
STEP 6: AFFIX YOUR VISA IN YOUR PASSPORT

If the staff member of the embassy/consulate who informed you about the approval of your visa did not specify the date and time when you can come for your visa, you can choose it yourself. You can find the working hours of the embassy / consulate on its website. You will also find information about what time you can come to get your visa.

At some consulates, this process is done the same day, while at others, you will need to return for your passport the next working day.

Attention: For your visa to be affixed to your passport, you must bring the following documents with you: passport and insurance policy.

Attention: Keep the original insurance policy with you. Make a copy and leave a copy at the embassy/consulate if necessary. You will need the original insurance policy for possible use in the Czech Republic.

If you do not have insurance yet, you can obtain it through us. To do this, you must write an email to your administrative assistant at UJOP. Basic information about insurance can be found [here](#) .

Don't forget to inform your administrative assistant that you have been granted a visa. We need this information to ensure your smooth arrival and start of classes. Once the visa is affixed, a dormitory room will also be booked. Send a scan/photo of the visa sticker to your administrative assistant and request a room reservation.