



# 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.



## Overview

**1** Accepted to studies at UCT

Apply for an **appointment at the embassy** **2**

**3** Gather **required documents**

**Appointment at the embassy** **4**

**5** Wait up to **60 days**

**Visa granted** **6**

**7** In person Enrollment in Prague



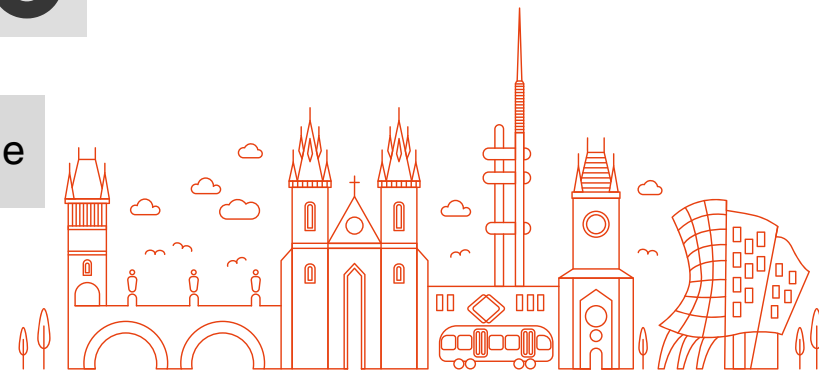
## Start gathering information

In order to be allowed to live in the Czech Republic for **study purposes**, Non-EU exchange students must apply for a **long-term visa** for the purpose of studying in the Czech Republic.

Applications must be submitted to the Czech Embassy or Consulate in the respective country.

Visit the website of the **Ministry of Foreign Affairs** and the **Embassy of Czech Republic in your country** to get detailed and up to date directions on what to do. **QR codes to the most important pages and a simple timeline can be found at the last page.**

**We hope this guide will help you get better picture on the process.**





### How much time do you need?

You may wait for appointment date a few weeks and then there is 60 days deadline for bestowing the visa... **3 months all together, and could be easily 4.**

Make sure you have enough time and **start as soon as you know you are accepted to UCT for studies.** (When you receive signed Learning agreement or Acceptance letter)



## Apply for the visa appointment

The first thing you are going to do is apply for an appointment at the Embassy of the Czech Republic in your country.

You need to **apply yourself** without the help of UCT Prague, but in some specific cases, it is better to **apply via the so-called STUDENT MODE.**

## Student mode...?

Student mode is available for students **from listed countries** participating in this programme created by the Government of the Czech Republic (e.g. Turkey, India, Nigeria, Egypt, Serbia, Vietnam, Columbia, China,..).

In this case, you are **nominated by coordinators at UCT Prague**, and your application will be assessed preferentially. In many of these countries, it is challenging to get the appointment yourself; therefore, if this is your case, **the student mode may be your only chance to get the appointment and the visa as well.**

Please check our website to find the list of countries and see if student mode is for you. If so, we strongly recommend applying through the project.

Student mode **only helps you get the appointment faster. The process** of visa bestowal **stays the same !!!**

If you wish to apply for visa with student mode, **please contact your coordinator at UCT.** You must obtain a confirmation from your coordinators at UCT Prague that they will nominate you to the Student mode. If your nomination is accepted, you will be contacted by the respective Czech Embassy regarding the date of your appointment for visa application submission.



## Documents

At the mentioned appointment, **you are expected to hand in the required documents.**

Again, please do not postpone gathering these documents. You either **have to obtain original form or verified (true) copies;** therefore, some documents will have to be sent by post from the Czech Republic - there is no time to lose.

## Documents from UCT Prague

### 1. Document on purpose of stay

### 2. Letter of Acceptance

### 3. Proof of accommodation

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

To get these documents in original paper form, you need to contact the Department of International Relations.

You can ask for these documents when you are officially accepted to study at UCT Prague.

Contact your coordinator. You will be asked to send **a copy of your passport**, information **at which embassy you will apply for a visa** (name of the city) and information **if you will be staying at UCT Prague dormitories**.



Then you need to arrange **DOCUMENTS DELIVERY**.

Regular delivery by **Czech Post** is free for you; however, it takes 2-4 weeks to get the documents to you.

We very much recommend **paying express DHL delivery** that can safely deliver the documents in less than a 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

*(You must arrange Czech medical insurance provided by PZVP Insurance company and proof holding the insurance before the visa is affixed to your travel document.)*

### 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

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

You should always submit **originals or official copies of the documents**. All of the documents submitted must be made out in the or officially translated into **Czech language !!!**



## The visa appointment

For the visa appointment, please pay attention to the information the Czech Embassy will communicate to you.

**The date** for the appointment is **predetermined by the embassy** and **cannot be changed as you wish.**

After applying for your visa, **It can take up to 60 days from your first visit to the embassy until you receive a result.** Let us know if you have not been contacted or have no news **after** these 60 days. We have no authority with the Czech Embassies in other countries; however, we are happy to consult the next steps with you.



## Arrival to Prague

Upon arrival, international students from EU and non-EU countries are **obliged to register after arrival with the Foreign Police**, if it has not been done by the accommodation provider.

All non-EU students who do not live in Volha or Sázava (the dormitories will register you on your behalf) must register at the Czech Foreign Police **within 3 days after their arrival.**



## Non-EU citizens already studying in the EU

Non-EU students who are already studying and living in the EU (holders of residency card for study purposes) can apply for an appointment for the visa in Prague or at the Czech regional visa centre in Dresden.

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



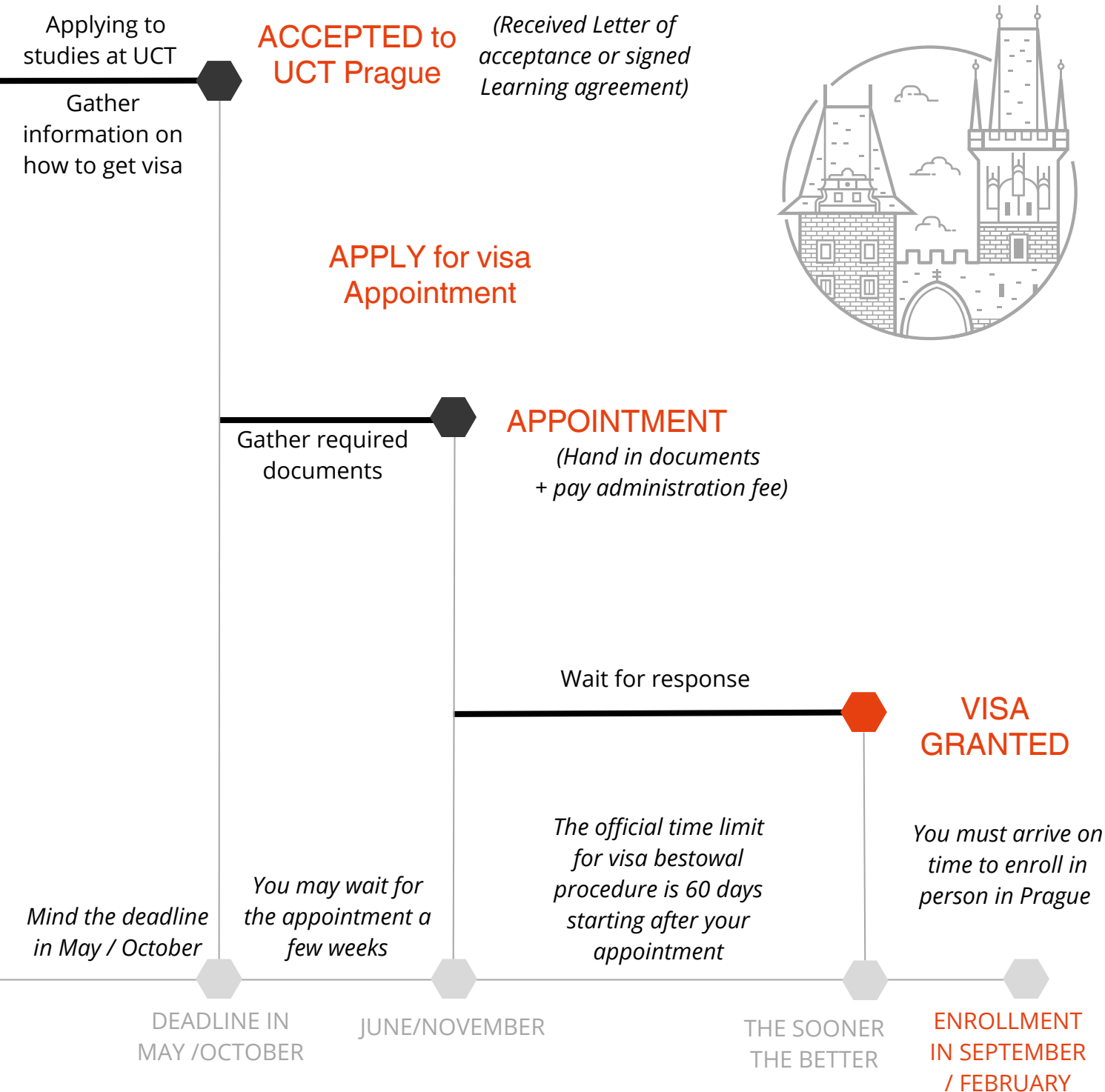
## Communication with the embassy

Kindly note that UCT Prague cannot legally help you with the visa appointment at the embassies, **this is a responsibility of yours.** You are also responsible for collecting all the required documents.

Please **check the embassy website and follow their instructions and requirements.** Note that the requirements vary from country to country, make sure to have the correct information related to your citizenship.

Please bear in mind that **UCT Prague cannot communicate with the embassy or Ministry of Interior on your behalf.** Information about your visa status is confidential and cannot be provided to UCT Prague. We understand that it might be stressful to wait for the embassy to contact you, however, note that during the summer, embassies are extremely busy. Once the visa is ready to be collected, you will be contacted.

**UCT Prague does not provide any assistance or invitation letter for your friends/partners/family members.** In such a case, you shall follow the instructions on the website of the Ministry of Foreign Affairs of the Czech Republic and the respective Embassy of the Czech Republic.

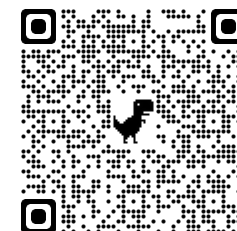


## Links



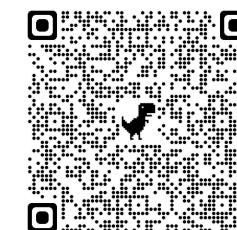
[international.vscht.cz](https://international.vscht.cz)  
UCT Prague  
visa (Non-EU Students)

[mvr.cz](https://mvr.cz)  
Ministry of the Interior of the Czech Republic  
A visa for a stay of over 90 days



[mzv.cz](https://mzv.cz)  
Ministry of Foreign Affairs of the Czech Republic  
Long-Term Visa

[international.vscht.cz](https://international.vscht.cz)  
UCT Prague  
List of countries - Student mode (View and download)



**UNIVERSITY OF CHEMISTRY AND TECHNOLOGY, PRAGUE**  
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