



## BEFORE ARRIVAL

### VISAS - APPLICATION

The following information sums up the basic and most important facts and requirements. Always check the current conditions on the website of the Czech Ministry of Foreign Affairs and contact the nearest Czech embassy for updated and complete information.

[http://www.mzv.cz/jnp/en/information\\_for aliens/index.html](http://www.mzv.cz/jnp/en/information_for aliens/index.html)

#### Visa requirements according to the country of origin

- **EU citizens + citizens of Iceland, Liechtenstein, Norway and Switzerland**

These citizens do not need a visa, just a travel document for entering the country (ID, Passport).

- **Foreign nationals from outside the EU do need a visa.**

There are two types – **short-term** and **long-term visa**. The short-term visa (type C) is valid for max. 90 days. If you stay over 90 days you can apply either for the long-term visa (type D) or if you stay more than 12 months it is recommended to apply for a **long-term residence permit**. The residence of foreign nationals in the Czech Republic is governed by the Act on the Residence of Aliens in the Territory of the Czech Republic (Act 326/99, as amended).

You must apply for (and obtain) a visa before your departure for the Czech Republic. The processing time is up to **60 days** (but it might take longer) and therefore it is recommended to apply for your visa or long-term residence permit as soon as you receive the letter of acceptance and proof of accommodation.

**The following documents are required for a student visa or a long-term residence permit.** They need to be less than 1 month old:

- Completed application
- A valid passport and passport photos
- Documents related to the purpose of the stay (e.g. a letter of acceptance from the education institution)
- Proof of funds for your stay (e.g. a bank statement or a confirmation of being beneficiary of a grant)
- Affidavit that you will not be receiving any social benefits
- Proof of accommodation – this is submitted by Palacký University directly to the embassy via data box, you can request a print-out
- Proof of health insurance valid in the Czech Republic – a complex one, not a basic one!
- A criminal records check with its official translation into Czech language

Citizens of selected countries may be required to provide extra documents – e.g. health card report (African countries), etc.



The original or a certified copy of the documents must be submitted. Documents are required in Czech or must be translated into Czech.

This list above is just to give you an idea, for detailed information please see: [http://www.mzv.cz/jnp/en/information\\_for aliens/index.html](http://www.mzv.cz/jnp/en/information_for aliens/index.html) or <http://www.imigracniportal.cz/> or the website of your faculty.

For more information or if you need help with arranging your visa, please contact the International Relations Office at [iro@upol.cz](mailto:iro@upol.cz).

#### Useful links:

- [www.en.domavcr.cz](http://www.en.domavcr.cz) (practical tips for foreigners)
- [www.mzv.cz](http://www.mzv.cz) (Ministry of Foreign Affairs)

## TO BETTER UNDERSTAND EACH STEP

1. **Nomination** (only Erasmus+ and Exchange) from your home institution should come at the earliest possible time because based on this information, Palacký University Olomouc will start **an official communication with you** and apart of the **application documents\***, request from you the basic information in order to prepare the **visa support documents** you need to start the visa process.
2. To have the visa support documents ready as soon as possible please send us: [zuzana.hamdanieh@upol.cz](mailto:zuzana.hamdanieh@upol.cz) (Erasmus+ students) or [iro@upol.cz](mailto:iro@upol.cz) (Cooperation Agreements, EURICA students)
  - **your full name**
  - **date of your birth**
  - **exact name of the Embassy and city in which you will submit your visa application** (we need to address the documents to a respective Czech Embassy/Consulate) (e.g. Istanbul, Ankara)

#### Turkish students - choose an office near to your university!

To facilitate the visa process for exchange students, the Czech Embassy/Consulate in Turkey encourages Turkish students to submit their visa applications at the Czech representative office nearest to their university location, not according to their home address e.g. you are from Sivas, but you study in Istanbul, you can arrange your visa at the Czech Consulate in Istanbul

- **scan/copy of your passport (check the expiration date!)**

(The page with your photo or at least number of your valid passport, which you will use for travelling)  
In case you do not have a valid passport or you plan to arrange a new one, let us know, do not send the number of the document you will not use for travelling into the Czech Republic, apply for the passport immediately when you decide to go for an Erasmus+ stay)

- **study major**
- **address for receiving the hard copies of the documents** by post as you will need them at the visa interview!



**Turkish students** - name of your institution, coordinator and address of his/her office - street name + street number, zip code of the city)

\* **Application documents** for administration of your study stay at Palacký University are required by deadline given to all incoming students (May 31/October 31).

#### **Erasmus+ and Exchange**

<http://www.upol.cz/en/skupiny/students/exchange-students/erasmus/>

<http://www.upol.cz/en/skupiny/students/exchange-students/cooperation-agreements/>

Degree students should follow the information provided by a study office of a respective faculty and use application available at: <https://admission.upol.cz/>

### **3. Visa support documents from Palacký University Olomouc**

When the visa support documents (confirmation/proof of accommodation and confirmation of acceptance for studies (proof of purpose)) are prepared, we send them by so called **data box** (certified e-mail) to the Czech Embassy/Consulate to let the office know about your intention to apply for a Czech visa.

Afterwards, these documents are sent to your home institution by regular post. Within approx. 10 days the hard copies of the documents should be delivered to your home institution and you should pick them up in your home institutional coordinator's office. You will be informed via e-mail when the documents are being sent out.

Please note that we send along a **letter of your acceptance** in English for your home institutional coordinator. The visa support documents are in the Czech language and are only for the visa purposes, you will need to hand them over at the Embassy/Consulate during the interview.

### **4. Registration for an interview/VISAPOINT**

Once you receive an e-mail from us here (UP International Relations Office/respective faculty coordinator) informing you that the visa support documents in your name were sent by the diplomatic e-mail to the Czech representative office of your choice, it will be an impulse for you to register yourself in the „VISAPOINT“ 4 (link is available on the web of the Czech Embassy /Consulate) and make an appointment for your interview at the Embassy/Consulate.

The registration in the VISAPOINT is important because without it you cannot start the visa process and get the date for an interview. Please note that there is a limited number of appointment dates per month and it is quite practical/useful to **book the date early**, even if your application documents are still not completely ready. In case you wait for all documents to be ready and then you look for an interview appointment you may not find a convenient date and thus the whole process can be delayed. **The sooner you register yourself, the sooner you can proceed your visa application and avoid complications with some delay.**



5. **Main Visa Application documents:**

- **Confirmation/Proof of Accommodation** (provided in Czech by UP Olomouc)
- **Confirmation of Acceptance for Studies** (Proof of Purpose) (provided in Czech by UP Olomouc)
- **Confirmation of Finances** (Proof of Funds)/Erasmus+ scholarship\* (provided by home institution) this must be translated into Czech otherwise not accepted at the Czech Consulate/Embassy
- **Visa Application Form** (available on the web of the Czech Consulate/Embassy)
- **A valid travel document – PASSPORT**
- **A criminal record check with an official Czech translation**

+ you will need copies of all these documents.

For the rest of requirements please check the latest information on the web of the respective office as some additional requirements, height of the fees may be subject to change or may newly be introduced.

**\*Confirmation of Finances/Erasmus+ Scholarship**

Your home institutional coordinator should prepare a statement of your financial backing for visa purposes i.e. a confirmation stating that you as an exchange student will receive a scholarship in the amount of XXX,- as monthly financial support to cover your living expenses during your study period in the Czech Republic. The Czech Embassy/Consulate will request the document translated into the Czech language.

**Be careful and use only licensed translation services recommended by Embassy/Consulate (on its web) to arrange a correct translation.**

Any additional questions related to the rules and procedures for student visa and residence permit must be directed to the Czech Embassy or Consulate, Palacký University has no direct contact to the Czech representative offices abroad and cannot communicate on behalf of the students their unfinished individual issues.

## AFTER ARRIVAL

### VISA AND FOREIGN POLICE – REGISTRATION AND EXTENSION

Upon arrival in the Czech Republic you are obliged to do a few things depending on the type of visa with which you came to the Czech Republic. Please check below to see which group you belong to and then simply follow the instructions.

### Reporting your place of residence in the territory of the Czech Republic



By law, all foreigners who enter the territory of the Czech Republic are obliged to report to the Foreign Police (hereinafter FP). The accommodation provider has the reporting responsibility, which means that if you are staying in the dormitories or in a hotel, your accommodation provider will report your place of residence for you and you do not need to see an FP officer yourself.

The reporting rules vary based on the type of visa or residence permit and your accommodation:

**EU citizens + citizens of Iceland, Liechtenstein, Norway, and Switzerland + foreigners who do not need a visa**

If you stay in the dormitories/hotel, you do not have to report in person. The dormitory officials will report your residence for you; you only need to complete the relevant document when moving in. If you live in private accommodation, you have to report in person to the FP within 30 days of entering the Czech Republic, provided you are staying for more than 90 days. You will need a confirmation from the owner of the apartment, e.g. a lease contract.

**Short-term visa holders (type C max. 90 days) and non-EU foreigners authorized to reside in the Czech Republic without a visa**

If you live in the dormitories, you do not need to see an FP officer yourself. The dormitory officials will report your residence for you; you only need to complete the relevant document when moving in. If you live in private accommodation, you have to report to the FP within 3 working days of entering the territory of the Czech Republic. You will need a confirmation from the owner of the apartment, e.g. a lease contract.

**Long-term visa holders**

You have to report to the FP within 3 working days of entering the territory of the Czech Republic, no matter whether you live in private accommodation or in the dormitories. You will need a confirmation of your accommodation, e.g. a lease contract and a copy of your health insurance.

*!!! Note that if you want to continue your study after your visa has expired, you need to apply for the long term residence permit 120 days at the earliest and not later than the last working day before the expiration of your visa. !!!*

**Long-term residence permit for study purposes**

If you have arrived with an arranged long-term residence for the purposes of study, you have to contact the International Relations Officer at your faculty within 3 working days and then you will be invited to report to the Department for Asylum and Migration Policy. Here your biometric data (photo and fingerprints) will be collected and you will receive a document allowing you to stay in the Czech Republic.

Remember that as part of their long-term residence foreigners from outside the EU may travel within the Schengen area, but cannot be away from the registered place of residence for more than 90 continuous days.



## Extension or change of residence permit, change of address

To extend your long-term residence permit or to apply for a switch from long-term visa you have to submit:

- **passport**
- **two passport photos**
- **a certificate of student status/confirmation of enrolment**
- **proof of accommodation** – typically a lease contract in Czech with the complete address of your accommodation and signed by the owner
- **proof of complex health insurance** - with a health insurance company in the Czech Republic
- **income verification (Proof of funds)** – typically a bank statement that shows that you have sufficient funds for your stay (at present min. 86,000 CZK) or a proof of scholarship issued by the University

All documents, except the bank statement, must be in Czech original and cover the whole duration of your requested residence permit (max. 1 year). You can learn more about the requirements at <http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx>.

If you change your address during your stay, you must report this change in person at the Department for Asylum and Migration Policy within 30 days of the change.

*!!! Note that you must submit your application for a long-term residence change or extension 120 days at the earliest and not later than the last working day before the expiration of your current residence permit/visa. !!!*

It is **highly recommended to submit the application as early as possible**, especially before holidays, even if you do not have all the necessary documents. You will be allowed to complete the documentation later.

If you apply for an extension of your residence permit and plan to return to your home country while your application is being processed, inform the officer when submitting the application and, if necessary, provide a contact address. Also, arrange for picking up your post mail while you are away.

If you receive a formal notice from the immigrations office, it is necessary to act according to the content of such a notice. It is a legally binding act and if you do not fulfil its requirements (such as submit a document) within the set time period, your application process will be stopped.



## Immigrations offices contacts

To report your residence in the Czech Republic:

### Department of Foreign Police Olomouc

Smetanova 14, Olomouc

Tel.: +420 974 761 845, +420 974 761 841

Mon and Wed 8am – 3pm

Tue and Thu 8am – 12noon

To arrange your long-term residence permit for the purpose of study, to extend your long-term visa, to report change of your address during your stay with a long-term visa, to apply for a switch from a long-term visa to a long-term residence permit for the purpose of study:

### Department for Asylum and Migration Policy Olomouc

třída Svobody 8, Olomouc

Office hours: Thu 8am – 2pm

*!!! Note that you must make an appointment in advance (at least 3 – 4 weeks) by contacting the International Relations Officer at your Faculty or Ms. Yvona Vyhnánková (UP International Relations Office, yvona.vyhnankova@upol.cz) and communicate the reason of your appointment together with your personal data (full name, passport number, date of birth, nationality) !!!*

It is always better to have a Czech speaker (your Czech buddy) with you.

### Department for Asylum and Migration Policy Přerov

U Výstaviště 3183/18

Tel.: 974 760 399

Office hours:

Mo, We: 8.00 – 17.00 (12:00 – 12:30 break)

Tu, Th: 8.00 – 12.00

You do not need to make an appointment in Přerov. To get there from the train station in Přerov you need to take the bus no. 105 from “autobusová stanice” (to the right of the train station), get off at the third stop “Most Míru” and change to bus no. 104. Then get off at the fourth stop “Kopaniny, výstaviště”. The office is in a big modern building across the street. If you go to Přerov by bus, you can ask if it stops at “Most Míru” and take the bus 104 from there as described above.

**If anything mentioned above is not clear to you or if you have any question regarding your stay in the Czech Republic, do not hesitate to contact officers of the Ministry of the Interior via e-mail [pobyty@mvcrcz](mailto:pobyty@mvcrcz) or telephone (+420) 974 832 421, (+420)974 832 418.**