

How to fill out the application for the long term RESIDENCE PERMIT

Download the “Application form of request for issuing or extending the validity of the long-term residence permit” from the website of the Ministry of the Interior

<https://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx?q=Y2hudW09NQ%3d%3d>

To print you can use black and white, it does not have to be printed in colour. Complete it **USING LATIN ALPHABET AND BLOCK CAPITAL LETTERS**. Where it is not self-explanatory (dates, addresses) use a translator to find a Czech equivalent (for some questions there are tips in the guidelines below).

ŽADOST / APPLICATION

O PVOLENÍ K TRVÁLEMU POBYTU / FOR PERMANENT RESIDENCE PERMIT
 O PVOLENÍ K DLOUHODOBÉMU POBYTU / FOR LONG TERM RESIDENCE PERMIT
 O PRODLUŽENÍ DOBY PLATNOSTI PVOLENÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDITY PERIOD OF LONG TERM RESIDENCE PERMIT
 O PRODLUŽENÍ DOBY PLATNOSTI PRŮKAZU O PVOLENÍ K POBYTU PRO CIZNCE - VYMĚNU ROZHODNUTÍ O PVOLENÍ K POBYTU ZA PRŮKAZ O PVOLENÍ K POBYTU PRO CIZNCE / FOR THE EXTENSION OF VALIDITY OF THE RESIDENT ALIEN PERMIT - FOR THE ISSUE OF A SUBSTITUTE RESIDENT ALIEN PERMIT CARD - EXCHANGE OF A RESIDENCE PERMIT DECISION FOR A RESIDENT ALIEN CARD - NA ÚZEMÍ ČESKÉ REPUBLIKY / IN THE CZECH REPUBLIC (požadovány označte křížkem / cross the box which applies)

1. PŘÍJMENÍ / SURNAME
2. OSTATNÍ JMÉNA / OTHER NAMES
3. VŠECHNA DŘÍVEJŠÍ PŘÍJMENÍ / ALL PREVIOUS SURNAMES
4. JMÉNO(A) / FIRST NAME(S)
5. POHLAVÍ / SEX MUŽ / MALE ŽENA / FEMALE
6. DATUM NAROZENÍ (DDMMRRRR) / DATE OF BIRTH (DDMMYYYY)
7. RODINNÝ STAV / MARITAL STATUS SVOBODNÝ / SINGLE ŽENATÝ/VDANÁ / MARRIED ROZVEDENÝ / DIVORCED VDOVEČOVDOVA / WIDOWED
8. STÁT NAROZENÍ (kód) / COUNTRY OF BIRTH (code)
9. MÍSTO NAROZENÍ / PLACE OF BIRTH
10. STÁTNÍ OBČANSTVÍ (kód) / NATIONALITY (code)
11. NEJVYŠŠÍ DOSAŽENÉ VZDĚLÁNÍ / EDUCATION
12. POKLADNÍ / OCCUPATION
13. ZAMĚSTNÁNÍ PŘED PŘÍCHODEM NA ÚZEMÍ / EMPLOYMENT BEFORE ARRIVAL TO THE CZECH REPUBLIC
ZAMĚSTNÁVATEL / EMPLOYER
PRACOVNÍ ZÁRAŽENÍ / POSITION
ULICE / STREET Č. / No.
MĚSTO / TOWN PSČ / POST CODE
14. ZAMĚSTNÁNÍ PO VSTUPU NA ÚZEMÍ / EMPLOYMENT AFTER ARRIVAL TO THE CZECH REPUBLIC
ZAMĚSTNÁVATEL / EMPLOYER
PRACOVNÍ ZÁRAŽENÍ / POSITION
ULICE / STREET Č. / No.
MĚSTO / TOWN PSČ / POST CODE
15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC

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The application needs to be filled out in advance and submitted in person to the embassy/consulate of the Czech Republic, together with the other required documents.

If you do not have enough space in the corresponding boxes, include a separate attachment. Use an A4 size of paper, title it “Zvláštní příloha k žádosti o povolení k dlouhodobému pobytu”. Indicate the number of the section where there was not enough space, and write all the necessary information. You need to write in block Latin alphabet letters (and in Czech language where the information is not self-explanatory). Date and sign the attachment.

Guidelines to help you fill out the application:

1st page:

1. **Surname** as written in your international passport.
2. Other names, if you have such.
3. If you have had different surname(s) in the past (through adoption, marriage or other) indicate them in this section. Otherwise leave it blank.
4. **First name** as written in your international passport.
5. Gender
6. Your date of birth in DDMMYYYY format.
7. Marital status

8. The **country of birth** - use the **three letter code** of the country. **See the correct form of the codes** on the website of the Ministry of Interior of the Czech Republic here: <https://www.mvcr.cz/docDetail.aspx?docid=21719070&doctype=ART>
9. Place of birth (usually a city or other specification)
10. The country code of your current citizenship.
11. Your level of education – the highest **completed type of education**. Such as “secondary school” = STŘEDNÍ ŠKOLA (in Czech) or “university education” = VYSOKÁ ŠKOLA (in Czech). You may also include the degree, such as “bachelor” = “BAKALÁŘ” in Czech, if you already have one.
12. Your current occupation, if you have one. If you are still a student, write “student”.
13. If you are currently employed, fill in the details of your employer and what is your working position (find the equivalent in Czech language through a translator). If you do not have an employment leave it blank.
14. As you will be a student in the Czech Republic (your main purpose of stay), leave it blank.
15. Write “STUDIUM” (studying).

2nd page:

16. Last residence abroad = your last official residence address (outside of the Czech Republic).
17. Previous stay in the Czech Republic, if longer than 3 month.
18. **Address of your stay in the Czech Republic.** If you booked a Charles University dormitory, the address is in your accommodation voucher and in the accommodation contract. Attention! Look for the **address of the dormitory**, do not use the address of the accommodation office (which may be also stated on the contract)! If unsure, you can check the address of the dormitory here: <https://kam.cuni.cz/KAMEN-168.html> Most of the 1st year students, if they book a dormitory through our Student Affairs Department, will stay in “17.listopadu” dorm. Where the address is: Street = PÁTKOVA, Town = PRAHA , No. = 3, Postal code = 18000. If you are in different dorm, find the correct address.
19. Fill out only if postal address in the Czech Republic (address for delivery of correspondence) will be different from your address of stay in the Czech Republic. If you stay in CU dorm, leave this blank.
20. Fill in the **estimated date of your arrival to the Czech Republic.** *Note: If you booked CU dormitory, use the beginning date of your accommodation contract (or the date of the earliest check in if you received such information). Usually the accommodation contract and check in starts in the third week of September. The exact date differs by year.*
For the 2024/2025 academic year the suggested days of arrival are between September 19th – September 22nd

21. Your passport number.

22. Fill in the validity - expiration date of your passport. *Make sure your passport corresponds with the requirement, that a travel document for the purposes of conferring a long-term stay shall not be older than 10 years, it must contain at least 2 free pages and its validity must be at least 3 months longer than the validity of the long-term stay you apply for. Also take into consideration, that your studies will take more than year and it is convenient if your passport validity covers the whole estimated study time.*

23. If you have a spouse, fill in the details.

24. If you have children, fill in the details.

3rd page:

25. Fill out the details about your father.

26. Fill out the details about your mother.

27. If you have brother(s) or sister(s) fill out their details.

28. You can leave this blank, unless you need to add some extra information.