

Czech Republic Visa Instructions, Fall 2009

The Consulates General of the Czech Republic are not affiliated with New York University. They are entities of the Czech national government that issue visas for students and perform other functions. Please keep in mind that Consulates independently create and/or change their requirements for obtaining a Student Visa at any time without prior notification.

**** YOU ARE RESPONSIBLE FOR OBTAINING YOUR OWN STUDENT VISA ****

Due to recent Visa changes in the Czech Republic, **ALL STUDENTS MUST OBTAIN A STUDENT VISA** in order to participate in the program. Failure to obtain a visa will prohibit you from attending the program.

Get Your Passport (or check your current passport's expiration date!)

- If you don't have a passport that is valid through **March 2010** for fall semester students and **August 2010** for academic year students, apply for one today! Check out travel.state.gov/ for more information
- We suggest that you request expedited processing of your passport to allow plenty of time to apply for your student visa (the Czech Consulate takes approximately **60 - 90 days** to issue a visa once you've submitted everything!)
- If you do not have two weeks to spare, you can then go to the US Passport Agency to request a passport the same day. For a Passport Agency near you and for more information, please refer to their website http://travel.state.gov/passport/about/agencies/agencies_913.html. In addition to the Passport Agency requirements, please contact someone from our office so that we can provide you with an official letter which you need to present in order to receive expedited processing.

Fill Out the Visa Document Request Form

(http://www.nyu.edu/studyabroad/forms/prague_passport.html)

- **Even if you are still uncertain about attending NYU in Prague**, fill out the Visa Documentation Request Form (found under the Prague "Admitted Students" section of our website, or via the link above) as soon as possible. You can't get a student visa without this paperwork, and it takes about **2 weeks** to process the form and receive your documents from the Czech Republic (via our office).
- We suggest that you submit the form right away, but no later than **April 8th** to stay on track (but earlier if you are traveling over the summer, or live in the Washington D.C. or Los Angeles Consulate jurisdiction)!
- Please be careful when completing this form, as any incorrect information will make the documents invalid and you will need to resubmit a new request.

Determine Where to Apply for Your Student Visa and Where/When You Will Retrieve Your Passport/Visa Once Ready

- If you are an NYU student and have all the documents required to apply for your student visa, you can and should apply through the NY Czech Consulate regardless of your permanent home address's jurisdiction as long as you apply in person and the Spring semester is still in session (**Note**: the last official day of NYU's Spring semester is **May 14, 2009**).

- All Visiting Students must apply to the Consulate for their jurisdiction. Whenever possible, apply in person!
- If you cannot apply in person, and will be applying by mail, you must apply to the Consulate for your jurisdiction based on your permanent home address (please note that the Washington D.C. and Los Angeles jurisdictions take **90 days** to process visas, so **START EARLY!**).
- To determine your jurisdiction please look at their website:
<http://www.mzv.cz/wwwo/default.asp?ParentIDO=10650&ido=15836&amb=87&idj=2>
 Make sure to check out the Consulate's website for specific requirements and processing times – processing times vary from one Consulate to the next (i.e., New York - 60 days, Los Angeles - 90 days from the date they receive your application).

Picking Up Your Passport & Visa - Two Options

- A. You may go back to the Consulate yourself or have someone you trust pick up the passport with issued student visa for you (always preferable to mailing it). If you choose the latter option, you must provide the Consulate with a signed, written statement that authorizes him/her to get your passport. The letter must be notarized.
- B. The Consulate can also mail your passport/visa back to you. You'll need to submit a pre-paid self-addressed **United States Postal Service** overnight envelope to the Consulate with your original application (make a note of the tracking number for your records). Be sure to fill out your mailing address in the "TO" column and the consulate's address in the "FROM" column. The address for the Czech Consulate in New York is:

Czech Consulate - Visa Section
 321 E. 73rd St
 New York, NY 10021
 Phone 646-422-3344

Some Final Tips

- Use the **Visa Documentation Checklist** (on the next page) as a guide for preparing your Visa Application. Bring EVERYTHING listed in the checklist when you visit the Consulate. The Consulate does not accept incomplete application submissions.
- Make 2 copies of all the documents that you are turning in to the Consulate. The Consulate will take the originals and a copy. You should keep one for your records.
- When you apply for your visa, be sure to get to the Consulate early! The Consulate is only open from 9:30AM - 12:30PM, Monday - Friday. Prior students have recommended going to the Consulate before it opens since there can be a long line.
- If the two-month visa processing time has passed and you haven't received a response from the Consulate, try to contact the Consulate at 646-422-3344, or by fax at 646-422-3311. Unfortunately, the Consulate is often difficult to reach and they won't always respond to inquiries. When in doubt, it's always best to go to the Consulate in person if you can.

SEE VISA DOCUMENTATION CHECKLIST - STARTING ON NEXT PAGE!

Visa Documentation Checklist

Czech Republic Consulate's Visa Processing Timeline (from the day they receive your documents to process your visa)

New York - approximately 60 days
Chicago - approximately 70 days
Los Angeles - approximately 90 days
Washington DC Embassy - approximately 90 days

Ideal Time Line: The earlier you begin the application process, the easier it will be!

Today:

- Fill out your Visa Documentation Request Form online.
(http://www.nyu.edu/studyabroad/forms/prague_passport.html)
- Start your online visa application and gathering other required materials (**Note:** A valid credit card or ATM card with credit card symbol under your name is needed for the visa application. If you do not have one, apply for one as soon as possible)

By the Week of April 23, 2009 (depending on when you submitted the Request):

- Receive Visa Documents from the Office of Global Programs (we will contact you once they have arrived, or you may have received them with your acceptance packet).

By May 6, 2009:

- Go to Czech Consulate to apply for your Visa (or mail to their office, if necessary)
- Note: if you are traveling abroad over the summer, or applying through the Washington D.C., Chicago or L.A Consulates, you must apply for your student visa **sooner!**

Passport and 2 Photocopies of the Photo Page of Your Passport (bring both)

- You must leave your passport with the Czech Consulate to get a student visa.
- If you will be traveling during the required processing time and unable to leave your passport:
 - You will need to **show your original passport for verification to the Czech Consulate.**
 - Leave a copy of your passport
 - Bring a letter stating that you will be withdrawing your passport for the student visa process. You will sign the letter in person or have it notarized if you are not applying in person. When you return to the Consulate, bring back your original passport and the consulate will issue your visa.
- Make sure your passport will be valid through **March 2010** for fall semester students and **August 2010** for academic year students, or the Consulate **WILL** send the passport back to you and this will significantly delay processing times.

2 Original 2"x 2" Official Colored Passport-Size Photos

- Write your name on the back of each photo.
- No photocopies, personal photos, or scanned photos from home printers will be accepted!

DVC Student Visa Application (multiple entries for 1 year) and a photocopy of the completed form

- The Consulate prefers that you use the computerized application on their website (available here: <http://www.602.cz/mzv/>). You must download a type of software in order to get the application to load properly and enable you to fill it out. You then print out the completed version and submit this to the Consulate.
- Your name must be filled out exactly as it appears on your passport. This means that you need to include your middle name after your first name in all relevant fields if that is how it appears in your passport.
- Dates should be written in “**Day-Month-Year**” format.
- Use our sample application as a guide, available here: <http://www.nyu.edu/studyabroad/pdf/Prague.Sample.Visa.Application.pdf>

Documents Confirming Reason for Stay and Accommodation Arrangements in Czech Republic and a photocopy of the forms.

- These will be issued by NYU in Prague (via our office) when you submit the “Request for Visa Documentation” form. See **Step 2** on pg. 1.

Criminal History Affidavit and a copy of the completed form

- Download form from the Admitted Students page (<http://www.nyu.edu/studyabroad/pdf/Prague.Criminal.History.Affidavit.pdf>)
- Do not complete this form more than 180 days before your arrival in Prague (i.e., February 26, 2009).
- If you are applying in person, you can sign the form in front of the Consulate notary official. If you are mailing your visa application to the Consulate, **your signature must be notarized.**
- **For non US/non EU citizens only:** You will need a Criminal History Record from the country of your citizenship. If you lived in the country up to only 15 years of age, you must write a statement that you have not been involved in any crimes; if you were above the age of 15 while living in the country, you must provide your Criminal History Record (more information here: http://www.mzv.cz/consulate.newyork/en/visa_and_consular_information/czech_criminal_history_record/index.html).

Proof of Travel/Health Insurance and a photocopy

- Use the HTH Letter of Coverage, which will be included with your acceptance packet (or available at our office). Bring a copy of the letter in addition to the original.

Proof of Financial Support and a photocopy

- Present a **notarized copy** of a credit or debit card (Visa or Mastercard) held in your name which will be valid for at least the duration of your stay in the Czech Republic. Also, if applying in person you should present the actual card to the Consulate. You may cover the

credit card number before you make a copy of it. It is not necessary to send a copy of both sides of the card as a copy of the front side is sufficient.

- If you do not have a credit/debit card in your name, you should present an original or notarized copy of a bank account statement held in your name from a bank in the Czech Republic or in the USA, indicating a current minimum amount of \$1500 for the first month of stay plus \$120 per each additional month of stay in the Czech Republic.

Processing Fees

- The fee for a D/VC (student) visa from the New York Consulate is currently **\$159**, (\$149 for Visa, \$10 for the Czech Criminal Records Register). The Czech Consulate may change the fees at any given time and without notification. ****You should check the Consulate's website before you apply to confirm the exact amount**** - http://www.mzv.cz/public/44/e7/aa/184661_14912_Long_term_zari.htm
- Payment is due when you apply and must be **CASH OR MONEY ORDER** payable to the "Consulate General of the Czech Republic." They DO NOT accept Checks or Credit Card.

USPS Overnight Express Mail Envelope (Not UPS!)

- If you want the Consulate to mail you your Passport and Visa once it has been processed. Please provide a pre-paid USPS Overnight Express Mail Envelope addressed to your permanent home address.
- DO NOT use Fed-Ex, DHL, UPS, etc.!

Applicants of Czech Origin Only

- If you were born in the territory of the Czech Republic (or if your mother or father were), you need to present a document proving the date when you became a U.S. citizen (U.S. Naturalization Certificate).

