
LONG-STAY VISA

PRACTICAL GUIDE

Please check with the consular authority of the Czech Republic in your region for the most updated Czech visa requirements and processes. The information listed below is intended as informational guidance only and does not constitute legal advice.

Visa type

There are two types of long-stay visa

- for the purpose of “**study**”
- for the purpose of “**other/education**”

If in doubt, doublecheck with ISS Office to make sure you apply for correct purpose of stay

Embassy/Consulate

Long-stay visa applications are submitted at Embassy/consulate. You must book an appointment there and check for up-to-date requirements and to see if there are any additional requirements to the ones listed here.

Required documents

All the supporting documents must be submitted in original or as certified photocopies. Documents in languages other than Czech must be officially translated into the Czech language. In some countries only official translations done in the Czech Republic are acceptable, if your documents are not officially translated in the Czech Republic, your application will not be accepted.

Appointment

All applicants for the long-stay visa for the purpose of study or other/education must submit their applications in person at the Czech Embassy/Consulate in their country of origin or a country in which they have a Residence Permit. The Embassy/Consulate requires applicants to arrange the appointment for submitting their applications in advance. The applicant is obliged to undergo an interview if the Embassy/Consulate asks them to do so.

Document validity

Your documents shouldn't be older than 180 days (issue date) except for the travel document (passport).

Please note that documents such as medical health insurance and accommodation agreement have a certain validity period. You should arrange them with the following validity: ·1 year from the date with which the Letter of Acceptance is issued (you are staying longer than 1 semester)

Translations & Verifications

Documents in languages other than Czech must be officially translated into the Czech language. In some countries only official translations done in the Czech Republic are acceptable, if your documents are not officially translated in the Czech Republic, your application will not be accepted.

Some documents must be certified with an apostille or a superlegalisation.

How to prepare the required documents

Please keep in mind that the Czech Embassy/Consulate will accept only original documents in Czech language or official translations. Officially translated documents are usually tied together with the originals and you should submit the whole package together. If you are submitting photocopies (like a photocopy of your debit/credit card) you should have that photocopy notarized as the true copy. It is also very important not to forget to make photocopies for yourself. Please also note that some embassies may require additional set of photocopies, so you should definitely try to find this information on their website or ask them directly.

- **Application form** - completed and signed long-term visa application form
- **2 passport size photographs**
- **Travel document (Passport)** - The validity must cover the validity of your 1 year visa + 3 months after the visa's expiry
- **Evidence of the purpose of stay** - Letter of Acceptance from the school/university in the Czech Republic. The document is issued in the Czech language.
- **Evidence of sufficient funds** - bank account in your name with at least 115.810 CZK and original Credit Card Statements (in your name & from an internationally recognized bank) can also be used. You will also need a photocopy of your debit/credit card connected to this account. We recommend you round the required sum up to avoid any issues related to exchange rates. The funds should stay in your account during the decision process on your application as the Ministry of Interior can request a new statement to check you still have the required funds available.
- **Confirmation of Accommodation** - a document confirming the secured accommodation for the required period of stay in the Czech Republic. Must cover 1 year validity of the long-stay visa.
- **Criminal Record Clearance** - Evidence that the applicant has no record in the Criminal Register of the country that issued their passport and any other country/countries where they continuously resided during the last 3 years for more than 6 months.
Clarification for American citizens applying in the US - US citizens are allowed to submit an Affidavit that has been notarized by a public notary instead of a Criminal Record Clearance for the United States. If you are applying in person, you can sign the Affidavit in front of the Embassy officer who has the power to notarize it.
- **Health/Medical Insurance contract** – it must be comprehensive/complex. Moreover, your insurance should cover you both in the Czech Republic and Schengen area. You are also required to submit a proof that you have paid the insurance premium for the entire period of validity of your visa – 1 year (issued by the insurance company).
- **If you are a minor (under 18 years of age)** You have to provide the consent of your parent or another legal representative or guardian with your stay in the Czech Republic.

Medical health insurance

Please note that if you will be applying for your visa in person, you will not have to submit your medical health insurance contract (and confirmation of payment) right away. You will need your medical health insurance once you return to the Embassy/Consulate to pick up your visa. They will require you to show them an original complex/comprehensive medical health insurance valid for both Czech Republic and Schengen area. Please also note that the validity of the Medical Health Insurance should correspond with the validity of your visa. The validity can be longer, but not shorter. Please note that you will need your original insurance contract when you arrive to the Czech Republic.

You can find some of the insurance providers here:

- **P VZP** <https://www.pvzp.cz/en/>
- **UNIQA** <https://www.uniqa.cz/en/insurance-for-foreigners/>
- **AXA** <https://www.axa-assistance.cz/comprehensive-health-insurance/>
- **SLAVIA** <https://www.slavia-pojistovna.cz/en/people/health-insurance-for-foreigners-in-case-of-necessary-and-urgent-medical-care/>
- **MAXIMA** <https://www.maximapojistovna.cz/en/health-insurance-foreign-nationals/comprehensive-health-insurance-foreign-nationals>

Complete list of registered insurance companies can be found [here](#) and you can compare them [here](#).

If you decided to arrange insurance through a website you will have the opportunity to save and print the insurance contract and confirmation of payment on the last page of the online process. Please make sure you print out and save the documents there as you will not receive anything by email. Please also note that even though the insurance contract is printed from your computer, it counts as an original document at the embassy. However, the contract you will print out is only valid if you sign it, so make sure you do.

Application process

The long-stay visa application process has several steps with each of them having some specific details which you should be aware of.

The process has 4 major steps:

1. Collecting documents
2. Submitting application at the Embassy/Consulate
3. Collecting your visa
4. Duties after arrival to the Czech Republic

Collecting documents

We recommend that you first start arranging your Criminal Record Clearance and Accommodation Confirmation. These are the two documents that usually take the longest to arrange. Please also note that you will need additional Criminal Record Clearance in case you have stayed in a foreign country for more than 6 months in the past 3 years. Regarding your criminal record, be careful in case you will need some additional super legalization of the document. For that information, please contact the embassy at which you will be applying.

Accommodation

The main delays in arranging the accommodation agreement are usually caused by the time it takes for your payment to arrive to the account of the accommodation provider. As accommodation providers do not issue accommodation agreement before receiving your deposit or reservation fee, please make sure you keep that in mind when planning your visa application. Please also note that deposit does not necessarily mean the first month rent. In the majority of cases the deposit or reservation fee is refundable at the end of your stay in case there were no damages caused. The accommodation providers will then additionally ask you to cover your first month rent separately.

In order to avoid unnecessary setbacks, please consider the following advice:

- Start arranging your accommodation several weeks before you intend to apply for your visa
- Communicate closely with your accommodation provider
- When paying the deposit, state your name, last name and date of birth under comments (you should ask at the bank to put it under comments). This will help the accommodation provider recognize your payment when it comes to their account. In case someone else is making the payment for you, make sure you let the accommodation provider know the name and last name of the person making the payment for you.
- Be respectful and understand that international payments travel several days.
- If your accommodation provider will be sending your agreement by post or express service, make sure you give them exact address where your document should be delivered and your phone number and email address.
- Make sure you read the terms and conditions of the accommodation agreement thoroughly in order to avoid any misunderstandings and trouble in the future.

The proof of accommodation should show you have accommodation secured for 1 year (September -September / January- January) so that your visa can also be issued for 1 year. If one of the documents required for visa application has shorter validity (such as accommodation), the validity of the visa may be cut to correspond with the shortest document or (if the accommodation is deemed too short by the Interior Ministry) they may not accept the document at all or ask you to submit a new proof of accommodation document.

Proof of Funds

During the time your application is being processed it is also important to stress that the required funds should remain in the account. The Embassy can sometimes invite applicants for an additional interview and also request a new bank statement to check the required funds are still available. If it happens that there are significant changes in the account and in the overall amount of funds available they may see it as proof the applicant doesn't have the sufficient amount for their stay in the Czech Republic at their disposal and reject the application on these grounds.

Additional / Different requirements

We cannot emphasize enough the importance of contacting the Embassy/Consulate at which you will be applying and asking if they have any special or additional requirements regarding the documents you should submit. Sometimes they have slightly different requirements or they can even require additional documents.

Sometimes the Embassy/Consulate requires the students to submit their high school diploma. Do not ever under any circumstances submit your original high school diploma. You should make a notarized (official) copy of your diploma and submit that. Please note that whatever documents you submit at the Embassy (apart from medical health insurance) they will never be returned to you.

Embassy / Consulate appointment

You will have to apply for your visa in person.

If you will be applying in your home country[1] you should apply at the Czech Embassy in your home country[2]. You can find the list of all Czech Diplomatic Missions abroad on the official website of the [Czech Ministry of Foreign Affairs](#). Please be careful as not all missions have a visa section and process visas. This information is usually stated on the Embassy's website, but we would suggest you contact the Embassy/Consulate and ask just to be sure. They will also provide you with the information about where you can apply in case the Embassy/Consulate in question does not process visas. Embassies usually require applicants to make the appointment either by phone or email. You should be able to find this information on the official website of the Embassy/Consulate at which you are planning to apply.

[1] If you hold a valid long term residence permit in a different country, you can apply for a Czech visa at the embassy in that country. Also, if you are exempt from visa requirement (http://www.mzv.cz/jnp/en/information_for_alien/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html) you can apply for your visa at a Czech embassy in any of the countries that are part of Schengen area and have a Czech Embassy with a visa section.

[2] Some countries do not have a Czech Embassy or the Czech Embassy does not process visas.

Clarification for American citizens applying in the US – you are allowed to send your visa application along with all the required documents and their copies by post. Unlike students applying for visa in person you will be required to submit all the documents at once, even the medical health insurance and your passport (not just a photocopy). As the Embassy/Consulate will mail your visa (attached in your passport) back to you, make sure that you include a prepaid express envelope. The envelope should have your address written on it. Please check with the Embassy/Consulate which express post provider they accept before you send the packet.

As the Embassy/Consulate will return only your passport, do not send your original insurance contract. You can send a photocopy of your medical insurance contract. This is very important as you will need the original medical insurance contract when you arrive to the Czech Republic.

Processing time

Please note that it is not the Embassy/Consulate in your country but the Ministry of Interior in the Czech Republic that decides on granting a Long-stay Visa.

- Application for Long-stay Visa for the purpose of study is usually processed within 60 days, but in exceptional cases, it can take up to 90 days.
- Application for Long-stay Visa for the purpose of other/education is usually processed within 90 days, but in exceptional cases, it can take up to 120 days.

Duties after arrival

Assuming that your long-stay visa application was successful, and you were granted your visa, you will need to fulfil certain obligations both before and after your arrival to the Czech Republic. Please note that as an institution we are required by law to keep records of all students' visas and residence permits. That said, we will ask you to send us a copy of your visa as soon as you receive it.

With this type of visa you will have to register at the Immigration Office (Foreign Police) within 3 working days of your arrival. However, if you will be staying in a dormitory, they will most likely register you automatically once you arrive as they are obliged by law to do so. If you will be staying in an apartment, the duty is yours. If you are not sure whether your accommodation provider will register you or not, it is best to ask them. In case you will have to do it yourself, you will need your passport, original Medical Health Insurance and a small Registration Form which you can get either at our office or at the Foreign Police. We will provide you with more information if need be.