and during, the initiation of the bankruptcy procedure, an insolvent or indebted debtor can propose to the creditors the conclusion of a compulsory composition. A bankruptcy procedure is not executed if the debtor's property which would apply as bankruptcy estate does not suffice to cover the



costs of the bankruptcy procedure or if the property's value is insignificant.

**WHERE:** Ministrstvo za pravosodje (*Ministry of Justice*)

Župančičeva 3, 1000 Ljubljana

Telephone: +386 1 369 53 42

<http://www.mp.gov.si/en/>

E-mail: [gp.mp@gov.si](mailto:gp.mp@gov.si)

### 2.2.5 e selling a company

**TITLE:** Selling a company

**WHAT:** You can sell the established (running) company to other persons. In order to do that, you should be able to make proof on the fact that your company doesn't have any hidden liabilities. You have different options to sell your company. You can do it yourself or hire a company to do it for you. If you do it yourself, you can communicate it publicly through different business and branch media. Keep in mind that selling your business is delicate information and you might want to do it more discretely. You might consider about hiring a specialized company to help you with your sale. Procedure of selling your company is complicated and can take a long time. It requires at least the following steps:

- ▶ preparation of a company for sale,
- ▶ valuation of a company,
- ▶ advertisement of selling a company,
- ▶ buyer's qualification of buyers,
- ▶ inspection of a company,
- ▶ negotiations,
- ▶ detailed check-up,
- ▶ signing a sale/purchase contract.

The selling process is completed when you and the buyer sign a sale/purchase contract. A transferral needs to be made and gain the decision of the court.

**WHERE:** Ministrstvo za pravosodje (*Ministry of Justice*)

Župančičeva 3, 1000 Ljubljana

Telephone: +386 1 369 53 42

<http://www.mp.gov.si/en/>

E-mail: [gp.mp@gov.si](mailto:gp.mp@gov.si)

## 2.3 TAXES

### 2.3.1 TAX NUMBER

#### 2.3.1 a registering for a tax number

**TITLE:** Registering for a tax number

**WHAT:** A tax identification number can be obtained by a natural person.

**WHO:** Every person liable to tax has a tax number. If you are a foreigner without temporary or permanent residence in Slovenia, but you need the tax identification number because you receive taxable income in Slovenia or are the owner of taxable movable or immovable assets you must submit an application for entry into the tax register to the tax office. Non-residents of Slovenia are obliged to pay income tax on income from sources in Slovenia.





**HOW:** A Slovenian tax number for foreign individuals can be obtained by following these steps:

- ▶ Complete the form DR-02 for obtaining a tax number for foreign persons.
- ▶ You must attach a copy of your personal identification document. If you authorise someone else, the letter of authorisation must also be attached.
- ▶ The completed form and document copy can be sent to one of the tax administration offices or it can also be submitted in person. If it is submitted in person, a tax number may be assigned immediately.

The DR-02 form must also be completed for those wanting to perform activity in Slovenia on a cross-border/temporary basis.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

## 2.3.2 OVERVIEW OF TAXES

### 2.3.2 a overview of taxes

**TITLE:** Value Added Tax (VAT) – *davek na dodatno vrednost (DDV)*

**WHAT:** This is a consumption tax that is added to the final value of the product. There are two taxation rates - the standard rate is 22 %, while reduced rate is 9,5 % depending on the service or goods. You are liable for VAT if your business turnover is more than 50.000 € within the previous 12-month period.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Corporate Income Tax

**WHAT:** If you operate a business in Slovenia, you usually have to pay this form of taxes. If the head office of your company is in another country but you are doing business in Slovenia, you pay tax on income earned in Slovenia. The general rate is 19%. Tax relief can be 100% of the amount invested in R&D and up to 40% of the amount invested in equipment and intangible long-term assets. Every year by the end of March at the latest you have to submit the corporate income tax return to the tax administration office for the previous year's trading unless the business year differs from the calendar year. In this case, you have to submit the tax return in three months after the beginning of new business year the latest. If you a sole trader (s.p.), this tax does not apply to you.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Personal Income Taxes

**WHAT:** Only sole traders and private individuals pay personal income tax. Private persons are individuals who carry out a specific trade. Progressive tax rates are 16 %, 27 %, 39 % and 50%. Every year by the end of March at the latest you have to submit the tax return prepayment of this form of taxes to the tax administration





office for the previous year.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Social Security Contributions

**WHAT:** This contribution includes pension contributions, disability and health insurance and employment and maternity allowances. 16,1 % is paid by employer and 22,1 % by employee.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Tax relief

**WHAT:** Tax law in Slovenia allows tax relief on investments in elements of business research and development, on employment of the disabled, on student apprenticeships, on voluntary supplementary pension insurance and donations.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Profit Repatriation Tax

**WHAT:** Profit Repatriation Tax is 0 % on dividends paid abroad for EU members and

15% for other countries unless otherwise stated in a bilateral agreement.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Property Tax

**WHAT:** Property tax is charged on individuals who own or are the beneficial owner of premises such as apartments, garages, secondary homes and constructed building land. The tax rate for premises depends of the type of property and its value. The tax rate for business premises varies from 0,15 % to 1,25 %.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Immovable Property Transfer Tax

**WHAT:** This tax is charged on the selling price of a property at 2 %, if no VAT was charged. The tax is payable by the seller unless agreed otherwise. There are exemptions for certain types of immovable property.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of*



*Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Excise duties

**WHAT:** Excise duties/taxes are imposed on tobacco products, alcohol and alcoholic beverages, energy products (mineral oils, natural gas, coal and coke) and electricity. Excise duties are paid on excisable goods produced in Slovenia, imported from third countries or acquired from another EU Member State, if they are intended for consumption in Slovenia.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**TITLE:** Custom duties

**WHAT:** Customs duties are charged on goods imported into the Community customs territory from third countries not belonging to that territory. The rates are laid down by the Common Customs Tariff of the Community and are applied in accordance with the common customs legislation of the EU.

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

**GOOD TO KNOW:** The regulation of tax in Slovenia depends on the nature and structure of business activities that a company performs. Monthly social security contribution and advance payment on income tax is paid by employees out of their salaries. Income tax is paid by residents of Slovenia. Taxed incomes are all incomes of Slovene residents with a source of income in Slovenia as well as abroad, and incomes of a non-resident with a source of income in Slovenia. You can read more on taxes in Slovenia here (in English): [http://www.mf.gov.si/fileadmin/mf.gov.si/pageuploads/Davki\\_in\\_carine/Angle%C5%A1ki/Taxation\\_in\\_Slovenia\\_2015.pdf](http://www.mf.gov.si/fileadmin/mf.gov.si/pageuploads/Davki_in_carine/Angle%C5%A1ki/Taxation_in_Slovenia_2015.pdf)

### 2.3.3 INTERNATIONAL TAXATION

#### 2.3.3 a procedure to avoid double taxation

**TITLE:** Procedure to avoid double taxation

**WHAT:** Double taxation occurs when two countries take tax from the same entity, for the same period and for the same type of tax. Avoiding double taxation is done on the basis of agreements between Slovenia and other countries.

**WHO:** If you live in one country and work or develop economical activities in another country, you might find that you have to pay certain taxes in both countries. Your tax obligation depends on your tax status (resident, non-resident). If you meet the terms for a tax resident status in Slovenia, you can also fill in the form for finding out your resident status upon arrival in Slovenia. If you stop being the tax resident in Slovenia, you should submit the tax return before you leave the country. If you're a non-resident (living in Slovenia), there are two ways to avoid double taxation:

- ▶ as a non-resident you may claim the reduced tax rate in accordance with



the provisions upon the payment of income, subject to prior verification of treaty entitlement at the competent office of the Financial administration (“reduction or exemption at the source” procedure),

- ▶ if upon payment of income, tax is imposed according to Slovenian domestic taxation law, non-residents may subsequently be refunded the part of the tax that exceeds the amount that Slovenia can levy under the provisions (“refund” procedure).

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

### 2.3.3 b country agreements on double taxation

**TITLE:** Agreements on double taxation

**WHAT:** Slovenia has ‘double taxation agreements’ with many countries trying to make sure that people don’t pay tax twice on the same income.

A double taxation agreement specifies which country has the right to tax an individual. In case both countries have such rights, then the agreement regulates which country has the priority. The agreements may set down different rules for different types of income.

**WHO:** If you live in one country, but work, get income or develop economical activities in another country.

**HOW:** The procedures, requirements and amount to pay can be different depending on the case and on the agreement. You can find more information on the countries that have a double taxation agreement with Slovenia (in English): [http://www.mf.gov.si/en/areas\\_of\\_work/taxes\\_and\\_customs/documents/list\\_of\\_double\\_taxation\\_conventions/](http://www.mf.gov.si/en/areas_of_work/taxes_and_customs/documents/list_of_double_taxation_conventions/)

**WHERE:** Ministrstvo za finance, Finančna uprava Republike Slovenije (*Ministry of Finance, Financial Administration of the Republic of Slovenia*). You can find the office responsible for your place of residence here (in English): <http://www.fu.gov.si/en/contacts/>

## 2.4 SUPPORT SERVICES FOR MIGRANTS

### 2.4 a list of support services and projects regarding employment

**TITLE:** Zavod RS za zaposlovanje (*Employment Service of Slovenia – ESS*)

**WHAT:** Employment Service of Slovenia is the central governmental institution that helps job-seekers to find jobs all over Slovenia. If you are unemployed you should register in the unemployed persons register. You can register in person with a valid ID. Employment service offers you variety of job vacancies and your personal career counsellor will give you support by finding a job and development of your future career path.

**WHERE:** Find the nearest ESS local office here (in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

**TITLE:** Karierno središče (*Vocational Information and Counselling Centre – VICC*).

**WHAT:** Being a part of ESS, VICC offer information on employment possibilities, career counselling and life-long career guidance. They organize group workshops for



improvement of job seeking skills and present current job vacancies in cooperation with employers. At VICC you can also access tools for self-directed career guidance, browse among job vacancies and many more.

**WHERE:** Find the nearest VICC local office here (in English): [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

**TITLE:** EURES

**WHAT:** EURES is the European job mobility portal. On their website you can browse among jobs from all around Europe. You can also contact an EURES counsellor at Employment Service of Slovenia who will advise you. Job vacancies at EURES portal are classified according to different categories (field of work, country, etc.). You can also upload your CV to be available to employers across Europe.

**WHERE:**

EURES–Online portal (*available in all EU languages*): <https://ec.europa.eu/eures/public/en/homepage>

EURES at Employment Service of Slovenia (*in English*): <http://english.ess.gov.si/eures>

**TITLE:** Career Centres of Universities in Slovenia

**WHAT:** All four Universities in Slovenia offer support by career development for their students. Some employers also announce job vacancies on their websites.

**WHERE:**

**Karierni centri Univerze v Ljubljani** (*University of Ljubljana Career Centre*)

Kongresni trg 12, 1000 Ljubljana

Telephone: +386 1 2418 732

<http://www.kc.uni-lj.si/domov.html>

E-mail: [kc@uni-lj.si](mailto:kc@uni-lj.si)

**Karierni center Univerze v Mariboru** (*University of Maribor Career Centre*)

Slomškovo trg 15, 2000 Maribor

Tel: +386 2 23 55 209

<https://kc.um.si/o-nas/english/>

E-mail: [karierni.center@um.si](mailto:karierni.center@um.si)

**Karierni center Univerze na Primorskem** (*University of Primorska Career Centre*)

Čevljarjska ulica 27, 6000 Koper

Telephone: +386 5 611 76 36

<http://kariernicenter.upr.si/sl/>

E-mail: [kariernicenter@upr.si](mailto:kariernicenter@upr.si)

**Karierni center Univerze v Novi Gorici** (*University of Nova Gorica Career Centre*)

Vipavska cesta 13, Rožna Dolina, 5000 Nova Gorica

Tel: +386 51 336 770

<http://www.ung.si/sl/karierni-center/>

E-mail: [karierni.center@ung.si](mailto:karierni.center@ung.si)



**TITLE:** Zavod Ypsilon (*Institute Ypsilon*)

**WHAT:** Institute Ypsilon is an NGO that connects young people. It developed a Mentorship programme (*Mentorski program*), where young people (between 15 and 30 years old) can find a mentor from their field of interest. The website connects mentors and young people. You can browse among people who want to be mentors and contact them to help with the development of your career. The cooperation is voluntary and free of payment, for mentors and mentees.

**WHERE:** Find more information here (in English): <https://www.mentorstvo.si/en/>

**TITLE:** Zavod Nefiks (*Nefiks Institute*)

**WHAT:** Nefiks is an institute that helps young people to record and articulate their knowledge and skills for successful presentation on the labour market. They run different programmes (such as Talentiran.si and employment Klubs) to support young people by building and developing their career and to improve their employability.

**WHERE:** Find more information here (in Slovene): <http://www.nefiks.si/>

**TITLE:** Inšpektorat za delo RS (*Labour Inspectorate of Slovenia*)

**WHAT:** It is administrative body within the Ministry of Labour, Family and Social Affairs. It supervises the implementation of laws, other regulations, collective contracts and general acts that govern employment relations, pay and other receipts from employment.

**WHERE:** Inšpektorat Republike Slovenije za delo (*Labour Inspectorate of the RS*),  
Verovškova ulica 64a, 1000 Ljubljana  
Telephone: +386 1 280 36 60  
<http://www.id.gov.si/en/>  
E-mail: [gp.irsd@gov.si](mailto:gp.irsd@gov.si)

**TITLE:** Counselling Office for Workers (*Delavska svetovalnica*)

**WHAT:** It is an organization that provides advocacy, protection, promotion and development of labour, social and statutory rights of vulnerable groups, such as migrants.

**WHERE:** Delavska svetovalnica (*Counselling Office for Workers*)  
Dalmatinova ulica 4, 1000 Ljubljana  
Telephone: +386 1 434 12 10 and 080 14 34  
<http://www.delavskasvetovalnica.si/>  
E-mail: [info@delavskasvetovalnica.si](mailto:info@delavskasvetovalnica.si)

**TITLE:** Zveza svobodnih sindikatov Slovenije - ZSSS (*Association of Free Trade Unions of Slovenia*)

**WHAT:** It is an organization that aims to negotiate the contents of collective agreements and participates in coordination of law proposals and other documents affecting workers.

**WHERE:** Zveza svobodnih sindikatov Slovenije - ZSSS (*Association of Free Trade Unions of Slovenia*)  
Dalmatinova ulica 4, 1000 Ljubljana



Telephone: +386 1 434 12 00

<https://www.zsss.si/english/>

E-mail: [zsss@sindikat-zsss.si](mailto:zsss@sindikat-zsss.si)

## **2.4 b list of support services and projects regarding business**

**TITLE:** Agencija Republike Slovenije za javnopravne evidence in storitve - AJPES  
(Agency of the Republic of Slovenia for Public Legal Records and Related Services)

**WHAT:** AJPES manages the Slovenian Business Register as a central public database on all business entities, their subsidiaries, and other organization segments located in Slovenia which performs profitable or non-profitable activities.

**WHERE:** More information can be found here (in English): <https://www.ajpes.si/?language=english>

**TITLE:** Točke VEM (VEM offices)

**WHAT:** VEM offices provide free of charge service. You can get more information on how to start your business in Slovenia. Also, you can register some types of a company at VEM office.

**WHERE:** A list of VEM offices is available here

(in English): <http://eugo.gov.si/en/help-support/vem-offices/>

(in Slovene): <http://evem.gov.si/info/vem-tocke/>

Portal VEM can be found here (available only in Slovenian): <http://evem.gov.si/evem/drzavljani/zacetna.evem>

**TITLE:** Business incubators in Slovenia

**WHAT:** A business incubator is an organization designed to accelerate the growth and success of entrepreneurial companies, giving them different kind of support. In a business incubator, you'll find all kind of expertise in different topics that will guide you during the process of creating your own business. The support of a business incubator not only can help to establish the business but can actually increase the probabilities of success.

**WHERE:** A list of business incubators, university incubators and technology parks in Slovenia can be found here (in Slovenian): <https://www.podjetniski-portal.si/ustanavljam-podjetje/inovativno-okolje/Evidenca-subjektov-inovativnega-okolja>

**TITLE:** Obrtno-podjetniška zbornica Slovenije (Chamber of Craft and Small Business of Slovenia)

**WHAT:** It is umbrella organisation comprising the craft and small business chamber system.

**WHERE:** Obrtno-podjetniška zbornica Slovenije (Chamber of Craft and Small Business of Slovenia)

Celovška cesta 71, 1000 Ljubljana

Telephone: +386 1 583 05 01

<http://www.ozs.si/ozseng/Aboutus.aspx>

E-mail: [info@ozs.si](mailto:info@ozs.si)





**TITLE:** Gospodarska zbornica Slovenije (*Chamber of Commerce and Industry of Slovenia*)

**WHAT:** It offers services for enterprises operating in Slovenia and support its members with more than 100 experts and specialists in a wide range of sectors in Slovenia, such as commerce, industry, tourism and services.

**WHERE:** Gospodarska zbornica Slovenije (*Chamber of Commerce and Industry of Slovenia*)

Dimičeva 13, 1504 Ljubljana

Telephone: + 386 1 5898 000

<https://www.gzs.si/eng>

E-mail: [info@gzs.si](mailto:info@gzs.si)

## 2.4 c list of online resources regarding business

**TITLE:** Portal Slovenia Business Point

**WHAT:** It is a portal in English providing all the information needed for establishing a business in Slovenia.

**WHERE:** (in English) <http://eugo.gov.si/en/about-the-portal/>

**TITLE:** Portal e-VEM

**WHAT:** You can get more information on how to start your business in Slovenia. Also, you can register some types of a company electronically at the portal.

**WHERE:** (in Slovenian) <http://evem.gov.si/evem/drzavljani/zacetna.evem>

**TITLE:** Portal Invest Slovenia

**WHAT:** InvestSlovenia Team operates within **SPiRiT Slovenija** (Slovenian Public Agency for Entrepreneurship, Internationalisation Foreign Investment and Technology) entrusted with the regulatory, expert and development tasks serving to increase competitiveness of Slovenia's economy in the area of entrepreneurship, internationalisation, foreign investment, and technology. Operating as "one-stop-shop" for potential investors, InvestSlovenia Team maintains data bases with public and private investment projects and land for commercial and industrial purposes in all sectors of the economy. Information is provided free-of-charge to meet investors' specific needs and budgets.

**WHERE:** (in English and French): <https://www.investslovenia.org/>

**TITLE:** Website DATA d.o.o

**WHAT:** Data d.o.o. is a private company. Among other service they also offer support for foreign citizens (all in one place from the acquisition of Slovenian tax numbers, translation of necessary documentation, free registration of companies to obtaining work permits for foreigners, job placement assistance for workers etc.)

**WHERE:** (in English, German, Croatian, Bosnian, Serbian, Russian, Italian, Chinese, Arabic): <https://data.si/en/>

## 2.4 d list of support services and projects regarding taxes

**TITLE:** Administration Office

**WHAT:** It is a part of Ministry of Finance, Financial Administration of the Republic of





Slovenia. You can contact them regarding your taxes, tax report, but also regarding your resident status for taxation purpose.

**WHERE:** You can find the office responsible for your place of residence here: <http://www.fu.gov.si/en/contacts/>

**GOOD TO KNOW:** Online resources regarding taxes are available here (in English):

<https://www.investslovenia.org/business-environment/taxes-accounting/>

[http://europa.eu/youreurope/citizens/work/taxes/income-taxes-abroad/slovenia/index\\_en.htm](http://europa.eu/youreurope/citizens/work/taxes/income-taxes-abroad/slovenia/index_en.htm)

[http://www.fu.gov.si/en/taxes\\_and\\_other\\_duties/areas\\_of\\_work/international\\_taxation/](http://www.fu.gov.si/en/taxes_and_other_duties/areas_of_work/international_taxation/)



## 3 LEARNING LOCAL LANGUAGE

### 3.1 STATE SUPPORTED PROGRAMS

#### 3.1 a list of state supported programmes

**TITLE:** Initial integration of immigrants – 180 hours programme (*Začetna integracija priseljencev – ZIP, 180-urni program*)

**WHAT:** It is a free course on Slovenian language and culture. It is supported by the Ministry of the Interior and is free of charge, however, you cover your own travel expenses, as well as the costs of teaching aids and materials. You can attend the programme if:

- ▶ you're a non-EU citizen,
- ▶ you have a permanent residence permit and your family members have a temporary residence permit obtained on the base of family reunification,
- ▶ you have a temporary residence permit, if the validity of the current permit and previous temporary residence permits combined is at least 24 consecutive months; and your family members who have a temporary residence permit issued under family reunification,
- ▶ you're a family member of a Slovenian citizen or a citizen of the EU Member state and reside in Slovenia under the residence permit for the family member.

If you attended the course at least in 80% of all the hours, you may take the first Slovenian language assessment test on the basic level free of charge. Find more information here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/integration\\_of\\_foreigners/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/integration_of_foreigners/)

**HOW:** File a request for issuing a certificate on meeting the requirements for the participation in the single programme at the administrative unit of your permanent/temporary residence. If you meet the requirements, the administrative unit will issue a certificate. With the certificate you can contact one of the selected performers where you will obtain all the information on the course of the programme.

**WHERE:** A list of administrative units is available here (available only in Slovenian): <http://www.upravneenote.gov.si/>

A list of selected language schools carrying out the programme Initial integration of immigrants can be found here (in English): <http://www.infotujci.si/s/2/slovenian-language-courses>

**TITLE:** Initial integration of immigrants – 60 hours programme (*Začetna integracija priseljencev – ZIP, 60-urni program*)

**WHAT:** This is a free 60-hours course on Slovene language and culture. The programme is supported by the Ministry of the Interior and is free of charge, however, you cover your own travel expenses, as well as the costs of teaching aids and materials. You are entitled to the programme if:

- ▶ you're a non-EU citizen,
- ▶ you're 16 and above,
- ▶ you're literate in Roman alphabet,
- ▶ you're residing in Slovenia under the temporary residence permit valid for at least one year; the one-year period also includes the time from the lodging of



the application for this permit.

Find more information here (in English):

[http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/integration\\_of\\_foreigners/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/integration_of_foreigners/)

**HOW:** File a request for issuing a certificate on meeting the requirements for the participation in the single programme at the Administrative Unit of your permanent/temporary residence. If you meet the requirements, the Administrative Unit will issue a certificate. With the certificate you can contact one of the selected performers where you will obtain all the information on the course of the programme.

**WHERE:** A list of administrative units is available here (available only in Slovenian): <http://www.upravneenote.gov.si/>

A list of selected language schools carrying out the programme Initial integration of immigrants can be found here (in English): <http://www.infotujci.si/s/2/slovenian-language-courses>

**TITLE:** Initial integration of immigrants – 120 hours programme (*Začetna integracija priseljencev – ZIP, 120-urni program*)

**WHAT:** This is a free 120-hours course on Slovene language and culture. The programme is supported by the Ministry of the Interior and is free of charge, however, you cover your own travel expenses, as well as the costs of teaching aids and materials. You are entitled to the programme if:

- ▶ you're a non-EU citizens,
- ▶ you've already attended a 60-hour Slovenian language course with a temporary residence permits and you meet the requirement of a 24-month uninterrupted residence on the basis of temporary residence permits,

If you attended the course at least in 80% of all the hours, you may take the first Slovenian language assessment test on the basic level free of charge. Find more information here (in English): [http://www.mnz.gov.si/en/services/slovenia\\_your\\_new\\_country/integration\\_of\\_foreigners/](http://www.mnz.gov.si/en/services/slovenia_your_new_country/integration_of_foreigners/)

**HOW:** File a request for issuing a certificate on meeting the requirements for the participation in the single programme at the Administrative Unit of your permanent/temporary residence. If you meet the requirements, the Administrative Unit will issue a certificate. With the certificate you can contact one of the selected performers where you will obtain all the information on the course of the programme.

**WHERE:** A list of administrative units is available here (available only in Slovenian): <http://www.upravneenote.gov.si/>

A list of selected language schools carrying out the programme Initial integration of immigrants can be found here (in English): <http://www.infotujci.si/s/2/slovenian-language-courses>

**TITLE:** Slovenian language for parents (*Učenje slovenščine za starše*)

**WHAT:** This 70 hour course is a non-formal language programme for parents of children and pupils in Ljubljana municipality who have difficulties of expressing themselves in Slovenian language. The programme is free of charge.

**WHERE:** At primary schools and kindergarten in the municipality of Ljubljana. Find more information here (in Slovenian): <http://www.cene-stupar.si/projekti/mestni-program-izobrazhevanja-odraslih>



**TITLE:** Slovene courses for persons granted international protection (*Integracija beguncev*)

**WHAT:** If you're granted international protection, you are eligible for special integration support measures. Among other is also Slovenian course (300 hour course in 2017 with possibility of extra 100 hours). You will be send to local language school soon after you are granted the status. Furthermore, some NGOs also provide free Slovenian course for international protection beneficiaries. Mostly the language courses are carried out by volunteers. Ask for more information your counsellor for integration at Government Office for Support and Integration of migrants.

**WHERE:** Urad Vlade Republike Slovenije za oskrbo in integracijo migrantov (*Government Office for Support and Integration of Migrants*)

Cesta v Gorice 15, 1000 Ljubljana

Telephone: +386 1 200 84 01

[http://www.uoim.gov.si/en/about\\_the\\_office/](http://www.uoim.gov.si/en/about_the_office/)

E-mail: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si)

**GOOD TO KNOW:** Different NGOs offer free language courses, mostly carried out by volunteers.

Volunteer organizations are combined into the largest Slovenian network of volunteer organizations, coordinated by Slovenska filantropija. Find more information here (available only in Slovenian): or visit website <http://www.prostovoljstvo.org/#>

or contact

Slovenska filantropija, **Združenje za promocijo prostovoljstva** (*Slovene Philanthropy, Association for promotion of voluntary work*)

Cesta Dolomitskega odreda 11, 1000 Ljubljana

Telephone: +386 1 430 1288

<http://www.filantropija.org/en>

[info@filantropija.org](mailto:info@filantropija.org)

## 3.2 COMMERCIAL PROGRAMS

### 3.2 a commercial programmes

**TITLE:** Commercial Slovenian Programs

**WHAT:** Commercial language courses are adjusted to the needs of individual participants. The courses vary in length, intensity and content. The courses are offered by adult education centres across Slovenia and by some other private language course companies. Courses are carried out in accordance with the publicly recognised programme, Slovene as a Second and Foreign Language.

**WHO:** Commercial Slovenian language courses are intended for those whose first language is not Slovenian, however, they wish to learn it for different reasons.

**HOW:** If you're interested to take a Slovene language course contact the local adult education centre or language school and choose the most suitable language programme according to your needs (language level, individual or group education). Language courses usually run two times a year with beginning in autumn and in spring.



**WHERE:** Find the list of adult education centres in Slovenia here (available only in Slovenian): [http://www.mizs.gov.si/si/delovna\\_podrocja/direktorat\\_za\\_srednje\\_in\\_visje\\_solstvo\\_ter\\_izobrazevanje\\_odraslih/izobrazevanje\\_odraslih/seznam\\_ljudskih\\_univerz/](http://www.mizs.gov.si/si/delovna_podrocja/direktorat_za_srednje_in_visje_solstvo_ter_izobrazevanje_odraslih/izobrazevanje_odraslih/seznam_ljudskih_univerz/)

**ATTENTION:** After a completed language course you will receive a proof of attendance in a Slovene language course, however, this document does not represent a publicly recognized document and it cannot be used for official purposes.

### 3.3 LANGUAGE COURSES FOR CHILDREN

#### 3.3 a list of language courses for children

**TITLE: Additional Slovenian Language Lessons in Primary School**

**WHAT:** Migrant children enrolled into primary school are entitled to additional Slovenian language learning programme in the first two years after they enter the educational system in Slovenia. At the beginning of the school year the school identifies pupils who need additional language lessons and submits an application to the Ministry for Education, Science and Sport. For the first two years migrant children are entitled to adjustment regarding promotion into the next grade – they can pass regardless of the level of Slovene language.

**WHERE:** For more information ask at the primary school your child attends.

**TITLE: Additional Slovenian Language Lessons in Secondary School**

**WHAT:** Migrant children who are enrolled at secondary school are entitled to professional language course in the first two years of education in Slovenia. The language course is organized as additional school lessons.

**WHERE:** For more information ask at the secondary school your child attends.

**TITLE: Slovenska Filantropija** (*Slovene Philanthropy*)

**WHAT:** Slovenska filantropija is a non-governmental organization.

They offer Slovenian language classes for children and adults who are asylum seekers, refugees or migrants. The language classes are carried out by volunteers.

**WHERE:** Slovenska Filantropija: <http://www.filantropija.org>

Cesta Dolomitskega odreda 11, 1000 Ljubljana

Tel: 386 (0)1 430 1288

Email: [info@filantropija.org](mailto:info@filantropija.org)

### 3.4 LOCAL LANGUAGE EXAMS FOR QUALIFICATION AND CITIZENSHIP

#### 3.4 a list of local language exams for qualification and citizenship

**TITLE: Centre for Slovene as Second and Foreign Language** (*Center za slovenščino kot drugi in tuji jezik*)

**WHAT:** Centre for Slovene organizes exams from level A1 to C2 in the Common European Framework of Reference. The certificate is valid as publicly recognized document that you need when you apply for citizenship or for other official use.



The language exam on basic level is free if you hold a permanent residence permit and for your family members when they live in Slovenia on the base of family reunification. You file an application for the first Basic Level Slovenian Language Exam at the administrative unit where you registered your permanent or temporary address. To apply you will need to submit a Certificate of Eligibility for a free first Slovene language exam at the basic level. The Centre organizes the exams in locations all around Slovenia.

**WHERE:** You can take the exam at the Centre or at one of certified institutions.

Centre for Slovene as Second and Foreign Language (*in English*): <http://centerslo.si/en>

## 3.5 SUPPORT SERVICES FOR MIGRANTS

### 3.5 a list of support services and projects regarding local language courses

**TITLE:** Administrative units (*Upravne enote*)

**WHAT:** The Ministry of the Interior offers language support for holders of permanent residence permit and for their family members as well as for beneficiaries of international protection and their family members. You apply for the course at an Administrative Unit where you registered your permanent or temporary address.

**WHERE:** List of Administrative Units in Slovenia (*in Slovene*).

<http://www.upravneenote.gov.si/>

**TITLE:** Employment Service of Slovenia

**WHAT:** Entitled only registered unemployed persons: 60-hour Slovene language course and a Slovene language exam.

**WHERE:** Employment Service of Slovenia (*In English*): <http://english.ess.gov.si/>

Addresses and contacts (*in English*): [http://english.ess.gov.si/contact\\_us](http://english.ess.gov.si/contact_us)

**TITLE:** Slovene philanthropy (Slovenska filantropija)

**WHAT:** Humanitarian organization for promotion of voluntary work offers Slovene language courses for refugees and asylum seekers

**WHERE:** Slovenska filantropija – information in English: [www.filantropija.org/migracije-3/](http://www.filantropija.org/migracije-3/)

Cesta Dolomitskega odreda 11, 1000 Ljubljana

Tel: 386 (0)1 430 1288

Email: [info@filantropija.org](mailto:info@filantropija.org)

**TITLE:** Association Odnos (Društvo Odnos)

**WHAT:** Among other activities, this association is organizing Slovenian language lessons for refugees.

**WHERE:** Društvo ODNOS: <http://odnos.si/>

Mala Loka 22, 1230 Domžale

*Unit in Ljubljana:*



Einspielerjeva ulica 6, 1000 Ljubljana, 1. nad.

Telefon: 041 552 628

E-mail: [drustvoodnos@gmail.com](mailto:drustvoodnos@gmail.com)

Za prostovoljsko delo:

[prostovoljstvo.odnos.ljubljana@gmail.com](mailto:prostovoljstvo.odnos.ljubljana@gmail.com)

*Unit in Mariboru:*

Glavni trg 17b, 2000 Maribor

Telefon: 031 773 227

Email: [maribor@drustvo-odnos.si](mailto:maribor@drustvo-odnos.si)

**TITLE:** Local language exams for qualifications and citizenship

**WHAT:** The central organisation in the field of Slovene as a second and foreign language.

**WHERE:** Information about Centre (in English): <http://centerslo.si/en>

[University of Ljubljana](http://www.uni-lj.si)

Faculty of Arts

Centre for Slovene as a Second and Foreign Language

12 Kongresni trg

SI-1000 Ljubljana

Tel: +386 (0)1 241 86 47

Email: [center-slo@ff.uni-lj.si](mailto:center-slo@ff.uni-lj.si)

**TITLE:** Cene Štupar CPI Ljubljana

**WHAT:** Cene Štupar organizes various Slovene language courses for migrants and beneficiaries of international protection. You can also take the basic level Slovene language exam if you need it to apply for citizenship or other official purposes.

**WHERE:** Cene Štupar: <https://www.cene-stupar.si/>

Vojkova cesta 1, 1000 Ljubljana

Tel: 01 234 44 02

Email: [info@cene-stupar.si](mailto:info@cene-stupar.si)

**TITLE:** Andragoški Zavod Maribor

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use.

**WHERE:** Andragoško zavod Maribor (*In English*): <http://www.azm-lu.si/summary>

Maistrova ulica 5, 2000 Maribor

Tel: 02 234 11 11

Email: [info@azm-lu.si](mailto:info@azm-lu.si)

**TITLE:** DOBA Vir znanja

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship





and for other official use.

**WHERE:** DOBA (*in Slovene*): <http://www.jeziki.doba.si/>

Prešernova ulica 1, 2000 Maribor

Tel: 02 228 38 50

Email: <http://www.doba.si/si/kontakt/#info@doba.si>

**TITLE:** Ljudska univerza Kranj

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use. They also offer commercial language programmes.

**WHERE:** Ljudska univerza Kranj (*in Slovene*): <http://www.luniverza.si/>

Cesta Staneta Žagarja 1, 4000 Kranj

Tel: 04 280 48 00

Email: [info@luniverza.si](mailto:info@luniverza.si)

**TITLE:** Ljudska univerza Krško

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use. They also offer commercial language programmes.

**WHERE:** Ljudska univerza Krško (*in Slovene*): <http://www.lukrsko.si/>

Dalmatinova ulica 8, 8270 Krško

Tel: 07 488 11 60

Email: [info@lukrsko.si](mailto:info@lukrsko.si)

**TITLE:** ZIK Črnomelj

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use. They also offer commercial language programmes.

**WHERE:** ZIK Črnomelj (*in Slovene*): <http://www.zik-crnomelj.eu/en/>

Ulica Otona Župančiča 1, 8340 Črnomelj

Tel: 07 306 13 90

Email: [info@zik-crnomelj.si](mailto:info@zik-crnomelj.si)

**TITLE:** Ljudska univerza Postojna

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use. They also offer commercial language programmes.

**WHERE:** Ljudska univerza Postojna LINK

Ljubljanska cesta 2, 6230 Postojna

Tel: 05 721 12 80

Email: [lu-postojna@zavod-znanje.si](mailto:lu-postojna@zavod-znanje.si)

**TITLE:** Ljudska univerza Ajdovščina

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship



and for other official use. They also offer commercial language programmes.

**WHERE:** Ljudska univerza Ajdovščina LINK

Stritarjeva ulica 1a., 5270 Ajdovščina

Tel: 05 366 47 50

Email: [boza.bolcina@lu-ajdovscina.si](mailto:boza.bolcina@lu-ajdovscina.si)

**TITLE:** Ljudska univerza Koper

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use. They also offer commercial language programmes.

**WHERE:** Ljudska univerza Koper LINK

Ljudska univerza Koper

Cankarjeva ulica 33, 6000 Koper

Tel: 05 612 80 00

Email: [info@lu-koper.si](mailto:info@lu-koper.si)

**TITLE:** UPI, Ljudska univerza Žalec

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use. They also offer commercial language programmes.

**WHERE:** UPI, Ljudska univerza Žalec LINK

Ulica Ivanke Uranjek 6, 3310 Žalec

Tel: 03 713 35 50

Email: [lu-zalec@upi.si](mailto:lu-zalec@upi.si)

**TITLE:** Zasavska Ljudska univerza

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use. They also offer commercial language programmes.

**WHERE:** Zasavska Ljudska univerza LINK

Trg svobode 11a, Trbovlje

Tel: 03 563 11 90

Email: [info@zlu.si](mailto:info@zlu.si)

**TITLE:** Ljudska univerza Velenje

**WHAT:** Institution is certified to organize Slovene language courses and basic level Slovene language exams for adults who need the certificate to apply for citizenship and for other official use. They also offer commercial language programmes.

**WHERE:** Ljudska univerza Velenje LINK

Titov trg 2, 3320 Velenje

Tel: 03 898 54 50

Email: [info@lu-velenje.si](mailto:info@lu-velenje.si)

A list of Administrative Units is available here: <http://www.upravneenote.gov.si/>

Here you can find also the list (in English) of selected performers of the programme



Initial integration of immigrants: <http://www.infotujci.si/s/2/slovenian-language-courses>

At primary schools and kindergarten in the municipality of Ljubljana. Find more information on primary schools (in Slovenian) here: <http://www.cene-stupar.si/projekti/mestni-program-izobrazhevanja-odraslih>

Slovene philanthropy, Poljanska cesta 12, 1000 Ljubljana, T: +386 1 430 1288, <http://www.filantropija.org/en>

Find the list of Adult education centres in Slovenia here: [http://www.mizs.gov.si/si/delovna\\_podrocja/direktorat\\_za\\_srednje\\_in\\_visje\\_solstvo\\_ter\\_izobrazevanje\\_odraslih/izobrazevanje\\_odraslih/seznam\\_ljudskih\\_univerz/](http://www.mizs.gov.si/si/delovna_podrocja/direktorat_za_srednje_in_visje_solstvo_ter_izobrazevanje_odraslih/izobrazevanje_odraslih/seznam_ljudskih_univerz/)

Slovenska Filantropija: <http://www.filantropija.org>

Cesta Dolomitskega odreda 11, 1000 Ljubljana

Tel: 386 (0)1 430 1288

Email: [info@filantropija.org](mailto:info@filantropija.org)

You can take the exam at the Centre or at one of certified institutions.

Centre for Slovene as Second and Foreign Language (*in English*).

<http://centerslo.si/en>

### **3.5 b list of online resources regarding local language courses**

[http://arhiv.acs.si/prirocnik\\_zip/kljuc\\_zip.pdf](http://arhiv.acs.si/prirocnik_zip/kljuc_zip.pdf)

<http://www.slovene.si/en/slovene-language.html>

[http://www.mzz.gov.si/fileadmin/pageuploads/Konzularne\\_informacije/vizne\\_informacije/Vstop\\_EN.pdf](http://www.mzz.gov.si/fileadmin/pageuploads/Konzularne_informacije/vizne_informacije/Vstop_EN.pdf)

<http://centerslo.si/en/books/textbooks-and-handbooks/#handbooks>

<http://bos.zrc-sazu.si/sskj.html>

<http://www.thezaurus.com/indexfb22.html?/language/numerals/>

<http://www.digitaldialects.com/iPad/Slovene.htm>

[http://www.e-slovenscina.si/login\\_snd\\_eng.asp](http://www.e-slovenscina.si/login_snd_eng.asp)



## 4 EDUCATION

### 4.1 PRESCHOOL EDUCATION

#### 4.1 a description of the system

**TITLE:** **Preschool education and childcare** (*Predšolska vzgoja in varstvo*)

**WHAT:** Pre-school education and childcare is mostly carried out by public and private kindergartens (*vrtec*) and is an option of choice. Comprehensive care for preschool children involves meals, rest and sleep, as well as various educational programmes. Children can enter pre-school education and care when they are at least 11 months old and continue until they go to primary school. Public pre-school education is organized by municipalities.

The working hours of kindergartens are between 5:30 or 6:00 and 16:00 or 16:30. Kindergartens operate every working day of the week and some also provide service on Saturdays.

Kindergartens offer different programmes depending on duration and organization of the programme.

- ▶ *Day and half-day programme:* In the day programme you can bring the child for 6–9 hours in the morning or in the afternoon or alternately. In half day programme you bring the child for 4–6 hours.
- ▶ *Shorter programme:* This is an annual programme and you bring the child for 240 to 720 hours during one year.
- ▶ *Education-care family:* If you don't want to put your child in the kindergarten you can decide for this programme. This form of care takes place at your home and must be carried out by a teacher or teacher assistant who is employed at a kindergarten or is registered as a teacher of preschool children at the ministry of Education.

**WHO:** Families with children between 11 months and until they start primary school.

**HOW:** Registration is done directly at the educational institution.

**WHERE:** List of kindergarten in Slovenia.

<http://www.maminajdi.si/moj-otrok/izobrazevanje-otrok/487-seznam-vrtcev-v-sloveniji-po-regijah>

**WHEN:** The working hours of kindergartens are between 5:30 or 6:00 and 16:00 or 16:30. Kindergartens operate every working day of the week some also provide service on Saturdays.

**ATTENTION:** Your child can stay in a care for no longer than 9 hours a day.

**GOOD TO KNOW:** Children who are foreign citizens and legally reside in Slovenia can enrol in kindergarten under the same conditions as Slovene citizens. Professionals in kindergarten take care of the integration of the child into the new learning environment and language.

For children with special needs kindergarten with adjusted programme is available. Child must go through the so called Placement procedure at Centre for social work, before he/she enters kindergarten.



List of kindergartens with adjusted programme for children with special needs (development programme).

[http://www.mizs.gov.si/fileadmin/mizs.gov.si/pageuploads/podrocje/posebne\\_potrebe/razvojni\\_odd\\_sol\\_leta.xls](http://www.mizs.gov.si/fileadmin/mizs.gov.si/pageuploads/podrocje/posebne_potrebe/razvojni_odd_sol_leta.xls)

#### **4.1 b admission**

##### **TITLE: Registration at the preschool education centre**

**WHAT:** The admission into the pre-school education takes place at the institution (vrtec), regardless if it's a public or private institution. You can register your child all year round. However, most applications are submitted in March for the subsequent school year that starts in September. When you file the application you must enclose the child's health certificate.

Usually parents apply for kindergarten in municipality where they live.

You can also apply at any other municipality, but if there are more applications than there are free spots in the kindergarten of your choice, a commission decides who should be admitted. Priority have children with special needs and children from socially disadvantaged families on the base of certificate from the Centres for social work. Municipality can also give priority to children who live in the same municipal district.

When you want to put your child in Education-care family, you can also contact the teachers who provide this service directly.

To register a child with special needs contact the nearest Centre for Social Work.

##### **WHERE:**

- ▶ List of kindergartens in Slovenia  
<http://www.maminajdi.si/moj-otrok/izobrazevanje-otrok/487-seznam-vrtcev-v-sloveniji-po-regijah>
- ▶ List of private teachers in pre-school education - Seznam varuhov predšolskih otrok na domu v Sloveniji (in Slovene):  
[http://www.mizs.gov.si/si/delovna\\_podrocja/direktorat\\_za\\_pedsolsko\\_vzgojo\\_in\\_osnovno\\_solstvo/pedsolska\\_vzgoja/seznam\\_vrtcev\\_in\\_varuhov\\_pedsolskih\\_otrok\\_na\\_domu/](http://www.mizs.gov.si/si/delovna_podrocja/direktorat_za_pedsolsko_vzgojo_in_osnovno_solstvo/pedsolska_vzgoja/seznam_vrtcev_in_varuhov_pedsolskih_otrok_na_domu/)
- ▶ List of kindergartens with adjusted programme for children with special needs (development programme):  
[http://www.mizs.gov.si/fileadmin/mizs.gov.si/pageuploads/podrocje/posebne\\_potrebe/razvojni\\_odd\\_sol\\_leta.xls](http://www.mizs.gov.si/fileadmin/mizs.gov.si/pageuploads/podrocje/posebne_potrebe/razvojni_odd_sol_leta.xls)
- ▶ List of Centres of Social Work  
<https://www.scsd.si/seznam-centrov-za-socialno-delo.html>

#### **4.1 c subsidized kindergarten fee**

##### **TITLE: Subsidized kindergarten fee**

**WHAT:** You may be entitled to reduced kindergarten payment if your child is enrolled in a public or private kindergarten. The submission is granted for one year or until the change of circumstances. The amount of subsidy depends on your family's average monthly income, for details see (in Slovene): <http://csd-slovenija.org/sl/center/center-za-socialno-delo/see.page/znizano-placilo-vrtca>

**WHO:** At least one of the parents must be a holder of permanent residence in Slovenia and pay income taxes in Slovenia.

If you receive Financial social help, you don't need to pay the fee.



**HOW:** You can file an application for Kindergarten subsidy at the Centre of Social Work. The fee will be reduced starting from the month after you submit the application. Če je ta odobrena.

The amount of subsidy

**WHERE:** List of Centres of Social Work

<https://www.scsd.si/seznam-centrov-za-socialno-delo.html>

**GOOD TO KNOW:** You don't have to pay kindergarten fee if:

- ▶ you receive Financial social help,
- ▶ you have more children registered at the same time, you only pay 30% of the fee for the first child, for the second or third child, the service is free
- ▶ the child is in a foster home

## 4.2 PRIMARY SCHOOL

### 4.2 a description of the system

**TITLE: Description of the primary school system**

**WHAT:** All children living in Slovenia have the right to compulsory elementary school education under equal and non-discriminatory conditions. Primary school is compulsory for all children when they reach the age of 6. Primary school is organized:

- ▶ in public schools (education in public schools is free)
- ▶ in private schools
- ▶ as home schooling

**WHO:** All children residing in Slovenia when they reach the age of 6.

Citizens of other EU Member States, Slovenian citizens without citizenship and beneficiaries of international protection (refugees) can be educated under the same conditions as Slovenian citizens.

**HOW:** You have to register your child in the 1st grade of primary school in the calendar year in which he/she will become 6 years old. You enrol your child in the school district where you live.

**WHEN:** Registration for subsequent school year takes place directly at school in February for the next school year. School year starts on 1<sup>st</sup> of September and ends on 24<sup>th</sup> June the next year.

**GOOD TO KNOW:**

Teaching language of education in primary schools is Slovenian. Italian is used in schools of the minority community, while Hungarian and Slovenian are used in bilingual schools.

Special arrangements exist for the education of children of the members of the Roma people, children of third country citizens and people without citizenship.

Children whose mother tongue is not Slovene are entitled to additional lessons of Slovene language.

Children who are beneficiaries of international protection are granted a two year Slovenian language program, that is carried out in form of school additional lessons.

### 4.2 b admission

**TITLE: Registration** (*vpis*)



**WHAT:** Children turning 6 before 31<sup>st</sup> of August must attend school from the 1<sup>st</sup> of September.

Foreign citizens are entitled to primary school under the same conditions as Slovene nationals.

**STEP 1:** Set an appointment with the primary school where you would like your child to attend for February for the subsequent school year. Parents usually choose a school that is close to their home.

**STEP 2:** At the school you fill in an application and give yours and your child's personal information.

**STEP 3:** The school will issue a certificate of registration three months before the beginning of the new school year in September.

**WHEN:** Registration period begins in February for the subsequent school year.

**WHERE:** List of all primary schools in Slovenia.

<https://e-uprava.gov.si/drzava-in-druzba/javni-sektor/prejemniki-vloge.html?id=2212&kanal=posta#eyJmaWx0ZXJzljp7InBvc3RhIjpbli0xI0sIm9mZnNldCI6WylwI0sInNlbnRpbmVsX3R5cGUiOlsib2siXSwic2VudGluZWxfc3RhIHVzljpbIm9rI0sImlZlX2FqYXgiOlsiMSJdfX0=>

**GOOD TO KNOW:** If the child is a beneficiary of international protection the Ministry of the Interior notifies the parents, (legal representative or guardian) about the most suitable primary school for their child. The school will then carry out the application process.

In order to enrol the child, the school requires information about child's previous education.

In case this information is missing or the school needs help recognizing foreign education certificates or foreign education systems, they contact the ENIC-NARIC centre.

Before the child registers into school a conversation is held with the parents, legal representative or a guardian. There are also delegates of representative institution present at that conversation.

## 4.2 c transport to school

**TITLE:** Transport to school

**WHAT:** In Slovenia free transportation to primary school is organized for all children whose school is located more than 4 km from their home (ce hodijo v solo znotraj svojega solskega okolisa).

**WHO:** All children who live more than 4km from their school. Free transportation is organized also for:

- ▶ all children in the first year of schooling regardless the distance
- ▶ children in all grades when the road safety authority recognizes that their safety is endangered on the way to school and back
- ▶ children with special needs in all grades regardless the distance to school.

**HOW:** Transport is organized by the primary school.

**ATTENTION:** All children younger than 7 years who don't use the school transport service, should be escorted on their way to school and back by their parents, other close relatives or a guardian regardless the distance.

## 4.2 d before and after school care





**TITLE:** Before and after school care (*Jutranje varstvo in podaljšano bivanje*)

**WHAT:** Schools organize various forms of before and after school programme, supervised by a qualified person.

**Morning programme** and **After-school care program:** morning programme is organized for children who are waiting for the beginning of the school and after school programme is organized for children who are waiting for their parents to pick them up. In both programmes activities are organized.

**Extracurricular school activity** and **Additional school activity:** Both programmes are organized before or after regular school lessons. Extracurricular programme is designed for children who wish to deepen the academic subject and learn at higher level in order to prepare for competitions and similar. Additional school activity is organized for pupils who have difficulties mastering certain academic subjects and need more help to develop their learning skills.

For children whose mother tongue is not Slovenian, additional **lessons of Slovenian language** and their own mother tongue and culture can be organised. Special arrangements exist for the education of: children of the members of the Roma people, children of foreign citizens and people without citizenship.

**WHO:** Morning programme is organized for children in the first grade. After-school programme is organized for children from 1<sup>st</sup> to 5<sup>th</sup> grade.

Extracurricular school activity and Additional school activity are organized for children in 6<sup>th</sup> – 9<sup>th</sup> grade.

**WHEN:** School informs the parents at the beginning of the school year about the planned before and after school care programme. The parents apply for the chosen programme according to the dates given by the school.

#### 4.2 e subsidized school meals

**TITLE: Subsidized school meals and lunch** (*subvencionirana šolska malica in kosilo*)

**WHAT:** Schools are required to provide school meals for pupils. School meal is a meal served during a break between school lessons. School lunch is served after the school lessons. Children from socially and economically deprived families are entitled to school meals at a reduced price. Ne bi tu se lunch omenili? The lunch subsidy for pupils covers the total cost of school lunch.

**WHO:** Your child may be entitled to subsidized school meal if:

- ▶ you're entitled to child allowance,
- ▶ your average family income per person does not exceed 53 % of the net average wage in Slovenia.

These pupils directly receive the benefit:

- ▶ Pupils who are asylum seekers
- ▶ Pupils who are placed in foster homes
- ▶ Pupils with special needs who are placed in residential care for the education of children with special needs and attend school outside their care facility

Your child may be entitled to school lunch subsidy if your average family income per person does not exceed 36 % of the net average wage. The lunch subsidy for pupils covers the total cost of school lunch.

**HOW:** You only need to register your child for a school meal (and lunch) at the beginning of the school year. You don't need to file an additional application for the subsidy. The subsidy will be granted automatically.



Link: [http://www.mizs.gov.si/si/delovna\\_podrocja/direktorat\\_za\\_predsolsko\\_vzgojo\\_in\\_osnovno\\_solstvo/prehrana/](http://www.mizs.gov.si/si/delovna_podrocja/direktorat_za_predsolsko_vzgojo_in_osnovno_solstvo/prehrana/)

## 4.2 f children with special needs

### **TITLE: Children with special needs**

**WHAT:** Children with special needs can either attend a specialized school or be integrated in any other educational institution. You can get an assessment on appropriate education programme through “Placement procedure”. In Placement procedure a special commission identifies the needs of the child and proposes a suitable education institution.

When agreed by the commission for placement, children with special needs can be integrated into regular forms of education with adjusted implementation and/or additional professional assistance.

There are also different specialised primary schools for pupils with special needs according to their needs:

- ▶ for slightly mentally disturbed children
- ▶ for blind and weak-sighted
- ▶ for deaf and partially deaf
- ▶ for children with emotional;? and behavioural disorders
- ▶ for children with motor skills disorders?

There are also different forms of additional professional assistance available.

**WHO:** Children with special needs and youth (under 18 years of age) that require adjusted implementation of education and training programmes or special education and training programmes.

**HOW:** You file an application for Placement procedure to the Centre for Social Work. The request can also be filed by the child himself or herself when he or she is 15 or above. Alternately the educational institution where the child is registered, can also file a request for Placement procedure, when they notice the need of reassessment of the child’s educational programme.

**WHEN:** Placement procedure is obligatory before entering the primary school. Request for placement procedure can be filed before the registration into educational programme, before primary school or/and anytime during child’s participation in education programmes if reassessment should be needed.

**WHERE:** The Placement procedure is carried out by Centres for Social work. List of Centres of Social Work: <https://www.scsd.si/seznam-centrov-za-socialno-delo.html>

## 4.2 g school holidays

### **TITLE: School holidays** (*šolske počitnice*)

**WHAT:** School holidays and National holidays:

- ▶ Autumn Holidays – one-week holidays, usually around 1<sup>st</sup> of November
- ▶ Christmas / New Year Holidays - from 25<sup>th</sup> December to 2<sup>nd</sup> January
- ▶ 8<sup>th</sup> February: Slovenian cultural holiday - Prešeren Day
- ▶ Winter Holidays – one week in February. Exact date depends on the region where you live.
- ▶ Easter Monday - different each year according to lunar calendar
- ▶ 27<sup>th</sup> April: Day of Uprising against Occupation



- ▶ Labour Day/May day – Three days national holiday and additional school holidays (27<sup>th</sup> April and 1<sup>st</sup> and 2<sup>nd</sup> May 2.5)
- ▶ Summer Holiday - from 25<sup>th</sup> June to 1<sup>st</sup> September

#### 4.2 h school attendance and absence

**TITLE: School attendance and absence**

**WHAT:** Primary school is compulsory, all pupils should attend school regularly.

**WHO:** All pupils.

**HOW:** If your child falls ill, you must inform the school by phone or email about the absence within 5 days after the absence, otherwise the school will call you. When the child returns to school, he/she must present a written letter by parents excusing his illness to the homeroom teacher.

If you plan absence of the child (because of travelling, holidays, etc.) you must submit a written request to the school in advance. For absence up to 5 days in a year, the homeroom teacher can decide if the pupil will be granted leave. For absences longer than 5 days the school headmaster takes the decision.

**WHERE:** The primary school where your child is registered.

**WHEN:** Unplanned absence – inform the school within 5 days after the absence.  
Planned absence – a written request in advance.

**TITLE: Support for participation in school activities**

**WHAT:** Primary schools organize variety of activities for children, such as “School Camp (*Šola v naravi*) – 2-5 days education programme at a different location). Some of these programmes must be covered by the parents. If the parents cannot pay the costs, the school provides support for them.

For the Swimming school in the 5<sup>th</sup> grade, costs are covered by the Ministry of education.

For other activities, the school assures money from the so called School fund – a solidarity contribution.

**WHO:** Children who come from financially deprived background.

**HOW:** School encourages parents to pay a yearly contribution to the School fund. The contribution is optional, and only those parents who can afford, pay. The collected money is spent for activities of children who come from financially deprived families.

**WHERE:** The school sends or gives you a bill (*položnica*).

**GOOD TO KNOW:** All primary schools put effort to enable participation in all organized regular educational programmes to all children.

TITLE: Additional professional help with Slovenian language learning for migrants in primary school

**WHAT:** Students who are not native speakers of Slovene receive support in form of additional language lessons in the first two years of schooling in Slovenia. Before they enter the primary school, they attend a 20-hour programme – introductory course (*uvajalnica*). After they enter regular school lessons they get additional learning lessons of Slovenian language under professional help for two years – continuation course (*nadaljevalnica*).

**WHO:** Children are entitled to professional language course in the first two years



after they enter into educational system in Slovenia.

**HOW:** When the school recognizes that a child needs additional support in learning Slovenian language they file an application at the Ministry for Education, Science and Sport to receive additional professional support.

## 4.3 SECONDARY SCHOOL

### 4.3 a description of the system

#### **TITLE: Secondary school system in Slovenia**

**WHAT:** After 9 years of compulsory primary school, pupils enter the secondary school that lasts from 2 to 5 years. Usually students are 15 years old when they start upper secondary education which is not obligatory. It is divided into general upper-secondary education – *gimnazija* and vocational and technical education with educational programmes that are organized at different levels of difficulty and duration.

Program of public secondary schools is free whereas private secondary schools may collect admission fees.

#### **General education**

##### **Upper secondary general education: Gimnazija**

**WHAT:** Gimnazija is a 4-year education programme on upper level that prepares you for studying at the university. There are different types of Gimnazija programmes:

- ▶ general programmes: gimnazija and classical gimnazija
- ▶ technical programmes: technical gimnazija, gimnazija of economics, gimnazija of arts.

All programmes have a structure of compulsory and elective school subjects. In all gimnazija programmes you learn at least two foreign languages. You finish this school with general examination called *matura*.

**WHO:** Tisti, ki se vpisejo in imajo dovolj točk. You can enrol when you finished the primary school. Depending on the education programme the school can set additional criteria for admission, like artistic talent, achievement in sport, knowledge of foreign or classical languages.

#### **Vocational and technical school**

**Upper secondary vocational and technical education** prepares apprentices and students for a profession. The length of education ranges from 2 to 5 years, depending on the individual programme.

##### **A) Upper secondary vocational-technical and technical education: Vocational and technical school (*Srednja poklicna in strokovna šola*)**

**WHAT:** In this 4-year education programme you get qualifications for a specific occupation to start work or to continue education at the tertiary level. The programme contains general school subjects, technical modules, practical training and open part in cooperation with companies. You finish the programme with final examination called vocational *matura*.

**WHO:** Students who finished primary school or programme of upper



secondary vocational education

**B) Upper secondary vocational Education: Vocational and technical school**

*(Srednja poklicna in strokovna šola)*

**WHAT:** A 3-year programme within which you obtain qualifications for a specific occupation to start work. The programme is constructed of technical modules, practical lessons at school and practical training at the employer. You finish the school with the School-leaving exam. This education programme can be carried out as regular or apprenticeship programme. Read more about apprenticeship in section 2.1.1.b Apprenticeship.

**WHO:** Students who finished the primary school, or programme of short upper vocational education.

**C) Short upper secondary vocational education: Vocational and technical school**  
*(Srednja poklicna in strokovna šola)*

**WHAT:** A 2-year programme within which you obtain qualifications for a specific occupation to start work. The programme consists of technical modules, practical lessons at school and practical training at the employer. You finish the school with the School-leaving exam.

**WHO:** Students who finished the primary school, or at least 7 years of primary school.

**D) Vocational course** *(Poklicni tečaj)*

**WHAT:** In one-year vocational course you get additional qualification.

**WHO:** Students who finished 4 years of gimnazija or secondary vocational education.

**Matura course**

**WHAT:** When you finished your secondary education with a vocational matura and you want to continue your education at the university you can enter the matura course.

**WHO:** You can enrol in matura course if you finished:

- ▶ A three-year upper secondary vocational education
- ▶ Three years of gimnazija and then left education for at least one year
- ▶ Basic school and had passed the examination at the level of third grade of gimnazija
- ▶ Officially recognised programme of private gimnazija

**GOOD TO KNOW:**

The government pays for students' medical health insurance and subsidises school meals and school transportation, depending on the social status of an individual student's family.

The Government is responsible for the organisation of the network of school dormitories / boarding schools, where students from distant and/or remote locations can reside during their education.

Although the upper-secondary education is free, the students must pay for their residence in dormitories (approx. 90 €/month). They must pay also for their study books, but they can as well borrow them. The state encourages the formation of "textbooks funds".

Most secondary schools are wheelchair accessible.

**4.3 b admission**



**TITLE: Admission/registration to upper-secondary education**

**WHAT:** Each year in February, the pre-enrolment announcements for secondary schools are published. Schools also organise Information Days where pupils can get acquainted with the programmes offered by a particular school. You must file an application at your school of choice in March for the subsequent school year that starts in September.

**WHO:** Children between 15 and 19 years of age who fulfil the criteria for enrolment at the selected school.

If you're a foreigner and you live in Slovenia you can enrol in secondary school under the same conditions as Slovene citizens if:

- ▶ you're a citizen of an EU/EEA Member state in Svica
- ▶ you're a citizen of state, with which Slovenia has a bilateral agreement on education
- ▶ you educate under the principle of reciprocity between states
- ▶ you're a beneficiary of international protection and you have the right to education under the act of Temporary Protection of Displaced Persons Act

**HOW:** Make sure that you send the application for registration at the selected secondary school by the given date. Usually this is in March for the next school year. If there are more applications than available vacant spots, the school may limit the enrolment.

The selection process of students is carried out in two rounds. The measures for selection are defined for each educational programme. In the first round the school selects candidates for 90% of vacant spots. In the second round the candidates who haven't been chosen in the first round at the selected school, can candidate for the rest of 10% vacancies at all schools which limit the enrolment and at those who still have vacancies.

**WHERE:** You can find more on the webpage E-Uprava (in English): <https://e-uprava.gov.si/en/podrocja/education-culture/secondary-school.html>

**GOOD TO KNOW:** Students with special needs who fulfil the entry requirements into selected educational programme and have a valid order on placement in educational programme don't need to go through the selection process. They are directly accepted in the programme.

### 4.3 c transport to school

**TITLE: Subsidized transport to school**

**WHAT:** All secondary school students are entitled to subsidized travel pass IJPP to travel from school and back. IJPP is a single travel pass that you can use on trains, intercity buses and also city buses in Ljubljana and Maribor. It enables you to freely choose the type of public transport for the intercity route that is specified on the application. You can buy a daily route ticket or a ticket for 10 routes if you don't travel daily, but only during the weekends.

**WHO:** Students who live at least 2 km away from their school. You must be enrolled in secondary school. The pass is given also to participants of educational programme for adults, who are enrolled in one of the publicly valid vocational, secondary and higher technical educational programme, if they're younger than 27 and are not employed or are registered as unemployed.

**HOW:** At the beginning of the school year you file an application at your local train or bus station. To avoid standing in a queue, you can send the application online at [E-Uprava](#), but you must have a digital certificate.





<https://e-uprava.gov.si/podrocja/izobrazevanje-kultura/visoka-in-visja-sola/subvencionirana-vozovnica.html>

**WHEN:** File the application at the beginning of the school year in September. You can use the subsidized pass during the school year, between 1<sup>st</sup> of September and 30<sup>th</sup> June.

**GOOD TO KNOW:** Physically impaired students are entitled to adjusted transport.

#### **4.3 d subsidized school meals**

**TITLE: Subsidized school meals and lunch** (subvencionirana šolska malica in kosilo)

**WHAT:** Schools are required to provide school meals for pupils. School meal is a meal served during a break between school lessons. Students from socially and economically deprived families are entitled to school meals at a reduced price.

**WHO:** You may be entitled to subsidized school meal if:

- ▶ you're entitled to child allowance,
- ▶ your average family income per person does not exceed 53 % of the net average wage in Slovenia.

These students directly receive the benefit:

- ▶ Students who are asylum seekers
- ▶ Students who are placed in foster homes
- ▶ Students with special needs who are placed in residential care for the education of children with special needs and attend school outside the institution

**HOW:** You only need to register for a school meal at the beginning of the school year. You don't need to file an additional application for the subsidy. The subsidy will be granted automatically.

#### **4.3 e school holidays**

**TITLE: School holidays**

**WHAT:** School holidays and National holidays:

- ▶ Autumn Holidays - one-week holidays, usually around 1<sup>st</sup> of November
- ▶ Christmas / New Year Holidays - from 25<sup>th</sup> December to 2<sup>nd</sup> January
- ▶ 8<sup>th</sup> February: Slovenian cultural holiday - Prešeren Day
- ▶ Winter Holidays - one week in February. Exact date depends on the region where you live.
- ▶ Easter Monday - different each year according to lunar calendar
- ▶ 27<sup>th</sup> April: Day of Uprising against Occupation
- ▶ Labour Day/May Day - usually one-week holiday
- ▶ Summer Holiday - from 25<sup>h</sup> June to 1<sup>st</sup> September

#### **4.3 f final exams**

**TITLE:** Final exams

**WHAT:** At the end of secondary school students have to complete a final exam to prove the knowledge they gained during the course of secondary education:

- ▶ **General examination**





General matura is an exam with which you finish the general upper-secondary educational programme – gimnazija. By successfully completing a general matura you get the possibility to study at the university or at any other higher technical education programme.

▶ **Vocational examination**

Vocational matura is an exam with which you finish the secondary technical education programme.

Obtaining the vocational matura gets you the possibility to enter into higher technical study programmes. By finishing an individual exam from the general matura you may also enter into certain university study programmes.

▶ **School leaving exam**

By completing the school-leaving exam you obtain the Upper secondary or Short-upper vocational Education. That means that you have a profession and that you can start to work or to continue your education.

**HOW:** You have to register to take the exam until the announced date. You can file the application at your school or at school where you want to do the exam. You can send the completed application form by post or take it there personally. Forms/applications are also available online at E-uprava (in Slovene): <https://e-uprava.gov.si/si>

**WHEN:** The matura and vocational matura exams are usually held at the end of the school year in May and June, and also in August and September.

The school leaving exam is held on spring, autumn and winter dates; the school committee announces a detailed arrangement of the examinations for each individual school by 31st January for the following school year.

**WHERE:** You usually do the matura, vocational matura or school-leaving exam at your secondary school or at school where you finished the final year of education. There they inform you about the exact dates of the exam.

### 4.3 g scholarships and grants

**TITLE: Zois fund scholarship** (*Zoisova štipendija*)

**WHAT:** The Zois scholarship is a monthly allowance granted to gifted children. The scholarship wants to promote their education and the development of their careers and is given to students who are Slovenian citizens.

To be eligible for scholarship you must be a citizen of Slovenia and meet some other criteria.

If you're a holder of the Zois scholarship you must apply for the scholarship every year for the subsequent school year. Call for applications for Zois scholarship is published each year in June. Both current scholarship recipients as well as those, who wish to obtain this scholarship for the first time, must submit their application.

**WHERE:** The competent authority is the Public Scholarship, Development, Disability and maintenance fund of Republic of Slovenia (*in English*): <http://www.sklad-kadri.si/en/>

**TITLE: Scholarships for shortage occupations** (*Štipendija za deficitarne poklice*)

**WHAT:** Scholarships for shortage occupations are intended for students from secondary vocational and technical schools who are enrolled in education programmes that are in high demand on the labour market.

An occupation is in shortage when employers cannot find enough workers for a particular work or occupation. In order to obtain the general scholarship, you have



to be enrolled in educational programme for one of the occupations listed on shortage occupation list.

**WHERE:** The competent authority is the Public Scholarship, Development, Disability and maintenance fund of Republic of Slovenia (*in English*): <http://www.sklad-kadri.si/en/>

**TITLE: Intern scholarships** (*Kadrovska štipendija*)

**WHAT:** The purpose of the corporate scholarships is to link employers and students during their education. This enables companies to become actively involved with education and development of future employees. Corporate scholarships are in average the highest of all scholarships available in Slovenia, but still many remain every year.

**WHERE:** The competent authority is the Public Scholarship, Development, Disability and maintenance fund of Republic of Slovenia (*in English*): <http://www.sklad-kadri.si/en/>

### 4.3 h support in local language as a second language

**TITLE: Additional professional help with Slovenian language learning for immigrants in secondary school in the first and second year of schooling**

**WHAT:** Students who are not native speakers of Slovene are integrated in the class. If the level of Slovene is not sufficient they receive support in form of additional language lessons.

**WHO:** Children are entitled to professional language course in the first two years after they enter into educational system in Slovenia.

**HOW:** when the school recognizes that you need additional help with language learning they file an application at the Ministry for Education, Science and Sport to receive additional professional support.

## 4.4 HIGHER EDUCATION AND UNIVERSITY

### 4.4 a description of the system

**TITLE:** Higher vocational education and higher education in Slovenia

**WHAT:** In Slovenia higher education is organised by both public (University of Ljubljana, University of Maribor, University of Primorska) and private universities (University of Nova Gorica), and other higher education institutions, namely faculties, art academies, and higher vocational colleges. The main functions of the universities are education, scientific research and development. Higher education system in Slovenia is in accordance with the Bologna declaration divided cycles: short cycle vocational education and higher education.

► **Higher vocational education provided at higher vocational colleagues:**

- **Short cycle** - undergraduate/bachelor (2 years): These are practice-oriented vocational programmes. The programmes last 4 semesters and provide a professional qualification. You can enrol in this programme if you passed general or vocational *matura* (or final exam or a diploma before 2002). You can also enrol with master craftsman exam or a foreman exam or a shop manager exam, but only when you meet the condition of having three-year working experience and you pass the examination at vocational *matura* level from two subjects: Slovenian language (in ethnically mixed regions also



Hungarian or Italian) and mathematics or a foreign language. If you apply for Photography, Media Production, Design of materials or Social network organizer you need to pass also the special talent or psychophysical ability test.

- ▶ Higher education provided at universities, faculties and art academies:
  - **First cycle** - bachelor (3 or 4 years, 60 ETCS): You can enrol in this programme under two conditions. If you were attending a general high school you need general matura examination. If you were attending a secondary vocational school you need vocational matura and additional exam on matura subject or final exam.
  - **Second cycle** - master programme (1 or 2 years, 60 ETCS): The general condition for enrolment in this programme is completed first cycle study programme, however, each study programme can set-up additional conditions.
  - **Third cycle** - doctoral programme (3 years, 180 ETCS, tuition fee): The general condition for enrolment in this programme is a degree at second cycle, however, each study programme can set-up additional conditions. In most cases you need to propose your main idea about your thesis or research interest.

In each cycle you can study in a regular or irregular programme:

- **Regular programme (full-time)**: at public universities this study programme is free of charge. Regular programme is intended for full-time students in the 1 or 2 study cycle. Every student can enrol in the regular programme when he/she fulfils required criteria, regardless the age and the employment status. The student activities are carried out during the day. For regular programmes in private higher education institutions you pay tuition .
- **Irregular programme (part-time)**: you need to pay tuition. This programme is intended for students who study and work at the same time and cannot participate in the student activities during the day. The student activities are adjusted to the working activities and thus take place in the afternoon or in the weekend.. PhD programmes, the third cycle, are available only as irregular programmes.

**WHERE:** List of all higher education institutions for the first, second and third cycle of education (in Slovenian): <http://portal.evs.gov.si/razpisi-za-vpis>

**GOOD TO KNOW:** You can read more about organization of studies in Slovenia including information on academic year, methods of teaching, test and exams etc. (in English) here: [http://www.mizs.gov.si/en/areas\\_of\\_work/directorate\\_of\\_higher\\_education/higher\\_education\\_system\\_in\\_slovenia/organisation\\_of\\_studies\\_in\\_slovenia/](http://www.mizs.gov.si/en/areas_of_work/directorate_of_higher_education/higher_education_system_in_slovenia/organisation_of_studies_in_slovenia/)

The official online resource for higher education in Slovenia is a platform Study in Slovenia (in English): <http://studyinslovenia.si>

#### **4.4 b admission of students from EU/EEA member states**

**TITLE:** Admission of students from EU/EEA Member States

**WHAT:** University admission or college admission is the process through which students enter tertiary education at universities and colleges. If you are an EU/EEA Member States citizen, you may apply for enrolments that are intended under the



same conditions as the citizens of the Republic of Slovenia.

**WHO:** EU/EEA Member States citizens who have finished 12 or 13 years of schooling (primary and secondary education) and have successfully passed the general or vocational matura examination (or equivalent from your country of origin) and/or they meet other requirements regarding enrolment in specific study programme.

**STEP 1:** The vacancies are published in the Call for Enrolment here (in English): <http://portal.evs.gov.si/information-in-english>. The call is published at the beginning of February at latest. It contains the information about study programmes, entry requirements, deadlines for application and enrolment procedure.

**STEP 2:** Fill out the application through the eVŠ online portal: <https://portal.evs.gov.si/prijava/>

Here are video instructions on registering and first login on the web portal eVŠ: <https://www.youtube.com/watch?v=-oNCz0lZK4>

Once you fill out the online application form you must print, sign and send it by registered post with all the supplemental documents by the application deadline (the address is written on the upper left corner of the printed application form). If you have a digital certificate, you don't need to print the application however you must send by post the required documents.

When you already have education certificates acquired abroad, you must send translated and certified copies of required documents.

**STEP 3:** If there is a limited enrolment, the overall achievement in secondary school (3rd and 4th grades and the scores of matura exam, vocational matura or final exam) are taken into account as the selection criteria; if specific skills are required for the chosen studies the result of the specific skills test is also taken into consideration for selection. If you are not accepted at the first choice study programme in the first round, you can apply the second time in the autumn application deadline for the programmes where vacant places are still available. If there are vacant places left after the autumn deadline, candidates can enrol during a third period (until 10th of October).

**WHEN:** There are two application deadlines – one in spring and the other in autumn. If there are vacant places left after the autumn deadline, candidates can enrol during a third period (until 10th of October).

You should check other deadlines stipulated in the call for enrolments that candidates should meet: when tests of specific aptitudes, abilities and skills will take place, deadline for submitting supplemental documents, deadline by which candidates have to pass a Slovenian language exam etc.

**WHERE:** You have to contact directly the university where you want to study. They'll give you all necessary information. The admission procedure for foreigners is well explained for each university here:

- ▶ University of Ljubljana - information guide for international students (in English): <https://www.uni-lj.si/study/information/>
- ▶ University of Maribor - application and enrolment procedure (in English): <https://www.um.si/en/Study/about/Pages/default.aspx>
- ▶ University of Primorska – information on enrolment (in English): <https://www.upr.si/en/study/enrolment>
- ▶ University of Nova Gorica – information in admissions (in English): <http://www.ung.si/en/study/admissions/>

**ATTENTION:** If you are not EU/EEA Member States citizen, but you have permanent residence in Slovenia and you or your parents are residents of Slovenia, or if you



are international protection beneficiary or international protection applicant, you can join the educational programme under the same circumstances as Slovenian nationals. According to Slovene regulations, persons with international protection don't pay tuition fee, if enrolled into programmes that are tuition free for Slovene and EU citizens.

#### **4.4 c admission of third country students**

**TITLE:** Admission of third-country students

**WHAT:** University admission or college admission is the process through which students enter tertiary education at universities and colleges. If you are a non-EU/EEA citizen or a Slovenian without Slovenian citizenship you may apply for admission as a foreigner. Every year universities and other higher education competent bodies announce vacancies for foreign students for their specific programmes.

**WHO:** Non-EU countries citizens or Slovenians without Slovenian citizenship who have finished 12 or 13 years of schooling (primary and secondary education) and have successfully passed the general or vocational matura examination (or equivalent from your country of origin) and/or they meet other requirements regarding enrolment in specific study programme. This applies to you also if you finished secondary education in Slovenia.

**STEP 1:** The vacancies are announced in the Call for Enrolment here: <http://portal.evs.gov.si/information-in-english>. The call is published at the beginning of February at the latest and it includes information on vacancies for foreign students.

**STEP 2:** Fill out the application through the eVŠ online portal: <https://portal.evs.gov.si/prijava/>

Here are video instructions on registering and first login on the web portal eVŠ: <https://www.youtube.com/watch?v=oNCz0lIZK4>

Once you fill out the online application form you must print, sign and send it by registered post with all the supplemental documents by the application deadline (the address is written on the upper left corner of the printed application form). If you have a digital certificate, you don't need to print the application however you must send by post the required documents.

When you already have education certificates acquired abroad, you must send translated and certified copies of required documents.

**STEP 3:** If there is a limited enrolment, the elective procedure will be made till end of August. You will receive the decision in the beginning of September. If you are accepted, you need to enrol to the faculty or academy till end of September. If you are not accepted, you have the right to file a complaint against the decision.

**WHEN:** There are special deadlines for foreign citizens. You can file application through the eVŠ online portal between beginning of February and middle of April. Make sure to check the exact dates for the year you're applying. Normally, you will receive written notification about admission procedure by mail in May or June. Between middle of May and beginning of July there will be tests of specific aptitudes, abilities and skills. Furthermore, be careful not to miss the deadline for submitting supplemental documents (normally in the middle of summer) or the deadline by which candidates have to pass a Slovenian language exam etc.

**WHERE:** You have to contact directly the university where you want to study. They'll give you all the necessary information. The admission procedure for foreign citizens is well explained for each university here:



- ▶ University of Ljubljana - information guide for international students (in English): <https://www.uni-lj.si/study/information/>
- ▶ University of Maribor - application and enrolment procedure (in English): <https://www.um.si/en/Study/about/Pages/default.aspx>
- ▶ University of Primorska – information on enrolment (in English): <https://www.upr.si/en/study/enrolment>
- ▶ University of Nova Gorica – information in admissions (in English): <http://www.ung.si/en/study/admissions/>

**ATTENTION:** Foreign citizens can apply for all available places in doctoral degree programmes.

#### 4.4 d subsidized school meals

**TITLE:** Subsidized school meals

**WHAT:** In Slovenia, students enrolled in higher education programme are eligible to subsidized meals in selected restaurants. This goes also for foreign students who are in Slovenia in the frame of international exchange programmes. Students who are employed or registered in the unemployed persons register at the Employment Service of Slovenia are not eligible.

**HOW:** You can apply for the subsidized meal at one of the Subsidized Student Meals Office – Info Points. You must apply for the subsidy every year at the beginning of the school year and you must provide a valid certificate of enrolment.

**WHERE:** Find the list of Subsidized Student Meals Office (available only in Slovenian) here: <https://www.studentska-prehrana.si/sl/points> In their web page you can also find the list of all restaurants offering subsidized meals for students.

#### 4.4 e university holidays

**TITLE:** University holidays

**WHAT:** Universities are autonomous institutions and they determine days off and holidays independently. The university year start on 1<sup>st</sup> of October and ends on 30<sup>th</sup> of September.

- ▶ Christmas-winter holidays: between 25<sup>th</sup> of December and 2<sup>nd</sup> of January
- ▶ Sometimes semester break (one week) follows winter exam period in the middle of February
- ▶ First of May holidays: between 27<sup>th</sup> of April and 2<sup>nd</sup> of May
- ▶ Summer holidays follow the summer exam period: middle of July – end of August, then follows the fall exam period

#### 4.4 f scholarships and grants

**TITLE:** State scholarship (*Državna štipendija*)

**WHAT:** This scholarship is granted only to students who are citizens of Slovenia or refugees in Slovenia. Both of them need to fulfil also other required criteria, such as age limitation, not being employed or running your own business, not being registered as unemployed person at the Employment Service of Slovenia and limitation of average monthly income per family member. The scholarship is granted for studies in the first or second cycle of the higher education program.

**WHERE:** You should file the application in September for the subsequent school year which starts in October. You can file the application also during the school year.





Students must file the application to the Centre for Social Work. You can find the list of centres here (available only in Slovenian): <https://www.scsd.si/seznam-centrov-za-socialno-delo.html>

**TITLE:** Zois fund scholarships (*Zoisova štipendija*)

**WHAT:** The aim of the Zois scholarship is promoting the development of gifted children so they would achieve the highest level of education. Scholarship is available to you if you're citizen of Slovenia or EU Member state and you reside in Slovenia, or you are a foreigner with permanent residence permit. To get the scholarship you need to meet some other criteria, such as grade average, national exam results, various achievements, etc.

**WHERE:** Call for applications for Zois scholarship is published each year in June.

Both current scholarship recipients as well as those, who wish to obtain this scholarship for the first time, must submit their application. You must submit your application at the Public Scholarship, Development, Disability and Maintenance Fund of Republic of Slovenia. You can find its contact information (in English) here: <http://www.sklad-kadri.si/en/info/contact/>

**TITLE:** Corporate scholarships (*Kadrovska štipendija*)

**WHAT:** The purpose of the corporate scholarships is to link employers and students; long term human resources planning enables businesses to become actively involved with education and development of future employees. Corporate scholarships are in average the highest of all scholarships available in Slovenia, but still many remain every year.

**WHERE:** Tertiary students can obtain information about available scholarships in various ways. You can obtain information through Public Scholarship, Development, Disability and Maintenance Fund of Republic of Slovenia's "Exchange room". It is available (only in Slovenian) here: <http://www.sklad-kadri.si/si/izmenjevalnica/> You can also check the web pages of the regional development agencies or you can obtain information directly from the employers. Sometimes the scholarships are also advertised on their web sites, newspapers, etc.

**TITLE:** Scholarships for study of Slovenians living abroad in Slovenia

**WHAT:** Scholarships for study of Slovenians living abroad in Slovenia can be granted to members of Slovenian minorities in the neighbouring countries and Slovenians around the world for study at first- or second-cycle degree programmes in Slovenia. Recipients of these scholarships are generally entitled to a subsidized lodging in student dormitories.

**WHERE:** Call for applications for this scholarship is published each year in summer.

Both current scholarship recipients as well as those, who wish to obtain this scholarship for the first time, must submit their application. You must submit your application at the Public Scholarship, Development, Disability and Maintenance Fund of Republic of Slovenia. You can find its contact information (in English) here: <http://www.sklad-kadri.si/en/info/contact/>

#### **4.4 g accommodation subsidies**

**TITLE:** Housing and subsidized public transportation

**WHAT:** There are different types of student accommodation in Slovenia:





- ▶ **Student dormitories:** International students have the opportunity to stay in some secondary school dormitory rooms with spare capacity. All the rooms are double, with a shared bathroom and shared kitchen. Access to the internet is available in all dormitories. The price of rooms depends on the type and size of the room. The average price per person per month in a double room is 80 – 160 EUR. Beds are given to students on a “first come first serve” basis. If you are coming as a private international student, unfortunately you do not have the option of staying in university student dormitories, except in Maribor.
- ▶ **Private student dormitories:** There are a couple private student dormitories in Ljubljana. You can contact them for accommodation in a single or a double room.
- ▶ **Renting a private room or flat:** The best option is to rent a private room in a shared student flat. In Ljubljana, for example, the price of a room is approximately 150 €– 200€, depending on whether it is a single or double room.
- ▶ **House of Postgraduates** in Ljubljana: This accommodation is available for students in postgraduate study programmes. It is situated 2km north of the centre of Ljubljana.

## 4.5 APPRENTICESHIP

### 4.5 a apprenticeship possibilities

**TITLE:** Apprenticeship (*vajeništvo*)

**WHAT:** Apprenticeship is a special form of education programme at Vocational and technical schools where the at least half of the educational programme is carried out as practical training at the employer. The regular (non) apprenticeship educational programme has 22 % of practical training.

The apprentice is not employed, but he/she works on a base of apprenticeship contract. The employer must mentor the student and pay him a reward for work. The apprentice/student has the same rights and duties as other students.

**WHO:** Students who apply for Vocational and technical schools can choose between the regular programme or apprenticeship programme.

**HOW:** First you need to apply for the Vocational and technical school and choose the form of the programme. Then it is advisable that you find an employer where you would like to take the apprenticeship. You present yourself to the employer and when you and the employer reach an agreement, you sign the Apprenticeship contract and take it to the school.

**WHERE:** You can only choose between employers who are on the list of the Ministry of Education, Science and Sport (in Slovenian):

[http://www.mizs.gov.si/si/delovna\\_podrocja/direktorat\\_za\\_srednje\\_in\\_visje\\_solstvo\\_ter\\_izobrazevanje\\_odraslih/srednjesolsko\\_izobrazevanje/vpis\\_v\\_srednje\\_ole/](http://www.mizs.gov.si/si/delovna_podrocja/direktorat_za_srednje_in_visje_solstvo_ter_izobrazevanje_odraslih/srednjesolsko_izobrazevanje/vpis_v_srednje_ole/)

**WHEN:** When you apply for Upper vocational education.

**GOOD TO KNOW:** Currently (school year 2017/2018) the apprenticeship programme is still in a testing phase, so you can only choose between limited varieties of vocations, depending on the region where your school is located.



## 4.6 ADULT EDUCATION

### 4.6 a primary and secondary school programmes for adults

**TITLE:** Primary school programmes for adults

**WHAT:** Formal education enables the acquisition of a publicly valid education or a publicly valid document. Primary school programme for adults is open to anyone who did not complete primary education. The language of instruction is Slovenian.

**HOW:** If you want to enrol in primary school for adults, you should contact the institutions that carry out the programme. If you are registered unemployed person, you can also ask about it your counsellor at the Employment Service of Slovenia. Primary school for adults is free of charge.

Foreign citizens with permanent residence in the Republic of Slovenia (taxpayers in the Republic of Slovenia) can enrol in formal education programmes for adults under the same conditions as Slovenian citizens

**WHERE:** Primary schools for adults are carried out by Public Universities (*Ljudske univerze*) and other educational institutions. Find more information at the Information and guidance centres for adult education (IGAE). You can read more about IGAE (in English) here: <http://www.acs.si/index.cgi?lang=4>

**TITLE:** Secondary school programme for adults

**WHAT:** Formal education enables the acquisition of a publicly valid education or a publicly valid document. You can enrol into programmes of secondary school education if you fulfil the required admission criteria. The following programmes of secondary education are available:

- ▶ Lower vocational educational programmes (LVE)
- ▶ Secondary vocational educational programmes (SVE)
- ▶ Secondary professional or technical educational programmes (SPE)
- ▶ Vocational-technical educational programmes (VTE)
- ▶ Grammar school - *gimnazija*
- ▶ Matura course

The language of instruction is Slovenian.

Foreign citizens with permanent residence in the Republic of Slovenia (taxpayers in the Republic of Slovenia) can enrol in formal education programmes for adults under the same conditions as Slovenian citizens.

**WHERE:** Secondary school programmes for adults are carried out by regular schools, Public Universities and other educational institutions. Find more information on education of adults at the Information and guidance centres for adult education (IGAE). You can read more about IGAE (in English) here: <http://www.acs.si/index.cgi?lang=4>

**GOOD TO KNOW:** There are 14 IGAE centres in Slovenia. In IGAE centres, adults are provided with information and guidance help when deciding to engage in various forms and ways of learning and education leading to qualifications.

For adults wishing to finish secondary school co-financing tuition possibilities are possible. Please check (in English): <http://www.sklad-kadri.si/en/human-resources-development/projects-2007-2013/co-financing-tuition-for-adults/>



#### 4.6 b vocational training

**TITLE:** Vocational training

**WHAT:** The Chamber of Commerce and Industry of Slovenia – Institute for business education offers Education and training courses for adults that respond to demands on the labour market. The list of available vocations (only in Slovenian) is in this link: <http://www.cpu.si/poklicno-usposabljanje/>

**WHERE:** More information on vocational training is offered by Institute for Business Education (*Center za poslovno usposabljanje*), T: 015897650, <http://www.cpu.si/>

#### 4.6 c courses for retirees

**TITLE:** Courses for retirees

**WHAT:** If you are a retiree and you are interested in gaining new knowledge and skills, different types of formal and informal courses are available for you. You can choose between theoretical or more practical courses. Some of them are: foreign language courses at different levels, computer science, theatre, painting, gardening, history, rhetoric courses etc. Some courses are free of charge, some are payable, it depends on the course you are interested in and performing organization.

**WHO:** Retirees, but also older workers and workers in the pre-retirement period.

**WHERE:** Slovenian Third Age University is a national network of organizations that provides access to culture and education for personal growth and active ageing. Members of the network offer different courses and are located all around Slovenia. For more information you can contact Slovenian Third Age University, National Association for Education and Social Inclusion, Poljanska cesta 6, 1000 Ljubljana; T: +386 1 433 2090.

<http://www.utzo.si/en/o-nas/> The list of the members (only in Slovenian) is in this link: <http://www.utzo.si/mreza-utzo/>

There are also other organizations in local communities that are not part of this network, but also perform courses for retirees. Intergenerational centres are located all around Slovenia and operated by different organizations. Slovenian philanthropy has more intergenerational centres around Slovenia. See more about their intergenerational cooperation here: <http://www.filantropija.org/medgeneracijsko-sodelovanje-3/>

List of intergenerational centres (only in Slovenian) can be found here: [http://www.mddsz.gov.si/197/delovna\\_podrocja/druzina/vecgeneracijski\\_centri/podatki\\_o\\_vecgeneracijskih\\_centrih/](http://www.mddsz.gov.si/197/delovna_podrocja/druzina/vecgeneracijski_centri/podatki_o_vecgeneracijskih_centrih/)

### 4.7 NOSTRIFICATION/RECOGNITION OF EDUCATION AND QUALIFICATIONS

#### 4.7 a nostrification/recognition of education

**TITLE:** Nostrification with the purpose of continuing education – enrolling at high school or university

**WHAT:** If you wish to continue education in Slovenia, your education obtained in another country must be recognized. You can apply for the Procedure for education recognition for the purpose of continuing education. You apply for the education recognition procedure with the form N at the school/university, where you would like to continue education.



**WHERE:** The competent body for assessment of education is ENIC-NARIC center Slovenia,

Kotnikova 38, 1000 Ljubljana, T: (01) 478 47 45, [http://www.arhiv.mvzt.gov.si/en/areas\\_of\\_work/enic\\_naric\\_center\\_slovenia/](http://www.arhiv.mvzt.gov.si/en/areas_of_work/enic_naric_center_slovenia/)

**TITLE:** Nostrification with the purpose of finding employment

**WHAT:** If you're a foreigner seeking employment where certain level of education is required you will need to obtain The Assessment of education. In the assessment process the ENIC-NARIC centre issues an opinion which contains information on different elements of the assessed education, such as the educational qualification, the status of educational institution and educational programme, the field of education, the obtained title or degree, a short description of the educational system, a comparison with educational system in the Republic of Slovenia, etc. You can apply for the Assessment of education at ENIC-NARIC centre with form V. together with supplementary documents (original certificate of education).

**WHERE:** The competent body for assessment of education is ENIC-NARIC center Slovenia,

Kotnikova 38, 1000 Ljubljana, T: (01) 478 47 45, [http://www.arhiv.mvzt.gov.si/en/areas\\_of\\_work/enic\\_naric\\_center\\_slovenia/](http://www.arhiv.mvzt.gov.si/en/areas_of_work/enic_naric_center_slovenia/)

#### **4.7 b vocational qualifications**

**TITLE:** National Vocational Qualification – NVQ (*Nacionalna poklicna kvalifikacija – NPK*)

**WHAT:** National Vocational Qualifications is an assessment that gives you an opportunity to validate knowledge and skills obtained through non-formal learning. You can obtain NVQ if:

- ▶ you're 18 or above, exceptionally also for younger students, if they lose their student status and have relevant work experience.
- ▶ you acquired different vocational competences throughout your lifetime, but did not have them assessed or awarded;
- ▶ you wish to be promoted in your professional career without obtaining a higher level of professional education or completing a formal education programme.

If you're registered at the unemployed persons register at Employment service of Slovenia, you may be eligible to take NVQ in the frame of Active employment policy.

**WHERE:** You can start the process of obtaining NVQ by submitting an application to a provider of NVQ - National Vocational Qualification, T: (01) 58 64 200, (01) 58 64 263, <http://www.npk.si/domov/>

## **4.8 SUPPORT SERVICES FOR MIGRANTS**

### **4.8 a list of support services and projects regarding education**

**TITLE:** Kindergarten

**WHAT:** Children who are foreign nationals and reside in Slovenia can enrol in kindergarten under the same conditions as Slovene nationals. Professionals in kindergarten take care of the integration of the child into the new learning environment and language.

**WHERE:** List of kindergarten in Slovenia is available here: <http://www.maminajdi.si/>



[moj-otrok/izobrazevanje-otrok/487-seznam-vrtcev-v-sloveniji-po-regijah](#)

**TITLE:** Primary school

**WHAT:** Migrant children are entitled to compulsory primary school under the same conditions as nationals of the Republic of Slovenia. Children who are asylum seekers have the right to subsidized school meals and school lunch. They are included in additional Slovenian language lessons programme for the period of two years after they enter the educational system in Slovenia.

**WHERE:** Ministry of Education, Science and Sport, Masarykova 16, 1000 Ljubljana, T: +386 1 400 5400, E: [gp.mizs@gov.si](mailto:gp.mizs@gov.si), [http://www.mizs.gov.si/en/areas\\_of\\_work/](http://www.mizs.gov.si/en/areas_of_work/)

**TITLE:** Secondary school

**WHAT:** If you're a foreign national and you reside in Slovenia you can enrol in secondary school under the same conditions as Slovene nationals if:

- ▶ you're a EU member country citizen
- ▶ you're a national of foreign country and you enrol on the base of bilateral exchange agreements
- ▶ You're a non-EU national and one of your parents is employee and a taxpayer in the Republic of Slovenia
- ▶ you're a beneficiary of international protection

Students are entitled to additional Slovenian language course. Students who are asylum seekers have the right to subsidized school meals.

**WHERE:** Ministry of Education, Science and Sport, Masarykova 16, 1000 Ljubljana, T: +386 1 400 5400, E: [gp.mizs@gov.si](mailto:gp.mizs@gov.si), [http://www.mizs.gov.si/en/areas\\_of\\_work/](http://www.mizs.gov.si/en/areas_of_work/)

**TITLE:** Higher education and university

**WHAT:** Migrants can apply at higher education programmes under the following conditions:

- ▶ EU member countries citizens may apply for enrolments that are intended for the citizens of the Republic of Slovenia,
- ▶ non-EU countries citizens and Slovenians without Slovenian citizenship may apply for spaces for foreigners,
- ▶ Beneficiaries of international protection and asylum seekers can join the educational programme under the same conditions as Slovenian nationals.

According to Slovene regulations, persons with international protection don't pay tuition fee, if enrolled into programmes that are tuition free for Slovene and EU citizens.

**WHERE:** The admission procedure for foreigners is well explained for each university here:

University of Ljubljana - information guide for international students (in English): <https://www.uni-lj.si/study/information/>

University of Maribor - application and enrolment procedure (in English): <https://www.um.si/en/Study/about/Pages/default.aspx>

University of Primorska - information on enrolment (in English): <https://www.upr.si/en/study/enrolment>

University of Nova Gorica - information in admissions (in English): <http://www.ung.si/en/study/admissions/>



**TITLE:** Adult education

**WHERE:** Foreign citizens with permanent residence in the Republic of Slovenia (taxpayers in the Republic of Slovenia) can enrol in formal education programmes for adults under the same conditions as Slovenian citizens.

You can obtain National Vocational Qualification which gives you an opportunity to assess and validate knowledge and skills obtained through non-formal learning.

**WHERE:**

List of Public Universities:

[http://www.mizs.gov.si/si/delovna\\_podrocja/direktorat\\_za\\_srednje\\_in\\_visje\\_solstvo\\_ter\\_izobrazevanje\\_odraslih/izobrazevanje\\_odraslih/seznam\\_ljudskih\\_univerz/](http://www.mizs.gov.si/si/delovna_podrocja/direktorat_za_srednje_in_visje_solstvo_ter_izobrazevanje_odraslih/izobrazevanje_odraslih/seznam_ljudskih_univerz/)

**TITLE:** ENIC-NARIC centre Slovenia

**WHAT:** It is a national academic recognition information centre and competent authority for assessment and recognition of education in Slovenia. If you completed certain level of education abroad, you need start recognition procedure at ENIC NARIC centre.

**WHERE:** (in English) [http://www.arhiv.mvzt.gov.si/en/areas\\_of\\_work/enic\\_naric\\_center\\_slovenia/](http://www.arhiv.mvzt.gov.si/en/areas_of_work/enic_naric_center_slovenia/)



## 5 EVERYDAY LIFE

### 5.1 HOUSING

#### 5.1.1 RENTING

##### 5.1.1 a procedure check list

**TITLE:** Renting a property in Slovenia

**WHAT:** To rent a property, you can contact the owner of the property directly or find a property through real estate agencies. Before moving-in you will be required to sign a written contract that typically includes the following information:

- ▶ your personal information, personal information of other tenants over 18 years of age and personal information of the owner of the property,
- ▶ description of the apartment (the condition that apartment is in and if it is furnished)
- ▶ specification of all costs of renting, including tax and utility costs (electricity, water, gas, etc.)
- ▶ amount of the deposit,
- ▶ the duration of renting,
- ▶ rights and responsibilities of the tenant and the owner.

The tenant has the right:

- ▶ to habitable home,
- ▶ to use the property in accordance with the rental agreement,
- ▶ to make necessary repairs at his own expense and then deduct the repair costs from the rent payment.

The tenant has the responsibility to:

- ▶ to notify the landlord on the defect or the disturbance (material or legal) for which the landlord is liable to address,
- ▶ to enable the landlord to enter the dwelling at least two times a year after advance notice in order to make inspections, make necessary repairs, supply necessary services,
- ▶ to obtain the landlord's consent, if the dwelling is to be used by the guest for more than sixty days in the three-month period,
- ▶ cover the costs of damages caused by neglect of the dwelling.

The tenant is not allowed:

- ▶ to alternate and improve the dwelling its equipment and devices without a written consent of the landlord,
- ▶ to re-rent the apartment without a written consent of the landlord.

**WHO:** Anyone over 18 years of age.

**STEP 1: Finding accommodation:** In finding accommodation you can be assisted by private agencies dealing in purchase, sale or rent of real estate, or you can look up advertisements in printed media and the internet. The price of property depends on the location, size, age and fittings of the property concerned and changes constantly in accordance with supply and demand. Property prices are highest in the capital Ljubljana and at the coast.

**STEP 2: Renting:** You will need only a valid identity document in order to rent





a property and sign a rental agreement. Registration of the rental agreement and tax payments are performed by the landlord. If you decide to rent a flat, an agreement with its owner - which needs to be authenticated by a notary - is usually signed. Slovenian citizenship is a condition for renting a non-profit accommodation by the municipality.

**STEP 3: Registration of temporary address:** After you sign the rental agreement, you have to register a temporary residence within 3 days. The registration is compulsory and free of charge. You can register in person at any administrative unit in the Republic of Slovenia or at the online portal E-uprava, if you have a digital certificate. To register you need to provide a valid identity document and a document which proves that you can reside at the given address (a rental agreement, written agreement from the property owner). Registration of temporary address is valid for one year. After that period you need to prolong the registration within 8 days.

**WHEN:** It can take time to find suitable accommodation. Start looking for accommodation early, especially in cities. Moreover, the prices might go up at the end of summer when a lot of students are searching for apartments, so might want to search for apartment before or after that period.

**GOOD TO KNOW:** Real estate agencies will charge a fee for their services.

#### 5.1.1 b real estate search

**TITLE:** Private real estate agencies

**WHAT:** Agencies that offer information on rental properties and assist with the renting procedure.

**WHERE:** See the list of real estate agencies here: <http://www.realestate-slovenia.info/nepremicninske-agencije.html>

**TITLE:** Internet real estate advertising

**WHAT:** Real estate advertising medium offer real estate from real estate agencies and individual sellers.

**WHERE:**

(in English and Slovenian) <http://www.realestate-slovenia.info/>

(in Slovenian) <http://www.bolha.com/nepremicnine/>

(in Slovenian, English and Russian) <https://www.sloveniaestates.com/>

**TITLE:** Print media

**WHAT:** Media advertise real estate offers in paper editions of newspapers and on online portals.

**WHERE:**

(in Slovenian) <http://nepremicnine.deloindom.si/>

**TITLE:** Social networks

**WHAT:** Individuals offer and seek real estate on public networks, like Facebook.

**WHERE:** Facebook: Stanovanjce, kje si?

<https://www.facebook.com/groups/195726830526565/>

**TITLE:** Non-profit housing



**WHAT:** Non-profit housing is available to people on low to middle income.

The providers are municipalities and non-profit organizations. You can rent a non-profit dwelling only if you're a citizen of Republic of Slovenia and you fulfil other criteria.

**WHERE:**

(in Slovenian) <http://ssrs.si/>

(in Slovenian) <http://www.jssmol.si/dodeljevanje-stanovanj-za-upravicence/dodeljevanje-neprofitnih-stanovanj-v-najem/>

(in Slovenian) <http://www.jmss-mb.si/index.php/sl/>

**TITLE:** Refugees Welcome

**WHAT:** Refugees Welcome is an online platform which enables local residents and refugees to connect. Individuals can offer to share their flat with refugees and thus enable them faster integration into the new society.

**WHERE:**

(in Slovenian) <http://refugees-welcome.si/>

## 5.1.2 BUYING

### 5.1.2 a procedure check list

**TITLE:** Buying a property in Slovenia

**WHAT:** If you're not a Slovenian citizen, special conditions exist when you want to buy a property in Slovenia.

**WHO:** You can become the owner of a property in Slovenia only on the condition of reciprocity. This means if a Slovenian citizen can inherit real estate in specific foreign country, a citizen of such country can inherit real estate in Slovenia. Reciprocity is a principle verified by the Ministry of Justice on the basis of the Law on Reciprocity, and any attempt by a non-EU citizen to buy property requires a new application for the establishment of reciprocity to the Ministry of Justice. So the answer to the question in the title varies depending on what nationality is the buyer who wants to buy a property in Slovenia:

- ▶ Members of the EU and European Economic Areas are allowed to purchase properties under the same conditions as Slovenian citizens.
- ▶ US citizens may purchase a property without restrictions due to the Treaty on Trade and Navigation
- ▶ Switzerland citizens may purchase real estate only if they possess a valid Permit C, or permanent settlement permit.
- ▶ Citizens from EU candidate countries may submit an application to the Ministry of Justice to request permission to purchase property in Slovenia
- ▶ Citizens of other countries may acquire property in Slovenia only through a business entity registered in Slovenia, obtain Slovenian citizenship through marriage, or obtain property through inheritance, provided the condition of reciprocity is met.

**HOW:** Before purchasing property in Slovenia, the buyer should obtain:

- ▶ a Slovenian tax number and
- ▶ EMŠO number (comparable to a social security number) from the local authority where the property is located.

The procedure takes about three days.



It is advisable to use a licensed and registered real estate agent. Your agent will then contact the seller and present your offer. If accepted, the agent will arrange for a contract to be procured and translated. Usually a 10% deposit is paid upon signing.

A title search is then conducted. The Land Registry in Slovenia employs a modernized system and performing due diligence can be easy, and takes just two working days. Whether you decide to do this personally or have your agent do it for you, make sure that all the documents get translated to avoid any pitfalls.

For the final process, the agent must prepare a new copy of the land registry entry, community confirmation that no communal rights are being claimed against the property, and an official evaluation for proper payment of taxes. When all this is in order, the buyer has to settle the remaining balance with the seller.

**WHERE:** Ministry of Justice, Župančičeva 3, 1000 Ljubljana, T: +386 1 369 5342, E: [gp.mp@gov.si](mailto:gp.mp@gov.si), <http://www.mp.gov.si/en/>

**ATTENTION:** You can also check the land registry by yourself if you register at the electronic land registry website and know the exact address of the property (In Slovene): [http://www.sodisce.si/javne\\_knjige/zemljiska\\_knjiga/](http://www.sodisce.si/javne_knjige/zemljiska_knjiga/)

#### 5.1.2 b real estate search

**TITLE:** Private real estate agencies

**WHAT:** Agencies that offer information on rental properties and assist with the renting procedure.

**WHERE:** See the list of real estate agencies here: <http://www.realestate-slovenia.info/nepremicninske-agencije.html>

**TITLE:** Internet real estate advertising

**WHAT:** Real estate advertising medium offer real estate from real estate agencies and individual sellers.

**WHERE:**

(in English and Slovenian) <http://www.realestate-slovenia.info/>

(in Slovenian) <http://www.bolha.com/nepremicnine/>

(in Slovenian, English and Russian) <https://www.sloveniaestates.com/>

**TITLE:** Paper media

**WHAT:** Media advertise real estate offers in paper editions of newspapers and on online portals.

**WHERE:** (in Slovenian) <http://nepremicnine.deloindom.si/>

**TITLE:** Social networks

**WHAT:** Individuals offer and seek real estate on public networks, like Facebook.

**WHERE:** Facebook: Stanovanjce, kje si?

**TITLE:** Non-profit housing

**WHAT:** Non-profit housing is available to people on low to middle income.

The providers are municipalities and non-profit organizations. You can rent a non-profit dwelling only if you're a citizen of Republic of Slovenia and you fulfil other



required criteria.

**WHERE:**

(in Slovenian) <http://ssrs.si/>

(in Slovenian) <http://www.jssmol.si/dodeljevanje-stanovanj-za-upravicence/dodeljevanje-neprofitnih-stanovanj-v-najem/>

(in Slovenian) <http://www.jmss-mb.si/index.php/sl/>

### 5.1.3 WASTE MANAGEMENT

#### 5.1.3 a national rules and fines

**TITLE:** Waste management

**WHAT:** By definition a 'waste' is a substance or an object, which the owner discards, intends to discard or has to discard. Slovenia emphasises the importance of preventing waste production and encourages preparation of waste for reuse and recycling. Effective treatment of waste can drastically contribute towards an efficient use of sources, which are of vital importance for satisfying the needs of human society and ensuring its future development.

**WHO:** Each person is obliged to separate waste. There are separate waste containers for the following types of waste:

- ▶ paper and cardboard
- ▶ glass
- ▶ plastic (packaging)
- ▶ biodegradable waste
- ▶ general waste

Bulky waste collection or drop off at the specified pickup point (e.g. petrol stations):

- ▶ bulky waste
- ▶ hazardous waste
- ▶ electronic waste and discarded electronic equipment
- ▶ special waste

**WHERE:** The competent authority for waste management is the municipality and the Slovenian Environment Agency, Vojkova 1b, 1000 Ljubljana; T: +386 1 4784 000, [gp.arso@gov.si](mailto:gp.arso@gov.si), <http://www.arso.gov.si/en/environmental%20protection/waste/>

For information on specific regime of waste management turn to local waste management company. In Ljubljana, you can download an app to manage your waste disposal (in Slovenian): <http://www.mojiodpadki.si/main>

**ATTENTION:** Incorrectly discarded waste is fined. Add when a bulky waste (*odvoz kosovnega odpada*) is arranged.

**GOOD TO KNOW:** As a client of local waste management company you can once a year order a free of charge waste collection for bulky waste (up to 2m<sup>3</sup>). In Ljubljana, you need to register here: <http://www.mojiodpadki.si/narocanje/kosovni-odpadki>

## 5.2 SOCIAL SUPPORT

### 5.2.1 STATE (LOCAL, NATIONAL) AND NON-STATE FINANCIAL SOCIAL



## ASSISTANCE

### 5.2.1 a assistance for families and children

**TITLE:** Parental Allowance (*Starševski dodatek*)

**WHAT:** This is a monthly benefit. It is financial assistance to parents after the birth of a child when, they are not entitled to Parental Benefit. The mother has the right to parental allowance for 77 days from the birth of the child. The father has the right under the same conditions as the mother in the period of 77 days from the birth, if the mother is incapable to care for the child.

**WHERE:** You may file the application at the local Centre for Social Work. Find the nearest Centre for Social Work here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Child Allowance (*Otroški dodatek*)

**WHAT:** This is a monthly benefit. It is a benefit for maintenance, care and education of children younger than 18 years, when the income per family member does not exceed 64 % of the average pay in Republic of Slovenia in the past calendar year. One of the parents or other person holds the right. The right is recognised for a period of one year. The level of child allowance is determined in relation to the classification of the family into individual income classes.

**WHERE:** You may file the application at the local Centre for Social Work. Find the nearest Centre for Social Work here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Large Family Allowance (*Dodatek za velike družine*)

**WHAT:** The large family allowance is an annual benefit intended for families with three or more children younger than 18 years or 26 years if they are in full-time education process and have the status of a pupil or a student. Only one of the parents holds the right. The right to large family allowance is determined by the Centre for Social Work.

**WHERE:** You may file the application at the local Centre for Social Work. Find the nearest Centre for Social Work here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Childbirth Allowance (*Pomoč ob rojstvu otroka*)

**WHAT:** Childbirth allowance is a single monetary payment intended for purchase of accessories for a newborn, when the income per family member does not exceed 64 % of the average pay in RS in the past calendar year.

**WHERE:** You may file the application at the local Centre for Social Work. Find the nearest Centre for Social Work here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Partial Payment for Lost Income (*Delno plačilo za izgubljeni dohodek*)

**WHAT:** This is a monthly benefit. You are entitled to partial payment for lost income, when you have a child with a severe mental or physical disability and you decide to leave your work or you start to work part-time, in order to care for your child. Only one parent can get this benefit to cover the lost income. The level of the Part payment for lost income is the minimum wage. If the parent works part-time, he/she is entitled to a proportion of Part payment for lost income.



**WHERE:** File the application at the local Centre for Social Work 30 days before you leave work (or start short-time work). Find the nearest Centre for Social Work here:

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Allowance for care of a child (*Dodatek za nego otroka*)

**WHAT:** This is a monthly benefit. When you have a disabled child who needs special care and protection you can get financial aid to cover the high costs of care. This is called Allowance for care of a child and is received by one of the parents. You are not eligible to this aid when your child is in institutional care and receives all-day free care.

**WHERE:** For more information contact the nearest Centre for Social Work: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

### 5.2.1 b death and assistance

**TITLE:** Bereavement payment and funeral payment (*Pogrebna in posmrtnina*)

**WHAT:** This is a single payment. You are entitled to Bereavement payment when you're a relative of the deceased family member and when you're a holder of Financial social assistance or Income support or when your income does not exceed the legally set census.

You can claim Funeral payment to cover the funeral expenses. The funeral payment is paid out in the amount of two minimal wages. You can assert both rights in the period of one year after the death of the relative.

**WHERE:** You can file the application for Bereavement payment and/or Funeral payment at any Centre for Social Work. Find the nearest here (in Slovenian): [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE: Survivor's pension** (*Družinska pokojnina*)

**WHAT:** Survivor's pension is a monthly income you may be entitled to if you're a surviving family member of a person, who was a payer of pension insurance. Survivor's pension can claim: children, foster children, grandchildren and other parentless children for whom the deceased person provided for maintenance or parents for whom the deceased had provided for maintenance. However, additional criteria has to be met to be eligible (read more in the section "WORK", Orphan/survivor's pension)

**WHERE:** You file an application for the widow(er) pension at the Pension and disability insurance institute (ZPIZ). <https://www.zpiz.si/cms/?ids=zpizen>

### 5.2.1 c financial assistance for housing

**TITLE:** Non-profit housing

**WHAT:** Non-profit housing is available to people on low to middle income.

The providers are municipalities and non-profit organizations. Municipalities or groups of municipalities often set up a municipal housing fund to support non-profit housing. You can rent a non-profit dwelling if you're a citizen of Republic of Slovenia and you fulfil other required criteria.

**WHERE:**

Residential Fund of Republic of Slovenia (*Stanovanjski sklad Republike Slovenije, javni sklad*) Poljanska cesta 31, P.P. 2044, 1000 Ljubljana; T: +386 (1) 4710 500; E: [ssrsinfo@ssrs.si](mailto:ssrsinfo@ssrs.si), <http://ssrs.si/kontakt>

Public Residential Fund of Municipality of Ljubljana (Javni stanovanjski sklad



Mestne občine Ljubljana), Zarnikova ulica 3, P.P. 2012, 1104 Ljubljana, T: +386 306 14 36. [jss.mol@ljubljana.si](mailto:jss.mol@ljubljana.si), <http://www.jssmol.si/domov/>

Public Intermunicipal Fund Maribor (Javni medobčinski stanovanjski sklad Maribor), Grajski trg 1, 2000 Maribor, T: +386 (0)2 250 63 10, [info@jmss-mb.si](mailto:info@jmss-mb.si), <http://www.jmss-mb.si/index.php/sl/>

**TITLE:** Rent assistance (*Subvencija za najemnico*)

**WHAT:** This is a monthly benefit. You can get rent assistance when you reside:

- ▶ in a non-profit apartment,
- ▶ in a temporary housing unit,
- ▶ in a rental apartment: senior housing, senior housing with assistance, handicapped-accessible housing
- ▶ in an apartment rented in a general real-estate market,
- ▶ in a caretaker's apartment,
- ▶ when you're a holder of the international protection and you fulfil additional criteria.

The right is valid for a period of one year.

**WHERE:** You can file an application for rent assistance at your local Centre for Social Work. Find the nearest centre here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Rent assistance for beneficiaries of international protection – “financial compensation for accommodation on a private address” (*Subvencija za najemnico za osebe z mednarodno zaščito – “denarno nadomestilo za namestitvev na zasebnem naslovu”*)

**WHAT:** This is a monthly benefit. If you are granted international protection, you are entitled to free accommodation in an integration house for a period of one year after the granting of international protection status. The time of your accommodation can be extended for maximum six month under specific circumstances. When you are guaranteed private accommodation and conclude a rental agreement, the Government Office for Support and Integration of Migrants grants you financial compensation for private accommodation for 18 months from the date of acquisition status, if you do not have your own means of subsistence, or if your livelihood is not assured otherwise. The financial compensation can be extended to another 18 months if you regularly attend Slovenian language course.

**WHERE:** You should apply for financial compensation at Government Office for Support and Integration of Migrants, T: +386 1 200 84 01.

**TITLE:** Persons with special needs

**WHAT:** Persons with special needs have priority when renting non-profit apartments, supported by the public housing funds. Secondary school students with special needs have priority to be accepted at the boarding school. Higher education students with special needs have priority to be accepted at student dormitories.

**WHERE:** For more information contact Ministry of Labour, Family, Social Affair and Equal Opportunities; Disabled, War Veterans, Victims of War Directorate, Kotnikova 28, 1000 Ljubljana, T: 01 369 77 00, E: [gp.mddsz@gov.si](mailto:gp.mddsz@gov.si), [http://www.mddsz.gov.si/en/areas\\_of\\_work/invalidi\\_vzv/](http://www.mddsz.gov.si/en/areas_of_work/invalidi_vzv/)





**TITLE:** Women and children under threat of violence

**WHAT:** You can take shelter in a Safe house or a Mother's home if:

- ▶ you're a victim of violence and you have nowhere to go,
- ▶ you're a mother with minor children, pregnant or single and you are in a difficult social situation.

**WHERE:** If you need help you can contact the nearest Centre for social work: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

You can also see the list of Safe houses here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/programi\\_socialnega\\_varstva/varne\\_hise/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/programi_socialnega_varstva/varne_hise/) and a list of Mother's home here: <https://www.scsd.si/materinski-domovi.html>

#### 5.2.1 d low income assistance

**TITLE:** Financial social assistance (*Denarna socialna pomoč*)

**WHAT:** This is a monthly income for a period of time. You are entitled to Financial social aid when you are without any income or other assets enabling subsistence; or you receive an income less than the amount of monthly Financial social assistance – currently 297,53€. If you are able to work, you must be registered in the unemployment persons register at the Employment service of Slovenia.

**WHERE:** You can find more information or file an application for the benefit at the Centre for Social Work. Find the nearest here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Extraordinary financial social assistance (*Izredna denarna socialna pomoč*)

**WHAT:** This benefit is given in extraordinary circumstances, when you need financial support for a definite purpose. The benefit is granted for purchase of necessary goods (clothing, medicine/medication, food, etc.). You must submit documents that are evidencing the use of the received funds.

**WHERE:** You can find more information or file an application for the benefit at the Centre for Social Work. Find the nearest here (tu, tudi zgoraj in spodaj, ne pise vec v katerem jeziku je site): [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Income support / social protection allowance (*varstveni dodatek*)

**WHAT:** When you are unable to provide financial and material security for yourself or your family due to unexpected circumstances that are beyond your control, you may get the Income support. You are entitled to income support if:

- ▶ you're a Slovenian citizen with permanent residence in Slovenia,
- ▶ you're a foreigner with permanent residence permit and permanent residence in Slovenia.

You can claim the social protection allowance on the base of international instruments binding on the Republic of Slovenia when you fulfil additional criteria.

**WHERE:** You can find more information or file an application for the benefit at the Centre for Social Work. Find the nearest here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** The right to payment of contributions for compulsory health insurance (*pravica do plačila prispevka za osnovno zdravstveno zavarovanje*)



**WHAT:** This right enables you to have basic health care insurance covered by the state. You can get this benefit if:

- ▶ you're a Slovenian citizen or international protection beneficiary and you're entitled to Financial social assistance,
- ▶ you're in a position of material threat for reasons beyond your control,
- ▶ you're not insured in another way provided by the law governing health insurance.

**WHERE:** You can find more information or file an application for the benefit at the Centre for Social Work. Find the nearest here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Right to cover the difference up to the full value of medical services (*Pravica do kritja razlike do polne vrednosti zdravstvenih storitev*)

**WHAT:** If you're a Slovenian citizen living in Slovenia or foreigner with permanent residence permit and permanent residence in the RS you can get this benefit if:

- ▶ you're entitled to Financial social assistance or qualify for Financial social assistance and
- ▶ you're not insured somewhere else, provided by the law governing health insurance.

You can assert the right to this benefit in the period when you are eligible for the Financial social assistance.

**WHERE:** You can find more information or file an application for the benefit at the Centre for Social Work. Find the nearest here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Reduced kindergarten payment (*Znižanje plačila za vrtec*)

**WHAT:** The subsidy for the kindergarten payment is calculated on the base of average monthly income on individual family member. You can file the application at the beginning of the school year, on 1<sup>st</sup> of September or anytime during the year.

**WHERE:** You can find more information or file an application for the benefit at the Centre for Social Work. Find the nearest here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** School meals subsidy and school lunch subsidy (*Dodatna subvencija malice za učence in dijake ter Subvencija kosila za učence*)

**WHAT:** You may be entitled to School meal/lunch subsidy for your child's if:

- ▶ your child is registered to primary or secondary school program,
- ▶ you're entitled to child allowance,
- ▶ your average family income per person does not exceed 53 % of the net average wage in Slovenia when you apply for school meal and 36 % when you apply for school lunch.

These pupils directly receive the benefit:

- ▶ Asylum seekers,
- ▶ Pupils who are placed in foster homes,
- ▶ Pupils with special needs who are placed in residential care.

**WHERE:** You don't need to file an application for the subsidy. The school will receive the data from the current decision on child allowance or state scholarships.



You only need to register your child to school meal and/or school lunch at the school.

### 5.2.1 e unemployment assistance

**TITLE:** Unemployment benefit (*Denarno nadomestilo*)

**WHAT:** This is a monthly benefit for period of time. You have the right to unemployment benefit the day after you end the employment relationship and finish work and when you register in the Unemployed persons register at the Employment service of Slovenia within 30 days. You can claim the unemployment benefit if:

- ▶ you have been insured for the case of unemployment for at least 9 months in the last 24 months,
- ▶ you are younger than 30 years and you have been insured for the unemployment for at least 6 months in the last 24 months,
- ▶ when your contributions for the case of unemployment were paid.
- ▶ when the employment relationship has not been ended by your choice.

**WHERE:** You can file the claim for the unemployment benefit at the Employment service of Slovenia within 30 days from the end of your work (employment contract). You can find the nearest office here: [http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

## 5.2.2 STATE (LOCAL, NATIONAL) AND NON-STATE MATERIAL AID

### 5.2.2 a aid in food, clothes etc.

**TITLE:** Caritas Slovenia (*Karitas Slovenija*)

**WHAT:** Caritas Slovenia offers help with food packages for individuals and families who lack the basic means for subsistence.

**WHERE:** Caritas Slovenia, Kristanova ulica 1, 1000 Ljubljana, T: +386 1 300-59-60, E: [info@karitas.si](mailto:info@karitas.si), <http://www.karitas.si/>

**TITLE:** Red Cross Slovenia (*Rdeči križ Slovenije*)

**WHAT:** Red cross Slovenia helps socially endangered individuals and families with food packages, hygienic supplies, clothing and footwear, furniture and home appliances..

**WHERE:** Red cross Slovenia, Mirje 19, 1000 Ljubljana, T: +386 01 24 14 300, E: [rdeci.kriz@rks.si](mailto:rdeci.kriz@rks.si), <http://www.rks.si/si/English/>

**TITLE:** Slovenian association of friends of youth (*Zveza prijateljev mladine Slovenije*)

**WHAT:** Their aim is to raise the quality of life for children, young people and families and represent their interests, assert to their needs and protect their rights. They contribute to reduction of social exclusion of children with material, financial and moral help to those in need.

**WHERE:** Slovenian association of friends of youth, Miklošičeva 16, 1000 Ljubljana, T: +386 1 239 67 20, E: [info@zpms.si](mailto:info@zpms.si), <http://en.zpms.si/projects/>

## 5.2.3 LEGAL AID

### 5.2.3 a state pro bono legal aid



**TITLE:** State pro bono legal aid

**WHAT:** Free legal aid is a service that can help you to cover the costs of legal advice, mediation, and legal process in general. You can get legal aid when you cannot afford to pay the legal costs without serious financial harm to you and/or your family.

**WHO:** You are eligible to free legal aid if:

- ▶ you're a citizen of Slovenia, or you're a foreigner with temporary or permanent residence permit,
- ▶ and the average monthly income per individual family member does not exceed the amount of two minimal basic incomes.

**HOW:** You can submit an application for free legal aid to the Free legal aid body at the responsible court in the district of your residence.

**WHERE:** You can find the list of courts in Slovenia (available only in Slovenian) here:

[http://www.sodisce.si/sodisca/sodni\\_sistem/seznam\\_sodisc/#](http://www.sodisce.si/sodisca/sodni_sistem/seznam_sodisc/#)

You can also check the list of attorneys who offer legal aid (look for "brezplačna pravna pomoč"): <http://www.odv-zb.si/zbori/obmocni-zbori/obmocni-zbor-ljubljana>

**TITLE:** Human Rights Ombudsman of the Republic of Slovenia

**WHAT:** Under the Constitution, the Republic of Slovenia has an Ombudsman whose responsibility is the protection of human rights and fundamental freedoms in relation to state authorities, local authorities, and persons in public office. The Ombudsman is not part of any mechanism of authority, but rather acts as an overseer of authority since as an institution it restricts its capricious encroachment of human rights and fundamental freedoms. The Ombudsman is in his work not only limited to handling direct violations defined as human rights and freedoms in the constitution, but may act in any case whatsoever dealing with a violation of any right of an individual arising from a holder of authority. He can intervene also in the case of unfair and poor state administration in relation to the individual. If the aforementioned is considered, it can have a significant impact on the development and increase in legal and administrative culture between holders of authority and the individual.

The law allows the Ombudsman or anyone else to initiate proceedings against violations of human rights.

**WHERE:** For more information contact Human Rights Ombudsman of the Republic of Slovenia, Dunajska cesta 56 (4th floor), 1109 Ljubljana, T: 01 475 00 50, freephone: 080 15 30, E: [info@varuh-rs.si](mailto:info@varuh-rs.si), <http://www.varuh-rs.si/kontakt/how-to-reach-us/?L=6>

### 5.2.3 b other pro bono legal aid

**TITLE:** Institute for free legal aid (*Zavod za brezplačno pravno pomoč*)

**WHAT:** A non-profit institute offering free legal aid and legal advice.

**WHERE:** Zavod za brezplačno pravno svetovanje, Murgle 141, 1000 Ljubljana, Office in Dobrova: Stara cesta 13, 1356 Dobrova, E: [info@brezplacnopravnepomoc.si](mailto:info@brezplacnopravnepomoc.si).

**TITLE: Legal Information Centre for NGOs (PIC – Pravno informacijski center)**

**WHAT:** Professional legal support to individuals, vulnerable groups and non-governmental organizations. They provide protection of asylum applicants, refugees, foreigners, migrants. In the framework of the Law on foreigners and international



protection they offer legal counselling and informing regarding managing of their status, protection and their access to social, economic and other rights.

**WHERE:** Pravno-informacijski center nevladnih organizacij – PIC, Metelkova 6, 1000 Ljubljana, T: +386 1 521 18 88, +386 51 681 181, E: [pic@pic.si](mailto:pic@pic.si), <http://pic.si/about/>

**TITLE:** Humanitarian Association Law for all (*Pravo za vse*)

**WHAT:** Law students from University of Maribor offer free online legal advice to all who need it. You can write to them in Slovenian, English, Croatian, Serbian and Bosnian language.

**WHERE:** Humanitarian Association Law for all, <http://www.pravozavse.si/>

### 5.2.3 c other legal aid

**TITLE:** Other legal aid

**WHAT:** If you need legal representation of any kind, you can contact any Attorney law firm in Slovenia.

**WHERE:** Check the list of attorneys who offer legal aid in Slovenia (available only in Slovenian): <http://www.odv-zb.si/zbori/obmocni-zbori/obmocni-zbor-ljubljana>

## 5.2.4 PSYCHOSOCIAL SUPPORT

### 5.2.4 a programmes by state social services

**TITLE:** First social aid (*Prva socialna pomoč*)

**WHAT:** When you seek aid for the first time you can contact Centre for Social work for First social help. First social aid offers assistance at recognising social distress or problem, the assessment of possible solutions, information on possible social care services and benefits. The service is confidential and free of charge.

**WHERE:** For first information you can call professionals at the local Centre for social work. Find the nearest here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

### 5.2.4 b programmes by NGOs

**TITLE:** Slovenian Philanthropy (*Slovenska filantropija*)

**WHAT:** They provide advice, information, psychosocial support and advocacy for various marginalized groups of migrants, such as asylum seekers, refugees, unaccompanied children, undocumented migrants and migrant workers.

**WHERE:** Slovenian Philanthropy, Poljanska cesta 12, Ljubljana 1000, T: +386 1 43 01 288, +386 43 34 024, +386 43 35 106, E: [info@filantropija.org](mailto:info@filantropija.org), <http://www.filantropija.org>

**TITLE:** Caritas Slovenia (*Karitas Slovenija*)

**WHAT:** They provide psychosocial support for migrants in cooperation with other NGOs. They organize programmes such as summer camps for refugees, summer holidays for refugee families and children, workshops for migrants.

**WHERE:** Caritas Slovenia, Kristanova ulica 1, 1000 Ljubljana, T: +386 1 300-59-60, E: [info@karitas.si](mailto:info@karitas.si), <http://www.karitas.si/>

**TITLE:** Jesuit association for refugees Slovenia

**WHAT:** Visits those in centres and organises social support for asylum seekers and



refugees.

**WHERE:** Jesuit Association for Refugees Slovenia, Zrinjskega Cesta 9, 1000 Ljubljana, Tel: +386 14 30 00 58, E: [europa.admin@jrs.net](mailto:europa.admin@jrs.net) (Slovenian direct email is not working), <http://www.jrs.rkc.si>

**TITLE:** Association Odnos (*Društvo Odnos*)

**WHAT:** They provide psychosocial support to migrants and their families, which includes counselling and different types of group work and free time activities for children, youth and adults.

**WHERE:** Association Odnos, Mala loka 22, 1230 Domžale, T: 041 552 628, E: [drustvoodnos@gmail.com](mailto:drustvoodnos@gmail.com), <http://odnos.si/>

#### 5.2.4 c counselling for families and children

**TITLE:** Centre for Social Work (*Center za socialno delo*)

**WHAT:** Centres for social work offer various forms of support for families and children in the local area. They offer support through professional counselling, problem solving, and protection of children. They provide guardianship for unaccompanied minors and help them with legal and administrative procedures and can start the process of family reunification.

**WHERE:** Find the nearest Centre of Social Work here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

### 5.2.5 CHILD AND FAMILY PROTECTION

#### 5.2.5 a safe houses for women and children

**TITLE:** Safe houses, mothers' home for women and children

**WHAT:** You can request for shelter in Safe House if you've been a victim of (domestic) violence and you have nowhere to go. Safe house is a confidential area where you and your child can reside for a definite period of time. During that period you are offered support to recover from your experience of violence and to gain strength and to learn the necessary skills for the transition to a stable and sustainable lifestyle. Mothers' home is a shelter for mothers with minor children under the age 14, pregnant women, and single women. If you are in a difficult social situation Mothers' home provides accommodation for a definite period of time. The professionals offer psychological and social help programmes and motivate you to overcome your problems.

**WHO:** Women who are victims of any kind of violence: physical violence, psychological abuse, emotional abuse and sexual violence. Mothers with small children who are in social difficulties.

**WHERE:** Locations of Safe houses are confidential. The given addresses are locations of service providers and not the location of Safe houses. If you need help you can contact the nearest Centre for social work or contact a safe house from the list below (in Slovenian): [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

The list of Safe houses can be found (in Slovenian) here:

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/programi\\_socialnega\\_varstva/varne\\_hise](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/programi_socialnega_varstva/varne_hise)

The list of list of Mothers' home is available (in Slovenian) here:

<https://www.scsd.si/materinski-domovi.html>





### 5.2.5 b counselling for families and children

**TITLE:** Centre for Social Work (*Center za socialno delo*)

**WHAT:** Centres for social work offer various forms of support for families and children in the local area. They offer support through professional counselling, problem solving, and protection of children. They provide guardianship for unaccompanied minors and help them with legal and administrative procedures and can start the process of family reunification.

**WHERE:** Find the nearest Centre of Social Work here: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

### 5.2.5 c helplines

**TITLE:** SOS Help-line (*SOS telefon – za ženske in otroke – žrtve nasilja*)

**WHAT:** SOS Help-line is a telephone line intended for all who experience domestic violence or violence from their partners, relatives, violence at a work place or in other relationships. SOS Help-line is available only in Slovenian language. It provides counselling and informative talk with a competent female counsellor on a free phone line.

**WHERE:** SOS Help-line, free number: 080 11 55, workdays: 12 noon–10 p.m.

Saturdays, Sundays and Bank Holidays: 6 p.m.–10 p.m., <http://www.drustvo-sos.si/?lang=en>

**TITLE:** TOM – National telephone helpline – phone for children and young people

**WHAT:** TOM is a free telephone line for children and young people who can get the support and help they need on any different topic. They provide psychosocial help through conversation with trained counsellors. Conversations are confidential and anonymous.

**WHERE:** TOM telephone, free number: 116 111, every day: 12:00 noon–8 p.m.,

<http://www.e-tom.si/kam-po-pomoc/231>

**TITLE:** Help-line in crisis (*Klic v duševni stiski*)

**WHAT:** Anyone of any age who is experiencing a personal, emotional or mental health crisis can call. When you call you will always speak with a professional counsellor.

**WHERE:** Help-line in crisis, T: 01/ 520 99 00, every day between 7 p.m. and 7 a.m.

### 5.2.5 d legal representations of unaccompanied minors

**TITLE:** Legal representation of unaccompanied minors

**WHAT:** The guardian's task is to represent a minor in legal and administrative procedures and protect his/her rights and interests, offer him/her psychological support, enables quality free time activities and inclusion in new environment. The guardian can start the procedure of family reunification. Unaccompanied minor refugees who come to Slovenia are appointed a legal guardian by the Centre for social work.

**WHERE:** Ministry of Labour, Family, Social Affairs and Equal Opportunities, Kotnikova 28

1000 Ljubljana, T: +386 1 369 77 00, E: [gp.mddsz@gov.si](mailto:gp.mddsz@gov.si)

**GOOD TO KNOW:** Trained volunteers of non-governmental organization Slovenian Philanthropy are acting as guardians of unaccompanied and separated children.





Their aid includes:

- ▶ custodial services and psychosocial support to unaccompanied and separated children,
- ▶ provision of guardians and establishment and coordination of a network of custodians and informal translators,
- ▶ study help and teaching Slovenian,
- ▶ social, sporting and cultural activities,
- ▶ advocacy,
- ▶ member in the Program for Separated Children in Europe.

More information: Slovenian Philanthropy, Poljanska cesta 12, Ljubljana 1000, T: +386 1 43 01 288, +386 43 34 024, +386 43 35 106, E: [info@filantropija.org](mailto:info@filantropija.org), <http://www.filantropija.org>

## 5.3 DRIVING AND TRANSPORT

### 5.3.1 DRIVING LICENCE

#### 5.3.1 a steps to get licence

**TITLE:** steps to get licence

**WHAT:** To get your first driving licence for a car (B category) you must be 18 or above.

**STEP 1:** Before you enrol in a driving school you must:

- ▶ Have a medical check-up (apply for a check-up at any Occupational, traffic and sports medicine centre at your local Healthcare centre).

When you receive a health certificate you can enrol in a driving school. You can find the list here: <http://solevoznje.si/>.

**STEP 2:** To start driving lessons you must fulfil the following conditions:

- ▶ you must attend the course on Road rules at your driving school,
- ▶ you pass the Road rules test – find the list of driving test centres here: <https://www.avp-rs.si/o-agenciji/organiziranost/izpitni-centri-za-vozniske-izpite-2/>
- ▶ you pass the First aid test – see more information (in Slovenian) here: <http://www.prva-pomoc.si/tecaj-prve-pomoci-za-voznike.html>

At your driving school you take at least 20 hours of driving lessons in order to be eligible to take the driving test. When you and your driving instructor decide that you're ready to take the driving test you file an application for a driving test at the driving test centre.

You take the exam in a form of test drive where you are assessed by a professional assessor.

If you pass the test you get the driving licence. In case that you don't pass the test, you apply for the test again.

**STEP3:** A novice driver is issued a driving licence that is valid for two years. To extend your driving licence, you must take a post-licence training course for novice drivers (a safe driving course). You can register for this course at your driving school, after a period of six months has passed since you obtained the driving licence. A post-licence training course must be completed within two years.

**ATTENTION:** If you don't take the safe driving course within two years since you



receive your driving licence, your licence becomes invalid. In that case you have to take the driving test again.

### 5.3.2 INTERNATIONAL DRIVING LICENCE

#### 5.3.2 a validity of international driving licence

**TITLE:** international driving licence

**WHAT:** The International Driving Permit (IDP), often (and incorrectly) referred to as International Driving License, is a document that, along with your valid driving license, allows you to legally drive a motor vehicle while abroad. The IDP does not replace your driving licence rather, it acts as a language translation of your driver's license.

If you want to drive a car in Slovenia, using your (country's) driving licence and the IDP, you must:

- ▶ Be at least 18 years old,
- ▶ Carry **both** your IDP and your valid driver's license
- ▶ Obtain your IDP in the same country that issued your driver's license.

**ATTENTION:** Your IDP is valid, with a valid driver's license, for up to 1 year from the date it's issued. You cannot renew your IDP, but you can apply for a new permit when necessary

**GOOD TO KNOW:**

AMZS – a national automobile association, issues International Driving Permit. Find more information (in English and Slovenian) on their webpage here: <https://www.amzs.si/en>

#### 5.3.2 b validity of foreign driving licence

**TITLE:** Validity of foreign driving licence

**WHAT:** If you are holder of a valid driving licence issued by the competent authority of your country or the country of your residence, you may drive the same categories of motor vehicles in Slovenia for **a year from the date of registering your residence in Slovenia** provided that the principle of reciprocity is applied. There is no limitation in time for driving licences issued in EU member states, Liechtenstein, Norway and Iceland. If you hold a residence permit and you have registered your residence in the Republic of Slovenia for a period longer than **six months**, you may request replacement of a valid foreign driving licence for a Slovenian driving licence upon satisfying the relevant conditions. Under this procedure you must pass the practical driving exam and a medical exam. If one year has already elapsed since you as a new resident have arrived in Slovenia, then you must also take the driver's education course and pass a driving theory exam.

**WHERE:** A request for the replacement of a driving licence can be filed at any administrative unit. Find the list of administrative units here: <http://www.upravneenote.gov.si/>

You may take a practical driving test at any of your local driving schools.

**ATTENTION:** No earlier than six months after obtaining a driving licence, beginner drivers have to attend an additional training programme, which is required to renew their driving licence. You also have to undergo this training if you acquired a Slovenian driving licence, but have not completed a similar programme in the country that issued your original licence.



### 5.3.3 VEHICLE REGISTRATION AND TECHNICAL EXAMINATION

#### 5.3.3 a vehicle registration

**TITLE:** Vehicle registration

**WHAT:** You are obliged to register your vehicle with the local authorities and pay the registration tax, if you reside in Slovenia and own a vehicle for more than six months.

**HOW:** You need to submit the following supporting documents for registration:

- ▶ recent proof of vehicle's roadworthiness (not older than 30 days) except for vehicles exempt from roadworthiness test in accordance with Art. 50 of the Motor Vehicles Act
- ▶ evidence of motor liability insurance
- ▶ evidence of paid ACT (annual circulation tax/road safety tax)
- ▶ documents as required by relevant regulations (e.g. tax, customs fees etc.)
- ▶ proof of payment of tariffs and other fees
- ▶ identity documents (natural persons produce a document with a photo issued by a state authority; legal persons produce proof of registration of legal person and notification of classification of legal person)
- ▶ driving licence of the vehicle's user if the data cannot be obtained from official records

**WHERE:** You can register your vehicle, either new or old, at any of the registration organisations in the area of the Republic of Slovenia. The registration organisations are:

- ▶ administrative units;
- ▶ organisations providing roadworthiness tests for motor vehicles and trailers;
- ▶ companies and individual private entrepreneurs who sell motor vehicles or trailers.

A registration certificate and the prescribed number of registration plates are issued for the registered vehicle. Registration plates belong to the vehicle for the identification of which they were issued. Registration plates with selected characters as part of the identification belong to the owner of the vehicle. Find more information (only in Slovenian) here: <https://www.amzs.si/storitve/pregledi-in-registracije/registracija-vozil>

#### 5.3.3 b technical examination

**TITLE:** Technical examination

**WHAT:** Technical examination of the vehicle is compulsory in Slovenia before vehicle registration. The vehicle must be in a roadworthy condition and have the equipment required from an environmental and road safety perspective. If you have purchased a new car you are obliged to take the technical examination not earlier after 4 years. Next technical examination will follow when the car will have 6 years and the next one after 8 years. After that period you have to take the examination every year.

**WHERE:** Technical examination is carried out by accredited organizations. Find the list of technical examination providers here: [https://www.avp-rs.si/wp-content/uploads/2016/08/SEZNAM\\_STROKOVNIH\\_ORGANIZACIJ-19.8.2016.xlsx](https://www.avp-rs.si/wp-content/uploads/2016/08/SEZNAM_STROKOVNIH_ORGANIZACIJ-19.8.2016.xlsx)

#### 5.3.3 c insurance

**TITLE:** Insurance for motor vehicles



**WHAT:** Every car that we want to register, needs to have a mandatory car insurance. Liability car insurance is a mandatory insurance by law that every registered vehicle needs to have. In case of a car accident, when you unintentionally damage other vehicle with your vehicle, an insurance company compensates personal property damage (destroyed or damaged material things) and non-property damage (physical injuries, defect of health or death) to the injured party. Liability car insurance is also valid abroad, but it is recommendable that you obtain a green card – internationally valid insurance certificate. Because the liability car insurance covers only damage caused to other participants of the accident, we recommend that you get other forms of insurance as well:

- ▶ Insurance for the driver and the passengers in the car
- ▶ Insurance for the driver, responsible for the accident in case of physical injuries or death

**WHERE:** There are several private insurance companies in Slovenia that provide vehicle insurance. You can obtain the insurance online or visit the insurance company personally.

**WHEN:** You need to have car insurance before you register the vehicle.

### 5.3.4 PUBLIC TRANSPORT

#### 5.3.4 a means of public transport

**TITLE:** Bus (*Avtobus*)

**WHAT:** In Slovenia, you can get to most of the towns and the countryside by bus service. If they run along local roads, the drivers can stop at a bus stop in any settlement. You can buy a bus ticket directly from the bus driver. At major bus stops you can also buy a bus ticket for a specific date. If you wish to go abroad, you can also travel with low-cost bus transport Flixbus.

**WHERE:** Bus station Ljubljana (*Avtobusna postaja Ljubljana*), all bus connection in Slovenia - Info centre phone: 1991; <https://www.ap-ljubljana.si/en/>

Flixbus: [https://www.flixbus.com/?\\_ga=2.266664590.1210202607.1495544914-100410584.1495544914](https://www.flixbus.com/?_ga=2.266664590.1210202607.1495544914-100410584.1495544914)

**TITLE:** Railway (*Železnica, vlak*)

**WHAT:** Slovenske železnice – Potniški promet (Slovenian Railways – Passenger transport) is operator of passenger services in domestic and international rail passenger traffic. There are only the trains of Slovenian Railways running around Slovenia, with all the timetables and price lists published on the web pages. You can buy a ticket at every railway station as well as on the train. Slovenian trains normally stick to the timetables.

**WHERE:** Slovenian railway (*Slovenske železnice*), Info centre phone: 1999, <http://www.slo-zeleznice.si/en/>

**TITLE:** Airplane (*Letalo*)

**WHAT:** There are daily flights to and from Slovenian airport from many European cities.

Adria Airways is the only Slovenian air carrier and it operates most of the flights to and from Ljubljana (name of airport); however, you can also fly other air carriers, such as Turkish Airlines, AirSerbia, AirFrance, LOT, Finnair and Montenegro Airlines. Maribor also has small airport. You can also fly from one of the airports in the near



vicinity (Trieste, Graz, Zagreb). You can get there by bus, train or by the airport transfer service which is offered by the low-cost carriers, such as GoOpti and various other carriers.

**WHERE:** Ljubljana airport, <http://www.lju-airport.si/en/Main/>  
Maribor airport, <http://www.maribor-airport.si/en/Home.aspx>

**TITLE:** CITY BICYCLE (*Mestno kolo*)

**WHAT:** In Ljubljana, Maribor, Kranj and Piran you can use the city bicycle system where you can rent a bicycle for a fee and travel freely by day and by night.

**WHERE:** Ljubljana: BICIKELJ - <http://en.bicikelj.si/How-does-it-work>

Maribor: BICIKEL - <http://www.bcikel.si/Default.aspx>

Kranj: KR S KOLESOM - <http://www.krskolesom.si/>

**TITLE:** Prevozi

**WHAT:** In Slovenia there is a well developed system of car-sharing called Prevozi, where the car drivers offer rides to anyone interested. By using an application, you can find a ride, or offer one to another person headed to the same location. You call the person interested in sharing a ride and arrange a pick up. The prices range between 3-5 € for traveling within Slovenia.

**WHERE:** Prevozi: <https://prevoz.org/kakodeluje/>

**TITLE:** Private companies providing transport to/from airport

**WHAT:** Private companies offer Airport transport to and from nearby airports. If you fly from one of the airports in neighbouring countries, you can use the transport service to take you to the airport.

**WHERE:** GoOpti - airport transfer, <https://www.goopti.com/en/about/about-us>

## 5.4 PERSONS WITH SPECIAL NEEDS

### 5.4.1 FINANCIAL AND OTHER ASSISTANCE

#### 5.4.1 a list of financial assistance

**TITLE:** Disability pension (*Invalidska pokojnina*)

**WHAT:** Disability pension is a monthly income that you receive if your disability is severe enough that you cannot work anymore. You must also have a certain number of paid years in the pension and disability insurance scheme.

Disability is recognized, when the changes in the health condition cannot be cured with treatment or rehabilitation. A special disability commission at Pension and Disability Insurance Institute decides about your disability status and the category of disability. There are three categories of disability that describe the impairment rate to the body and the capacity to perform a job and in what extent.

When your disability is a result of work injury, you're entitled to disability pension regardless how many years of paid insurance you have. When the disability is a result of an injury outside work or illness, you're entitled only when you were involved in Pension and disability insurance scheme before the disability occurred.

**WHERE:** Pension and Disability Insurance Institute Slovenia

<https://www.zpiz.si/cms/?ids=zpizen>



**TITLE: Disability Benefit** (*Nadomestilo za invalidnost*)

**WHAT:** You may get Disability benefit when you're a holder of certain category disabled status and your disability has been caused by work. You can assert the right when you receive the disability in combination with disability pension. The most important condition to get the benefit is, that your pension is lower than disability benefit. However, another additional criteria must be fulfilled.

**WHERE:** Pension and Disability Insurance Institute Slovenia (in Slovene).

<https://www.zpiz.si/cms/?ids=home>

**TITLE: Part Disability Benefit** (*Delno nadomestilo za invalidnost*)

**WHAT:** You may be able to get Part incapacity benefit when you're a holder of disabled status and your disability has been caused by work. You can assert the right to Part disability benefit when you are short-time employed, but at least 4 hours a day and 20 hours a week.

**WHERE:** Pension and Disability Insurance Institute Slovenia (in Slovene).

<https://www.zpiz.si/cms/?ids=home>

**TITLE: Disability allowance for physical damage** (*Invalidnina za telesno okvaro*)

**WHAT:** Disability allowance is a monthly payment that you get if you have been injured at work and the consequence is a physical damage to your body – permanent impairment of any body part. It doesn't matter whether this impairment causes disability or not. To receive this allowance you must have been paying the Pension and disability insurance at the time when the accident happened.

**WHERE:** Pension and Disability Insurance Institute Slovenia

<https://www.zpiz.si/cms/?ids=zpizen>

**TITLE: Attendance allowance** (*Dodatek za pomoč in postrežbo*)

**WHAT:** When you need constant care and help of a third person to fulfil the basic vital needs you can be entitled to Attendance allowance. This is a monthly income that you can get when you're:

- ▶ a holder of old-age pension, widower's pension or family pension
- ▶ a blind person who is involved in an employment or self-employment relationship
- ▶ an insured person who got blind or visually impaired in a work injury
- ▶ a pensioner who got blind
- ▶ a blind person whose health insurance is covered by another insured person or pensioner
- ▶ you're physically disabled and the impairment to the body is of 70 % and you're employed

**WHERE:** Eligibility criteria for Attendance allowance must be evaluated by a commission at Pension and Disability Insurance Institute Slovenia.

<https://www.zpiz.si/cms/?ids=zpizen>

**TITLE: Disability allowance and allowance for care and assistance** (*Nadomestilo za invalidnost in dodatek za tujo nego in pomoč*)





**WHAT:** This allowance is given to children and adults with severe disability who need constant care and assistance by a third person, but only until they're 26 years old. They must have permanent address registered in Slovenia. The allowance is given regardless the social status and the family census. The person can obtain this benefit only if the financial aid from other sources is lower than the disability allowance.

**WHERE:** You can assert this right at the local Centre of Social Work.

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

#### **TITLE: Other welfare payments**

**WHAT:** Persons with disability who are unemployed or are unable to work are entitled to Financial Social Assistance and to Exemption of payment of compulsory health insurance and the coverage of the difference up to the full value of medical services as well as to extraordinary financial social assistance.

**WHERE:** Read more about welfare payments under "**Everyday life - low income assistance**". You can file an application for these welfare payments to the local Centre of Social Work.

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

#### **TITLE: Income Support /Social Protection Allowance** (*Varstveni dodatek*)

**WHAT:** If you are permanently incapable to work due to severe disability and you are not entitled to benefits from Pension and disability insurance scheme you may get the Income support. Income support is a monthly support that is paid to cover various life expenses (like maintenance of the apartment and other durable goods).

Eligible are citizens of Slovenia, foreigners with permanent residence permit. In certain circumstances, foreigners can get the allowance also on the base of bilateral agreements of Slovenia with their country of origin.

**WHERE:** File an application to the local Centre of Social Work.

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

#### **TITLE: Allowance for Child Care** (*Dodatek za nego otroka*)

**WHAT:** When you have a disabled child who needs special care and attendance you can get financial aid to cover the high costs of care. The child must have permanent address in Slovenia and the allowance is granted on the base of professional opinion of a medical commission.

You are not eligible to this aid when your child is in institutional care and receives all-day free care.

**WHERE:** File an application to the local Centre of Social Work.

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

#### **TITLE: Tax relief or tax exemption**

**WHAT:** If you have the status of person with special needs, you can be exempted from paying some taxes or the amount to pay can be reduced. The amount of tax relief depends on different criteria.

**WHERE:** You can get more information on taxes at your local Financial Office – addresses and contacts (*in English*)





<http://www.fu.gov.si/en/contacts/>

**TITLE: Technical Equipment**

**WHAT:** Subsidized technical equipment is offered to deaf, hearing-impaired, blind, visually-impaired, and deafblind persons (like special phones, computers, software, etc.) A commission decides about eligibility of the product you wish to have. The product can be subsidized in the amount of 85 % of the value that is specified in the List of technical equipment and adapted vehicle. Under certain criteria the full price is covered.

**WHERE:** You may file an application for Technical equipment at the Administrative unit.

<http://www.upravneenote.gov.si/>

**TITLE: Adaptation of a Vehicle**

**WHAT:** Physically disabled persons are entitled to adapted car if they have a driving licence. Adaptation of the car is also available when the person doesn't drive, but needs the adaptation for access in and out of the car.

The adaptation can be subsidized in the amount of 85 % of the value that is specified in the List of technical equipment and adapted vehicle. Under certain criteria the full price is covered.

**WHERE:** You may file an application for Adaptation of a vehicle at the Administrative unit.

<http://www.upravneenote.gov.si/>

**TITLE: Public transportation benefits**

**WHAT:** You are entitled to reduced or free public transport fees if:

- ▶ you're war-disabled
- ▶ you're blind. If you have an assistant he/she can also receive a free ticket
- ▶ you have muscle or nerve illness

**WHERE:** For more information ask at your municipality or at your local bus station.

**TITLE: Free access to the internet**

**WHAT:** People with disabilities can get free personal access to the internet. Contact your chosen internet provider. They'll give you an application, that you fill in and send to Arnes - The Academic and Research Network of Slovenia.

**WHERE:** More information at your internet provider and at Arnes (*in English*).

<http://www.arnes.si/en/>

**TITLE: Exemption from TV/radio fee**

**WHAT:** You have the right be exempted from the TV/radio fee when your:

- ▶ impairment rating to the body is 100 %
- ▶ impairment rating to the body is less than 100 %, only in case if the person is granted Attendance allowance (*Dodatek za tujo postrežbo in pomoč*)
- ▶ you're deaf.

**WHERE:** You can file an application to the Radio and television Slovenia (*in Slovene*):



<https://www.rtv slo.si/strani/a-oprostitutev-placevanja-prispevka/226>

**TITLE: Vignette for the motorway**

**WHAT:** Holders of disability status can apply for subsidized vignette for the motorway. The amount of the subsidy usually equals the price of annual vignette. First you buy the vignette. Then you fill in the application and send it together with the invoice of purchase to the Red Cross. You will be reimbursed the full price of the vignette.

**WHERE:** Red Cross Slovenia

<http://www.rks.si/>

**TITLE: Exemption of toll payment**

**WHAT:** When you have a disabled status you can apply for exemption of toll payment for your car. Toll exemption is also granted to vehicles that are used for transport of people with disabilities.

**WHERE:** You file the application at the Administrative unit or at the institution where you make the car registration.

**5.4.1 b other means of assistance**

**TITLE: Family Care for Home** (*Pomoč družini za dom*)

**WHAT:** Family care for home is professional counselling service. They can help you with overcoming problems in your family relationships and to give you support on child care. You are eligible to this service when social workers assess that you are motivated to cooperate and willing to make the necessary changes and reach the goals set that you set in the treatment.

**WHERE:** For more information you can contact the local Centre of Social work - addresses and contacts

[Find the nearest Centre of Social Work in the district of your residence.](#)

**TITLE: Care at Home** (*Pomoč na domu*)

**WHAT:** Care at home is a social-care service for people who live alone and need care and assistance because of old-age, illness or disability. It provides assistance at your home, if you don't have relatives who would care for you. Care at home is a temporary solution until you find place in an institution like old-people's home.

Home care is carried out by certain Service providers in form of social home care and mobile assistance.

**Social home care** programme offers one-to-one companionship, personal care, and housekeeping. **Mobile assistance** programme offers professional social, psychological and pedagogical support in form of therapeutic process.

Service providers of Care at home are public social-care institutions. The service is partly covered by the municipality (at least 50 %) and partly by the user.

**WHERE:** You may file in an application at the local Centre of Social Work - address and contacts (in Slovene).

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE: Social Service** (*Socialni servis*)

**WHAT:** Social service is a service similar as Care at Home, only it is not a public



service, but a payable service.

**WHERE:** You can find the list of Social Service providers on the link “Seznam zasebnikov in pravnih oseb, ki opravljajo socialnovarstvene storitve na podlagi dovoljenja za delo in so vpisani v register” at

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/dovoljenje\\_sociala/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/dovoljenje_sociala/)

**TITLE: Family Assistant** (*Družinski pomočnik*)

**WHAT:** Family assistant is a person providing assistance and care for a disabled person. This can be a family member or another person who is living at the same address as the disabled person. When you don't want to be put in institutional care, but you fulfil the criteria for institutional care, you may instead decide for a family assistant who will offer you help in home environment. However, additional criteria needs to be met to be eligible for a family assistant.

**WHERE:** Get more information at your local Centre of Social Work – address and contacts (*in Slovene*).

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE: Medical rehabilitation**

**WHAT:** If you have the basic (compulsory) health insurance and the supplementary health insurance you will receive most of the medical treatment free of charge. That includes medical treatment, rehabilitation treatment, medication and medical equipment.

**WHERE:** Read more at Health Insurance Institute of Slovenia (*Zavod za zdravstveno zavarovanje Slovenije*) (*in English*).

<http://www.zzzs.si/indexeng.html>

**TITLE: Medical Equipment** (*Medicinski pripomočki*)

**WHAT:** Medical equipment is available for persons who are blind or visually impaired, deaf or hearing impaired, or have speech disorder. To obtain the medical equipment you should ask your personal physician who will write you a prescription for the required product. A blind dog is also considered a medical aid for which you can ask a prescription at your doctor.

**WHERE:** For more information ask your general physician or at the Health Insurance Institute of Slovenia (*Zavod za zdravstveno zavarovanje Slovenije*) (*in English*).

<http://www.zzzs.si/indexeng.html>

**TITLE: EU Disability Card** (*Evropska kartica ugodnosti*)

**WHAT:** EU Disability Card ensures equal access to certain benefits for disabled persons all across Europe. The main areas of benefits are transportation, tourism, culture, sport and leisure. The card will be mutually recognized between EU countries. For now you can use the card in Slovenia, Belgium, Cyprus, Finland, Italy, Romania, Estonia and Malta. When you visit one of these countries you will be entitled to the same benefits for disabled as the nationals. Later more countries will join.

**WHERE:** You can apply for the EU Disability Card at the Administrative Unit.

**TITLE: Parking Card**



**WHAT:** All car parks must have special places for drivers with disability. They are marked with yellow lines and wheelchair symbol. You can park there only if you have a Parking Card. You can file an application for the Parkin Card at the Administrative Unit, where you live.

If you have trouble parking in front of your home or job, you can send a request to the municipal service, to mark a parking place for you.

**WHERE:** At Administrative Unit. List of administrative units (*in Slovene*).

<http://www.upravneenote.gov.si/>

**TITLE: Stopping and parking of motor vehicles at spots where parking is not allowed**

**WHAT:** Disabled persons can stop or park motor vehicles at sport where normally parking is not allowed. In this case the motor vehicle must have a valid Parking Card on visible place. You can apply for the Parkin Card at the Administrative Unit, where you live.

**WHERE:** At Administrative Unit. List of administrative units (*in Slovene*).

<http://www.upravneenote.gov.si/>

**TITLE: Priority for non profit housing**

**WHAT:** People with disabilities and families who have a disabled family member have priority by awarding a non-profit apartment.

**WHERE:** Read more at E-Uprava (*in Slovene*): <https://e-uprava.gov.si/podrocja/nepremicnine-in-okolje/nepremicnine-stavbe/neprofitno-najemno-stanovanje.html>

**TITLE: Exemption from tourist tax payment**

**WHAT:** People with disabilities are exempted from paying tourist tax when they present a member card of a disabled organization or any other document by an official authority that confirms the disability.

**WHERE:** At the tourist accommodation where you pay the tourist tax.

**5.4.1 c carer's allowance**

**TITLE: Part payment for lost income** (*Nadomestilo za izgubljeni dohodek*)

**WHAT:** Part payment for lost income is a monthly benefit that is offered to you when you have a child with severe mental or physical disability that needs constant care and assistance. When in order to take care of the child you need to leave work or start working short-time.

The level of the Part payment for lost income is the minimum wage (max minimum wage?). If you work part-time, you are entitled to a proportion of part payment for lost income.

**WHO:** You can apply for this financial aid when you have a disabled child that needs constant care. You are entitled to part payment for lost income if you:

- ▶ left work or employment relationship
- ▶ started short-time work – 4 hours/day (*vec ne steje?*);
- ▶ are unemployed but not registered as unemployed with the Employment Service of Slovenia due to child's full time care,

**HOW:** The parent who wants to take care of the disabled child may file an



application at the local Centre for Social Work. You must enclose the medical documentation that is not older than 6 months.

A medical commission at the Centre of Social Work decides on eligibility and the amount of the support.

**WHEN:** 30 days before you terminate full-time work or latest 30 days after termination of work ali od izpisa iz registra nezaposlenih.

**WHERE:** You file an application at the Centre of Social Work.

**GOOD TO KNOW:** You may exercise the right until the child reaches the age of 18 years.

When your child is in institutional care where he/she has free all-day-long care, or in foster care, you are not entitled to Career's allowance.

## 5.4.2 RIGHTS

### 5.4.2 a rights and employment

#### **TITLE: Rights and employment of people with special needs**

**WHAT:** The law of equality for people with special needs provides following rights regarding employment of people with special needs:

- ▶ Prohibition of discrimination: companies are obliged of taking measures to enable people with special needs to have access to employment. They must follow the quota system.
- ▶ Protection against dismissal: the employer is not allowed to dismiss the person because of disability occurred, but must find a suitable job position so that the person is able to continue work
- ▶ Overtime hours: the employer is not allowed to order overtime work to a person with special needs if he/she is employed on part-time basis
- ▶ Holidays: the employee is entitled to extra 3 days of holidays if he's with disability or his/her child has special needs
- ▶ Exemption of income tax: some categories of people with special needs are exempted from income tax payment.

**WHERE:** If you think your rights have been violated you can ask counselling at the Work Inspectorate of Slovenia (*in Slovene*): <http://www.id.gov.si/>

You can also contact the Slovenian Ombudsman (*in English*):

<http://www.varuh-rs.si/index.php?id=1&L=6>

### 5.4.2 b rights and education

#### **TITLE: Objectives and Principles Included in the Guidance of Children with Special Needs**

**WHAT:** In Slovenia education of children with special needs is based on the following goals and principles:

- ▶ to ensure the highest benefit possible for the child
- ▶ integrity and complexity of the education
- ▶ the principle of equal opportunities while taking into account the diversity of children
- ▶ maintenance of balance between different aspects of the child's physical and mental development
- ▶ integration of parents in the education process
- ▶ providing for appropriate conditions for the optimum development of each



individual child

- ▶ guidance to the most suitable education programme at the right time
- ▶ organisation of education at a location closest to the child's home
- ▶ consistency and complexity of education
- ▶ individualised approach
- ▶ continuation of education programmes
- ▶ inter-disciplinary approach.

**TITLE: The Right to Placement Procedure** (*Pravica do usmerjevalnega procesa*)

**WHAT:** Children with special needs in preschool and school age are entitled to so called Placement Procedure. The procedure is carried out by a special commission at Centres of Social work and enables the child to successfully integrate in the process of education. The commission identifies the needs of the child and proposes a suitable education programme according to the child's needs. Placement procedure is the base for any form of education and is carried out before registration of the child into kindergarten, primary school or specialized education programmes (18 different education programmes).

**WHERE:** Placement procedure is carried out by [Centre for social work](#).

**TITLE: Students with special needs**

**WHAT:** If you are a student you can apply at your faculty for the status of student with special needs. This status enables you certain rights and benefits:

- ▶ The right to interpreter for deaf and hearing-impaired persons (ask at your faculty about the specific conditions)
- ▶ Subsidized accommodation in student dorms (you have priority at registration and you can also apply for accommodation for your personal assistant)
- ▶ Scholarship: when you receive a Government or Zois scholarship, you receive some extra money
- ▶ Personal assistance at some study activities
- ▶ Adapted computer technology (provided by Association of Students with disabilities of Slovenia)
- ▶ Copying and enlargement of study literature (provided by Association of Students with disabilities of Slovenia)
- ▶ Access to recorded lectures and study literature in audio format
- ▶ Technical equipment
- ▶ other rights regarding your disability

**WHERE:** For more information contact the Association of Students with disabilities of Slovenia (*in Slovene*).

<http://www.dsis-drustvo.si/>

### 5.4.3 CHILDREN WITH SPECIAL NEEDS

#### 5.4.3 a assistance for children with special needs

**TITLE: Adjusted Transport to School**

**WHAT:** Children with physical impairment who attend school are entitled to adjusted transport to school free of charge. Transport is supported by the Ministry of education, science and sport and is organized by the school.



**WHERE:** At the school your child attends.

**TITLE:** Allowance for Child Care (*Dodatek za nego otroka*)

**WHAT:** When you have a disabled child who needs special care and attendance you can get financial aid to cover the high costs of care. The child must have permanent address in Slovenia and the allowance is granted on the base of professional opinion of a medical commission.

You are not eligible to this aid when your child is in institutional care and receives all-day free care.

**WHERE:** File an application to the local Centre of Social Work.

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Part payment for lost income (*Nadomestilo za izgubljeni dohodek*)

**WHAT:** Part payment for lost income is a monthly benefit that is offered to you when you have a child with severe mental or physical disability that needs constant care and assistance. To take care of the child you need to leave work or start working short-time. The level of the Part payment for lost income is the minimum wage. If you work part-time, you are entitled to a proportion of part payment for lost income.

**WHERE:** You file an application at the local Centre of Social Work .

**TITLE:** Medical rehabilitation

**WHAT:** If your child has the basic (compulsory) health insurance and the supplementary health insurance a child will receive most of the medical treatment free of charge. That includes medical treatment, rehabilitation treatment, medication and medical equipment.

**WHERE:** Read more at Health Insurance Institute of Slovenia (*Zavod za zdravstveno zavarovanje Slovenije*) (*in English*).

<http://www.zzzs.si/indexeng.html>

**TITLE:** Medical Equipment (*Medicinski pripomočki*)

**WHAT:** Medical equipment is available for children who are, blind or visually impaired, deaf or hearing impaired, or have speech disorder. To obtain the medical equipment you should ask the child's personal physician who will write a prescription for the required product.

**WHERE:** For more information ask your general physician or at the Health Insurance Institute of Slovenia (*Zavod za zdravstveno zavarovanje Slovenije*) (*in English*).

<http://www.zzzs.si/indexeng.html>

#### 5.4.4 WORK AND PERSONS WITH SPECIAL NEEDS

##### 5.4.4 a assistance for persons with special needs

**TITLE:** Vocational rehabilitation (*Poklicna rehabilitacija*)

**WHAT:** If you want to continue to work you have the right to apply for inclusion into the vocational rehabilitation process. Vocational rehabilitation will:

- ▶ help you to return to your job
- ▶ provide technical adaptations at your workplace according to your needs or





- ▶ include you in an educational/ training programme where you'll obtain a new education or vocation.

You may apply for the vocational rehabilitation only during the disability classification process. After you successfully conclude the vocational rehabilitation, you are entitled to a) Reassignment to another job or b) to Part-time work. You are eligible to vocational rehabilitation only if you were included in the Pension and disability insurance scheme before the disability occurred.

**WHERE:** Pension and disability insurance institute (in English): <https://www.zpiz.si/cms/?ids=zpizen>

**TITLE: Reassignment to Another Job** (*Pravica do premestitve na delovnem mestu*)

**WHAT:** Reassignment to another job means that you work full-time at the same employer as before, but at another job which is adjusted to your needs. First you go through the process of Vocational rehabilitation where your needs are defined. Afterwards your employer has the duty to enable you full-time work and to arrange technical adjustments of your workplace. The adjustments are covered by the Pension and disability insurance institute.

**WHERE:** Pension and disability insurance institute (in English): <https://www.zpiz.si/cms/?ids=zpizen>

**TITLE: Part-Time Work** (*Pravica do dela s skrajšanim delovnega časa*)

**WHAT:** The right to Part-time work means that you can work only 4 hours per day and 20 hours per week at a different workplace as before. First you go through the process of Vocational rehabilitation where you learn a new vocation adjusted to your needs. Then you start working in a short-time employment.

Short-time employment is the base to assert the right to Part incapacity benefit.

**WHERE:** Pension and disability insurance institute (in English): <https://www.zpiz.si/cms/?ids=zpizen>

**TITLE: Employment Rehabilitation** (*Zaposlitvene rehabilitacije*)

**WHAT:** If you're facing difficulties at finding job because of your disability and you're registered as unemployed, you can enter the process of Employment Rehabilitation at the Employment Service of Slovenia (ESS). The programme is performed by specialised providers of Employment rehabilitation. During the rehabilitation process you receive an income in the amount of 40 % of minimal wage if you work at least 100 hours a month and if you don't receive income from another social transfers. At the end of the process a commission will evaluate if you can work under regular conditions. If not, you are entitled to? sheltered Employment or supported employment. You can apply for the Employment rehabilitation anytime, during your unemployment.

**WHERE:** Employment service of Slovenia.

<http://english.ess.gov.si/>

**TITLE: Supported Employment** (*Podporna zaposlitev*)

**WHAT:** Supported employment enables you to be employed in ordinary work environment. You are provided with technical aid, personal assistance or other forms of aid which enable you to perform work. You are free to develop your own working methods according to your abilities. Professional support service



is provided to you as well as to your employer and work environment. To assert the right you must go through the process of Employment rehabilitation and be registered in the Unemployment persons register at the Employment service of Slovenia.

**WHERE:** Employment service of Slovenia.

<http://english.ess.gov.si/>

**TITLE:** Sheltered Employment (*Zaščitna zaposlitev*)

**WHAT:** Sheltered employment means that you're employed in a specialized work environment that is adjusted to your work abilities and needs. The needs and support are defined in the process of Employment rehabilitation. Providers of sheltered employment are the so called employment centres and disabled companies. These employers provide you with technical equipment or a professional assistant during your working time.

To assert the right you must be registered in the Unemployment persons register at the Employment service of Slovenia.

**WHERE:** Employment service of Slovenia.

<http://english.ess.gov.si/>

## 5.5 PARTICIPATING IN SOCIETY

### 5.5.1 MIGRANTS' ADVISORY BODIES

#### 5.5.1 a list of advisory bodies

**TITLE:** Ministry of the Interior, Internal Administrative Affairs, Migration and Naturalization Directorate (*Ministrstvo za notranje zadeve, Direktorat za upravne notranje zadeve, migracije in naturalizacijo*)

**WHAT:** Internal Administrative Affairs, Migration and Naturalization Directorate is a governmental body which monitors the situation in the area of migration, international protection and integration of persons under international protection and foreigners. It adopts relevant measures, supervises the implementation of laws and other regulations on migration and international protection. It also provides assistance in integration into Slovenian society. The Ministry employs special advisors for persons granted international protection. Their main role is to support beneficiaries in the integration process and to cooperate with key institutions and civic society.

**WHERE:** Ministry of Interior, Internal administrative affairs, migration and naturalisation directorate, migration office (*in Slovene*): [http://www.mnz.gov.si/si/o\\_ministrstvu/organiziranost/direktorat\\_za\\_upravne\\_notranje\\_zadeve\\_migracije\\_in\\_naturalizacijo/](http://www.mnz.gov.si/si/o_ministrstvu/organiziranost/direktorat_za_upravne_notranje_zadeve_migracije_in_naturalizacijo/)

Štefanova 2, 1501 Ljubljana

Office for migration (*Urad za migracije*)

Tel: 01 428 46 80

**TITLE:** Government Office for Support and Integration of Migrants (*Urad vlade za oskrbo in integracijo migrantov*)

**WHAT:** The Governmental Office for Support and Integration of Migrants provides material support and coordinates implementation of rights of (ali 'granted to')



asylum seekers and persons granted international protection.

They manage the accommodation facilities like asylum centre and integration centre.

They provide various support services (healthcare, psychosocial help, counselling, informing), help at asserting rights and organize the integrational process. They manage the cooperation with NGOs and other organizations that are active in the field of support and integration. They cooperate in intersectoral implementation of integration measures.

**WHERE:** Government Office for Support and Integration of Migrants (in Slovene):

<http://www.uoim.gov.si/>

Cesta v Gorice 15, 1000 Ljubljana

Tel: (01) 200 84 01

Email: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si)

**TITLE:** Administrative Units (*Upravne enote*)

**WHAT:** Administrative units are local bodies of public administration.

At Administrative unit you can change your personal name, apply for Slovenian citizenship, get married, arrange your ID card and your passport, register your permanent or temporary address, get your driving licence recognized or renewed and register your vehicle. At some administrative units there is a special department for foreigners where you can apply for the single residence and work permit if you're already in Slovenia, for prolongation of your residence permit, or for a Slovenian language course.

**WHERE:** List of administrative units in Slovenia (in Slovene).

<http://www.upravneenote.gov.si/>

**TITLE:** International Organization for Migration – IOM

**WHAT:** IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. They help to ensure the orderly and humane management of migration, promote international cooperation on migration issues, assist in the search for practical solutions to migration problems and provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM works in the four broad areas of migration management: migration and development, facilitating migration, regulating migration, forced migration.

**WHERE:** International Organization for Migration – IOM, Slovenia (in English):

<https://www.iom.int/countries/slovenia>

Dunajska cesta 5, 1000 Ljubljana

Tel: (01) 434 73 51

Email: [iomljubljana@iom.int](mailto:iomljubljana@iom.int)

**TITLE:** Slovenska filantropija

**WHAT:** They offer support for refugees and asylum seeker at initial integration programme by finding accommodation facilities, psychosocial aid, supporting and organizing refugee education, Slovenian language lessons, self-help groups and other activities. . They employ? volunteers in refugee aid..

**WHERE:** Slovenska filantropija

Cesta Dolomitskega odreda 11, 1000 Ljubljana



(0)1 430 1288, 433 4024, 433 5106

[info@filantropija.org](mailto:info@filantropija.org)

**TITLE:** Association Odnos (Društvo Odnos)

**WHAT:** They provide psychosocial support to migrants and their families such as individual counselling and different types of group work and free time activities for children, youth and adults.

**WHERE:** Association Odnos (*in Slovene*): <http://odnos.si/>

Mala Loka 22, 1230 Domžale

*Unit in Ljubljana:*

Einspielerjeva ulica 6, 1000 Ljubljana, 1. nad.

Telefon: 041 552 628

E-mail: [drustvoodnos@gmail.com](mailto:drustvoodnos@gmail.com),

Za prostovoljsko delo:

[prostovoljstvo.odnos.ljubljana@gmail.com](mailto:prostovoljstvo.odnos.ljubljana@gmail.com)

*Unit in Maribor:*

Glavni trg 17b, 2000 Maribor

Telefon: 031 773 227

Email: [renata.drustvoodnos@gmail.com](mailto:renata.drustvoodnos@gmail.com)

**TITLE:** Delavska svetovalnica (*Conselling office for workers*)

**WHAT:** Delavska svetovalnica provides support, advocacy, and protection in the field of work to most vulnerable groups such as migrants, refugees and asylum seekers. They also aim for development of labour, social and statutory rights of workers.

**WHERE:** Delavska svetovalnica (*in English*): <http://www.delavskasvetovalnica.si/?lang=en>

Dalmatinova 4, 1000 Ljubljana

Tel: 080 14 34

Email: [info@delavskasvetovalnica.si](mailto:info@delavskasvetovalnica.si)

## 5.5.2 CIVIC ASSOCIATIONS

### 5.5.2 a procedure for establishing civic associations

**TITLE:** Founding an association (*Društvo*)

**WHAT:** Non-governmental organizations (NGOs) don't work for profit, but engage in development of education, society, protection of human rights. Anyone can register a non-governmental organization. A society is one form of NGO and it may be established by at least three persons or legal entities.

**STEP 1:** A society is established at the founding assembly where all founders meet and the decision to found an association. They adopt basic act and elect the representative of the society. The name of the society must be in Slovenian.

**STEP 2:** In the next step you must register the society at an administrative unit. To do that, you should complete a registration form and enclose the following



documents:

- ▶ The Basic act (*statute*) - document that explains how the organization works, a “rulebook”
- ▶ Record of the funding assembly;
- ▶ List of the founders, with personal details and verified signatures;
- ▶ Address of the society;
- ▶ Personal details of the representative of the society.

At the registration you must pay administrative fee in the amount of 31,72 EUR.

**STEP 3:** Within 30 days the administrative unit issues an order on registration of association. With the issued order your association becomes a legal entity.

**WHERE:** More information on founding an association is available at CNVOS – Centre for information service, co-operation and development of NGOs (*in English*).

[http://www.cnvos.si/article?path=/english/about\\_cnvos/cnvos\\_in\\_a\\_nutshell](http://www.cnvos.si/article?path=/english/about_cnvos/cnvos_in_a_nutshell)

**TITLE: Founding of an institute** (*Zavod*)

**WHAT:** Non-governmental organizations (NGOs) don’t work for profit, but operate for education, development of society, human rights or charity. Anyone can register a non-governmental organization.

An Institute is a form of non-profit organization that can be established by Slovenian nationals or foreigners.

**STEP 1:** First you open a temporary bank account in which you deposit a start-up capital. It is recommended to deposit at least EUR 100.

**STEP 2:** In the next step you register the institute at the regional court. To do that, you complete the registration forms (UST) and submit the following documents:

- ▶ **Basic act - statute** (document that explains how the organization works, a “rulebook”);
- ▶ **Decision** of the founder on the first appointed members of institute bodies,
- ▶ **Agreement** of the appointed director, with his/her verified signature;
- ▶ **A certificate of start-up capital.** (a certificate on opening a temporary bank account)
- ▶ Proposal on determination of classification code of the main activity for registration in Slovenian Companies register.
- ▶ **Agreement of the property owner** for use of property for business reasons of the institute.

**STEP 3:** The register court decides on the request for entry in the Companies register. By entering the articles of association in the Slovenian Companies Register, the institute acquires legal capacity. Slovenian Business register will issue the main activity code and company identification number for the institute.

**WHERE:** At the regional court – list of courts (in Slovene):

[http://www.sodisce.si/sodisca/sodni\\_sistem/okrozna\\_sodisca/](http://www.sodisce.si/sodisca/sodni_sistem/okrozna_sodisca/)

**GOOD TO KNOW:** You can also establish an Institute with the help of a notary, who will prepare the necessary documents and file the request for registration at the regional court.



### 5.5.3 RELIGION

#### 5.5.3 a registering a religious organization

**TITLE:** Registering a church or other religious community

**WHAT:** Religious organization is an association of persons organized for the reason of religious purposes.. Anyone can register a church or a religious organization in Slovenia.

**STEP 1:** To apply for the foundation of a new religious community you need to submit the following information to:

- ▶ Personal data and verified signature of at least 10 active members with main residence in Slovenia
- ▶ Personal data of selected a representative of the religious community
- ▶ Description of the foundation of the belief and basic religious texts
- ▶ The basic act on foundation of religious community
- ▶ Proof of payment of administration fee in amount of 22,60€.

**STEP 2:** Pay the administration fee to the following bank account:

- ▶ current account/TRR: SI56 01100-1000315637
- ▶ call: 11 33405-7111002-33400414.
- ▶ Reference: 11 33405-7111002-33400414

**STEP 3:** Submit the registration form with all enclosed documents to the Ministry of Culture.

**WHERE:** You can obtain more information at the Ministry of Culture (Ministrstvo za Kulturo) (*in Slovene*): <http://www.mk.gov.si/si/>

[http://www.mk.gov.si/si/delovna\\_podrocja/urad\\_za\\_verske\\_skupnosti/registracija\\_cerkve\\_ali\\_druge\\_verske\\_skupnosti/](http://www.mk.gov.si/si/delovna_podrocja/urad_za_verske_skupnosti/registracija_cerkve_ali_druge_verske_skupnosti/)

Maistrova ulica 10, 1000 Ljubljana

Tel: (01) 369 59 00

Email: [gp.mk@gov.si](mailto:gp.mk@gov.si)

#### 5.5.3 b list of recognized religious organizations

**TITLE:** Register of churches and other religious communities

**WHAT:** Ministry of culture is registering and collecting information on churches and religious organizations. The register is public. There are currently 50 religious communities registered in Slovenia

**WHERE:** You can find the list of all registered churches and religious communities here: Register of Churches and other religious organizations

[http://www.mk.gov.si/si/delovna\\_podrocja/urad\\_za\\_verske\\_skupnosti/register\\_cerkva\\_in\\_drugih\\_verskih\\_skupnosti/](http://www.mk.gov.si/si/delovna_podrocja/urad_za_verske_skupnosti/register_cerkva_in_drugih_verskih_skupnosti/)

### 5.5.4 VOTING RIGHTS

#### 5.5.4 a active voting right

**TITLE:** President of the Republic (*Predsednik republike*)

**WHAT:** The President of the Republic represents the Republic of Slovenia and is the commander-in-chief of its armed forces. The President calls general elections, promulgates laws, candidates for judges of the Constitutional Court and members





of the Court of Audit, grants clemencies, etc. The president is elected every 5 years. You have the right to vote if you're 18 or above and you're Slovenian citizen or you have the right to vote in the National Assembly When you're eligible to vote the competent authority will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you.

**TITLE: National Assembly** (*Državni zbor*)

**WHAT:** The National Assembly is the highest representative and legislative body in the Republic of Slovenia. Its basic task is to perform the legislative function under which deputies adopt the most important national legal acts. In addition, the National Assembly performs electoral and supervisory functions. The National Assembly is elected every 4 years. Every citizen has the right to vote regardless of class, ethnic, racial, economic or other affiliation. You can vote if you're 18 or above and you're a Slovenian citizen or you're a member of Italian or Hungarian ethnic communities in Slovenia. When you're eligible to vote the competent authority will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you.

**TITLE: National Council** (*Državni svet*)

**WHAT:** The National Council is the representative body for social, economic, professional and local interests; it represents the functional interests of different interest organisations and the interests of the local communities.

The National Council is elected indirectly every 5 years. Voting rights are held only by those who are fellow members of the interest groups guaranteed representation in the National Council.

**TITLE: Local Elections** (*Lokalne volitve*)

**WHAT:** The main local government authority is a representative body that adopts basic decisions in the local community, and it is generally elected directly by local community residents.

You have the right to vote only in your own municipality and if you're 18 and above and you're a Slovenian citizen or you're a citizen of another EU Member State and you have permanent residence permit and permanent address in Slovenia or you have certificate of a request for permanent residence or temporary residence permit. If you're from non-EU country can vote when you have permanent residence permit and permanent address registered in Slovenia. When you're eligible to vote the competent authority will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you.

**TITLE: EU Parliament** (*Evropski parlament*)

**WHAT:** The European Parliament is the directly elected body in the European Union. The Parliament acts as a co-legislator, sharing with the Council the power to adopt and amend legislative proposals and to decide on the EU budget. It also supervises the work of the Commission and other EU bodies and cooperates with national parliaments of EU countries to get their input. The representatives are elected every 5 years.

You can vote if you're 18 or above and you're Slovenian citizen and you have the





right to vote in the National Assembly or you're a citizen of EU Member State with permanent residence in Slovenia. The voting right of Slovenian citizens and EU Member states citizens is equal. When you're eligible to vote the competent authority will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you.

**TITLE: Referendum** (*Referendum*)

**WHAT:** Referendum is one of the forms of direct democracy where all people in the country or an area are asked to give their opinion about or decide an important social or political question. You can vote in referendum if you're 18 or above and you have the right to vote in the National assembly. When you're eligible to vote the competent authority will send you a document with information on the elections by post. The document establishes where your voting poll is and which document you need to bring with you.

**5.5.4 b passive voting right**

**TITLE: PRESIDENT OF THE REPUBLIC** (*Predsednik države*)

**WHAT:** You have the right to stand in election for the President of the Republic if you're a citizen of Slovenia and you can vote in the National assembly and you're 18 or above. To candidate must be proposed by members of Parliament, political parties or voters.

**TITLE: NATIONAL ASSEMBLY** (*Državni zbor*)

**WHAT:** You can stand as a candidate in the National assembly election if you're 18 or above and a citizen of Slovenia and you can vote in the National assembly. The candidate must be proposed by political parties or voters.

**TITLE: NATIONAL COUNCIL** (*Državni svet*)

**WHAT:** The National Council is elected indirectly every 5 years. Interest groups and local communities propose the candidates in accordance with their internal rules.

**TITLE: LOCAL ELECTIONS** (*Lokalne volitve*)

**WHAT:** The candidates for local government can be proposed by political parties or voters. You may stand as a candidate if you're 18 or above and a citizen of Slovenia and you can vote in the National assembly. You must also have you have permanent address registered in the municipal district of your candidacy.

**TITLE: EU PARLIAMENT** (*Evropski parlament*)

**WHAT:** You can stand as a candidate in election for the European Parliament if you're a Slovenian citizen and you have the right to vote in the National Assembly or you're a citizen of Eu Member State with permanent residence permit in Slovenia. The passive voting right of Slovenian citizens and EU Member states citizens is equal.



## 5.6 HOLIDAYS AND FREE TIME

### 5.6.1 PUBLIC HOLIDAYS

#### 5.6.1 a list of public holidays

**TITLE:** Public holidays

**WHAT:** Public holidays are work free days.

- ▶ 1-2 January: New Year (*novo leto*)
- ▶ 8 February: Prešeren Day, the Slovenian Cultural Holiday (*Prešernov dan, slovenski kulturni praznik*)
- ▶ Easter Sunday and Monday (different each year according to the lunar calendar) (*velikonočna nedelja in ponedeljek, velika noč*)
- ▶ 27 April: Day of Uprising Against Occupation (*dan upora proti okupatorju*)
- ▶ 1-2 May: May Day Holiday (*praznik dela*)
- ▶ 25 June: Statehood Day (*dan državnosti*)
- ▶ 15 August: Assumption Day (*Marijino vnebovzetje – veliki šmaren*)
- ▶ 31 October: Reformation Day (*dan reformacije*)
- ▶ 1 November: Day (of Remembrance) of the Dead *dan spomina na mrtve* or *dan mrtvih*
- ▶ 25 December: Christmas (*božič*)
- ▶ 26 December: Independence and Unity Day (*dan samostojnosti in enotnosti*)

#### 5.6.1 b school holidays

**TITLE:** School holidays

**WHAT:** School holidays and National holidays are free of school:

- ▶ Autumn Holidays – one-week holidays, usually around 1<sup>st</sup> of November
- ▶ Christmas / New Year Holidays - from 25<sup>th</sup> December to 2<sup>nd</sup> January
- ▶ 8<sup>th</sup> February: Slovenian cultural holiday - *Prešeren Day*
- ▶ Winter Holidays – one week in February. Exact date depends on the region where you live.
- ▶ Easter Monday – different each year according to lunar calendar
- ▶ 27 April: Day of Uprising against Occupation
- ▶ The First of May Holiday – usually one-week holiday
- ▶ Summer Holiday – from 24<sup>th</sup> June to 1<sup>st</sup> September

#### 5.6.1 c holidays services

**TITLE:** Holiday services

**WHAT:** The leisure time and holidays services depend mostly on municipality or region. There are differences in offers, prices and duration. Every town in Slovenia has a Tourist-information Centre. Contact the centre in the selected destination to get detailed information about the offer.

**WHERE:**

- ▶ I feel Slovenia – tourist information (*in English*): <https://www.slovenia.info/en>
- ▶ Slovenian Tourism association – list of Tourist – information Centres in Slovenia (*in Slovene*): <http://www.turisticna-zveza.si/turisticni-informacijski-centri>



**TITLE:** Slovenian Association of Friends of Youth (*Zveza prijateljev mladine*)

**WHAT:** This organization traditionally organizes holidays for children from socially disadvantaged families and children with health problems and disabilities. They offer different types of holidays: summer and winter vacation, health holidays, holidays for children from underprivileged families.

**WHERE:** ZPMS - Zveza prijateljev mladine Slovenije (in English): <http://en.zpms.si/home/>

## 5.6.2 USEFUL SOCIAL NETWORKS (FB, LinkedIn, etc.)

### 5.6.2 a list of social networks groups

**TITLE:** Social networks

**WHAT:** Social networks are a useful and fast way of communication in Slovenia. You can contact many organisations and institutions through social networks.

- ▶ Facebook: it's one of the most used social network tool. You can find groups with different aims like job markets or groups of foreigners living in Slovenia or various organizations.
- ▶ LinkedIn: Social network where you can present yourself for professional purposes, to connect with potential business partners or to present yourself to potential employers.
- ▶ Twitter: Twitter is a well-known social network and many organizations and institutions have an active account with updated information.
- ▶ Youtube: It's a video-sharing website. The site allows users to upload, view, rate, share, add to favourites, report and comment on videos. Available content includes music videos, short and documentary films, audio recordings, movie trailers and other content such as video blogging or educational videos.

## 5.7 SUPPORT SERVICES FOR MIGRANTS

### 5.7.2 a List of support services and projects regarding housing

**TITLE:** Private real estate agencies

**WHAT:** Agencies that offer information on rental properties and assist with the renting procedure.

**WHERE:** List of real estate agencies.

<http://www.realestate-slovenia.info/nepremicninske-agencije.html>

**TITLE:** Internet real estate advertising

**WHAT:** Real estate advertising medium offer real estate from real estate agencies and individual sellers.

**WHERE:**

(in English and Slovenian) <http://www.realestate-slovenia.info/>

(in Slovenian) <http://www.bolha.com/nepremicnine/>

(in Slovenian, English and Russian) <https://www.sloveniaestates.com/>

**TITLE:** Paper media

**WHAT:** Media advertise real estate offers in paper editions of newspapers and on online portals.



**WHERE:** (in Slovenian) <http://nepremicnine.deloindom.si/>

**TITLE:** Social networks

**WHAT:** Individuals offer and seek real estate on public networks, like Facebook.

**WHERE:** Facebook: Stanovanjce, kje si?

**TITLE:** Non-profit housing

**WHAT:** Non-profit housing is available to people on low to middle income.

The providers are municipalities and non-profit organizations. You can rent a non-profit dwelling only if you're a citizen of Republic of Slovenia.

**WHERE:**

(in Slovenian) <http://ssrs.si/>

(in Slovenian) <http://www.jssmol.si/dodeljevanje-stanovanj-za-upravicence/dodeljevanje-neprofitnih-stanovanj-v-najem/>

(in Slovenian) <http://www.jmss-mb.si/index.php/sl/>

**TITLE:** Refugees welcome

**WHAT:** Refugees Welcome is an online platform which enables individuals and refugees to connect. Individuals can offer to share their flat with refugees and thus enable them faster integration into the new society.

**WHERE:** (in Slovenian) <http://refugees-welcome.si/>

**TITLE:** Ministry of Justice

**WHAT:** More information on what conditions you can buy real estate in Slovenia.

**WHERE:** Ministry of Justice (in English) <http://www.mp.gov.si/en/>

Župančičeva 3, 1000 Ljubljana,

Tel: +386 1 369 5342,

Email: [gp.mp@gov.si](mailto:gp.mp@gov.si).

#### 5.7.2 b List of support services and projects regarding social support

**TITLE:** Centre of Social Work (*Center za socialno delo*)

**WHAT:** At Centre of Social work you may get information and you can apply for the following support:

- ▶ Financial social assistance
- ▶ Extraordinary financial social assistance
- ▶ Income support / social protection allowance
- ▶ The right to payment of contributions for compulsory health insurance
- ▶ Right to cover the difference up to the full value of medical services
- ▶ Reduced kindergarten payment
- ▶ School meals subsidy and school lunch subsidy
- ▶ Rent assistance
- ▶ Low income assistance
- ▶ First social aid (Prva socialna pomoč)
- ▶ Counselling for families and children



**WHERE:** List of Centres for Social Work: [http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE: Non-profit housing funds**

**WHAT:** Non-profit housing is available to people on low to middle income.

The providers are municipalities and non-profit organizations. You can rent a non-profit dwelling only if you're a citizen of Republic of Slovenia and you fulfil other required criteria.

**WHERE:**

Residential Fund of Republic of Slovenia (*Stanovanjski sklad Republike Slovenije, javni sklad*) Poljanska cesta 31, P.P. 2044, 1000 Ljubljana; T: +386 (1) 4710 500; E: [ssrsinfo@ssrs.si](mailto:ssrsinfo@ssrs.si), <http://ssrs.si/kontakt>

Public Residential Fund of Municipality of Ljubljana (Javni stanovanjski sklad Mestne občine Ljubljana), Zarnikova ulica 3, P.P. 2012, 1104 Ljubljana, T: +386 306 14 36. [jss.mol@ljubljana.si](mailto:jss.mol@ljubljana.si), <http://www.jssmol.si/domov/>

Public Intermunicipal Fund Maribor (Javni medobčinski stanovanjski sklad Maribor), Grajski trg 1, 2000 Maribor, T: +386 (0)2 250 63 10, [info@jmss-mb.si](mailto:info@jmss-mb.si), <http://www.jmss-mb.si/index.php/sl/>

**TITLE: Rent assistance for beneficiaries of international protection**

**WHAT:** Beneficiaries of international can apply for rent assistance in the first two years of granted international protection.

**WHERE:** Government Office for Support and Integration of Migrants, Cesta v Gorice 15, 1000 Ljubljana

Tel: +386 1 / 200 84 01, [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si), <http://www.uoim.gov.si/en/>

**TITLE: Ministry of Labour, Family, Social Affair and Equal Opportunities**

**WHAT:** To find out more about financial housing support for Persons with special needs you can contact the Ministry of Labour, Family, Social Affair and Equal Opportunities.

**WHERE:** Ministry of Labour, Family, Social Affair and Equal Opportunities;

Disabled, War Veterans, Victims of War Directorate

[http://www.mddsz.gov.si/en/areas\\_of\\_work/invalidi\\_vzv/](http://www.mddsz.gov.si/en/areas_of_work/invalidi_vzv/)

Kotnikova 28, 1000 Ljubljana,

Tel: 01 369 77 00,

Email: [gp.mddsz@gov.si](mailto:gp.mddsz@gov.si).

**TITLE: Safe houses and mothers homes for women**

**WHAT:** Safe hose or a Mothers home for women who are victims of violence or in difficult social and financial situation.

**WHERE:**

- ▶ Centre for social work or contact a shelter – list  
[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)
- ▶ List of the safe houses.  
[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/programi\\_socialnega\\_varstva/varne\\_hise/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/programi_socialnega_varstva/varne_hise/)



- ▶ List of mothers homes  
<https://www.scsd.si/materinski-domovi.html>

**TITLE: Employment Service of Slovenia** (*Zavod Republike Slovenije za zaposlovanje – ZRSZ*)

**WHAT:** To file a claim for unemployment benefit (*Denarno nadomestilo*) you should contact the Employment Service of Slovenia.

**WHERE:** Employment Service of Slovenia – list of local labour offices, other offices and contacts

[http://english.ess.gov.si/about\\_ess/addresses\\_and\\_working\\_hours](http://english.ess.gov.si/about_ess/addresses_and_working_hours)

**TITLE: Caritas Slovenia** (*Karitas Slovenija*)

**WHAT:** Caritas Slovenia offers direct help with food packages for individuals and families who lack the basic means for subsistence. They provide psychosocial support for migrants in cooperation with other NGOs. They organize programmes such as summer camps for refugees, summer holidays for refugee families and children, workshops for migrants.

**WHERE:** Caritas Slovenia

<http://www.karitas.si/>

Kristanova ulica 1, 1000 Ljubljana

Te: +386 1 300-59-60,

Email: [info@karitas.si](mailto:info@karitas.si).

**TITLE: Red Cross Slovenia** (*Rdeči križ Slovenije*)

**WHAT:** Red cross Slovenia helps socially endangered individuals and families with food packages, hygienic supplies, clothing and footwear, furniture and white goods.

**WHERE:** Red cross Slovenia

<http://www.rks.si/sl/English/>

Mirje 19, 1000 Ljubljana

T: +386 01 24 14 300

E: [rdeci.kriz@rks.si](mailto:rdeci.kriz@rks.si)

**TITLE: Slovenian association of friends of youth** (*Zveza prijateljev mladine Slovenije*)

**WHAT:** Organization that supports children from disadvantaged background in various ways.

**WHERE:** Slovenian association of friends of youth

<http://en.zpms.si/projects/>

Miklošičeva 16, 1000 Ljubljana

T: +386 1 239 67 20

E: [info@zpms.si](mailto:info@zpms.si).

**TITLE: Pro bono legal aid – free legal aid**

**WHAT:** Courts and attorneys providing free legal aid.



**WHERE:**

- ▶ List of courts in Slovenia  
[http://www.sodisce.si/sodisca/sodni\\_sistem/seznam\\_sodisc/#](http://www.sodisce.si/sodisca/sodni_sistem/seznam_sodisc/#)
- ▶ List of attorneys who offer free legal aid (look for “brezplačna pravna pomoč”):  
<http://www.odv-zb.si/zbori/obmocni-zbori/obmocni-zbor-ljubljana>

**WHERE:** Human Rights Ombudsman

**WHAT:** Human Rights Ombudsman is responsible for protection of human rights and fundamental freedoms in relation to state authorities, local authorities, and persons in public office.

**WHERE:** Human Rights Ombudsman of the Republic of Slovenia

<http://www.varuh-rs.si/kontakt/how-to-reach-us/?L=6>

Dunajska cesta 56 (4th floor), 1109 Ljubljana,

Tel: 01 475 00 50,

Free phone: 080 15 30,

Email: [info@varuh-rs.si](mailto:info@varuh-rs.si).

**TITLE: Institute for free legal aid** (*Zavod za brezplačno pravno pomoč*)

**WHAT:** A non-profit institute offering free legal aid and legal advice.

**WHERE:** Zavod za brezplačno pravno svetovanje

Murgle 141, 1000 Ljubljana

Office in Dobrova: Stara cesta 13, 1356 Dobrova

E: [info@brezplacnopravnepomoc.si](mailto:info@brezplacnopravnepomoc.si).

**TITLE: Anglesko:PIC** – Pravno informacijski center

**WHAT:** They provide protection of asylum applicants, refugees, foreigners, migrants. In the framework of the law on foreigners and international protection they offer legal counselling and informing regarding managing of their status, protection and their access to social, economic and other rights.

**WHERE:** Pravno-informacijski center nevladnih organizacij – PIC

<http://pic.si/about/>

Metelkova 6, 1000 Ljubljana

Tel: +386 1 521 18 88

Email: [pic@pic.si](mailto:pic@pic.si).

**TITLE: Humanitarian Association Law for all** (*Pravo za vse*)

**WHAT:** Law students from University of Maribor offer free online legal advice to all who need it. You can write to them in Slovenian, English, Croatian, Serbian and Bosnian language.

**WHERE:** Humanitarian Association Law for all

<http://www.pravozavse.si/>

**TITLE: Other legal aid**

**WHAT:** If you need legal representation of any kind, you can contact any law firm to hire legal representation.

**WHERE:** List of attorneys who offer legal aid in Slovenia (*in Slovenian*)





<http://www.odv-zb.si/zbori/obmocni-zbori/obmocni-zbor-ljubljana>

**TITLE: Slovenian Philanthropy** (*Slovenska filantropija*)

**WHAT:** They provide advice, information, psychosocial support and advocacy for various marginalized groups of migrants, such as asylum seekers, refugees, unaccompanied children, undocumented migrants and migrant workers.

**TITLE: Slovenska filantropija**

**WHAT:** They offer support for refugees and asylum seeker at initial integration programme, finding accommodation facilities, psychosocial aid, supporting and organizing refugee education, Slovenian language lessons, organize self-help groups, including volunteers in refugee aid and other activities.

**WHERE:** Slovenska filantropija

Cesta Dolomitskega odreda 11, 1000 Ljubljana

(0)1 430 1288, 433 4024, 433 5106

[info@filantropija.org](mailto:info@filantropija.org)

**TITLE: Jesuit association for refugees Slovenia**

**WHAT: Religious association.** Visits those in centres and organises social support for asylum seekers and refugees.

**WHERE:** Jesuit Association for Refugees Slovenia

Zrinjskega Cesta 9, 1000 Ljubljana

Tel: +386 14 30 00 58

Email: [europa.admin@jrs.net](mailto:europa.admin@jrs.net) (Slovenian direct email is not working)

**TITLE: Association Odnos** (Društvo Odnos)

**WHAT:** They provide psychosocial support to migrants and their families. They provide individual counselling and different types of group work and free time activities for children, youth and adults.

**WHERE:** Association Odnos (*in Slovene*): <http://odnos.si/>

Mala Loka 22, 1230 Domžale

*Unit in Ljubljana:*

Einspielerjeva ulica 6, 1000 Ljubljana, 1. nad.

Telefon: 041 552 628

E-mail: [drustvoodnos@gmail.com](mailto:drustvoodnos@gmail.com),

Za prostovoljsko delo:

[prostovoljstvo.odnos.](http://prostovoljstvo.odnos.ljubljana@gmail.com)

[ljubljan@gmail.com](mailto:ljubljan@gmail.com)

*Unit in Maribor:*

Glavni trg 17b, 2000 Maribor

Telefon: 031 773 227

Email: [renata.drustvoodnos@gmail.com](mailto:renata.drustvoodnos@gmail.com)



**TITLE: SOS help-line** (*SOS telefon – za ženske in otroke – žrtve nasilja*)

**WHAT:** SOS Help-line is intended for all who experience domestic violence or violence from their partners, relatives, violence at a work place or in other relationships. Available only in Slovenian language.

**WHERE:** SOS Help-line

Free number: 080 11 55,

when: workdays: 12 noon - 10 p. m., Saturdays, Sundays and Bank Holidays: 6 p. m. - 10 p. m., <http://www.drustvo-sos.si/?lang=en>

**TITLE: TOM – National telephone helpline – phone for children and young people**

**WHAT:** TOM is a free telephone line for children and young people who can get support and help on any topic. They provide psychosocial help through conversation with trained counsellors. Conversations are confidential and anonymous.

**WHERE:** TOM telephone (in English, Slovenian?)

Free number: 116 111 (every day: 12:00 noon - 20:00 p.m.)

<http://www.e-tom.si/kam-po-pomoc/231>

**TITLE: Help-line in crisis** (*Klic v duševni stiski*)

**WHAT:** Anyone of any age who is experiencing a personal, emotional or mental health crisis can call. When you call you will always speak with a professional counsellor.

**WHERE:** Help-line in crisis (in English, Slovenian?)

T: 01/ 520 99 00

when: every day between 7 p.m. and 7 a.m.

**TITLE: Ministry of Labour, Family, Social Affairs and Equal Opportunities**

**WHAT:** More information about Legal representation of unaccompanied minors you can get at the Ministry of Labour, Family, Social Affairs and Equal Opportunities

**WHERE:** Ministry of Labour, Family, Social Affairs and Equal Opportunities

Kotnikova 28

1000 Ljubljana

T: +386 1 369 77 00

E: [gp.mddsz@gov.si](mailto:gp.mddsz@gov.si)

**5.7.2 c Support services and projects regarding driving and transport**

**TITLE: Driving schools in Slovenia**

**WHAT:** At a driving School you learn how to drive and obtain a driving licence.

**WHERE:** List of driving schools in Slovenia.

<http://solevoznje.si/>

**TITLE: Validity of foreign driving licence**

**WHAT:** A request for the replacement of a driving licence can be filed at any administrative unit. Find the list of administrative units



**WHERE:** List of administrative units

<http://www.upravneenote.gov.si/>

**TITLE:** Administrative Units

**WHAT:** you can get more information on vehicle registration at an administrative unit.

**WHERE:** List of administrative units

<http://www.upravneenote.gov.si/>

**TITLE:** Technical examination of a vehicle

**WHAT:** Technical examination of the vehicle is compulsory in Slovenia before vehicle registration.

**WHERE:** List of technical examination providers:

[https://www.avp-rs.si/wp-content/uploads/2016/08/SEZNAM\\_STROKOVNIH\\_ORGANIZACIJ-19.8.2016.xlsx](https://www.avp-rs.si/wp-content/uploads/2016/08/SEZNAM_STROKOVNIH_ORGANIZACIJ-19.8.2016.xlsx)

**TITLE:** BUS (Avtobus)

**WHAT:** Information on bus transportation in Slovenia

**WHERE:** Bus station Ljubljana (*Avtobusna postaja Ljubljana*), all bus connection in Slovenia - Info centre phone: 1991; <https://www.ap-ljubljana.si/en/>

Flixbus: [https://www.flixbus.com/?\\_ga=2.266664590.1210202607.1495544914-100410584.1495544914](https://www.flixbus.com/?_ga=2.266664590.1210202607.1495544914-100410584.1495544914)

**TITLE:** Railway (*Železnica, vlak*)

**WHAT:** Information on passenger transport on Railways in Slovenia.

**WHERE:** Slovenian railway (*Slovenske železnice*)

<http://www.slo-zeleznice.si/en/>

Info centre phone: 1999

**TITLE:** Airplane (*Letalo*)

**WHAT:** Information on Ljubljana and Maribor Airport

**WHERE:**

Ljubljana airport <http://www.lju-airport.si/en/Main/>

Maribor airport, <http://www.maribor-airport.si/en/Home.aspx>

**TITLE:** CITY BICYCLE (*Mestno kolo*)

**WHAT:** In Ljubljana, Maribor, Kranj and Piran you can use the city bicycle system where you can rent a bicycle and travel freely by day and by night.

**WHERE:**

Ljubljana: BIKIKELJ - <http://en.bicikelj.si/How-does-it-work>

Maribor: BIKIKEL - <http://www.bcikel.si/Default.aspx>

Kranj: KR S KOLESOM - <http://www.krskolesom.si/>

**TITLE:** Prevozi



**WHAT:** A system of car-sharing, where car drivers offer rides to anyone interested.

**WHERE:** Prevozi: <https://prevoz.org/kakodeluje/>

**TITLE:** Private airport transport companies

**WHAT:** Private companies offer Airport transport to nearby airports.

If you fly from one of the nearby in neighbouring countries, you can use this transport service to take you to the airport.

**WHERE:** GoOpti - airport transfer, <https://www.goopti.com/en/about/about-us>

#### 5.7.2 d List of support services and projects addressing persons with special needs

**TITLE:** Pension and Disability Insurance Institute Slovenia

**WHAT:** At Pension and Disability Insurance Institute Slovenia you can get the following support:

- ▶ Disability pension
- ▶ Disability Benefit
- ▶ Part Disability Benefit
- ▶ Disability allowance for physical damage
- ▶ Attendance allowance
- ▶ Vocational rehabilitation
- ▶ Reassignment to Another Job
- ▶ Part-Time Work

**WHERE:** Pension and Disability Insurance Institute Slovenia

<https://www.zpiz.si/cms/?ids=zpizen>

Kolodvorska ulica 15, Ljubljana

Tel: +386 1 474 51 00

Email: [informacije@zpiz.si](mailto:informacije@zpiz.si)

**TITLE:** Centre of Social Work.

**WHAT:** At the Centre of Social work the following support is offered to persons with special needs

- ▶ Disability allowance and allowance for care and assistance
- ▶ Income Support /Social Protection Allowance
- ▶ Allowance for Child Care
- ▶ Care at Home
- ▶ Family Assistant
- ▶ Part payment for lost income
- ▶ The Right to Placement Procedure

**WHERE:** You can assert this right at the local Centre of Social Work.

[http://www.mddsz.gov.si/si/delovna\\_podrocja/sociala/izvajalci/csd/](http://www.mddsz.gov.si/si/delovna_podrocja/sociala/izvajalci/csd/)

**TITLE:** Financial Office

**WHAT:** If you have the status of person with special needs, you can be exempted from paying some taxes or the amount to pay can be reduced.



**WHERE:** Financial Office – addresses and contacts (*in English*)

<http://www.fu.gov.si/en/contacts/>

**TITLE:** Administrative unit

**WHAT:** Persons with special needs can apply for the following support at the Administrative unit:

**Technical Equipment**

**Adaptation of a Vehicle**

EU Disability Card

Parking Card

**WHERE:** Administrative unit. – list of units and contacts

<http://www.upravneenote.gov.si/>

**TITLE:** Arnes

**WHAT:** For free access to the internet for persons with disabilities you should contact Arnes.

**WHERE:** Arnes (*in English*).

<http://www.arnes.si/en/>

**TITLE:** Radio and television Slovenia

**WHAT:** you can be exempted from the TV/Rradio fee. To get more information contact TV/Radio Slovenia.

**WHERE:** Radio and television Slovenia (*in Slovene*):

<https://www.rtvlo.si/strani/a-oprostitev-placevanja-prispevka/226>

**TITLE:** Red Cross Slovenia

**WHAT:** You can apply for subsidized **Vignette for the motorway** at the Red Cross.

**WHERE:** Red Cross Slovenia

<http://www.rks.si/>

**TITLE:** Health Insurance Institute of Slovenia

**WHAT:** At the Health Insurance Institute of Slovenia you arrange your compulsory health insurance that covers the medical rehabilitation and the medical equipment if you need it.

**WHERE:** Health Insurance Institute of Slovenia (*Zavod za zdravstveno zavarovanje Slovenije*) (*in English*).

<http://www.zzzs.si/indexeng.html>

**TITLE:** Labour and Social Court (*Delovno in socialno sodišče*)

**WHAT:** If you think your rights have been violated you can ask for counselling at the Work Inspectorate of Slovenia

**WHERE:** Labour and Social Court (*in Slovene*): <http://www.sodisce.si/dsslj/>

Resljeva c. 14, 1000 Ljubljana

Tel.: (01) 300 35 20



Email: [urad.dslj@sodisce.si](mailto:urad.dslj@sodisce.si)

**TITLE: Association of Students with disabilities of Slovenia**

**WHAT:** For more information regarding students with special needs, contact the Association of Students with disabilities of Slovenia

**WHERE:** Association of Students with disabilities of Slovenia (*in Slovene*).

<http://www.dsis-drustvo.si/>

**TITLE: Employment service of Slovenia**

**WHAT:** Employment Service of Slovenia helps you with different forms of employment

- ▶ Employment Rehabilitation
- ▶ Supported Employment
- ▶ Sheltered Employment

**WHERE:** Employment service of Slovenia – List and contacts.

<http://english.ess.gov.si/>

**5.7.2 e List of support services regarding participation in society**

**TITLE: Ministry of the Interior, Internal Administrative Affairs, Migration and Naturalization Directorate** (*Ministrstvo za notranje zadeve, Direktorat za upravne notranje zadeve, migracije in naturalizacijo*)

**WHAT:** Internal Administrative Affairs, Migration and Naturalization Directorate is a national body which monitors the situation in the area of migration, international protection and integration of persons under international protection.

**WHERE:**

Ministry of interior, Internal administrative affairs, migration and naturalisation directorate, migration office (*in Slovene*): [http://www.mnz.gov.si/si/o\\_ministrstvu/organiziranost/direktorat\\_za\\_upravne\\_notranje\\_zadeve\\_migracije\\_in\\_naturalizacijo/](http://www.mnz.gov.si/si/o_ministrstvu/organiziranost/direktorat_za_upravne_notranje_zadeve_migracije_in_naturalizacijo/)

Štefanova 2, 1501 Ljubljana

Office for migration (*Urad za migracije*)

Tel: 01 428 46 80

**TITLE: Government Office for Support and Integration of Migrants** (*Urad vlade za oskrbo in integracijo migrantov*)

**WHAT:** The Governmental Office for Support and Integration of Migrants provides material support and coordinates implementation of rights for asylum seekers and persons granted international protection.

**WHERE:** Government Office for Support and Integration of Migrants (*in Slovene*):

<http://www.uoim.gov.si/>

Cesta v Gorice 15, 1000 Ljubljana

Tel: (01) 200 84 01

Email: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si)

**TITLE: Administrative Units** (*Upravne enote*)

**WHAT:** Administrative units are local bodies of public administration.



At Administrative unit you can change your personal name, apply for Slovenian citizenship, get married, arrange your ID card and your passport, register your permanent or temporary address, get your driving licence recognized or renewed and register your vehicle. .

**WHERE:** List of administrative units in Slovenia (in Slovene).

<http://www.upravneenote.gov.si/>

**TITLE: International Organization for Migration - IOM**

**WHAT:** IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners.

**WHERE:** International Organization for Migration – IOM, Slovenia (in English):

<https://www.iom.int/countries/slovenia>

Dunajska cesta 5, 1000 Ljubljana

Tel: (01) 434 73 51

Email: [iomljubljana@iom.int](mailto:iomljubljana@iom.int)

**TITLE: Slovenska Filantropija (Slovenian Philanthropy)**

**WHAT:** They provide advice, information, psychosocial support and advocacy for various marginalized groups of migrants, such as asylum seekers, refugees, unaccompanied children, undocumented migrants and migrant workers.

**WHERE:** Slovenska Filantropija: <http://www.filantropija.org>

Cesta Dolomitskega odreda 11, Ljubljana 1000

Tel: +386 1 43 01 288

Email: [info@filantropija.org](mailto:info@filantropija.org).

**TITLE: Association Odnos (Društvo Odnos)**

**WHAT:** They provide psychosocial support to migrants and their families. They provide individual counselling and different types of group work and free time activities for children, youth and adults.

**WHERE:** Association Odnos (*in Slovene*): <http://odnos.si/>

Mala Loka 22, 1230 Domžale

*Unit in Ljubljana:*

Einspielerjeva ulica 6, 1000 Ljubljana, 1. nad.

Telefon: 041 552 628

E-mail: [drustvoodnos@gmail.com](mailto:drustvoodnos@gmail.com).

Za prostovoljsko delo:

[prostovoljstvo.odnos.](http://prostovoljstvo.odnos.ljubljana@gmail.com)

[ljubljana@gmail.com](mailto:ljubljana@gmail.com)

*Unit in Maribor:*

Glavni trg 17b, 2000 Maribor

Telefon: 031 773 227

Email: [renata.drustvoodnos@gmail.com](mailto:renata.drustvoodnos@gmail.com)





**TITLE:** Delavska svetovalnica (*Conselling office for workers*)

**WHAT:** Delavska svetovalnica provides support, advocacy, and protection in the field of work to most vulnerable groups such as migrants, refugees and asylum seekers. They also aim for developmnet of labour, social and statutory rights of workers.

**WHERE:** Delavska svetovalnica (*in English*): <http://www.delavskasvetovalnica.si/?lang=en>

Dalmatinova 4, 1000 Ljubljana

Tel: 080 14 34

Email: [info@delavskasvetovalnica.si](mailto:info@delavskasvetovalnica.si)

**TITLE:** CNVOS - Centre for information service, co-operation and development of NGOs

**WHAT:** If you need help with founding an association or an Institut, you can get support at CNVOS.

**WHERE:** CNVOS – Centre for information service, co-operation and development of NGOs (*in English*).

[http://www.cnvos.si/article?path=/english/about\\_cnvos/cnvos\\_in\\_a\\_nutshell](http://www.cnvos.si/article?path=/english/about_cnvos/cnvos_in_a_nutshell)

**TITLE:** Ministry of Culture

**What:** You can register a church or a religious community at the Ministry of Culture.

**WHERE:** Ministry of Culture (Ministrstvo za Kulturo) (*in Slovene*): <http://www.mk.gov.si/si/>

Maistrova ulica 10, 1000 Ljubljana

Tel: (01) 369 59 00

Email: [gp.mk@gov.si](mailto:gp.mk@gov.si)



## 6 HEALTH

### 6.1 PUBLIC HEALTH CARE

#### 6.1 a description of the system

**TITLE: Public healthcare in Slovenia**

**WHAT:** Healthcare service in Slovenia is a public service organized by the state. To have access to the healthcare system you must have compulsory health care insurance. You are automatically insured when you're employed, self-employed, when you receive unemployment benefit, pension or when you study in secondary school or at university. Dependant family members are insured via insured parents or partners. When you have basic healthcare insurance, you receive a Healthcare card that you need to show each time when you go to the doctor.

EU citizens don't pay for (urgent?) medical fees, when they have the EU health card and when they are insured under their national insurance in the country of their origin.

Third country citizens must obtain an additional insurance, usually a private insurance, to be covered in Slovenia.

Beneficiaries of International protection have the right to compulsory health insurance if they do not have compulsory insurance on some other basis. Asylum seekers have the right to urgent healthcare services.

Public healthcare system in Slovenia (Healthcare centres and hospitals) accepts private insurance too.

Compulsory healthcare insurance in Slovenia covers basic general healthcare services in public healthcare centres (*zdravstveni dom*), urgent healthcare services and examinations. All other services (such as specialist examinations and services, hospital treatment, major dental procedures, certain medical prescriptions, etc.) require additional payment or supplementary health insurance. Most citizens and residents of Slovenia choose to pay a supplementary health insurance.

Under the compulsory health insurance scheme, insured persons are entitled to different financial benefits (compensation for salary during temporary absence from work, etc.).

**WHERE:** Primary healthcare services (*zdravstveni dom*) are organised on the local level; they are equally accessible to all people who need medical treatment without discrimination.

All people have the right to access to urgent medical attention and emergency services.

[List of public Health care centres \(in Slovene\).](#)

<http://www.abczdravja.si/index.php/zdravstveni-domovi-v-sloveniji>

#### 6.1 b steps to get medical aid

**TITLE: Get medical aid**

**WHAT:** If you have fallen ill contact the general practitioner (*osebni zdravnik*). You can find general practitioners under "*Družinska medicina*" and dentists under "*Zobozdravniki*" at [Zdravniki.org](http://Zdravniki.org) (in Slovene). General practitioners are the initial point of contact; they carry out general examination, offer simple blood tests. If



necessary, they'll refer you to the specialist or hospital.

**STEP 1:** Usually you need to make an appointment in advance to see your doctor.

Call or email your local Health centre (*Zdravstveni dom*) during their working hours to book an appointment. If you're not covered under basic health care insurance (if you don't have the health insurance card) ask the nurse if they accept your insurance policy. The nurse will tell you if they accept new patients and will give you a date and hour of the appointment.

If you urgently need medical help or advice but you're not in a life-threatening situation, they will enable you to see the doctor quickly or they will direct you to an out-of-hours-service.

If you only need a repeat prescription, you can call the doctor and he'll arrange the prescription online.

**STEP 2:** When you arrive to the doctor you must show your health insurance card. If you have a private health care insurance, you give the nurse the number of your insurance policy. They might issue an invoice that you will have to pay. Later you ask your insurance company for reimbursement of costs.

**STEP 3:** When you're insured under basic health insurance you must choose your personal general practitioner (*osebni zdravnik*). If you go the doctor for the first time, the nurse will explain you the process and guide you through it.

**STEP 4: To see** a specialist doctor (*specialist*), you must first go to the general practitioner (*osebni zdravnik*). When necessary he/she will give you a medical referral to the specialist. They'll inform you if the appointment at the specialist will be organized automatically or if you have to arrange it yourself.

**STEP 5:** When the appointment at the specialists is arranged automatically, you will be informed via post about the date and time of your appointment. If you organize it yourself, you check the list of available specialists and call via phone to book an appointment. When you visit, bring with you the health insurance card and the medical referral from your general practitioner.

#### **WHERE:**

On the website [Zdravniki.org](http://Zdravniki.org) you can find doctors in Slovenia according to location and medical field: General practitioners (under "*Družinska medicina*"), specialists and dentists (*Zobozdravniki*).

<http://zdravniki.org/>

Here you can find addresses of Health care centres in Slovenia:

<http://www.abczdravja.si/index.php/zdravstveni-domovi-v-sloveniji>

## **6.2 HEALTH INSURANCE**

### **6.2 a state compulsory system**

**TITLE:** State compulsory health insurance (*Obvezno zdravstveno zavarovanje*)

**WHAT:** In Slovenia the system of health insurance is divided into compulsory health insurance, and supplementary health insurance for additional coverage of medical service.

Compulsory health insurance is mandatory for everybody. When you're employed, self-employed, receiving unemployment benefit or pension, your basic health insurance is covered automatically. Children secondary school children and university students until the age of 26 are covered as family members under their



parents health insurance policy.

Compulsory health care insurance covers basic general health-care services in public healthcare centres (*zdravstveni dom*), urgent healthcare services and examinations. However, compulsory insurance doesn't ensure coverage of all costs that arise in a medical treatment. Complete coverage of costs is provided only for children, schoolchildren and for certain illnesses and conditions.

**WHO:** Health insurance in Slovenia is compulsory for everybody.

**HOW:** The application for health insurance must be filed to the Health Insurance Institute of Slovenia by:

- ▶ Your employer, at the beginning of your employment,
- ▶ The Employment Service of Slovenia, when you're unemployed and you receive the unemployment benefit,
- ▶ The Pension and Disability Insurance Institute, when you're a pensioner,
- ▶ You, when you're self-employed.

You must also file the application for your family member if you want that this person is covered under your insurance. You must also inform your employer about the planned co-insurance of your family member.

Each health insured person receives an electronic health insurance card.

**WHERE:** Contact your nearest Health Insurance Institute of Slovenia (in Slovene): <http://www.zzzs.si/imenik>

**GOOD TO KNOW:** You can check the status of your health insurance all the time through the application on this webpage (*in Slovene*). Type in the number from your health insurance card and click "Preveri".

Women, insured under basic health insurance, have the right to contraception, pregnancy and childbirth healthcare and the right to termination of pregnancy.

Persons granted refugee status or subsidiary protection, have the right to compulsory health insurance and receive the health insurance card.

Asylum seekers have the right to urgent health care services however, they do not receive the health insurance card.

Foreigners who are not included in the health insurance system in Slovenia have the right to urgent or necessary health care services.

## 6.2 b health insurance cards

**TITLE:** Health insurance card (*Kartica zdravstvenega zavarovanja – zdravstvena izkaznica*)

**WHAT:** Health insurance card is a personal chip card that contains information about your health insurance. Every person who is insured under compulsory health insurance scheme receives the card from the Health Insurance Institute. The card enables you to assert the rights from the health insurance; make sure, that you always have the card with you.

When your family members are co-insured under your health insurance policy, they receive their own personal health insurance card. You must show the card always when you go to the doctor and at the pharmacy if you get medication on prescription.

You receive the card when you register for the first time into compulsory health insurance scheme. If you lose your card, or it gets stolen or broken, you must order a new one and pay for it. If you change your personal data, like surname, you must inform the Health insurance and they will send you a new card for free.



Persons who have refugee status or subsidiary protection, you have a right to compulsory health insurance and receive the health insurance card.

Asylum seekers are entitled to basic health care however they do not get a health insurance card.

**WHERE:** Contact your nearest Health Insurance Institute of Slovenia (*in Slovene*): <http://www.zzzs.si/imenik>

**TITLE: European Health card** (*Evropska kartica zdravstvenega zavarovanja*)

**WHAT:** EU-citizens who have health insurance in their country of origin are also insured in Slovenia free of charge; they only need to have the European health card.

European health insurance card (EHIC) makes it possible to obtain emergency treatment or necessary medical services from general practitioners and dentists in public health care institutions, as well as from some private practitioners having contractual agreements with Slovenian Health insurance.

However, The European Health Insurance Card does not cover the costs of a planned treatment or giving birth in Slovenia.

**WHERE:** Contact your nearest Health Insurance Institute of Slovenia to order the European health card (*in Slovene*): <http://www.zzzs.si/imenik>

## 6.2 c private insurance

**TITLE: Supplementary health insurance** (*Dodatno zdravstveno zavarovanje*)

**WHAT:** Compulsory health insurance only covers the most general and urgent healthcare services and examinations. All other services (such as specialist examinations and services, hospital treatment, major dental procedures, many medicines, etc.) require additional payment or supplementary health insurance.

Supplementary health insurance covers the difference between the full value of medical services and the value covered by compulsory health insurance. You can only have the supplementary insurance as combination with basic insurance. Supplementary insurance is organized by private insurance companies.

**WHO:** If you wish to have all your expenses regarding medical services covered. It's up to you if you decide for supplementary health insurance. However, most Slovenian residents are paying in this health insurance scheme.

**HOW:** You contact one of the private insurance companies and set up the supplementary insurance by yourself. You pay a monthly contribution.

**WHERE:** You can arrange voluntary health insurance at the following insurance companies:

- ▶ AdriaticSlovenica d.d. (*in Slovene*): <https://www.adriatic-slovenica.si/>
- ▶ Triglav, zdravstvena zavarovalnica d.d. (*in Slovene*): <https://www.triglav.si/>
- ▶ Vzajemna zdravstvena zavarovalnica d.v.z. (*in Slovene*): <https://www.vzajemna.si/>

**TITLE: Voluntary health insurance** (*Prostovoljno zdravstveno zavarovanje*)

**WHAT:** Voluntary insurance covers a larger extent of rights or enables you a higher standard of medical service. Voluntary health insurance is only possible as combination with compulsory basic health insurance.

**WHO:** Any person who wants to have medical service at higher standard.

**HOW:** Call the insurance company and arrange the voluntary insurance policy.

**WHEN:** You can set the voluntary health insurance at the following insurance



companies:

- ▶ AdriaticSlovenica d.d. (*in Slovene*): <https://www.adriatic-slovenica.si/>
- ▶ Triglav, zdravstvena zavarovalnica d.d. (*in Slovene*): <https://www.triglav.si/>
- ▶ Vzajemna zdravstvena zavarovalnica d.v.z. (*in Slovene*): <https://www.vzajemna.si/>

**TITLE: Private health insurance or travel insurance**

**WHAT:** Private health insurance is offered by private insurance companies.

**WHO:** People who're not eligible for the public health insurance (non-EU citizens who don't work in Slovenia). Usually people decide for this insurance when they travel and wish to have additional health coverage.

**HOW:** You contact the private insurance company to arrange the private health insurance. They'll offer you different kind of coverage, policies and prices. Make sure, that you are insured before you arrive to Slovenia.

**WHERE:** In Slovenia these are the main insurance companies that offer private health insurance:

- ▶ AdriaticSlovenica d.d. (*in Slovene*): <https://www.adriatic-slovenica.si/>
- ▶ Triglav, zdravstvena zavarovalnica d.d. (*in Slovene*): <https://www.triglav.si/>
- ▶ Vzajemna zdravstvena zavarovalnica d.v.z. (*in Slovene*): <https://www.vzajemna.si/>
- ▶ NLB, zavarovanja (*in Slovene*): <https://www.nlb.si/index>
- ▶ Generali (*in Slovene*): <https://www.generali.si/fizicne-osebe?gclid=CLf-4-G-idYCFQcQ0wodPvcGOw>
- ▶ Coris (*in Slovene*): <https://www.coris.si/>

## 6.3 PRIVATE HEALTHCARE

### 6.3 a description of private healthcare

**TITLE: Private healthcare**

**WHAT:** Some hospitals, doctor's offices (general practitioners, specialists and dentists) and rehabilitation centres are run privately. Sometimes they have a contract with the state health insurance. That means that the state medical insurance will reimburse part of your costs for the visitation and the treatment (when it's considered that they were necessary and aren't offered by the state medical insurance). If they have no contract with the state insurance, you'll have to pay the full price of the treatment.

**WHO:** Private healthcare is accessible to all citizens (if they pay for it).

**HOW:** When you go to the private doctor you can ask in advance if they work with medical insurance. If they do there are two options:

- ▶ They take your personal information and medical insurance information and they charge the costs of the treatment and visitation directly to the insurance.
- ▶ They take your personal information and medical insurance information. They will send you a diagnosis, explanation of the treatment done and an invoice by post. Once you have paid the invoice, you take the diagnosis, explanation of the treatment and the proof of payment to your medical insurance where you will get reimbursement.+



## 6.4 EMERGENCY

### 6.4 a emergency medical attention

**TITLE:** Emergency medical attention

**WHAT:** You may use emergency medical services if you need immediate attention, or if your GP refers you to them, or if there is no GP service available. The waiting time for the services depends on the urgency of the illness or problem you have, for example, a heart attack will take priority over broken arms and legs etc. Emergency care is available free for everyone including those without state health insurance. However, once your condition is stabilised the hospital will want proof of your insurance status, and the doctors will ask you for a fee for their services.

**HOW:** In case of life threatening situation or emergency health condition, go to the nearest emergency department. You can find it in emergency departments, which are situated in hospitals and in some healthcare centres. Emergency departments are open non-stop, 24 hours a day all year.

**When a disease or injury poses immediate threat to a person's life, call the free emergency number 112.** The number is free and available in entire country.

Tell them:

- ▶ Who you are
- ▶ How many people are injured
- ▶ What happened
- ▶ What are the injuries
- ▶ Where it happened
- ▶ What are the circumstances at the scene of the accident
- ▶ When did it happen
- ▶ What kind of assistance is needed

**WHERE:** Emergency treatment is provided at the emergency department of all major state hospitals (Ljubljana, Brežice, Maribor, Izola, Celje, Murska Sobota, Trbovlje, Jesenice, Slovenj Gradec, Novo mesto, Nova Gorica). The list of hospital is available (in Slovenian) here: <http://www.abczdavja.si/index.php/bolniscice-v-sloveniji>

**GOOD TO KNOW:** International protection applicants have a right to emergency medical and dental aid, emergency treatment and emergency rescue transportation.

### 6.4 b dental first aid

**TITLE:** Dental first aid

**WHAT:** In case you need a dentist outside their working hours due to an emergency, contact emergency dental clinic or dental urgent medical aid, which is organized in the framework of some health institutions. For treatments in night time you will usually have to pay a surcharge.

**WHERE:** Emergency dental treatment is provided at some dental care institutions around Slovenia. Check the list of the institutions that provide emergency dental care (available only in Slovenian) here: <http://www.mojzobar.si/dezurni-zobozdravniki-v-celju-kopru-novem-mestu/>

### 6.4 c on duty pharmacies in large cities





**TITLE:** On duty pharmacies (*Dežurne lekarne*)

**WHAT:** All major Slovenian cities offer on duty pharmacies, open 24 hours a day. If you need a medicine that is available without prescription, you might pay more in on duty pharmacy than in regular pharmacy, but only when buying it between 10 pm and 6 am or on Sundays and public holidays.

**WHERE:** Here you can find the list of pharmacies in Slovenia, including information on on duty service available only in Slovenian): <http://www.lek-zbor.si/Mrežalekarn/Dežurnelekarne/tabid/81/Default.aspx>

## 6.5 PRO BONO HEALTH SERVICE

### 6.5 a description and a list of pro bono health services

**TITLE:** Health care ordination with counselling office for people without health insurance in Ljubljana

**WHAT:** Slovenian philanthropy offers health service for people without health insurance who need help or advice and they live in the area of Municipality of Ljubljana. The communication can be held in Slovenian, Croatian, Serbian, English and Italian.

**WHERE:** Slovenian philanthropy, Mislejeva 3, 1000 Ljubljana, T: +386 1 437 20 10, [sara.gregori@zd-lj.si](mailto:sara.gregori@zd-lj.si), <http://www.filantropija.org/ambulanta-za-osebe-brez-zdravstvenega-zavarovanja/>

**TITLE:** Health care ordination with counselling office for people without health insurance in Maribor

**WHAT:** Caritas offers primary health services and primary dental care services for people without health insurance.

**WHERE:** Caritas Maribor (*Nadškofijska Karitas Maribor*), Strossmayerjeva 15, 2000 Maribor, T: +386 59 080 350, E: [info@karitasm.si](mailto:info@karitasm.si), [http://www.karitasm.si/index.php?id\\_novosti=64](http://www.karitasm.si/index.php?id_novosti=64)

**TITLE:** Health care ordination with counselling office for people without health insurance in Nova Gorica

**WHAT:** Humanitarian centre in Nova Gorica offers primary health care for people without health insurance in Goriška region. Most of its clients are seasonal workers and small artisans.

**WHERE:** Community centre in Nova Gorica, Bidovčeva ulica 2-4, 5000 Nova Gorica, T: +386 70 818 102, E: [probono.amb.ng@gmail.com](mailto:probono.amb.ng@gmail.com), <http://probono-amb-ng.weebly.com/>

**TITLE:** Fajdiga's doctor's office (*Fajdigova ambulanta*) in Kranj

**WHAT:** Association for helping people without health insurance is running a free primary health service in Kranj.

**WHERE:** Association for helping people without health insurance, Fajdiga's doctor's office (Društvo za pomoč osebam brez urejenega zdravstvenega zavarovanja, Fajdigova ambulanta), Gosposvetska ulica 9, 4000 Kranj, T: +386 4 208 2 208; E: [info@fajdigova.si](mailto:info@fajdigova.si); <http://www.fajdigova.si/>



**GOOD TO KNOW:** Pro bono health services will provide you free of charge primary health service and give you medical advice when:

- ▶ you don't have the basic health insurance,
- ▶ you have the basic health insurance, but you cannot apply for the supplementary health insurance,
- ▶ don't have permanent residence in Republic of Slovenia,
- ▶ you are a foreigner, an applicant or a beneficiary of international protection.

## 6.6 INTERPRETERS

### 6.6 a list of different services

**TITLE:** Interpreters for hearing impaired people

**WHAT:** You are entitled to interpreter for sign language, if you filed the application to Centre for social work. If the decision is positive, you receive an identification card and corresponding number of vouchers. One voucher means 1 hour of interpreting (free of charge for you). If you use all vouchers, you will need to pay for interpreter service.

**WHERE:** Association of sign language interpreters (*Zavod združenje tolmačev za slovenski znakovni jezik*), Prekmurska ulica 6, 1000 Ljubljana, T: +386 1 436 47 92, [info@tolmaci.si](mailto:info@tolmaci.si), <http://www.tolmaci.si/?id=1&c=1>

**TITLE:** Interpreters for asylum seekers (*Tolmači za prosilce za azil*)

**WHAT:** If you are an asylum seeker, you are entitled to interpreting service only in certain cases provided by Government Office for Support (very rare). Sometimes also civil society (NGO's) provides interpreters. The service is free of charge for beneficiaries.

**WHERE:** Government Office for Support and Integration of Migrants, Cesta v Gorice 15, 1000 Ljubljana, T: +386 1 200 84 01, E: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si), <http://www.uoim.gov.si/en/tasks/>

**TITLE:** Interpreters for persons under international protection (*Tolmači za osebe z mednarodno zaščito*)

**WHAT:** If you are granted international protection in Slovenia, you are entitled to interpreting service limited period of time in limited range (mainly first 9 months after being granted international protection, later you are entitled to interpreting service only in specific urgent cases). Interpreters are provided by Government Office for Support and Integration of Migrants or by Ministry of the Interior and performed by NGO's that are chosen on public call for application and implement official programmes of supporting refugee integration. Currently these organizations are Association Odnos (<http://odnos.si/>) and Slovenian Philanthropy (<http://www.filantropija.org/>). The service is free of charge for beneficiaries.

**WHERE:** Government Office for Support and Integration of Migrants, Cesta v Gorice 15, 1000 Ljubljana, T: +386 1 200 84 01, E: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si), <http://www.uoim.gov.si/en/tasks/>

**TITLE:** National Institute of Public Health, other public institutions and NGO's

**WHAT:** In their programmes the institute tends to provide intercultural mediators



for migrants. It has also prepared dictionary for health professionals: <http://multilingualhealth.ff.uni-lj.si/>.

**WHERE:** National Institute of Public Health, Trubarjeva 2, 1000 Ljubljana, T: +386 1 244 14 00, [info@nijz.si](mailto:info@nijz.si), <http://www.nijz.si/en>

## 6.7 PATIENTS' RIGHTS

### 6.7 a list of the most important rights

**TITLE:** Rights of the patients and advocacy

**WHAT:** The equal, adequate, high-quality and safe health care should be provided to all patients. The most important patients rights are:

- ▶ Right to access to health care and provision of preventive services
- ▶ Right to equal access and treatment in health care
- ▶ Right to free choice of a physician and health-care service provider
- ▶ Right to adequate, high-quality and safe health care
- ▶ Right to respect of patients' time
- ▶ Right to information and cooperation
- ▶ Right to make independent decisions on medical treatment
- ▶ Right to reconsider a previously expressed will
- ▶ Right to the prevention and relief of suffering
- ▶ Right to second opinion
- ▶ Right to access medical files
- ▶ Right to privacy and personal data protection

Each right is further described (in English) here: [http://www.nkt-z.si/wps/portal/nktz/home/healthcare/rights%26obligations/rights/ut/p/z1/IZDNDolwEISfyOxUfuRak6ZUICZiEfdiOBBDluDBGB9fwtFoxb1tMt\\_szBJTRdzXj\\_ZS39uhr6\\_jfuL4HApldGBhkO8BqTOUWxXC2oCOkyDGtqYGirUHG8CUGyg\\_d5UtklfFffJLF65FXFi6SQheYx-PLyJm8R8B--6LpRw-eZL4Wv3zYHIS8n\\_jwaF-GBCvK06Fr6NY556qnaclCvgAVFajl/dz/d5/L2dBISEvZ0FBIS9nQSEh/](http://www.nkt-z.si/wps/portal/nktz/home/healthcare/rights%26obligations/rights/ut/p/z1/IZDNDolwEISfyOxUfuRak6ZUICZiEfdiOBBDluDBGB9fwtFoxb1tMt_szBJTRdzXj_ZS39uhr6_jfuL4HApldGBhkO8BqTOUWxXC2oCOkyDGtqYGirUHG8CUGyg_d5UtklfFffJLF65FXFi6SQheYx-PLyJm8R8B--6LpRw-eZL4Wv3zYHIS8n_jwaF-GBCvK06Fr6NY556qnaclCvgAVFajl/dz/d5/L2dBISEvZ0FBIS9nQSEh/)

When you believe your rights have been violated, you may file a complaint with the patients' rights advocate (*zastopnik pacientovih pravic*). Patients' rights advocate is available to:

- ▶ give information on patients' rights,
- ▶ Provide professional assistance and give direction in the field of exercising patients' rights, health care and medical activities.

Any patient who believes his or her rights have been abused, punitively withheld, or unreasonably denied may file a complaint with the patients' rights advocate. The work of patients' rights advocate is confidential and free of charge.

**WHERE:** Patients' rights advocates work in the chambers of National Institute of Public Health. You can find the list of patient's rights advocates in Slovenia here:

[http://www.mz.gov.si/si/pogoste\\_vsebine\\_za\\_javnost/pacientove\\_pravice/zastopniki\\_pacientovih\\_pravic/](http://www.mz.gov.si/si/pogoste_vsebine_za_javnost/pacientove_pravice/zastopniki_pacientovih_pravic/)



## 6.8 SUPPORT SERVICES FOR MIGRANTS

### 6.8 a list of support services and projects regarding health

**TITLE:** Association of sign language interpreters

**WHAT:** They provide sign language interpreters. If you have vouchers, their service is free of charge.

**WHERE:** Association of sign language interpreters (*Zavod združenje tolmačev za slovenski znakovni jezik*), Prekmurska ulica 6, 1000 Ljubljana, T: +386 1 436 47 92, [info@tolmaci.si](mailto:info@tolmaci.si), <http://www.tolmaci.si/?id=1&c=1>

**TITLE:** Slovenian philanthropy

**WHAT:** This organization offers health service for people without health insurance who need help or advice and they live in the area of Municipality of Ljubljana. The service is possible in Slovenian, Croatian, Serbian, English and Italian.

**WHERE:** Slovenian philanthropy, Mislejeva 3, 1000 Ljubljana, T: +386 1 437 20 10, [sara.gregori@zd-lj.si](mailto:sara.gregori@zd-lj.si), <http://www.filantropija.org/ambulanta-za-osebe-brez-zdravstvenega-zavarovanja/>

**TITLE:** Caritas

**WHAT:** They offer primary health services and primary dental care services for people without health insurance in Maribor.

**WHERE:** Caritas Maribor (*Nadškofijska Karitas Maribor*), Strossmayerjeva 15, 2000 Maribor, T: +386 59 080 350, E: [info@karitasm.si](mailto:info@karitasm.si), [http://www.karitasm.si/index.php?id\\_novosti=64](http://www.karitasm.si/index.php?id_novosti=64)

**TITLE:** Humanitarian centre in Nova Gorica

**WHAT:** They offer primary health care for people without health insurance in Goriška region.

**WHERE:** Community centre in Nova Gorica, Bidovčeva ulica 2-4, 5000 Nova Gorica, T: +386 70 818 102, E: [probono.amb.ng@gmail.com](mailto:probono.amb.ng@gmail.com), <http://probono-amb-ng.weebly.com/>

**TITLE:** Association for helping people without health insurance

**WHAT:** They offer primary health service for helping people without health insurance in Kranj.

**WHERE:** Association for helping people without health insurance, Fajdiga's doctor's office (Društvo za pomoč osebam brez urejenega zdravstvenega zavarovanja, Fajdigova ambulanta), Gosposvetska ulica 9, 4000 Kranj, T: +386 4 208 2 208; E: [info@fajdigova.si](mailto:info@fajdigova.si); <http://www.fajdigova.si/>

**TITLE:** Government Office for Support and Integration of Migrants

**WHAT:** In rare cases the Government Office provides interpreters for asylum seekers in case emergency aid is needed. Moreover, they provide interpreters for persons under international protection, but for limited period of time.

**WHERE:** Government Office for Support and Integration of Migrants, Cesta v Gorice 15, 1000 Ljubljana, T: +386 1 200 84 01, E: [uoim.mnz@gov.si](mailto:uoim.mnz@gov.si), <http://www.uoim.gov.si/en/tasks/>



**TITLE:** National Institute of Public Health

**WHAT:** In its programmes the institute tends to provide intercultural mediators for migrants. It has also prepared dictionary for health professional. Moreover, the institute is also providing patients' rights advocates.

**WHERE:** National Institute of Public Health, Trubarjeva 2, 1000 Ljubljana, T: +386 1 244 14 00, [info@nijz.si](mailto:info@nijz.si), <http://www.nijz.si/en>

**GOOD TO KNOW:** In case of emergency call 122 and tell them: who you are, how many people are injured, what happened, what are the injuries, where it happened, what are the circumstances at the scene of the accident, when did it happen, what kind of assistance is needed.



## **DANUBE COMPASS**

**Information platform for migrants living  
and working in the Danube region**

**EDITED BY:** Martina Bofulin, Sanja Cukut Krilić, Nataša Rogelja

**DESIGN:** Deja Gliha

**ISSUED BY:** Slovenian Migration Institute ZRC SAZU / Inštitut za slovensko izseljenstvo in migracije ZRC SAZU

**REPRESENTED BY:** Marina Lukšič-Hacin

**NATIONAL CHAPTERS PREPARED BY:**

**for Austria:** GS gain&sustain OG and Caritas Academy of Diocese Graz-Seckau

**for Czech Republic:** SPF Group, Ltd.

**for Croatia:** Centre for Peace Studies

**for Germany:** City of Munich, Department of Labour and Economic Development, Local Employment and Qualification Policy and AMIGA

**for Hungary:** Central Transdanubian Regional Innovation Agency

**for Serbia:** Lawyers Committee for Human Rights

**for Slovakia:** Institute of Ethnology, Slovak Academy of Sciences

**for Slovenia:** Employment Service of Slovenia

E-publication (available on <http://www.interreg-danube.eu/approved-projects/drim>): Output of Danube Region Information Platform for Economic Integration of Migrants (DRIM) Interreg project realised with the financial support of Danube Transnational Programme, Project co-funded by the European Union (ERDF, IPA II)