

EXTENDING A LONG-TERM RESIDENCE PERMIT FOR STUDY PURPOSES FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: PhD students from non-EU countries who are already in Pardubice and received an extension of their studies.

Apply for the extension **at the Immigration Office of Pardubice (Pernerova 168, 530 02 Pardubice)**

Documents needed:

1. **A travel document**
2. **A study confirmation form (from the study department, University of Pardubice)**
3. **Proof of your travel medical insurance** for the period of your stay in the Czech Republic and proof of medical insurance payment (this document must be signed and stamped by the insurance company and be in the Czech language)
Upon request, your previous health insurance card.

4. **Proof of accommodation**

If you are hosted at the dormitories, you can ask **the Office of International Affairs and Development to get this form, or you can ask Ms Petra Machaňova directly.**

Note: You will be charged 100 CZK for this form.

If you have your own flat, you need:

- Rental agreement OR
- A document called a „Potvrzení o zajištění ubytování“ (fyzická osoba) (= proof of accommodation). Download this form here: <http://www.mvcr.cz/mvcren/article/application-forms.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature, **go to the Heading „How to get a certified signature“**).

5. **A document confirming the availability of funds for your stay in the Czech Republic***

You can submit:

-EITHER a bank statement indicating that you have CZK-92 130 in your bank account

If you have an account with a Czech bank, the Immigration Office will ask you to provide a bank statement with the final balance indicated. This document must be an original document, written in Czech and signed and stamped by your Czech bank.

- OR a document proving your monthly income in the Czech Republic (i.e. a scholarship). You also need to show that you will receive minimum CZK-92 130 for the whole year.

6. **Permit fee in the form of stamps (= kolky): CZK 2500. More info about fee stamps on page 48**

7. **GREEN application form***

* Filled in **GREEN application** form (to be printed out in colours). It is called the „Application form for a long-term residency permit“.

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>








Main Instructions: In the upper part, mark O PRODLUŽENÍ DOBY PLASTNOSTI POVOLEÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDITY PERIODE OF FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC:
-STUDIUM

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now.

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:
Caroline Novák-Jolly, Univerzita Pardubice / tel: +420 466 036 133

The Office of International Affairs and Development can assist you in filling out forms and collecting the documents mentioned above. This office can help you to go through all the application procedures.

-  To obtain a residence permit or an extension of long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or the long-term visa's validity. At the latest, this application must be submitted on the last day of validity of the visa or residence permit.
-  Documents submitted must not be older than 180 days, except for travel documents and marriage certificates. Photographs must accurately represent your appearance.
-  All the documents have to be submitted in the Czech language or to be translated into Czech by a certified/sworn translator.
-  Some foreign public documents must be endorsed with a higher verification, such as an Apostille or Superlegalisation. Detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>
-  If you do not have any other legal purpose to stay (e.g. a job offer), you must leave the Czech territory on the date you officially finish your studies. If you have a legal purpose to stay, you should apply at the Immigration office for another long-term residence permit.
-  Your Study Department is obliged to call the Immigration Office and inform them about the exact start date and end date of your studies.
-  Once you are back in your country of residence, you must return your biometric card. You can send it to the **Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.

For more information, click here:

<http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mg%3d%3d>

