



# Apply for Czech visa

- **Non-EU citizens** staying in the Czech Republic longer than 90 days.
- **Non-EU citizens who have residency in another EU state** still need a visa in case they are staying longer than 90 days.



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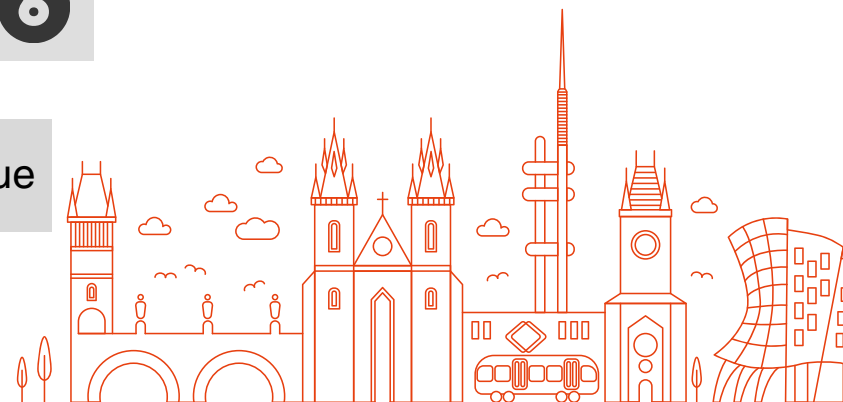
## Start gathering information

To stay in the Czech Republic for study purposes, non-EU exchange students are required to apply for **a long-term visa for the purpose of study.**

Applications must be submitted at the Czech Embassy or Consulate in the student's home country or country of residence.

For detailed and up-to-date information, please visit the website of the Czech Embassy in your country and the Official Information Portal for Foreigners of the Ministry of the Interior of the Czech Republic (IPC). **On the last page, you will find QR codes linking to the most important pages, together with a simple timeline.**

**We hope this guide will help you better understand the process. :-)**





## How much time do you need?

Waiting for an embassy appointment may take several weeks, and visa processing can take up to 60 days. **Altogether, the entire process usually takes around 3 months, but it can easily take 4 months or longer.**

Make sure to leave yourself enough time and start the process as soon as you know you have been **accepted** to UCT Prague for studies.

*(e.g. After receiving your signed Learning Agreement or Letter of Acceptance)*



## Apply for the visa appointment

The first step is to apply for an appointment at the Czech Embassy in your country.

**You must apply for the appointment yourself**, as UCT Prague does not arrange appointments on behalf of students. In some cases, you may apply through the so-called **Student Mode**.

## Student mode...?

Student Mode is available for students from **selected countries** participating in this programme established by the Government of the Czech Republic (*e.g. Turkey, India, Egypt, Serbia, Vietnam, Colombia, China,...*).

In this case, you will be **nominated** by coordinators at UCT Prague, and your application will be processed with priority. In many of these countries, it can be difficult to obtain an appointment independently; therefore, Student Mode may significantly increase your chances of securing both an appointment and a visa.

Please check our website for the list of eligible countries and find out if Student Mode applies to you. If so, we strongly recommend applying through this programme.

Student Mode only facilitates faster appointment scheduling. **The visa process itself remains unchanged. !!!**

If you wish to apply for a visa through Student Mode, please **contact your coordinator at UCT Prague**. You must obtain confirmation from your coordinator that you will be nominated for Student Mode.

**If your nomination is accepted, you will be contacted by the respective Czech Embassy regarding your visa appointment date.**



## Documents

At the appointment, **you are required to submit all necessary documents**.

Please do not delay preparing these documents. Some must be provided as **originals or officially certified copies**, and may need to be sent by post from the Czech Republic. It is therefore important to start as early as possible.

## Documents from UCT Prague

1. Confirmation of purpose of stay

2. Letter of Acceptance

3. Proof of accommodation

*(only if you intend to stay at our university dormitories)*

**To obtain these documents in original paper form, please contact the Department of International Relations.**

You may request them once you have been officially accepted to study at UCT Prague. Please contact your coordinator, who will guide you through the process.

You will be asked to provide a copy of your passport, the embassy where you will apply for your visa (city name), and information on whether you will be staying in UCT Prague dormitories.



Next, **arrange document delivery.**

Standard delivery by Czech Post is free but takes 2–4 weeks. We strongly recommend express DHL delivery, which typically arrives within one week.

## Other required documents

4. Travel document

*(Could be ID card, passport or other proof of identity)*

5. Photograph

6. Proof of funds

*(Could be a **bank account statement** or other document on financial security - please check how much money you should have to prove financial security).*

7. Health insurance

8. Criminal Record Extract

+ Documents upon request

*(You may be further obliged to submit a document proving the fulfilment of conditions set out in the measure of Ministry of Health on **prevention of the spread of infectious illnesses.**)*

+ Application fee, if needed



## Documents checklist

- Confirmation of purpose of stay
- Letter of Acceptance
- Proof of accommodation
- Travel document
- Photograph
- Proof of funds
- Health insurance
- Criminal Record Extract
- (Upon request documents)

Please note that you must **submit original documents or officially certified copies.** All documents must be issued in Czech or officially translated into Czech.



## The visa appointment

For your visa appointment, please carefully follow the instructions provided by the Czech Embassy or IPC.

**The appointment date is set by the embassy and cannot be changed.**

After submitting your visa application, the process may take up to 60 days from your first visit to the embassy. **If you have not received any update after this period, please contact us.** While we do not have authority over Czech Embassies abroad, we are happy to advise you on the next steps.



## Arrival to Prague

Upon arrival, international students (both EU and non-EU) are required to register with the **Foreign Police**, unless this has already been done by their accommodation provider.

All non-EU students who are not staying in Volha or Sázava dormitories (where registration is arranged on your behalf) must register with the Czech Foreign Police **within 3 days of arrival.**



## Non-EU citizens already studying in the EU

Non-EU students who are already studying and residing in the EU (holders of a residence permit for study purposes) may apply for a visa appointment in Prague or at the Czech visa centre in Dresden.

These students should first **consult their visa application with the Department of International Relations.**



## Communication with the embassy

Kindly note that **UCT Prague cannot legally assist you with visa appointments at embassies**; this is your responsibility. You are also responsible for collecting all required documents.

Please check the embassy website and follow its instructions and requirements. **Note that requirements may vary from country to country**, so make sure you have the correct information relevant to your citizenship.

Please also bear in mind that **UCT Prague cannot communicate with the embassy or the Ministry of the Interior on your behalf.**

Information about your visa status is confidential and cannot be shared with UCT Prague. We understand that waiting for the embassy to contact you may be stressful; however, please note that embassies are extremely busy, especially during the summer period. Once your visa is ready for collection, you will be contacted.

**UCT Prague does not provide assistance or invitation letters for friends, partners, or family members.** In such cases, please follow the instructions on the website of the Ministry of Foreign Affairs of the Czech Republic and the respective Czech Embassy.

Applying for studies at UCT

Gather information on how to get visa

## ACCEPTED to UCT Prague

*(Received Letter of Acceptance or signed Learning Agreement)*

## APPLY for Visa Appointment

Gather required documents

## APPOINTMENT

*(Submit documents + pay the administration fee)*

Wait for response

## VISA GRANTED

*You must arrive on time to enroll in person in Prague*

*The official visa processing time is up to 60 days from your appointment*

*You may wait a few weeks for an appointment*

*Mind the deadline in May / October*

DEADLINE IN MAY / OCTOBER

JUNE/NOVEMBER

THE SOONER, THE BETTER

ENROLLMENT IN SEPTEMBER / FEBRUARY



## Links



[incoming.vsch.cz](http://incoming.vsch.cz)  
UCT Prague  
[Visa \(Non-EU Students\)](#)

[ipv.gov.cz](http://ipv.gov.cz)  
Ministry of the Interior of the Czech Republic  
[Visa for a stay of over 90 days](#)



[mzv.cz](http://mzv.cz)  
Ministry of Foreign Affairs of the Czech Republic  
[Czech Missions Abroad](#)



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