



Embassy of the Czech Republic
in Washington D. C.

Embassy of the Czech Republic
3900 Spring of Freedom Street, NW
Washington, DC 20008, U.S.A.
email: washington.visa@mzv.gov.cz
www. mzv.gov.cz/washington

Student Visa Checklist

Please review the list of required documents and common mistakes to avoid.

Important: If any of the following documents are missing, your application will be returned without further notice!

We strongly recommend submitting **originals** along with **copies** of all supporting documents.

1. ☐ [Application form long-term visa](#) (valid for up to 1 year) or/ [Application for residence permit](#)
 - Place of birth – city and state
 - Must be signed by the applicant
 - Clearly write your **email address and phone number**
2. ☐ **Passport**
3. ☐ **Two recent passport-sized photograph** (Good quality, **ideally 2 x 2 inches**)
4. ☐ [Visa fee](#) (Always check the current fee; If submitting your application at the end of the month, we recommend including a few extra dollars in cash to account for possible exchange rate changes.)
5. ☐ [Confirmation of Studies from the Czech University](#) (**must be the original document issued by the university in the Czech Republic; photocopies are not accepted**)
6. ☐ [Proof of accommodation](#) (**must be the original document from your accommodation provider in the Czech Republic; photocopies are not accepted**)
7. ☐ [Criminal History Background](#) for US citizen (**if submitting by mail, your signature must be notarized by a Notary Public**)
8. ☐ **Proof of funds** (bank statements in English do not need to be translated or notarized; a copy of your credit card does not need to be notarized)
9. ☐ [Travel medical insurance](#) (**can be submitted before or after visa approval**)

Additionally:

10. ☐ [A written consent for minors](#) required from all legal guardians (typically both parents) for applicants under 18
11. ☐ **Prepaid Envelope** for mailing your passport (with or without the visa) back to you

FAQ and important notes:

When will my visa application be processed?

If you are sending your application by mail, it will be processed **within 14 days of delivery to our office**. To avoid delays, submit your application well in advance.

Will I be informed about the processing of my application?

We will only contact you if something is missing or if additional information is required. Please use your tracking number to confirm delivery to the Czech Embassy in Washington.

Can I get my passport back before the visa is approved?

Yes. Include a written request and a prepaid envelope with your application. We will return your passport after processing your application.

Note: Once your visa is approved, you must send your passport back to us for visa issuance. A long-term visa cannot be issued in the Czech Republic.

How long does visa processing take?

- Long-term visa for **study** purposes: **Up to 60 days** from the date of processing a complete application
- Long-term visa for **other** purposes: **Up to 90 days** from the date of processing a complete application

The approval process is conducted by the Ministry of the Interior of the Czech Republic and cannot be expedited.

When should I provide proof of travel health insurance?

You must submit proof of travel medical insurance before your visa is issued. You may include it with your application or send it after receiving notification of visa approval. However, it is strongly recommended to include the insurance when submitting your application to avoid delays in the visa issuance process.

Do I need an appointment if I am not a U.S. citizen?

Yes. Non-U.S. citizens must submit their visa application in person. Please contact us by email to schedule an appointment.

I don't have a permanent address in your jurisdiction. Can I still apply?

Only applicants with permanent address in our [jurisdiction](#) may apply at our office. Applications submitted from outside our jurisdiction will be returned to the applicant without further notice.

Not sure which application form to use or what visa to apply for?

- [Check What Residence Permit or Visa You Need](#)
- [Long-Term Visa vs. Residence Permit](#)