CZECH REPUBLIC - CHECKLIST FOR long-term visa/residence permit (STUDY purpose)

Name of the applicant:

Do you speak English/Czech? ☐ **YES** ☐ **NO - I have arranged for an interpreter** ☐ **YES** ☐ **NO**

VISA APPLICATION REQUIREMENTS:		Submitted?		
Documents:		Applicant	Embassy	Embassy – remarks:
1.	**Application form** - duly completed and signed by the applicant	☐	☐	
2.	**Original passport** *+ 1 copy of ID page* • Passport must not be older than 10 years + must be valid for at least 3 months after the estimated validity of the long-term visa.	☐	☐	
3.	**2x passport photographs** – sized 3,5 x 4,5 cm (light background), complying with ICAO standards and corresponding to the current appearance of the applicant.	☐	☐	
4.	**Applicants – foreigners residing in Saudi Arabia/Oman/Bahrain/Yemen: a proof of stay based on a residence permit for at least 2 last years (continuously)** • Valid residence permit card (if in Arabic, translation to the Czech language is necessary) • Excerpt from the SAU/BHR/OMN/YEM immigration database proving a continuous stay of min. 2 years (if in Arabic, translation to the Czech language is necessary)	☐	☐	
Proof of purpose:				
5.	An original confirmation of studies or confirmation of enrolment in an accredited study programme at the Czech university in the Czech language (not older 180 days)	☐	☐	
Proof of accommodation:				
6.	An original confirmation form of accommodation / a lease or sub-lease agreement / a proof of ownership of an apartment or house (not older 180 days)	☐	☐	
Proof of funds (the proof below is the most common, for other possibilities see *https://ipc.gov.cz/en/forms-and-dcouments/documents/proof-of-funds-for-the-residence-finances/*				
7.	A bank statement (best a periodical one, of at least 3 months) • no translation necessary if in English • if the bank account is not in the name of the applicant, the bank account holder´s declaration of sponsorship (see attachment)	☐	☐	
8.	A copy of a bank card in the name of the applicant	☐	☐	
Parental consent – in case of a minor (under 18 years old) applicant:				
9.	A parental consent declaration (see the attachment) + copies of parents´ IDs	☐	☐	
Police clearance certificate (Good conduct certificate):				
10.	*1)* issued by the country of which you are a citizen *2)* issued by the country where you have resided for a total of 6 months in the last 3 years • the document needs to be authenticated in the following way: - Saudi/Bahraini/Omani documents by an Apostille – see attachment for sample Apostilles), - Yemeni document by a superlegalization (Yemeni MFA + Czech embassy in Riyadh) - India – Apostille - For authentication requirements of documents issued by other countries contact the Embassy of the Czech Republic • The document needs to be officially translated to the Czech language.	☐ ☐	☐ ☐	

Kindly arrange the documents as per the above stated order.

Important Note:

- The proof of stay must be presented in original; the other documents can be presented in an original or a certified copy.
- All foreign (non-Czech) documents need to be submitted with an official translation to the Czech language or on a dual (English/Czech) form.
- The responsible Czech authority to decide on the application is the Ministry of Interior of the Czech Republic. The processing takes up to 60 days.
- The status of the application can be checked at the following website: https://ipc.gov.cz/en/status-of-your-application.
- When the application is approved, the applicant will be invited by the Embassy of the Czech Republic (before visa stamping) to present a proof of a comprehensive medical insurance arranged with an insurance company authorised to provide services in the Czech Republic for the period of the permitted stay and with the minimum coverage of EUR 400 000.

CONTACT DETAILS:

Email:

Telephone number:

Mailing address:

Applicant´s Declaration:

☐ I am aware that if my application file does not comply with the above stated list of requirements, it (based on the type of a visa) may be found by the Embassy of the Czech Republic as inadmissible and not be accepted.

Place:	***Date:***
Applicant´s signature:	