



## VISA INSTRUCTIONS AND RECOMMENDATIONS (BEFORE ARRIVAL)

If you are a visa student, please note that the whole visa process is **time demanding**. You will need at least **two months** or even more to arrange your **long-stay visa** for study purposes from the date you submit your application. Below please read how the visa process is organized, how our international office can assist you, what sort of documentation you may request from us (host institution) and which documents should be provided by your home institution, what other paperwork you should prepare by yourself to complete your application file.

First of all check if you possess a **valid passport!**

Secondly, read the latest information and requirements on the web of the Czech Embassy/Consulate in your country to get ready for the visa process.

*Find a link of the nearest representative office on the website of the Czech Ministry of Foreign Affairs: [http://www.mzv.cz/jnp/en/information\\_for aliens/index.html](http://www.mzv.cz/jnp/en/information_for aliens/index.html)*

## GENERAL INFORMATION

**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-stay** and **long-stay visa**. The short-stay visa (type C) is valid for max. 90 days. If you stay over 90 days (coming for 1-2 semester study stay you should apply for a long-stay visa (type D).

If you plan to study a complete degree programme (study stay longer than one year i.e. 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.

### **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 or confirmation of studies)
- ✓ **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 Olomouc 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

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)

#### Long- stay visa for a study stay above 90 days (information for Turkish Students):

[http://www.mzv.cz/ankara/en/visa\\_and\\_consular\\_information/general\\_information\\_about\\_visas.html](http://www.mzv.cz/ankara/en/visa_and_consular_information/general_information_about_visas.html)

[http://www.mzv.cz/ankara/en/visa\\_and\\_consular\\_information/index.html](http://www.mzv.cz/ankara/en/visa_and_consular_information/index.html)

<http://www.mzv.cz/istanbul/en/index.html>

#### Short-term visa for a stay up to 90 days (just for general information, not applicable for study stays)

[http://www.vfsglobal.com/czechrepublic/turkey/english/how\\_to\\_apply.html](http://www.vfsglobal.com/czechrepublic/turkey/english/how_to_apply.html)

## 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

- **copy of your passport**

(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/menu/erasmus-exchange/erasmus/>

<http://www.upol.cz/en/menu/erasmus-exchange/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/VISAPPOINT**

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 „VISAPPOINT“



(link is available on the web of the Czech Embassy /Consulate) and **secure a date for your interview** at the Embassy/Consulate. The registration in the VISAPPOINT 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)

**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 .....,- 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.**