



QUICK' N' SIMPLE

Student visa and long-term residence permit

- Hi there, are you a student in the Czech Republic from a country outside the European Union?
- Do you have a student visa?
- Do you want to remain in the Czech Republic and continue with your studies?
- Aren't you quite sure how to go about it - where to go, when and what to take with you?

Don't worry....

I' am QUICK'N' SIMPLE and I am here to help!

Read on...



FOREIGN POLICE AND OAMP MV CR

- First of all, you should know that there are two different institutions in the Czech Republic that you should visit after your arrival within 3 days.
- **Foreign Police** where you will be registered and provide your residence address. If you came to the Czech Republic as a tourist with a short-term touristic visa for the stay of up to 90 days (Code C) your stay is only dealt with by the Foreign Police.
- **Department for Asylum and Migration Policy of the Ministry of the Interior (OAMP MV CR)**. Go there, if you come to the Czech Republic with a single entry visa for the purpose of collecting a residence permit or a long-term visa for the stay of over 90 days (Code D).



SO, WHICH KIND OF VISA DO YOU HAVE?

First, have a look inside your passport at the code on your Czech visa sticker (if you come from a country without visa obligations and you will only be here for up to 3 months, don't look for the visa in your passport)



VÍZUM

CZE00000000



PLATI PRO
VALABLE POUR
VALID FOR

CZE

DO
AU
UNTIL

DÉLKA POBYTU
DUREE DE SEJOUR
DURATION OF STAY

DNI
JOURS
DAYS

OD
DU
FROM

POČET VSTUPŮ
NOMBRE D'ENTRÉES
NUMBER OF ENTRIES

TYP VÍZA
TYPE DE VISA
TYPE OF VISA

C

MÍSTO VYDÁNÍ
DELIVRE A
ISSUED IN

ČÍSLO PASU
NUMERO DE PASSEPORT
NUMBER OF PASSPORT

DNE
LE
ON

11-05-05

PRŮJMENÍ, JMÉNO
NOM, PRENOM
SURNAME, NAME

POZNÁMKY
REMARQUES
REMARKS

28-09-77

C/NB



CODE C - C/VB

- This means a short-term visa for a stay of up to 90 days.
- The visa carries the code C/VB.
- Upon arrival, go and register with the Foreign Police and if you want to extend your visa, you will have to go back to the Foreign Police office again. **Visas can only be extended for a limited time and some visas cannot be extended at all.**
- This is not a long-term stay and thus, your stay is not dealt with by the Department for Asylum and Migration Policy Ministry of Interior (**OAMP MV CR**).



VIZUM

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FROM

**TYP VÍZA
TYPE DE VISA
TYPE OF VISA**

D

POČET VSTUPŮ
NOMBRE D'ENTRÉES
NUMBER OF ENTRIES

DÉKA POBYTU
DURÉE DE SEJOUR
DURATION OF STAY

MÍSTO VYDÁNÍ
DELIVRE A
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SURNAME, NAME

POZNÁMKY
REMARQUES
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D/VC



CODE D-D/VC

- This is a long-term visa for a stay of over 90 days, most often valid for 1 year.
- Upon arrival, go and register either at the Foreign Police office, or your accommodation facility provider can register you (student dormitories, hotels).
- Come to the OAMP only if you change your address or school, and, if you want to stay longer in the Czech Republic, to file an application to extend your long-term residence permit or for your first long-term residency!
- !!You must not change the form of study, either accredited or other unaccredited ("other").



VÍZUM

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D/VR



CODE D - D/VR

- You applied for a long-term residence permit at a Czech embassy and received a visa in your passport for 1 entry into the Czech Republic.
- You have to come to the OAMP office **within 3 working days** so that they can register you and take your photo for the biometric card you will receive, indicating the date on which your stay expires.
- As the expiry date of your biometric card approaches, report to the OAMP to extend your permission to stay. At this point, you will be allowed to change your form of study from accredited to unaccredited (other) and vice versa.



SO, IS THAT ALL A BIT CLEARER NOW? 😊

- Let's continue! So you want to stay in the Czech Republic to continue your studies and you have a code D visa in your passport?
- You can apply to extend your long-term visa or for your first long-term residency in the Czech Republic at the OAMP!
- Be sure to come in time. When extending your long-term visa, you must do so 14 days before your current visa expires.
- If your purpose of stay requires more than 1 year, you need to apply for long-term residence permit and you can come to do this at any time until the expiry date of your visa.
- If you forget to file your application in time, this will lead to complications and most likely you will have to return home and start the whole process from the beginning. 😞



WHAT YOU NEED TO BRING WITH YOU

- Travel document - must be valid and undamaged!
- Photos - bring a recent photo of yourself so the OAMP can upload it to your file.
- If you're under the age of 18 and you are applying for long-term residence permit, bring the OAMP the written consent of your parents to your living and studying in this country.
- If you are applying for an extension of a long-term visa because the purpose of your stay requires less than 1 year and the purpose is "other", you will also need CZK 1,000 of duty stamps.



PROOF OF WHERE YOU LIVE

- Do you own a flat in the Czech Republic and live in it? Bring the OAMP an extract from the Cadastre of Real Estate (CRE) and that's all. If you have only just bought the flat and you aren't yet registered as the owner at the CRE, bring the OAMP the purchase contract and the proposal to register title in the CRE.
- Do you rent your appartement? Show the OAMP the rental agreement or you can download the Proof of Accommodation form from their website. Both documents must be signed by the landlord, but with the accommodation form you will have to have your signature officially certified. They will do this for you at the post office, for example.
- The OAMP verify all information with the CRE; if the person who rents you the flat isn't registered as an owner with the CRE, you will have to show them an agreement between the flat owner and the person renting you the flat. The OAMP will make a copy and return it to you. Instead of a contract with the owner, you can bring his written consent to your living in the flat.



PROOF OF WHERE YOU LIVE

- Do you live in university accommodation? Then you just have to show the OAMP your accommodation agreement.
- Make sure you have put your signature everywhere it should be, and the same applies to the other party of the agreement, otherwise the agreement is invalid! The OAMP will check up on the rest.
- Make sure you provide the exact address of where you live and specify how long you can live there.



CONFIRMATION OF STUDY LETTER

- Check how long your confirmation is valid for.
- If your school issues you a confirmation for example from 01/09/2015 to 28/02/2016, your permitted stay will also end on 28/02/2016.
- As well as confirmation of study, you will need valid health insurance. If you bring proof of insurance valid only until 01/01/2016 and confirmation of study until 28/02/2016, your permitted stay will end on 01/01/2016.



HEALTH INSURANCE

- Health insurance must be comprehensive and taken out for the entire expected period of stay.
- The best option is if health insurance applies for the same period as your confirmation of study, so that your permitted stay is not cut short.
- You might have health insurance included in your study grant; if so, bring a document proving this, which must be in Czech.



FINANCES

- For 1 year you need a total of CZK 81,400 on your bank account.
- If you are under the age of 18, you only need half as much money.
- Do you have an account with a Czech bank? All the OAMP need is a bank statement with a final balance marked with the bank's official stamp.
- Do you have an account abroad? Bring the OAMP the original with an officially certified translation of your bank statement and prove to them that you have a bank card for that account.
- Do you have an internationally recognised bank card, valid for the Czech Republic? That will normally be enough, but the OAMP might request a bank statement.



WHAT FORM SHOULD THE DOCUMENTS FOR YOUR APPLICATION HAVE?

- Apart from travel documents and photos, documents must not be older than 180 days!
- Don't show the OAMP just copies, they need to see the originals and they will make copies themselves. You can bring officially certified copies (get certified copies at the post office).
- Documents must be legible, intact and your personal details must be correct - correct date of birth, name and travel document number.
- If you want to stay in the Czech Republic for a year, your documents must be valid for that long, otherwise the OAMP can cut short your permission to stay.
- If you can't prove that you have sufficient finances for your stay, the OAMP can reject your application!
- The documents must be intended for the MV CR or the OAMP. If specified otherwise, they are invalid for them.
- For example, if your bank statement specifies that it has been issued for the Police of the Czech Republic, the OAMP will reject it.
- All documents must be in Czech or translated into Czech.



SO, IS THAT ALL CLEAR? 😊 NOW, GO AND FILE YOUR APPLICATION 😊

OPTION A

- Are you just perfect and you have all the necessary documents? 😊
- If everything goes well, the OAMP will accept your application and decide on it within 30 days at longest. If this is your first application, or you change the purpose of stay, a decision will be made within 60 days.
- Then just check their website at www.mvcr.cz/cizinci to see if your application has been approved; if so, make an appointment for them so that they can take your biometric data. You will also need CZK 2,500 of duty stamps to pick up your biometric card.



SO, IS THAT ALL CLEAR? 😊 NOW, GET UP AND FILE
YOUR APPLICATION 😊

OPTION B

- Having difficulty getting all of the necessary documents?
- Never mind. Just bring the completed application form and your travel document, and the OAMP will explain everything to you at the counter and give you a deadline by which you have to bring everything they need.
- In this case, don't be surprised if the process takes longer and you don't get a decision within 30 (or 60) days.



TO AVOID ANY PROBLEMS...

- Leave the OAMP up-to-date contact details, just in case they need you to provide some extra information or they may phone you to tell you that your stay in the Czech Republic has been authorized.
- Give the OAMP your current address, or another address where they can send correspondence to you. Make sure your letter box is marked with your name, otherwise the postman won't be able to deliver anything to you.
- Will you be staying longer outside the Czech Republic? Inform the OAMP about this and arrange with a friend to check your letter box, or give him or her power of attorney so that he or she can act for you in official matters.



NO TIME TO COME TO THE OAMP? TOO BUSY WITH YOUR STUDIES? DON'T WORRY, I CAN SOLVE THAT....

- You can send your application by post. But make sure you send it by registered mail and keep the proof of postage. Address it to the MV CR or the OAMP. If you write a different addressee, for instance the Police, your letter will not be delivered to the OAMP.
- The OAMP and the Foreign police are separate institutions!!!
- If you apply for the 1st long term residence permit or you change the purpose of your stay, you must come to the OAMP office to confirm this fact in person within 5 days of sending the notification by registered mail. Otherwise the OAMP will not accept your application and will return it to you.



DON'T LIKE WAITING IN QUEUES? 😊

- Make an appointment by phoning **974 820 680** and arrange a meeting for a specific date and time.
- Please bear in mind that in some months the OAMP office is very popular and everyone wants to see them, mostly during the summer and before Christmas, so phone to make your appointment at least 14 days in advance.😊



WHERE TO GO FOR USEFUL INFORMATION

- For most information, visit the website at www.mvcr.cz/cizinci

If you have a question of a complicated legal nature, or you need a complex solution and assistance, consult an organisation that gives appropriate advice

(non-government organisation (NGO) or a law firm).

