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## THE PROCEDURE OF APPLICATION FOR A LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF STUDY, IF APPLIED FROM OUTSIDE THE CZECH REPUBLIC

### BASIC CONCEPTS

- **long-term residence permit:** a long-term visa and a long-term residence
- **long-term visa:** a residence permit for which there is no legal entitlement, i.e. even if you comply with certain conditions, you cannot claim it to be issued, e.g. by means of a judicial process.
- **long-term residence:** a residence permit, usually granted to the foreign nationals residing in the Czech Republic under a long-term visa; however, it is possible to grant a long-term permit without previous residence in the country, as specified below; unlike the visa, there is a legal entitlement to a long-term residence
- **Note: the document concerns only the foreign nationals from the countries outside the European Union.**

### BASIC INFORMATION

- **Where to submit the application:**  
Please submit the application **personally** at the **Embassy of the Czech Republic (ECR)** outside the country. The application for a long-term residence permit can be submitted also **in the Czech Republic**, at the locally relevant **office of Department of Asylum and Migration Policy of the Ministry of the Interior** (hereinafter DAMP)<sup>1</sup>, if you arrived in the Czech Republic with a long-term visa and, for the purposes of your stay, the period of stay with a long-term visa is not enough for you. The application must be submitted **in person**.
- **How to apply outside the Czech Republic:**
  1. First, the application must be **registered via the Internet electronic system** of the Ministry of Foreign Affairs of the Czech Republic (VISAPPOINT). The condition is applicable to countries, where the VISAPPOINT system is currently in operation, i.e. at the embassies in Russia, Albania, Belarus, Bosnia and Herzegovina, China, Georgia, Kazakhstan, Mongolia, Serbia, Thailand, Uzbekistan, Vietnam, Moldova, Turkey, Macedonia, Ukraine, Nigeria, Jordan, United Arab Emirates, Azerbaijan, The Philippines and Libya. Without a due reservation, you will not be permitted to submit the application at the embassy, you will not be interviewed, nor will the application procedure commence.

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<sup>1</sup> In the district of Olomouc, the competent office of DAMP is in the town of Přerov, U Výstaviště 3183/18, 750 02; the office of Foreign Police is in the same building





2. The application shall be submitted on a **specified official form**. The application must be completed fully, legibly, in Latin script, in capital letters and must be signed.
- *Application fees:*
1. The fee for the reception of the application for a residence permit (long-term) for **the purpose of study** is CZK 500 (the Foreign National Residence Permit ID issued subsequently in the Czech Republic costs CZK 2500)
  2. There is no fee for the reception of the application for a long-term visa **for the purpose of study**.
  3. For the reception of the application for a long-term visa **for other purposes**, there is a fee of CZK 2500.
- *Particulars of the applications (mandatory):*
1. **Photographs:** 2x passport type photo corresponding to your real appearance
  2. **A valid travel document**
  3. **A confirmation of the purpose of your stay in the Czech Republic:** E.g. an acceptance letter from the school, a confirmation of internship or voluntary service, etc. It is necessary to present the original documents or certified copies. The document must contain identification of the subject (name and seat of the subject, signature of the authorised person and a stamp, place and date of issue), basic applicant's data (i.e. your given name, family name, nationality, date of birth, the expected length of stay in the Czech Republic and the name or type of the study programme).
  4. **Confirmation of accommodation in the Czech Republic:** This is an electronic confirmation that must be sent by the accommodation facility via the data box of the Ministry of Foreign Affairs. The confirmation must be delivered to the embassy before you apply for a long-term visa, or, at the latest, in the moment of application; it must be submitted on a portable medium (i.e. CD/DVD), if you have received the confirmation in the electronic form in such a way.
  5. **Proof of sufficient funds to stay in the Czech Republic:** In case of a long-term stay for the purpose of study, it is required only for university studies or an unremunerated internship. It is necessary to prove the funds amounting fifteen times the subsistence minimum valid in the Czech Republic, i.e.  $15 \times 2,200 = \text{CZK } 33,000$ . For each additional full month of the expected stay in the Czech Republic, the amount increases by twice the amount of the subsistence minimum, i.e.  $15 \times 2 \times 2,200 = \text{CZK } 66,000$ . In case you have not reached the age of 18, it is necessary to prove the funds at half the amount, i.e. the first month CZK 16,500 and the subsequent months CZK 33,000. The funds can be **proved** by means of:
    - a. an extract from an account on your name and, at the same time, by a valid, internationally accepted payment card linked to the account; or by means of another document proving the funding (e.g. a confirmation that your spouse or statutory representative with a visa for a stay in the Czech Republic for more than 90 days, a long-term or permanent residence permit, an EU citizen or a family member of an EU citizen, disposes of sufficient funds in





the corresponding amount and, together with an extract from his or her account, he or she will submit also a declaration ensuring the payment of your costs).

- b. Also, as a proof of sufficient funds, you can submit a confirmation of funding of your stay in form of a commitment issued by a body of state administration or a legal person, ensuring that they will fund the foreign national's stay in the country by the provision of funds amounting to the subsistence minimum for 1 month of the expected stay.
  - c. It is also possible to submit a document confirming that all the costs related to your studies will be paid by the host organization (school).
    - i. **If the amount of the commitment is lower** (as per section b. and c.), the foreign national is obliged to present a document confirming that he or she owns funds amounting the balance between the subsistence minimum and the commitment for the expected length of stay, but no more than 6 times the subsistence minimum.
  - d. The proof of sufficient funds may be substituted by a decision or a contract on awarding a grant obtained within an international contract by which the Czech Republic is bound.
  - e. The foreign nationals under **18 years of age** are obliged to provide proofs of sufficient funds for the stay **only at half the amount**.
6. **Legal representative's or guardian's consent with your stay in the Czech Republic** is required only for the **minor** foreign nationals.

- **What else can be required (depending on the consideration of the administrative body):**

7. **A document similar to the Extract from Criminal Records:** The document is issued by the country where you are a citizen and by the countries, where you have resided in the last 3 years continuously for a longer period than 6 months.
8. **A medical report confirming you do not suffer from a serious disease:** It is required only in the case of a justified suspicion you suffer from such a disease.

If you fail to submit some of the mandatory parts of the application stated above, it is a reason for considering your application as inadmissible. In such case, the embassy will return the application form to you together with all the other documents and the administration fee, if it had been charged.

## THE APPLICATION PROCESS AND ISSUANCE OF THE DECISION

- *Time limits for processing applications:*

1. In case you apply for a long-term visa or a long-term residence permit **for the purpose of study**, there is a time limit of **60 days** from the day of application submission for processing the application.
2. In case of application for a long-term visa **for other purposes**, there is a time limit of **90 days** from the day of application submission for processing the application.



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- *Validity of the residence permit:*

1. **The long-term permits are usually issued with the validity:**

- necessary to achieve the purpose of your stay (less than 1 year),
- corresponding to the period set in the voluntary service contract,
- of 1 year, if the stay is temporary and for the purpose of study, with the expected duration of stay longer than 1 year.

In case of a residence permit for the purpose of higher studies, the validity can be extended repeatedly, always for a maximum of 2 years. In case of a permit for the purpose of an unpaid internship, the validity can be extended only once, i.e. for the period corresponding to the duration set in the internship contract. In other cases, the validity will not be extended.

2. **A long-term visa is issued for the period of 6 months** and for the stay corresponding to the presented documents. The length of residence can be extended repeatedly, under the condition that the purpose for which the visa has been issued still persists, but not for a longer time than the expiry of the visa.

- *Travel insurance*

1. Before the granting of a long-term visa for the purpose of receipt of a long-term residence permit for the purpose of studies, it is necessary to present a **confirmation of health insurance** for the period of your stay (i.e. a document proving your insurance covers the costs for the necessary and urgent health care up to € 60,000 per one insurance claim. If you conclude such insurance with a foreign insurance company, you must also submit a certified translation into the Czech language of the insurance contract and its Terms and Conditions.

Czech health insurance companies provide this kind of insurance under the name “Complex Commercial Health Insurance” and its price amounts to approximately CZK 14,000 per year. Despite the fact, we know that some DAMP grant the corresponding residence permit if you have only the so-called “basic commercial insurance,” which costs approximately CZK 5,000 per year.

2. You can also be asked to present a confirmation of payment of the insurance for the whole intended stay in the Czech Republic.

If you fail to present the confirmation of travel health insurance and the confirmation of payment (if required), it is a reason for the decision to refuse to grant a visa.

- *A long-term visa for the purpose of receipt of a long-term residence permit for the purpose of study*

It is a one-time visa valid for 6 months, with the length of stay in the Czech Republic for a maximum of 60 days. Upon arrival in the Czech Republic, **within 3 days**, you must report in person at the Foreign Nationals Residence Department of the Ministry of Interior, for the purpose of issuing the residence permit ID.





### **!!! Students' obligations!!!**

- 1. Upon your arrival, you must fulfil the obligation to report your arrival within 30 days from your entry in the Czech and to report your presence to the corresponding department of Foreign Police, according to the place of stay in the Czech Republic, or directly to the office of the Ministry of Interior, where, at the same time, you will fulfil your obligations related to the capture of your biometric data (facial, fingerprints, etc.)**
- 2. In case of any changes related to your stay in the Czech Republic (change of residence, change of travel document or family status), it is necessary to report such changes to the relevant office.**
- 3. You have to carry the proof of travel insurance on you.**
- 4. If it has been issued, it is necessary to return the Residence Permit ID before the termination of your stay in the Czech Republic.**
- 5. To obey the other obligations set by the legislation of the Czech Republic.**

