Apply for Your Czech Visa

Document Checklist to Get a Visa (Prague)

A
Valid Passport AND 2 copies of signature and bio pages
- Must be valid for at least 3 months BEYOND the end of your stay in the Czech Republic;
- Must contain at least 2 blank visa pages;
- Must have been issued within the past 10 years
- Must submit with the rest of your visa materials!

B
Proof of legal status AND a copy
- If you are not applying from your country of citizenship:
  - Original and copy of visa or residence permit for country in which you are applying.
  - i.e. I-20 and F-1 visa or US permanent resident card for non-US citizens applying from the US; Spanish student visa for any student applying in Spain, etc.
- NOT required for US citizens applying in the US

C
One fully completed visa application form AND a copy
- The blank visa application form [PDF: 2.49 MB]
- Use blue or black ink to complete the form. No pencils, and NO red pens!
- Your name must be EXACTLY as it appears in your passport. (Including your middle name, if shown in your passport!)
- Dates should be written in “DD-MM-YYYY” format.
- NYU Prague students: please refer to Prague SAMPLE Visa Application [PDF: 574 KB].
  - Please be sure to use the address that matches the jurisdiction in which you are applying (i.e. if you are applying in NY, use your local NY address).
- Tisch-FAMU 35mm Professional Track Students: please refer to Tisch SAMPLE Visa Application [PDF: 462 KB].
- Additional Country Codes

D
Two original recent passport-size photos
- Can be taken by StudentLink Staff at 383 Lafayette Street (2 photos for $10) or at places such as Walgreens.
- Do not attempt to take/print your own “passport-style photo.” It never works.

Upload a Copy of Your Passport
Obtain Criminal History Records
Obtain Financial Documents
Obtain Supporting Documents From the OGS
Find Out Where You Will Apply for Your Visa
Gather Documents and Submit Your Visa Application
Receive Your Visa
Upload a Copy of Your Visa
Proof of Financial Means AND a copy
- You must present an original bank statement (or notarized copy), showing a minimum of $3,000 USD of current, accessible funds in a checking account.
  - This account MUST be in your name if you are applying in New York.
  - If you are applying outside of New York, please check with your local consulate to see if funds from a parent or guardian can be used.
- E-statements are not always accepted. We recommend that you show the most official document your bank will give you! The consulate must be satisfied that the document is original and came from the bank.
- You may include a letter from your bank instead of a bank statement, indicating that you have at least $3,000;
  - This must be printed on the bank’s letterhead and signed by the branch manager.
  - We recommend using a bank statement instead of a bank letter whenever possible. In the past, the consulate has requested that some bank letters be translated into Czech. (Bank statements generally do NOT need to be translated.)

Notarized Copy of Debit Card AND an additional copy
- The debit card should be from the same bank as the bank statement referenced above.
- The debit card must be valid for the duration of your stay in the Czech Republic.
- If applying by mail or dropping off (US citizens only), you MUST obtain a notarized/certified copy! Please do NOT mail in your actual debit card.
- If applying in person: You must show them the actual debit card and provide copies.

OGS Support Letter Packet AND a copy
- You will receive an alert from OGS when your packet is ready. We MUST have a copy of your passport before we can obtain these documents. This packet includes:
  - Official confirmation of study
  - Official confirmation of accommodation
  - Proof of local health insurance in the Czech Republic (UNIQA)
- See sample copy here.

Criminal History Records AND a copy of each record
- Criminal History Affidavit or Certificates of Criminal History Clearance
- OGS will provide individualized instructions regarding this requirement.

Cash or money order to pay the visa fee
- Check the consulate’s website for the exact amount for the Long-Stay (Czech National) Visa (changes monthly).
- Make money orders payable to the “Consulate General of the Czech Republic”.
- They do NOT accept checks or credit cards!

Self-addressed stamped envelope
- Only required if you are not able to pick up your passport/visa in person.
- USPS Express Mail ONLY! Do not use FedEx, DHL, UPS, etc. Be sure to self-address the envelope!
- Note that we recommend collecting your documents in person whenever possible to minimize risk of loss or delay.

Any additional documents specified by the consulate’s website
- All consulates operate autonomously and reserve the right to request any materials they deem necessary to evaluate your visa application.
- Check the consulate’s website. If you show up to your appointment without all of the required materials, you may be turned away and forced to make a new appointment.
Additional Document: Required for citizens of Kenya, Congo, Moldova, Mongolia, Nigeria, Pakistan, Turkmenistan, Tajikistan, Uzbekistan and Vietnam

- Medical Report Confirming Current Health Conditions
- Negative results for tuberculosis and syphilis
- This document **MUST** be translated into Czech.