

N.U.in Czech Republic Visa Guide 2025

University of New York in Prague



This visa guide was developed in collaboration with University of New York in Prague (UNYP) and Northeastern University.

General Visa Information for 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.

Which visa do I need to apply for?

All students studying in the Czech Republic for more than 90 days but less than one year and who do not hold European Union/EEA citizenship 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 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. As mentioned at the very beginning of this document, all visa applicants should review their consulate's website to follow any consulate-specific guidance on application submission. 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 Interior Ministry in Czech Republic 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, Northeastern and UNYP advice students to submit their completed application to their local Czech Consulate no later than June 15.

Visa Application Process

U.S citizens applying from within the US may submit their visa application by mail to the Czech Republic Consulate within their jurisdiction. Non-U.S citizens applying from within the U.S. or in their home country are required to schedule an in-person visa appointment in order to have their application considered. Each consulate's booking system is different, but we recommend that you make an appointment as soon as possible. To learn about how to schedule an appointment please visit the appropriate [consulate website](#) of the jurisdiction where you reside.

You should submit your long-term visa application and required supporting documents at the [diplomatic missions of the Czech Republic](#) with jurisdiction over your residence. **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.**

Students are responsible for collecting and completing the documents below by June 6 2025:

1 Application for long-stay visa (original + copy)

- Download a copy of the "Application for long-stay visa" [here](#) or directly through your local Czech Consulate website.
- Fill out the "Application for a Long-term Visa" in **blue pen**. No red or black ink or pencil.
- **Sign the form** on the last page (handwritten signature). (Must be notarized if applying at the Chicago consulate).
- Include your **phone number and email** for communication.
- If you have questions about how to complete the visa application form, please refer to this [step-by-step guide](#).

2 Two passport-sized photographs

- Photos should be recent and of a good quality, and in European Passport format (3.5cm x 4.5cm).
- Please note that these photos must have been taken within the past 6 months, in color against a white background.
- One photo must be glued to the original application; the second must be included inside the envelope.

3 | Passport

- Submit your **original passport** and a copy of data pages.
- Passport must:
 - Be valid for at least **3 months** after visa expiration.
 - Have been issued within the last **10 years**.
 - Have at least **two blank pages**.
- **Sign your passport!**
- If you have international travel plans and want the Consulate to send your passport back after the initial processing, include a **note asking to return the passport** and a **prepaid, self-addressed envelope**.
- **Two photocopies of state ID/driving license** or another document proving permanent address (only if applying through Los Angeles Consulate)

4 | Evidence of sufficient financial resources

Please check the [**proof of funds for the purposes of long- term visa**](#) for the minimum funds requirement and acceptable means of proof/documentation. 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 78,200 CZK (approximately \$3,600 USD) available to you.

For this requirement, you have the option to submit one of the following documents. **Whichever option you provide, please submit both original and copies of all documents. Non-U.S. citizens must have their financial documents translated into Czech to be accepted.**

- **Notarized** copy of an internationally recognized **debit card** (with number concealed, name visible) + **bank statement** (checking account only) showing at least **\$3,600** for one semester.
- **Original bank letter** confirming access to funds + notarized Czech translation + notarized debit card copy.
- **Family support letter** (notarized and translated) + **family member's bank statement** + **notarized debit card copy** linked to their account + **photo ID**.

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. U.S. citizens and non-U.S. citizens will need to take different steps for this requirement.

US Citizens: (submit original and copies)

- Submit signed **affidavit form** confirming no felony convictions.
- If submitting by mail, notarization is required (regardless of which Czech consulate you are applying through).
- If you've lived outside the US for **6+ months in the past 3 years**, provide a criminal record from that country + Czech translation + apostille.

Non-US Citizens: Non-U.S. citizens will need to submit an excerpt from a Criminal History Record issued by the official authority of the country of their nationality. As well as a US Criminal History Record issued by the US official authority (from the FBI only) with the appropriate certification (Apostille) along with a notarized Czech translation and notarization of the entire document. **(No copies are needed for this).**

- Criminal record from your **home country** (notarized and translated in Czech).
- **FBI background check** (notarized and translated in Czech).
- State-issued record for any **US state** you've lived in for **6+ months in the past 3 years**.

6 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. You can access this document by logging into your **Application Status Check** account.

7 Visa application fee

The fee must be paid either in cash or by money order made payable to the Consulate General of the Czech Republic in [city of the consulate]. See **here** for updated visa application fee amounts for long term visas.

For this requirement, you have the option to submit one of the following documents.
Whichever option you provide, please submit both original and copies of all documents.

- The visa application fee amount is subject to change; it is recommended to **add \$5 (USD) to the required amount** to account for unexpected raises in the application fee amount. The visa application fee amount is adjusted periodically to account for fluctuations in conversion rates between the CZK and USD.
- If you mail in a visa application and provide an out-of-date (and therefore insufficient) visa application fee amount, your application will be sent back to you with the request to provide the proper amount of money. If you "over pay" for the visa application fee you will be refunded the amount that you have overpaid when your visa application is eventually returned to you at the end of the process.

8 | Pre-paid postage

Applicants that submit their visa applications by mail to the Czech Embassy/Consulate—and do not wish to travel to the Embassy/Consulate to pick up their passport and visa after a decision has been made, can request that the consulate returns their passport by mail as well.

If you would like to receive your passport back by mail, please follow the steps below:

- Provide a **prepaid self-addressed envelope** with a **tracking number**. (The various Consulates usually only use the **US Postal Service**; they will *not* accept UPS, FEDEX, DHL, or other carriers for return package.)
- **Tracking number is required** for monitoring.
- Passports can only be mailed to **US addresses**.

Please remember that when applying by mail, you should also include original copies of all documents.

9 | Additional documentation for minor applicants (under 18 years old)

If the applicant is a minor (under 18 years old), their parents must provide additional documentation for their child to travel and study in the Czech Republic.

Most consulate will require the following documents (**original and copies**):

- **Notarized letter of Parental Consent** signed by both parents/legal guardians
- Copy of **valid ID of the parents**
- **Original or notarized copy of birth certificate** + translation (For LA Consulate)

More information regarding the extra documents required can be found [here](#).

You will receive an N.U.in Visa Survey by May 6, 2025 to your Northeastern email. This survey must be complete by May 18, 2025 in order for the documents below to be issued on time. Delay in completing this survey will result in a delay for UNYP to issue the documents listed below, which will impact your overall ability to submit your visa application on time.

The following documents will be supplied via mail by the University of New York in Prague by June 6, 2025. These supporting visa documents will be needed for your visa application process as well.

10 | Acceptance letter in Czech

This document provides proof of your purpose of stay.

11 | Proof of accommodation in Czech

This document provides proof of your accommodation for the duration of your studies.

12 | Health/medical insurance in Czech

The Czech government requires proof of adequate health insurance for the duration of your program in the Czech Republic. The health insurance is purchased for you, and UNYP will provide the proof of health insurance coverage in Czech language.

It is essential for you to complete, sign, and submit the health insurance and Power of Attorney (PoA) questionnaire, which you will receive through a survey by Northeastern by May 6, as soon as possible so that an insurance policy can be created for you. It is only possible for the insurance policy to be purchased, and the subsequent insurance confirmation letter generated, if the questionnaire and PoA are completed and submitted.

Students should be ready to submit their complete visa application once they receive all the documents listed above. ***Please start collecting all required documents as soon as possible. Once you receive the remaining documents from UNYP, do a final check and submit your application.*** If you receive the documents before June 6, please submit your documents to your local consulate earlier. The sooner you submit your complete visa application, the sooner your visa will be issued. ***The latest acceptable date that an application can be submitted is June 15.*** Mailing documents after this date will likely result in not receiving your visa on time.

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 Notes

- **Don't forget** to include your phone number and email address for the future communication.
- The Czech Ministry of Interior is the final approving authority before issuance.
- Student visas are issued ONLY by the consulate where you applied.
- If refused, you may appeal within 15 days to the Czech Ministry of Interior.
- Interviews may be required. A Czech interpreter is allowed.
- The consulate does not provide translations—use **certified translators**:
 - [New York Translation](#) | Consulate General of the Czech Republic in New York
 - [Chicago Translation](#) | Consulate General of the Czech Republic in Chicago
 - [Washington DC Verification, Translations](#) | Embassy of the Czech Republic in Washington, D.C.
 - [Los Angeles Translators](#) | Consulate General of the Czech Republic in Los Angeles

Important Reminders

Northeastern University and the University of New York in Prague have no influence on the outcome of immigration applications, including the decisions and policies of Czech immigration authorities, no ability to inquire about an individual immigration application, or to expedite the process for an individual student. In addition, N.U.in employees are unable to provide legal advice to students or families concerning country-specific immigration requirements and/or application processes.

Students are responsible for completing all required applications for immigration permissions or registrations correctly and in a timely manner, and for obtaining any required permissions prior to the program start date. If the student cannot obtain valid permission in time for the program start date, please refer to the N.U.in Withdrawal Policy and contact the N.U.in office to discuss the next steps.