

## STUDENT VISAS 101

What is the difference between a passport and a visa?

### Passport



- Official document issued by your home country's government to certify your identity and citizenship
- Allows you to travel under your home country's protection to and from foreign countries

### Visa



- Endorsement of a passport indicating that you are allowed to enter, leave or stay for a specific period of time in a country that is not your own
- Because you are not a citizen of the Czech Republic, their government requires students to obtain a visa for their stay
- Your visa will be affixed to a page in your passport

*Essentially, your passport is your international ID and your visa is your ticket into the country.*

### More good things to know

The following pages are visa [guidelines](#) that contain important information regarding your application for a student visa for Czech Republic. Please read through this carefully, as visas can be complicated and regulations can change without notice. While we like to think we're really smart, CISabroad staff are not visa experts and can only make recommendations on how to complete your visa application. Consulates are often updating visa requirements, so please review the details for your specific consulate.

**IMPORTANT:** CISabroad can only advise students on visa procedures for travel requirements for your CISabroad program. CISabroad is not responsible for advising students on visa issues if you plan to travel internationally before or after the program.

**These instructions are intended for US passport holders. International students must also be aware of additional documentation and/or processing time needed for their visas. Please contact your Program Coordinator to discuss your visa.**



## WHO ISSUES MY STUDENT VISA: *Contact Information*

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The Department for Asylum and Migration Policy of the Ministry of Interior of the Czech Republic allocate visas to students. You will apply for a Student long term visa . The fee for U.S. citizens varies according to consulate. Some consulates do not have a visa application fee. Non-U.S. citizens must check with the consulate. If required, this must be submitted in the form of a Money Order.

The guidelines below are directions for getting your visa. If you come across any questions let us know and we will do what we can to assist you. **If your question is very specific, your Program Coordinator** may point you in the direction of your territory's Czech Consulate, which is listed below.

### CZECH CONSULATES IN THE US

#### Chicago

- **Jurisdiction:** IA, IL, IN, KS, MI, MN, MO, ND, NE, SD, WI
- **Information:** 205 North Michigan Avenue, Suite 1680  
Chicago, IL 60601  
Tel: (312) 861-1037 ext. 107/108/113  
Fax: (312) 861-1944  
Email: consulate\_chicago@mzv.cz  
For requirements:  
[http://www.mzv.cz/chicago/en/consular\\_information/visa/long\\_term\\_visa\\_over\\_90\\_days/student\\_visa.html](http://www.mzv.cz/chicago/en/consular_information/visa/long_term_visa_over_90_days/student_visa.html)

#### Los Angeles

- **Jurisdiction:** AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY
- **Information:** 10990 Wilshire Blvd., Suite 1100 Los Angeles, CA 90024  
Tel: (310) 473-0889 Fax: (310) 473-9813  
Email: [losangeles@embassy.mzv.cz](mailto:losangeles@embassy.mzv.cz)  
For requirements:  
[http://www.mzv.cz/losangeles/en/visa\\_information/student\\_visa/index.html](http://www.mzv.cz/losangeles/en/visa_information/student_visa/index.html)

#### New York

- **Jurisdiction:** CT, DE, ME, MA, NH, NJ, NY, PA, RI, VT
- **Information:** 321 East 73rd Street, New York, NY 10021  
Tel: (646) 422-3344 Fax: (646) 422-3311  
Email: [newyork@embassy.mzv.cz](mailto:newyork@embassy.mzv.cz)  
For requirements:  
[http://www.mzv.cz/consulate.newyork/en/visa\\_and\\_consular\\_information/visa/student\\_visa/index\\_1.html](http://www.mzv.cz/consulate.newyork/en/visa_and_consular_information/visa/student_visa/index_1.html)

#### Washington DC

- **Jurisdiction:** AL, AR, Washington DC, FL, GA, LA, KY, MD, MS, NC, OH, OK, SC, TN, TX, VA, WV, Puerto Rico, and Overseas
- **Information:** 3900 Spring of Freedom St. NW, Washington, D.C. 20008  
Tel: (202) 274-9100 Fax: (202) 966-8540  
Email: [washington@embassy.mzv.cz](mailto:washington@embassy.mzv.cz)  
For requirements:  
[http://www.mzv.cz/washington/en/consular\\_information/long\\_term\\_visa/LT\\_student\\_visa.html](http://www.mzv.cz/washington/en/consular_information/long_term_visa/LT_student_visa.html)



## TIMELINE : *When you need to take action*

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### BEFORE YOU APPLY:

#### 1. Obtain a passport

- a. Your passport must be valid for at least 3 months after your program end date. If your passport will expire while you are abroad, you must apply for a replacement passport NOW and get it expedited to ensure you receive it quickly.

#### 2. Determine type of visa you need

- a. If your study abroad program will last over 90 days (semester programs), you need a Student Visa (will be valid for 90-180 days).
- b. If it is 90 days or more, you will need to submit more documents. See details on the following pages.
- c. If it is 90 days or less, you can stay in the country on a tourist visa that will be issued to you upon arrival in the Czech Republic. (Yay summer programs!)

#### 3. Check and obtain Czech consulate requirements

- a. Your assigned consulate is determined by your permanent home address. You can also report to the consulate that is nearest your school address. **You must contact the consulate to verify this.**

### 60-90 DAYS BEFORE DEPARTURE

#### 1. Receive visa letters from CISabroad

- a. Letter of Acceptance from the Charles University in Prague in English and Czech
- b. Charles University Confirmation of Study in Czech (Potvrzení o přijetí ke studiu)
- c. A letter from Charles University confirming your accommodation for the duration of your program in Czech (Doklad (potvrzení) o zajištění ubytování)
  - i. Health Insurance (original form): from your health insurance Company with International insurance coverage for health/accident (will be emailed to you)
- d. Consulate letter verifying that you have made arrangements with CISabroad to pay your tuition

#### 2. Submit visa application

- a. After you have obtained ALL of the necessary documents, submit your visa application to the consulate by mail or in person.

### AT LEAST ONE WEEK BEFORE DEPARTURE

#### 1. Receive Passport with visa

- a. If you follow these steps correctly, you can expect to receive your passport with the affixed visa a few weeks before your program begins in Prague.



*If you do not receive your visa within a week before departure, contact your CISabroad Program Coordinator immediately!*

## REQUIRED DOCUMENTS: *What you'll need*

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### Checklist:

- Long-stay Application form + copy
- 2 Passport photos
- Signed passport valid for 3 months beyond program end date + copy
- Proof of accommodations for your stay (Doklad (potvrzení) o zajištění ubytování) \* + copy
- Proof of sufficient financial resources for the duration of your stay + copy
- Charles University Confirmation of Study in Czech (Potvrzení o přijetí ke studiu)\* + copy
- [Criminal Background Affidavit](#) – wording varies by consulate + copy
- International Insurance Letter\* + copy

\*Provided to you by your CISabroad Program Coordinator

### Documents that MAY be required:

- Round-trip flight itinerary (some consulates)
- Pre-paid self-addressed USPS Priority Mail envelope (some consulates)
- Visa Application fee in the form of a Money order (some consulates)
- If you are participating in an Academic Year program, you will be required to obtain more documents. Please check with your assigned Czech consulate for the requirements to obtain a **“Long-term residence permit for the purpose of study in the territory”**

*Note: Required documents for visa are always subject to change at the discretion of the consulate.*



## Long-Stay Student Visa : *Tips and Tricks*

### HOW TO COMPLETE THE LONG-STAY APPLICATION FOR CZECH STUDENT VISA

Read through the Long-Stay Visa application and follow the instructions on how to complete the form. **These instructions are very important and will answer many of your questions.** Download the actual application from your assigned consulate's webpage or click [here](#).

- IF A QUESTION IS NOT APPLICABLE TO YOU, WRITE "N/A" OR LEAVE BLANK
- **Write dates as DAY/MONTH/YEAR.** This is the format they use and the Czech Republic and you must use it on your application. Ex: August 27, 1992 is written 27/08/1992

[Here](#) is an example application for University of Economics - Prague for your reference.

1. Surname = *Your last name as shown on your passport*
2. Surname(s) at birth = *Only if your last name at birth is different than now*
3. First name(s) = *First and middle names*
4. Date of Birth = *Day/Month/Year*
5. Place of Birth = State
6. Original Nationality = Nationality at birth (country code i.e. USA)
7. Current Nationality = Your current country of citizenship (THIS IS NOT YOUR RACE). If you have more than one citizenship, list the one corresponding to the passport that you are presenting first, and then add any other citizenship you may have.
8. Sex = Check Male or Female
9. Marital status = Check your current marital status even if different from passport
10. Father's surname = Your father's last name and first name
11. Mother's surname = Your mother's last name and first name
12. Type of travel document = Ordinary passport
13. Number of travel document = Passport number
14. Issued by = country code (i.e. USA)
15. Date of Issue = Date of passport issue (found in passport DAY/MONTH/YEAR)



16. Valid until = Expiration date of passport in Day/Month/Year \*Your passport must be valid for at least 90 days beyond your program end date
17. If you reside in a country other than your country of origin, have you permission to return to that country? = ONLY APPLICABLE IF YOU RESIDE IN A COUNTRY DIFFERENT FROM YOUR COUNTRY OF BIRTH. Leave blank if this does not apply to you.
18. Current Occupation = Student
19. Employer (Name of school) = Your Home University name, university address AND telephone number
20. Employer after the Czech Republic entry = Charles University Faculty of Arts
21. Street = Namesti Jana Palacha
  - Number = 2
  - Town = Praha 1
  - ZIP = 11638
  - State = CZE
  - Telephone Number = 420 221 619 839
22. Previous stay in Czech Republic longer than 3 months = input if applicable, leave blank if not applicable
23. Address for stay on the territory of the Czech Republic = Parlerova 6, Prague 6 16000 CZE
24. LEAVE BLANK
25. Visa is requested for = number of days in Prague (i.e. 125 days)
26. Answer if applicable
27. Answer if applicable
28. Purpose of stay = Study
29. Date of arrival = Date program begins in DDMMYYYY format
30. Date of departure = Date program ends in DDMMYYYY format
31. Place of entry in the Czech Republic = Prague
32. Means of transport = Airplane
33. Inviting legal or natural person :
  - Name and surname of the person = Sylvie Boumova
  - Name = Charles University Faculty of Arts
  - Street = Namesti Jana Palacha
  - Number = 2



Town = Praha 1 Zip = 11638 State = CZE

Telephone = 420 221 619 833 Fax = 420 221 619 310

Email address = eces@ff.cuni.cz

34. Manner of funding the stay = Myself

Present corresponding documentation = leave blank

35. Means of support during your stay = Mark as many as are applicable

- Travel and/or health insurance = check box
- Valid until (DDMMYYYY) = Date program ends

36. LEAVE BLANK

37. LEAVE BLANK

38. Applicant's home address = Your Home Address

39. Telephone number = Your Telephone Number

40. Email address = Your Personal Email Address

41. Place and date = i.e. Northampton, MA 16 November 2013

42. Applicant's Signature = DON'T FORGET TO SIGN!



## THE SCHENGEN ZONE: *What is it?*

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Your visa is a ticket to live and study in the Czech Republic, but it is also an official entrance into Europe, allowing you to move freely between Schengen countries. This means that, if you plan to travel before or after your program, keep in mind your visa or tourist stay limitations as the date limitations will apply to all of these Schengen countries:

- Austria
- Belgium
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland (not EU)
- Italy
- Latvia
- Liechtenstein (not EU)
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway (not EU)
- Poland
- Portugal
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland (not EU)

**ALWAYS** carry your passport with you when traveling to a different country. Although most countries do not have hard borders or regularly check passports between Schengen countries, Schengen area countries may reinstate temporary internal and external border control without advanced notice.

SO, if you stay for the length of your semester abroad and want to stay in Schengen countries, you will be allowed to stay only **up to 180 days** before you will need to leave.





