

Czech Republic Visa Instructions, Spring 2010

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 result in you not attending the program.

WHAT TO DO TODAY:

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

- If you don't have a passport that is valid through **September 2010**, apply for one or renew your expiring passport **today!** Check out travel.state.gov/ for more information.
- We suggest that you request expedited processing 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 are reading this after **October 9th**, we recommend you go to a 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

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

- **Even if you're still uncertain about attending NYU in Prague**, fill out the Visa Documentation Request Form (found under the Prague "Admitted Students" section of our website, www.nyu.edu/studyabroad) 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.
- We suggest that you submit the form right away, but no later than **October 13th** to stay on track (earlier if you fall under the Washington D.C or Los Angeles Consulate jurisdiction)! If you are applying by the October 15, 2009 deadline - submit the Request **as soon as** you finish your application!
- 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. **DO NOT** submit a form with information from an expiring passport!

Determine Where to Apply for Your Student Visa

- If you are an NYU student, you **MUST** apply in person through the New York Czech Consulate regardless of your permanent home address. All non-NYU Students are encouraged to apply to the Consulate with the fastest processing time (i.e. either New York or Chicago) per either your school

address or your permanent address. If your permanent address is outside of New York's jurisdiction, but your school address falls within New York's jurisdiction, we strongly encourage you to apply to the New York Consulate (note: you **must apply in person** if this is the case).

- If you can not apply in person, and will be applying by mail, you must apply to the Consulate for the jurisdiction based on your permanent home address (please note that the NY Consulate has the fastest processing time, so if you are an NYU student, **apply there!**).
- To determine your jurisdiction please look at their website:
http://www.mzv.cz/washington/en/consular_information/which_office_in_the_u_s_should_you/index.html
Make sure to check out the Consulate's website for specific requirements and processing times – processing times vary from one Consulate to the next.

Picking Up Your Passport & Visa - Two Options

- A. You may go back to the Consulate yourself or have someone you trust pick up the 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

*** IMPORTANT NOTE *** - You should only have the Consulate mail your passport/visa back to you if you are absolutely unable to appear in person to pick it up once it has been processed. Please avoid having your passport in the mail **WHENEVER POSSIBLE**.

Some Final Tips

- Use the **Visa Documentation Checklist** (on the next page) as a guide for preparing your visa application materials. Bring **EVERYTHING** listed on the checklist when you visit the Consulate - they **DO NOT** accept incomplete applications.
- 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.

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 60 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 October 26, 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 November 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 **September 2010** or the Consulate **WILL** send the passport back to you and this will significantly delay processing time of your student visa.

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 strongly 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. This software DOES NOT work on Mac computers.
- If you cannot properly download the software, you may use a PDF version of the application, found here ("Application for Schengen Visa") - http://www.mzv.cz/jnp/cz/informace_pro_cizince/visa_form/index.html. YOU MUST print this application out in red print, per the Consulate's rule.
- 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 the Office of Global Programs in New York) when you submit the "Request for Visa Documentation" form. See pg. 1. They are a paperclipped set of documents (in both Czech and English).

□ **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>)
- 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. The Consulate is not very clear about this step, so contact our office if you have questions. Some students (such as permanent US residents who were born outside of the US) can get by with a handwritten statement saying that they were not involved in any crimes during their stay in their country of origin (and then having this translated into Czech). Non-US citizens who are here on F-1 student visas will need to show their original I-20 form (and submit 2 copies to the Consulate), as well as apply for their U.S. Criminal History Record:
 - **APPLYING FOR US CRIMINAL HISTORY RECORD:** All non-US Citizens MUST apply for a Criminal History Record at One Police Plaza in NYC (or at the location in the city where you go to school, if you are a non-NYU student). Please refer to the Admitted Students Page for NYU in Prague for instructions about how to do this. **THIS PROCESS TAKES TWO WEEKS**, so get started as soon as possible!
 - The Apostille page of your Criminal History Record must be translated into Czech and stamped by the Czech Translator (list of translators are on the Consulate website).
 - **Please note that in the past, the Consulate has required additional documentation from some students who are non-US citizens. CONTACT OUR OFFICE for more information.**

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 **photocopy** 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. 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 applying in person, you should present the actual card to the Consulate.
 - If applying by mail, this photocopy needs to be notarized as a representation of a true card (bank notaries don't like doing this, but non-bank notaries should be able to complete this for you).
- 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 **\$146**, but this changes frequently. 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**.**
- 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).