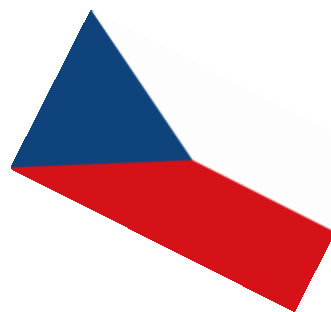


N.U.in Czech Republic Visa Guide 2019



All Students

Please check with the consular authority of the Czech Republic in your region for the most updated Czech visa requirements and processes. The information listed below is intended as informational guidance only and does not constitute legal advice.

General Visa Information for All Students

Which visa do I need to apply for?

As a student studying in the Czech Republic for more than 90 days but less than one year, you will need to apply for a [long-term \(over 90 days\) student visa](#). For more information, please visit the [Ministry of the Interior of the Czech Republic website](#).

How much will it cost?

Currently, there is no fee for the visa. Please check [here](#) for the most up-to-date visa fees.

How do I apply for a student visa?

Students should submit their long-term visa applications at the [diplomatic missions of the Czech Republic](#) in the state where they reside on a long-term basis (i.e. the state of which they are permanently resident or holders of a long-term residence permit). Please check the Ministry of Foreign Affairs website for exceptions from this [consular territorial competence](#) rule. **U.S citizens should confirm the visa application process with their respective diplomatic mission as soon as possible; some Consular Offices require applications to be submitted in person and/or require documents to be submitted in Czech through a certified translation. Should you encounter any issues or require further guidance on the process outlined below, please reach out to N.U.in.**

The diplomatic mission forwards the application to the [Ministry of the Interior](#) in the Czech Republic for an evaluation and decision. If the application is evaluated positively, the long-stay visa is issued by the diplomatic mission where the application was filed.

Important note: Processing time for the long-term visa is *at least* 60 days from the date the Consular Office receives the complete application. The processing time may go over the customary 60 days period. There is absolutely no way to expedite the visa approval process, so therefore, **the Ministry of the Interior recommends that students submit their applications at least three months before their expected departure for the Czech Republic (August 31).**

Visa Application Process

Step 1: Submitting your N.U.in Enrollment Paperwork

In order to receive your **Letter of Acceptance to Studies** (document establishing your purpose of stay), **Accommodation Contract** (document providing proof of your accommodation), and **Health/Medical Insurance** (document providing proof of travel medical insurance), you must first complete and submit the following N.U.in enrollment documents via your online N.U.in student portal.

1. **N.U.in General Enrollment Form:** Complete this electronic form in your N.U.in Portal. Please make sure that your mailing address and phone number are accurate, as your visa documents will be mailed to your mailing address. If you will be traveling or have a temporary address for the summer, please inform the N.U.in office as soon as possible.
2. **Passport Photo, Biographical Data/Information, & Signature Page(s):** Scan of the photo, biographical data/information, and signature page(s) of your valid passport. Your passport should be valid for at least 3 months beyond your date of departure from the Czech Republic/[Schengen Area](#).
3. **Electronic GDPR Consent Form:** Complete this electronic form in your N.U.in Portal. Due to EU regulations, consumers must consent to their information being shared with third parties. It will be necessary for the University of New York in Prague to share your information with its partners in order to obtain your health insurance and accommodation contract.

Step 2: Applying for your Long-Term Study (over 90 days) Visa

You should submit your long-term visa application and required supporting documents at the [diplomatic missions of the Czech Republic](#) at the consular authority with jurisdiction over your residence. Depending on the diplomatic mission, you may be able apply for your long-term visa in person or by post. **Make sure that you review and follow the steps and required documents (and, if applicable, copies of documents) specific to the diplomatic mission responsible for your permanent address.**

Required Documents

The following documents will be supplied via mail by the University of New York in Prague. **You must complete all N.U.in enrollment forms listed in Step 1 above and submit a Passport Photo in order for these documents to be issued.**

1. **Acceptance Letter in Czech:** This document provides proof of your purpose of stay.
2. **Proof of Accommodation in Czech:** This document provides proof of your accommodation for the duration of your studies.

3. **Health/Medical Insurance in Czech:** This document provides proof of adequate travel medical insurance and is supplied by University of New York in Prague (UNYP) in partnership with UNIQA Health Insurance.
4. **Letter of Support from Northeastern:** This document confirms your affiliation with both UNYP and Northeastern University as part of the N.U.*in* Program. This letter states the different aspects included in your program and confirms that the cost of this program will be paid by Northeastern.

Some of the additional items you may need to complete your visa application include the following, although this list is not exhaustive. For additional details, see the [Basic Supporting Documents section](#) of the Ministry of Foreign Affairs of the Czech Republic website. Please note that consular officers retain the right to request further information at any time.

1. **Application for Long-Stay Visa:** Must be filled out **completely** with a ball point pen or on a typewriter. Do not use red ink to complete the application. Remember to sign the application in the place indicated at the bottom of the fifth page and include your phone number and e-mail address for future communication.
2. **Travel Document (e.g. passport):** Submit your original, valid travel document (most likely your passport). The travel document must contain at least 2 blank pages and be valid for at least 3 months (90 days) beyond your date of departure from the Czech Republic/[Schengen Area](#).
3. **Two Passport-sized Photographs:** Photos should be recent and of a good quality. Please check [here](#) for additional specifications and examples.
4. **Evidence of Sufficient Financial Resources:** Please check the [diplomatic mission of the Czech Republic](#) responsible for your consular territory for the minimum funds requirement and acceptable means of proof/documentation. Non-U.S. citizens must have their financial documents translated into Czech in order to be accepted. The Czech government must confirm that you have the ability to support yourself financially during your stay in the Czech Republic. To stay for one semester in Prague you must demonstrate that you have at least 55,000 CZK (approximately \$2,500 USD) available to you.

If you have a bank account in your name with at least this amount of money you have two options:

- Provide notarized copy of your bank checking account statement in your name, together with a notarized copy of the debit/credit card linked to that account.
- Provide original letter from the bank confirming that you have at least 55,000 CZK (or equivalent in USD) and that the funds will be available to you, together with a notarized copy of the debit/credit card linked to that account. The letter from the bank must be translated into Czech language by a verified translator.

If you plan to provide proof of financial support by using your parents' bank account, you must provide a notarized letter translated into Czech by a verified translator from your parents. This notarized letter must state that they will support you with the funds from their account, and include a notarized bank checking account statement *and* notarized copies of the debit/credit card in your name linked to that account.

5. **Criminal History Record:** Please check the [diplomatic mission of the Czech Republic](#) responsible for your consular territory the documentation necessary to meet this requirement. Please note that if you have lived in more than one country for the more than six months in the last three years, you may also be required to submit a criminal history record from that country/countries. [U.S. citizens can use the affidavit form](#). Non-U.S. citizens will need to have a criminal background check translated into Czech and notarized.
6. **Parents' Consent:** If the applicant is a minor (under 18 years old), his/her parents must complete the optional affidavit in their check list that they agree that their son/daughter will be traveling and studying in the Czech Republic. Signatures of the parents have to be officially verified/notarized by a Public Notary.
7. **Pre-paid Postage:** U.S. Citizens may be able to submit their visa applications by post to the Czech Embassy/Consulate—please confirm your ability to do so directly with the relevant consulate or embassy. If you apply from within the U.S., send your application by post, and you do not wish to travel to the Embassy/Consulate to pick up your passport and visa after a decision has been made, you must include a pre-paid **USPS** express envelope with a stamp for \$24.70 USD. The various Consulates usually only use the US Postal Service; they will **not** accept UPS, FEDEX, DHL, or other carriers for return packages.

Please note that the Consular Office may request additional information from you regarding your application at any time.

Please also note that you will be required to submit the original version of all documents *AND* copies of all documents (with exception to the two passport-sized photos). It is recommended that you have three copies of all documents so that you can retain one copy of your visa application documents.

Important Reminders

The document has been prepared based on the information and links provided by the [Ministry of Foreign Affairs of the Czech Republic website](#).

Northeastern University and the University of New York in Prague have no influence on the outcome of visa applications and no ability to contact the Ministry of Foreign Affairs to inquire about a, individual visa application or to expedite the process for an individual student. In addition, N.U.*in* employees are unable to provide advice to students or families concerning the visa application.

Students are responsible for completing their visa application correctly and in an effective manner and for obtaining a valid visa prior to the program start date. If they cannot obtain a valid visa in time, then please refer to the N.U.*in* Withdrawal Policy and contact the N.U.*in* office to discuss next steps.