Applying for Your Student Visa:  
Czech Republic

What is a visa?
A visa is official authorization allowing you to enter a country and travel, work, live, or study there for a specific period of time. Generally, a visa is an elaborate stamp that is sealed onto one of the pages of your passport. Visas are issued to American citizens by a foreign country's Embassy or Consulate located in the United States. Every country has its own regulations governing the issuance of visas.

Do I need a visa to go to the Czech Republic?
A visa is required for students going to the Czech Republic through an officially registered organization or program such as ISEP or UM's Partner University Exchange program, so you (and your dependents, if applicable) will need to obtain a visa for your period of study in the Czech Republic.

What do I need to apply for a visa?
Attention: Visa requirements change constantly and vary by Consulate General Office! Please check the requirements of the Consulate General Office that has jurisdiction over the state of your permanent residence: http://www.mzv.cz/washington/en/consular_information/K_1_contacts/which_office_in_the_u_s_should_you.html. You need the following documents to apply for a visa (also called a "residence permit"):
• A valid passport. The consulate for the Czech Republic requires that you send them your original passport, along with a copy of the data-photo page. Make sure your passport is valid 3 months beyond your study period and that it has at least two blank pages so that the visa can be affixed to it. You should also make a copy of your passport for your own records.
  ♦ Please see page 1 in the Study Abroad Handbook for how to apply for a passport.
  ♦ Apply early for your passport! It may take 6-8 weeks to process your application.
• Completed VISAPORT registration. Every application who is staying in the Czech Republic for longer than 90 days needs to register for submission of the visa application on the website www.visapoint.eu.
• Completed visa application. For a stay shorter than 90 days, completed the “Application for short-stay visa,” http://www.mzv.cz/public/8c/82/45/473721_359947_ZOV_en.pdf and for a stay longer than 90 days, complete the “Application for long-stay visa” http://www.mzv.cz/public/e/15/d6/525205_423218_Form_RSCP_1_2010_visa_over_90days_EN.pdf or contact the consulate in the US that has jurisdiction over your state of residence. Write in blue or black ink, or type; provide the original document, not a copy.
• Two recent passport photos.
• Proof of your purpose of stay. This would be the original or a notarized copy of a letter from the Czech university that you will be attending, and must be in the Czech language.
  ♦ If the acceptance letter from your host institution has not arrived within three months prior to your departure, please notify UM's International Programs.
• Proof of your housing arrangement in the Czech Republic. This must be in the Czech language. If you plan to live on-campus at your host university, they will provide you with a letter that will serve as proof of your accommodation. Otherwise you need to provide the original or a copy of your lease if you are renting an apartment/house, or a written letter from a homeowner, stating their willingness to accommodate you notarized by a Czech notary (i.e., a home-stay).
• Photocopy of your birth certificate. This does not have to be notarized.
• Proof that you have sufficient funds to cover your stay in the Czech Republic (the minimum is USD 1800/month that you plan on staying). This would be a notarized copy of the front side of a credit or debit card (Visa, MasterCard, etc.) in your name that is valid for your stay in your host country. You can cover up the numbers when you copy it. Or, you may submit a notarized bank statement in your name or letter or bank statement from another source of funding (i.e., a parent, or a sponsor) explaining their wish
to fund your stay. Generally, for a long-term visa, the formula to calculate the minimum sufficient funds is 30,300 CZK + (4040CZK x number of months of your stay). **All letters must be original documents with an official translation in the Czech language.**

- **Application for Czech Criminal History Record:** this document can be downloaded from [http://www.mzv.cz/public/a4/8c/f3/544832_441998_Form_V6_Affidavit_over_90.pdf](http://www.mzv.cz/public/a4/8c/f3/544832_441998_Form_V6_Affidavit_over_90.pdf) or the embassy/consulate websites, and must be completed and your signature must be notarized by a Notary Public if you are submitting your application by mail; if you are applying in person, it must be signed in front of a person at the consulate. Also, if you have lived in another country, for 6 months or longer, in the last three years, you must let the consulate know.

- **Travel medical insurance.** Travel medical insurance must cover the cost of emergency medical care, including medical evacuation or, in the event of death, repatriation of remains to the country that has issued the applicant’s travel document or to the applicant’s country of residence. **The insurance policy must not exclude coverage for injuries and damage caused by the applicant’s intentional acts, injuries and damage caused by fault or contributory fault on the part of the applicant, and injuries and damage caused by the consumption of alcohol, narcotic and psychotropic substances by the applicant.** The minimum coverage is EUR60,000 per one insured event without any coinsurance or copayment.

**Travel medical insurance may be purchased from:**

A) An insurance company licensed to sell such insurance in the Czech Republic;
B) An insurance company licensed to sell such insurance in any other Member State of the European Union or in any Contracting Party to the Agreement on the European Economic Area;
C) An insurance company licensed to sell such insurance in the country that has issued the applicant’s travel document or in the applicant’s country of residence.

A list of providers can be found at: [http://fsveng.fsv.cuni.cz/FSVENG-114.html](http://fsveng.fsv.cuni.cz/FSVENG-114.html). Maxima has been an easy user-friendly option. The policy should be available to read in English and the Czech language and you need to include a copy of the policy in the Czech language with your visa application.

- **Medical report.** You may be required to provide a medical certificate verifying that you do not suffer from a serious disease. The Consulate Office processing your application will request this from you if it is necessary.

- **A processing fee of US$129 must be paid** in the form of a money order made payable to the “Consulate-General of the Czech Republic” or cash. The fee may change without prior notice, so check the website or call the consulate office in your jurisdiction before you apply to double check the fee amount. Make sure to keep proof of payment to include with the submission of the visa application.

- **A prepaid, self-addressed, Fedex or Express Mail envelope** must also be included with your application. You should keep the tracking number of this envelope because it will be used to send you back your documents. The consulate does not accept any responsibility for lost items if a self-addressed envelope is not enclosed with your application.

- **You will also find answers to many of your visa-related questions at:** [http://www.mzv.cz/washington/en/consular_information/index.html](http://www.mzv.cz/washington/en/consular_information/index.html), the Czech embassy in Washington, D.C. From there you can access the website of the consulate that has jurisdiction over your state of residence.

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**How do I obtain a visa/residence permit?**

**Important note about applying for your Czech visa:** it is recommended that you apply for your visa at least three months before you intend to depart for the Czech Republic as it takes the Czech consulate 90 days from the day your completed application is received to process it. There is no way to expedite this process.

A. **In person**

- Register on VISAPOINT, the Czech Republic’s online visa appointment and application system at: [www.visapoint.eu](http://www.visapoint.eu). Every applicant for a long-term stay over 90 days must be registered in VISAPOINT for submission of the application. Without proper registration, you will not be allowed to submit the visa.
application at the diplomatic mission, no interview will be held, and the processing of the application will not begin.

- Take the above documents to the Czech consulate that has jurisdiction over your state of residence: [http://www.mzv.cz/washington/en/consular_information/K_1_contacts/which_office_in_the_u_s_should_you.html](http://www.mzv.cz/washington/en/consular_information/K_1_contacts/which_office_in_the_u_s_should_you.html). (The Czech consulate also processes visa applications by mail, see below).
- Call the consulate before you visit to verify hours of operation and location.
- Avoid waiting until the last minute to apply for your visa, as omitting one document or failing to complete a form completely may delay the processing of your visa for weeks.
- **Keep a photocopy of all documents for yourself.**

**B. Via mail**

If you chose to apply for your visa via mail rather than in person, you should:

- Send all documents, including your passport, via FedEx, US Overnight Mail, or other express mail service that provides a tracking number for your parcel, to the consulate. **Keep a photocopy of all documents for yourself.**
- Submit US$129 application fee in the form of a money order made payable to the Embassy of the Czech Republic (no cash unless you apply in person!) --consulates will not accept personal checks.
- Enclose a postage paid FedEx/US Overnight Mail envelope addressed to yourself.
- Apply early: according the Consulate's website, all visas must be approved by the Czech Immigration Police and the process may take up to 60 days and cannot be started until all paperwork is submitted.
- Be sure all documents are in order. Missing documents may cause delays in the processing of your application.
- Do not leave the country until you have received your passport and visa.

**General tips for applying for a visa:**

Foreign embassies and consulates in the US receive hundreds of inquiries every day so contacting them may be a trying experience. Have patience. Some consulates only receive visitors or calls during certain hours of the day or on certain days of the week; visit their website to learn their hours or call back at different times of the day. You may find that you are placed on hold or that your call is never forwarded to the appropriate person. Don't be discouraged: be persistent, but polite. Remember that US consulates in foreign countries operate in a similar fashion!

**Czech Consulates**

Send you application to the Consulate General that covers your state of residence. You can find the appropriate Consulate General Office for each state at: [http://www.mzv.cz/washington/en/consular_information/K_1_contacts/which_office_in_the_u_s_should_you.html](http://www.mzv.cz/washington/en/consular_information/K_1_contacts/which_office_in_the_u_s_should_you.html).