



BASIC INFORMATION ON RESIDENCE PERMITS FOR ILPS CU STUDENTS

(update July 2020)

This document is for information purposes only. Only the text of the law or a sub-legal regulation has a binding character.

The legal regulation setting the conditions for entry and residence in the Czech Republic is **Act No. 326/1999 Coll.**, on residence of foreigners in the Czech Republic.

- **Types of foreigners' stays in the Czech Republic**
- **temporary stay**
 - stay without a visa (including EU citizens)
 - stay based on a short-term visa issued under the Visa Code
 - Schengen visa
 - Length of stay a maximum of 90 days
 - **LONG-TERM VISA STAY** – visa for stay over 90 days (VC), for 1 year maximum
 - **STAY BASED ON LONG-TERM RESIDENCE PERMIT** – for 2 years maximum
 - stay based on a temporary residence permit (family members of EU citizens who are not EU citizens themselves)
- **permanent residence**

MOST FREQUENTLY, ILPS CU STUDENTS APPLY FOR A STAY OVER 90 DAYS (LONG-TERM) OR A LONG-TERM STAY FOR THE PURPOSE OF 'STUDIES' OR 'OTHER'.

➤ **[The difference between long-term visa and long-term residence](#)**

The long-term visa and long-term residence application is handed out on different forms which you can download from the webpages of the Ministry of the Interior of the Czech Republic – Application forms for [long-term visa](#) and [long-term residence](#).

1. For the list of documents to apply for a long-term visa, click [here](#).
2. For the list of documents to apply for long-term residence, click [here](#).

The most common procedure is applying for a long-term visa (issued for a maximum of 1 year); in the case of further follow-up study, the student applies for a long-term residence (issued for a maximum of 2 years) in the Czech Republic. However, it is also possible to apply immediately for a long-term residence in your country.

Long-term visa (code VC) is marked in the travel document as multiple. This visa allows the holder to stay in the Czech Republic as well as to other Schengen countries.



A **long-term residence permit** is issued in the form of a chip biometric card only after arrival in the Czech Republic. Therefore, a student first receives a visa (code D/VR) to obtain a long-term residence permit at the consular office abroad. A student who arrives in the Czech Republic on this type of visa must come personally to the Ministry of the Interior of the Czech Republic within 3 working days in order to take biometric elements and prepare the biometric card.

➤ **The difference in purpose of stay**

- STUDIES (code 23) – our [preparatory courses for university studies](#) fulfil the purpose of stay STUDIES (study according to §64b of Act 326/1999 Coll. “...*participation in language and preparatory training for the study of an accredited study programme of a university organized by a public higher education institution ...*”)
- OTHER (education; code 99) – our [intensive Czech courses](#) fulfil the purpose of stay OTHER
 - Please note: changing purpose from ‘other’ to ‘studies’ is possible!

Note: The first application for a residence title must be **always** handed out at a Czech embassy abroad.

The originals of the documents must be handed in to the consular office **in person in paper form**.

PRACTICAL PROCEDURE

1. After filling in the online application form for our courses and
2. paying tuition fees in full (or other ordered services)
3. **you will receive the following documents needed with the long-term visa/residence application:**
 - Confirmation of admission to study = [Document confirming the purpose of stay in the Czech Republic](#)
 - Study Agreement – complements Confirmation of admission to study
 - If you have checked in the online application form that you are interested in being provided accommodation and insurance, you will receive the following documents:
 - Accommodation Agreement (if you ordered accommodation at ILPS CU dormitories) = [Proof of accommodation in the Czech Republic](#)
 - [Proof of travel health insurance](#)

Travel health insurance is a document proving the foreigner’s insurance covering the costs which they are obliged to pay during their stay in the Czech Republic in the case of necessary and urgent health care, including the costs of transportation or, in the event of their death, related to the transfer of their remains to the country whose travel document they own, or another country where they have a residence permit. **The amount of the agreed indemnity limit per insured event is at least EUR 60,000, without the insured’s participation in the above costs.** The insurance contract must not exclude the provision of insurance indemnity in the case of an accident which occurred as a result of the insured’s wilful act, fault or



culpability, or as a result of the insured's consumption of alcohol, narcotic or psychotropic substances.

Such travel health insurance can be arranged with an insurance company authorized to operate this insurance in the Czech Republic, EU / EEA. If the foreigner concludes insurance with a foreign insurance company, it is also necessary to submit officially certified translations of the insurance contract and the general insurance conditions into Czech.

You can order insurance from a verified [Czech Insurance Company Slavia](#) when filling in the on-line application form.

Note: according to your wishes, we will send the documents either by registered mail, or [DHL Courier Service](#). You choose your preferred option in the online application form.

4. You prepare yourself:

- **Application form for long-term visa/residence** ([long-term visa form](#), [long-term residence form](#))
- **Travel document** (valid for 3 months after the end of the planned stay in the Czech Republic, that is e.g. study until 31 August + 3 months = 30 November)
- **Photos** – 2 photos (passport format - 35 mm x 45 mm)
- **Proof of securing funds during the stay in the Czech Republic**

The amount of financial resources required for a long-term [visa](#) and [residence](#) for the purposes of 'studies' and 'other'

A foreign national is obliged to prove the availability of funds that are 15 times the amount of the existential minimum (i.e. **2490 CZK**) for the first month and double the amount of existential minimum for every full month afterwards, i.e. for instance:

1 semester – for stay from 1 September to 28 February it would be $(15 \cdot 2490) + (5 \cdot 2 \cdot 2490) = 37\,350 + 24\,900 = 62\,250$ CZK.

1 year – for stay from 1 September to 31 August it would be $(15 \cdot 2490) + (11 \cdot 2 \cdot 2490) = 37\,350 + 54\,780 = 92\,130$ CZK

A foreign national under 18 years proves the availability of half the amount.

Means of demonstrating availability of funds for the purposes of a long-term residence

- **A bank account statement** – the submitted document must clearly indicate that the foreign national is entitled to use the requisite funds in the Czech Republic
- **Another document on financial security**
- A valid internationally recognized **payment card**

- **Parental consent** in the case of a minor student

5. On request

- **Criminal Record** – for the purposes of the procedure for applying for a long-term visa or residence permit, in some cases the foreigner is required to submit a



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document similar to the Criminal Record. This document can be replaced by an affidavit if the country does not issue such a document. This document is not required from a foreigner under 15 years of age.

- Czech embassies usually require this document!
- Document confirming compliance with precautionary measures prior to the introduction of infectious diseases

Note: Documents required for the visa / residence application must be in Czech; you can order a [translation](#) of your documents through our Study Department.

Please note that documents submitted with an application for a residence permit must not be older than 180 days.

6. **Booking the interview date** can be done in different ways at the Czech embassies abroad; the most common is via a special e-mail to the Embassy with a scan of Confirmation of Admission to Study. To book the interview date, please read the embassy webpages carefully!
7. You apply for a residence title in the Czech Republic at Czech embassies abroad where you also have the **interview. The application must be submitted in person and all documents must be submitted in paper form. PLEASE NOTE:** travel health insurance is a service paid by you, which “belongs” to you. Therefore, never hand out the original insurance contract at the Embassy, only a copy!

The Embassy may conduct an **interview** when applying. The interview is mostly conducted in Czech, at some embassies in English (we recommend contacting the nearest embassy of the Czech Republic and inquire about the language of the interview). If you do not speak Czech sufficiently, we recommend that you take an interpreter for an interview.

How to prepare for the interview?

You enclose a motivation letter to the online application form for our courses. You can find the guidance questions for it [here](#). Simultaneously, these questions are a fundamental point for your preparation for an interview at the Embassy. The Embassy officials primarily ask about your motivation to study at ILPS CU.

Common questions:

- Why did you decide to study Czech? Have you studied Czech before?
- Basic (!) information about the town you will study in.
- What is the content of the ILPS CU course you chose to study? What is the number of lessons?
- In the case of preparatory courses for university:
 - What specialization did you choose (economic, technical, humanities, medicine)?
 - How are the lessons organized – the number of semesters, the beginning and the end of the academic year, number of lessons, studied subjects (generally), form of ending the course?
 - What field would you like to study after completing the preparatory course? What do you know about the admission procedure for this field of



study/school? *Note: Most Czech universities have their webpages available in English.*

- How are you intending to apply your studies after completing the course? How will you use the acquired knowledge of Czech? In the case of the follow-up master's programmes, you may be asked a question of the follow-up job application.
- The interview and its questions are used by the officials to verify the truthfulness of your application and the intention to study in the Czech Republic. Inconsistent answers do not work well during the interview, so prepare conscientiously for the interview so that you really get a visa / residence permit and you can come to the Czech Republic in September.

The most common “mistakes” in documents and Embassy interviews

- Incomplete application – the application must contain all the prescribed requisites and documents described above.
- The travel document must be valid for 3 months after completing studies in the Czech Republic.
- The submitted documents must be in Czech or officially translated into Czech.
- Travel insurance must meet the legal requirements described above.
- Insufficient preparation for the interview:
 - The interview does not work well if you do not know which course you are going to study in the Czech Republic and what field of study you would like to study after completing it.
 - Stating more fields of future study of heterogeneous focus (e.g. technical vs. humanities fields of study)
- Submitting documents with expired validity – according to the law the validity of documents (with exceptions, e.g. travel document) is 180 days.
- Insufficient proof of the amount of funds for the stay in the Czech Republic.

- Your application will be reviewed by the **Ministry of the Interior of the Czech Republic**; please look at their official website and [Information for foreigners](#) section.

Waiting times for a personal interview vary at the embassies and sometimes can take months! The Czech authorities have 60 days for the decision to grant or not to grant a residence title in the case of the STUDIES purpose and 90-120 days in the case of the OTHER purpose. Therefore, remember to count correctly when planning your studies!

➤ **Consular fees**

The fee for the acceptance of the application for a long-term visa / residence for the purpose of studies is CZK 2,500.

For detailed information on long-term visa and residence for the purpose of ‘studies’ and ‘other’, read the section [Information for schools and students](#) on the webpage of the Ministry of the Interior of the Czech Republic.



➤ **Student obligations upon arrival (stay report)**

Students from both inside and outside the EU are obliged to [fulfil compulsory registration upon arrival](#), unless their landlord does it for them. **Students from EU countries have this obligation within 30 days of entering the territory, students outside the EU within 3 days. They do so at a local branch of the [Foreign police service](#).** This compulsory registration does not apply to ILPS CU students who are staying at ILPS CU dormitories. You can find detailed information on the [webpages of the Ministry of the Interior of the Czech Republic](#).

- Registration at the Department of Asylum and Migration Policy is usually organized (but not always!) by the individual study centres (you will get more information upon arrival at the centre). Each student who was granted a long-term residence permit first receives a visa in their passport for a maximum of 60 days (code D/VR) to get a long-term residence permit. A student who arrives in the Czech Republic on this type of visa must come **personally** to the Ministry of the Interior of the Czech Republic within 3 working days in order to take biometric elements and prepare the biometric card.

➤ [Countries without a visa requirement](#)

➤ **Schengen “short-term” visa**

If you are planning to take part in our [6-week Czech courses](#), or you want to come for a summer school, [Schengen “short-term” visa](#) will be sufficient for you. It is much easier to obtain and is fully in the competence of the Ministry of Foreign Affairs of the Czech Republic. The holder is entitled to stay in the Schengen territory for a maximum of 90 days.

➤ **Movement within the Schengen area**

Students staying in the Czech Republic for a long-term visa, residence, or Schengen “short-term” visa, also have the possibility to enter other Schengen States, but only for a maximum of 90 days during any 180-day period ([Rule 90/180](#)).

Other sources:

<https://www.studyin.cz/>