

Extension of validity of a long-term residence permit

You have to apply for an extension within **90 – 30 days** prior the expiration of your permit (check the expiration date on your residency permit card)!

You will have to visit Ministry of Interior Office (MOI) personally, try to arrange an appointment by phone on number **974 820 680** or request assistance of Lukáš Pospíšil. (Phone lines to MIOs are frequently occupied, don't give up quickly.)

MOI office Prague III (Responsibility for **Prague 2, 4, 5 and 10**)

Cigánkova 1861/2

Praha 4 – Chodov

Office hours: Mo, We: 8.00 – 17.00
 Tu, Th: 8.00 – 15.00
 Fr: 8.00 – 12.00 (*only for clients with an appointment*)

MOI office Prague IV (Responsibility for **Prague 1, 3, 6, 7, 8 and 9**)

Koněvova 188/32

Praha 3 – Žižkov

Office hours: Mo, We: 8.00 – 17.00
 Tu, Th: 8.00 – 15.00
 Fr: 8.00 – 12.00 (*only for clients with an appointment*)

With your application (same [form](#)) for an extension of validity of a long-term residence permit issued for the purpose of studies you must submit:

[See MOI website for further information](#)

- a) a passport,
- b) a document confirming the purpose of stay in the Czech Republic, Lukáš Pospíšil will give you **Confirmation of Study**
- c) a proof of accommodation, (rental contract or form issued by dormitory),
 - it is necessary to have your rental contract verified at the post office (CZECHPOINT) or notary's office, this verification is not needed for the confirmation issued by dormitory,
 - please note that the length of your residence permit extension is dependent on the confirmed period of your accommodation,
- d) a document on comprehensive (**complex**) medical insurance for the period of your stay in the Czech Republic,
- e) a document confirming the availability of funds for your stay in the Czech Republic (bank account statement or other proof, for one year it is 81 400 CZK)

If you go home for whole summer NOTE: because the residence permit extension may not be confirmed in your passport till your arrival, you have to return to the Czech Republic still within the current residence permit validity as otherwise, you will have to travel to the Czech Republic as a tourist (therefore on the basis of obtaining of another kind of visa, if necessary).

You have following duties as a resident with long-term residence permit:

- label post box appropriately with full name
- label your door (not in the dormitory)
- check your post and accept all postal deliveries (in the dormitory check post boxes, which are usually located close to reception)
- report any changes in your address ([use an announcement of change form](#))
- any change of address results into issuing of a new residency card including fee

NOTE: Please be sure that medical insurance you are going to buy is really comprehensive (complex) medical insurance. Last year there were some complications with insurances, hence people bought different, slightly cheaper type of insurance, which is good enough for long term Visa, but not for long term residence!