

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

Target group: PhD students from non-EU countries

PhD students need to apply for a study permit at the Czech Embassy in their country, **before their arrival to the Czech Republic.**

Documents needed:

1. Travel document

2. Document confirming the purpose of your stay in the Czech Republic (from the study department, University of Pardubice)

3. Proof of accommodation

If you are hosted at the dormitories of the University of Pardubice, you can ask **the Office of International Affairs and Development to get this proof.**

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

If you have your own flat, you submit:

- 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”**).

4. Two Passport photographs

5. 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 (for 1 year) or a document proving your monthly income in the Czech Republic (i.e. a scholarship).***

Click here for more info: <https://www.mvcr.cz/mvcren/article/proof-of-funds-for-the-purposes-of-a-long-term-residence.aspx>

6. Permit fee + consular fee

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 residence 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 POVOLENÍ K DLOUHODOBÉMU POBYTU / 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

8. Upon request, a document similar to an extract from the Police Register Record and/or a document proving the fulfilment of the conditions set out in the Ministry of Health's prevention of the spread of infectious illnesses (a Medical report).

The Penal Register record has to be **issued by the state of which you are a citizen and also by the states in which you has had continuous residence for over 6 months in the last 3 years. It has to be apostilled or superlegalized and translated into Czech Language. The medical record should be translated into Czech language and certified.**

Proof of 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).

Note: you will need to submit this later on, as soon as you get a message from the Embassy that your visa has been approved (don't forget to leave your phone number and email address at the Embassy so that they can contact you), you can buy the insurance.

The recommended insurance companies are: VZP, Maxima, Slavia, Victoria Volksbanken and Uniqua.

Once you arrive in Pardubice, you must registered at the Immigration Office (OAMP) within 3 days. Bring your passport to the appointment.

- ✚ 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 Departement 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.

DO NOT HESITATE TO CONTACT THE CZECH EMBASSY OF YOUR COUNTRY

For more information, click here:

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