

How to fill out the application for the long-term visa for the purpose of studies:

Download the form from the website of the Ministry of the Interior <https://www.mvcr.cz/mvcren/article/application-forms.aspx?q=Y2hudW09Mg%3d%3d>

Print it out and 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).

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 tiskopisu žádosti o vízum k pobytu nad 90 dnů". 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 to fill out the application:

1st page:

1. Surname as written in your international passport.
2. If you have had different surname(s) in the past (through adoption, marriage or other) indicate them in this section. Otherwise leave it blank.
3. First name(s) as in your passport.
4. Your date of birth in DDMMYYYY format.
5. The place and region of your birth and 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>
6. The country code of your citizenship at birth.
7. The country code of your current citizenship.
8. Indicate your gender (as in your international passport).
9. Cross the box that corresponds to your Marital Status.

10. Surname and first name(s) of your father.
11. Surname and first name(s) of your mother.
12. Cross "Ordinary Passport" option like most civilians. However, if you possess a different type of travel document, cross the box that matches.
13. Fill-in the number as shown on your passport. Write all information, including letters or spaces.
14. The code of the state that issued your passport. Again use the three letter code according to the list as in question No. 5.
15. The date when your passport was issued.
16. The expiration date of your passport (*make sure the passport corresponds with this requirement: "A travel document for the purposes of conferring a long-term visa 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 visa."*) Also take in consideration, that if your studies will take several years, it will be easier for you to have a passport with a validity covering the whole estimated period.

2nd page:

17. Fill out only if you do not live in the country of your citizenship, and have a document giving you the right to return. Otherwise leave it blank.
18. If you are a student, write STUDENT. If you are currently working, write your job title (use a translator to find the job title in Czech).
19. Students fill in the name of their current school / university, its address (street name, house number, region/country) and a contact telephone number. Employees write the name, address and telephone number of their employer.
20. Write "UNIVERZITA KARLOVA" (Charles University in Czech).
21. Leave blank. *Complete only if you do not live in the country of your citizenship.*
22. If you have lived in the Czech Republic for more than 3 months before, indicate the address and purpose of stay.
23. Fill-in the address where you will be staying once you arrived to the Czech Republic. If you booked CU dormitory, use the address of the dorm given in the accommodation contract you received.
24. Leave it blank, unless you have a different postal address which differs from the address stated in question 23.
25. If you are applying for a visa for a year, write 365 days.
26. If during the last 3 years you have been issued any Czech visas, indicate their numbers and period of validity.

27. Have you stayed in any Schengen Area states? If yes, list down the country codes and fill out the dates of your stay(s). List of the Schengen Area States:
https://home-affairs.ec.europa.eu/system/files_en?file=2020-09/schengen_brochure_dr3111126_en.pdf

3rd page:

28. Cross the box “Studium/study” if you are applying for the visa for the purpose of studies.
29. 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.*
30. Fill in your planned date of departure. If you do not know, leave it blank.
31. Fill in the name of the border point on the borders of the Czech Republic (where you go through the customs control). If you are arriving by PLANE, write “PRAHA, LETIŠTĚ VÁCLAVA HAVLA” (Prague, Václav Havel’s Airport).
32. If you are travelling by plane, fill in “LETADLO” (plane in Czech). If other means of transport, fill out accordingly (car = “AUTO”, train = “VLAK”).
33. Leave blank (you are not coming on the basis of “invitation” but on the basis of acceptance to study).
34. Cross the option who’s going to assist you with the finances during your stay. Mark “Žadatel sám/myself” if you are mainly funding your stay yourself. If you also get other funding, provide corresponding documentation.
35. Cross the right option(s) for you. Cross all that applies. Note that if you are using someone else’s bank account or credit cards (not with your name), you need to have proper documentation that states you have access to these accounts. This documentation must also be translated to Czech (by official translator).

Note to the part “Travel and/or health insurance”: Once your visa is approved, you will be required to pay for the health insurance. The usual practice is, that you secure the insurance at the moment, when you get the information that the visa has been approved.

4th page:

36. If you have a spouse, fill in the details.
37. If you have children, fill in the details.

5th page:

38. Fill in your current home address.
39. Fill in your current phone number.
40. Fill in your current email address.

Read the box with your rights and responsibilities.

Indicate the place and date of the application submission. Make sure to sign it.

With this application and other documents you will go to the embassy/consulate for the scheduled appointment. There you will undergo a short interview about your plans during your stay in the Czech Republic as a part of the documents' processing.