



VISA Application Instructions (version 2014/2015)

Application proceedings

You are obliged to file application for a long-term residence permit in person.

After you have filled your application, Czech Embassy works as an intermediary between the applicants and the Czech Ministry of Interior in Prague. During the proceedings, the embassy communicates with the applicants, inviting them for an interview if necessary, notifies them of the reasons for rejecting application. Typically, you pick up your long-term residency permit after your arrival in Prague. *Note that the Czech Embassy will not send incomplete application packages to the Ministry of Interior.*

Application step by step:

(visit <http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mg%3d%3d>)

1. Preferably apply for Long term residency permit (**VISA type D/VR**)
(form available here: <http://dl.webcore.cz/cz/file/Z2dNdStaWWltckE9>)
2. Prepare and submit all necessary documents:
 - Valid passport
 - Letter of Acceptance to studies
 - Accommodation Reservation (housing letter)
 - 2 photos (passport size)
 - Proof of funds
 - Extract from the Penal Register record or Affidavit
3. If your application is approved by the Embassy and you get entrance visa, you need to buy Comprehensive Health Insurance.
4. Once you have received your visa, it is valid for 90-days and serves for a purpose of collecting the Long-term residency permit in the Czech Republic. You have to announce your presence in the Czech Republic within 3-days after your arrival (university will assist you in this). Most visitors to the Czech Republic are allowed to stay for 90 days only without a visa or long-term residency permit.
5. At the office of Ministry of Interior in Prague, your biometric data will be collected (photo, fingerprints...) and your next appointment will be arranged, when you will get your residency card.
6. Collecting of residency card – you are obliged to pay 2500 CZK (in a form of revenue stamps) at the Ministry of Interior office. Stamps may be purchased at any Czech Post Office. 2500 CZK = \$120 USD or 90 EUR approximately.
7. Your Long-term Residency Permit is valid for one year and you can extend the validity 90 to 14 days prior to its expiration. Typically there is no limit on the number of times in which you can renew this permit.

Proof of funds

A foreign national is obliged to prove the availability of funds that are **15 times the amount of the existential minimum** (according to Government Regulation No.409/2011 Col.) this equals **2200 CZK) for the first month and double the amount of existential minimum for every month afterwards**, i.e.:

12 months stay from September 1st to August 31st would be $(15 \times 2200) + (11 \times 2 \times 2200) =$ **81,400 CZK**

Typically you can prove that you have enough funds by a bank account statement. For more information visit: <http://www.mvcr.cz/mvcren/article/proof-of-funds-for-the-purposes-of-a-long-term-residence.aspx>

Extract from the Penal Register record

The extract from the Penal Register record shall be issued by the state of which the foreign national is a citizen and also by states in which the foreign national has had continuous residence for over 6 months in the last 3 years. The extract from the Penal Register record may be replaced by an affidavit, if the given state does not issue such a document. (Affidavit: <http://dl.webcore.czu.cz/file/R0R0d3JrS0l3aW89>) What this document states is that you have no criminal record. Most Czech Embassies have a form that you can fill out and submit at the time of applying for the Long-Term Residency Permit.

Comprehensive Health Insurance - <http://www.all-pojisteni.cz/en/health-insurance-for-foreigners.html> or <http://vzpforforeigners.cz/>

I strongly recommend “Všeobecná zdravotní pojišťovna (VZP)” insurance company, which is “General Health Care Insurance Company” owned by the Czech state and it is the most common here in the Czech Republic. It is accepted in all hospitals without any complications. You should read conditions of selected comprehensive health insurance and compare financial limits. You can also find a foreign insurance company, which offers comprehensive health insurance for the territory of the Czech Republic.

List of insurance companies of the Czech Republic or the other Schengen states, which are currently authorized to provide travel medical insurance in the territory of the Czech Republic:

1. ACE European Group Ltd, organizacni slozka (Czech Republic and Europe only) <http://www.aceeuropeangroup.com/AceEuropeRoot/>
2. AXA zivotni pojistovna <http://www.axa.cz/>
3. Amcico pojistovna a.s. <http://www.amcico.cz/>
4. CHARTIS EUROPE S.A., pobočka pro ČR (Czech Republic and Europe only) <http://www.chartisinsurance.com/877208253.html>
5. Evropska Cestovní Pojistovna, a.s. <http://www.evropska.cz/>
6. Generali pojistovna a.s. <http://www.generali.cz/>
7. INTER PARTNER ASSISTANCE, organizacni slozka <http://www.ip-assistance.cz/Kontakty>
8. Komerční pojistovna, a.s. <http://www.kb-pojistovna.cz/en/index.shtml>
9. Kooperativa pojistovna, a.s., Vienna Insurance Group <http://www.koop.cz/>
10. MAXIMA pojistovna, a.s. <http://www.maxima-as.cz/>
11. Mondial Assistance International AG – organizacni slozka <http://www.mondial-assistance.cz/cz/aboutus/homepage.htm>
12. POJISTOVNA CARDIF PRO VITA, a.s. <http://www.cardif.cz/>
13. Pojistovna VZP, a.s. <http://www.vzpforforeigners.cz/>, e-mail: info@vzpforforeigners.cz, contact in the USA: 212.202.1455, contact in the Czech Republic: 011.420.222254442
14. Pojistovna Ceske sporitelny, a.s., Vienna Insurance Group <http://www.pojistovnacs.cz/>
15. QBE INSURANCE (EUROPE) LIMITED, organizacni slozka http://www.qbeurope.com/czech/index_eng.htm

16. Slavia pojistovna a.s. <http://www.slavia-pojistovna.cz/pojisteni-cizincu-anglicky>

17. UNIQA pojistovna a.s. http://www.uniqua.cz/uniqua_cz/

18. VICTORIA VOLKSBANKEN pojistovna a.s. <http://www.victoria.cz/>

19. Vitalitas pojistovna a.s. <http://www.vitalitas.cz/>

20. Wustenrot pojistovna, a.s. <http://www.wuestenrot.cz/en>

21. CSOB Pojistovna, a.s., člen holdingu CSOB <http://www.csobpoj.cz/>

22. Ceska pojistovna ZDRAVI a.s. <http://www.zdravi.cz/>

- For updated information about the current insurance companies visit [website of CNB](#) - choose "Order by sectors" and click on "Next step(s)".
- You can choose information about the Czech insurance companies and the branches of the foreign insurance companies - click on "Insurance companies and branches of foreign insurance companies"
- or information about the foreign insurance companies and the branches of the foreign insurance companies providing cross-border services - click on "Foreign insurance companies and branches of foreign insurance companies providing cross-border services in the Czech Republic" (click on a name of the company then click on "Permission given", look for "B. Non-life insurance classes" "2. Sickness insurance" "d) contractual health insurance" and if you see that a box on the right side is crossed then the foreign insurance company is authorized to provide special health insurance).

Other information

The fall semester begins on September 29th, 2014. Plan to arrive two weeks prior, so that we can do an immersion program with you here (and workshop I for LPA, NCO and LWM students). This means getting you set up with bank accounts, applying for the Open Card that will allow you to buy a card for public transit and not have to purchase a bus, tram, or metro ticket each time you wish to use public transit. Also we plan to take you on some trips around Prague, out into the landscape here. This will get you acclimated into all things Czech and Central European. Flying here should be into the international airport in Prague, code PRG.

FAQ

1. *Are courses (such as course fees) included in the tuition or would I need to pay additionally for each course I take?*

No additional fees are required or charged, such as lab fees, etc.

2. *Are text books provided by the University or do students purchase them?*

No textbooks are typically provided. Any books are your responsibility to obtain, however for the most of courses here necessary literature is provided by professors and available online.

3. *If the program is not completed for any reason (illness for example) am I under any obligation to repay incurred tuition and/or stipends?*

No you are not required to repay stipends or other if for some reason you must leave the program(s).

If you need any assistance or you need further information on a certain topic, contact Lukáš Pospíšil (pospisill@fzp.czu.cz) or Peter Kumble (kumblep@fzp.czu.cz).
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