

Czech Republic Visa Instructions, Fall 2008

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.

1 Get Your Passport

- If you don't have a passport that is valid through **March 2009** for fall semester students and **August 2009** for academic year students, apply for one 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 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 the appropriate letter.
- For more information regarding visa instructions, please feel free to check out the Czech Consulate website, <http://www.mzv.cz/wwwo/?zu=consulate.newyork>.

2 Fill Out the Visa Document Request Form

- **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 **May 2nd** to stay on track!

3 Get Your Original Long-Form Birth Certificate

- You'll need your original long-form birth certificate. Long-forms are the original birth record that was prepared by the hospital or attending physician at the time of your birth. If you do not have the original long-form birth certificate, you can contact the city or town hall of the city in which you were born and request an official long-form birth certificate.
- The long-form usually includes your parents' information (address of residence, race, birth place, date of birth, etc.), additional information on your birthplace, and information on the doctors that assisted. The long-form also usually includes the signature of the doctor involved and at least one of the parents.
- The long-form birth certificate must have you and your parent's full name: First, Middle, Last.

4 Determine Where to Apply for Your Student Visa

- If you are an NYU student and have all the documents required to apply for your student visa, you can apply through the NY Czech Consulate regardless of your jurisdiction as long as you apply in person and the Spring semester is still in session. All Visiting Students must apply to the Consulate for their jurisdiction.
- If you can not apply in person, and will be applying by mail, you must apply to the Consulate for your jurisdiction based on your permanent home address.
- 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).

5 Use the Visa Documentation Checklist below as a guide for preparing your Visa Application

- The checklist below is for the **New York Consulate only**, but you may find it useful even if you're applying through a different consulate.
- **Double-check their requirements before submitting your application since the Consulates and Embassy change their requirements frequently and without notice.**

6 Picking Up Your Visa

- A. You may go back to the Consulate yourself or have someone you trust pick up the visa for you. 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 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 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
1109 Madison Ave
New York, NY 10028
Phone 212-717-5643

Effective May 12 the United States Postal Service postage will increase. Please check with them what the postage rate for an Overnight Express Mail will be. The USPS is revamping their system and the postage rate will be based on distance from one location to another.

7 Some Final Tips

- 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 10AM - 12PM, Monday - Friday. Prior students have recommended going to the Consulate an hour or two before it opens since there is often 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 646-981-4071. 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.
- **Ideal Time Line:** The earlier you begin the application process, the easier it will be!

Today:

- Fill out your Visa Documentation Request Form online.
- Contact the city hall of the city you were born in if you do not already have the long form of your birth certificate.

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 March 15, 2008:

- Receive Visa Documents from the Office of Global Education

By April 15, 2008:

- Go to Czech Consulate to apply for your Visa

- Please make sure you check with the Consulate you are applying to. Some may ask for a copy of your flight itinerary or confirmation.

Visa Documentation Checklist

Czech Republic Consulate's Visa Processing Timeline

NY - takes approximately 60 days from the day they receive your documents to process your visa
Chicago - takes approximately 70 days from the day they receive your documents to process your visa
LA - takes approximately 90 days from the day they receive your documents to process your visa
Washington DC Embassy - takes approximately 70 days from the day they receive your documents to process your visa, so get started ASAP!

Make sure to make 2 additional copies of all the documents that you are submitting

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 proof of your itinerary showing that you will be traveling.
- 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 2009** for fall semester students and **August 2009** for academic year students.

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

- Use a color printer when printing the application form, as the Consulate requires the application itself to be in **red**. You may use a blue or black ink pen to actually fill out the application. If the application on our "Admitted Students" section does not print out in red ink, please go to the Czech Consulate's website and print it out. Their website is <http://www.mzv.cz/wwwo/default.asp?ido=8293&idj=2&amb=114>.
- 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.

Documents Confirming Reason for Stay and Accommodation Arrangements in Czech Republic and a photocopy of the completed form

- These will be issued by NYU in Prague when you submit the "Request for Visa Documentation" form. See **Step 2**.

Criminal History Affidavit and a copy of the completed form

- Download form from the Admitted Students page.
- Do not complete this form more than 180 days before (i.e., February 27, 2008) your arrival in Prague.
- **Your signature must be notarized.**

Request for Criminal History Record and a photocopy of the completed form

- Download form from the Admitted Students Page.
- Include your middle name and the middle names of your parents, if applicable.
- **Your signature must be notarized if mailing in or someone else will be applying for you.** If applying to the Consulate in person, you do not need to notarize these documents, just sign them in the presence of the Consulate Representative.

Long-Form Birth Certificate (and Marriage Certificate, if applicable) and a photocopy

- Submit 2 copies of the your Long-Form Birth Certificate (see Step 3) and a Marriage Certificate, if applicable. Must include first, middle and last name of the parents and student.
- Bring the original certificate(s) with you to the Consulate. They need to verify that the photocopy is in fact a true copy of the original.

Proof of Travel/Health Insurance and a photocopy

- Use the ISOS Card, which will be included with your documentation from the Czech Republic. Bring copies of the front and back of your ISOS card to the Consulate in addition to the original card.
- Only submit the documents that we provide—do not reference your personal health insurance for the visa process (trust us, that complicates matters).
- Though this will suffice for the Consulate, please note that NYU still requires you to obtain (or verify that you already have) your own personal international health insurance. More information on this can be found at <http://www.nyu.edu/studyabroad/pdf/Parent.Health.Letter.pdf>.

Proof of Financial Support and a photocopy

- Actual and a notarized photocopy of your Credit Card is preferred. The card must be in the student's name (they will not accept your parents' credit cards as proof). ATM cards with a credit card symbol are also acceptable.
- If you do not have a credit card and you have money in a **bank registered in the Czech Republic** you may use an original of your latest bank statement with a minimum amount of \$1500 for the first month of stay plus \$200 per each additional month of stay in the Czech Republic. For child up to 18 years the minimum amount is different according to the age of the child but does not exceed \$800 for the first month of stay plus \$110 for each additional month of stay in the Czech Republic.

Processing Fees

- The fee for a D/VC (student) visa is currently **\$168**, (\$156 for Visa, \$12 for the Czech Criminal Records Register). The Czech Consulate may change the fees at any given time and without notification.
- All fees are based on a current exchange rate between the U.S. dollar and the Czech crown and may differ slightly from month to month. **You should check the Consulate's website before you go to confirm the exact amount.**
- Payment is due when you drop off your application and must be **cash or money order** payable to the "Consulate General of the Czech Republic." They DO NOT accept Checks or Credit Card.

Extra Photocopies of All Submitted Documents

- This will undoubtedly make processing your application go much faster and will make the Consular officials happy. Have an extra copy of everything, even your ISOS Card!

- It's also a good idea to leave a copy of each of the documents with someone at home (a parent or legal guardian) just in case the information is needed again later on down the road.

USPS Overnight Express Mail Envelope

- If you want the Consulate to mail you your Passport and Visa. Please provide a USPS Overnight Express Mail Envelope addressed to your permanent home address.

Effective May 12, 2008, the United States Postal Service postage will increase. Please check with them what the postage rate for an Overnight Express Mail will be. The USPS is re-vamping their system and the postage rate will be based on distance from one location to another.

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).

