

LL.M. Candidate's Visa Application Handout¹

Introduction

If you are a national of country, whose citizens are subject to the visa duty before entering the Czech Republic, you will be required to submit your visa application in due time before being able to come to the Czech Republic and embark on the LL.M. Program. You will need visa for the whole period of your stay in the Czech Republic. This basic handout was put together in order to help you to get ready for this process.

It is our experience from the past year that the visa-application can be a rather time-consuming (you will need to obtain so called "long-term visa", for details read carefully below) and stressful process and therefore you are strongly recommended to start it as soon as you receive the originals of documents proving your admission into our LL.M. Program.

How to apply for visa properly?

Among the documents (provided both in Czech and English language) received from us you will find the following documents vital for your visa application:

- Letter of Admission,
- Confirmation of the Purpose of Stay in the Czech Republic,
- Accommodation Agreement (which you will need to sign and submit together with other documents in your visa application; unless you will have your accommodation in the Czech Republic secured and you will be able to submit an acceptable proof of this fact to the Czech Embassy).

Said in a nutshell, the agenda of visa applications is handled jointly by the Czech diplomatic missions abroad and the Ministry of Interior. You will need to submit your application in person to the Czech Embassy (more information on this process can be found here: <http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx>). For the majority of our Embassies you will need to use the public online portal "Visapoint" in order to make an appointment for submitting your visa application (<https://www.visapoint.eu/visapoint2/disclaimer.aspx>). In cases of some irregularities it may occur that no "appointment slot" would be offered even if you accessed the Visapoint regularly and tried to fix a date for the appointment on each occasion. If this situation lasts

¹ This Handout was prepared as guideline for candidates of the LL.M. Program at the Faculty of Law of Charles University in Prague. It is not an official material of the competent authorities in the visa-application process. If necessary, the Faculty of Law of Charles University in Prague will undertake to provide help to the LL.M. candidates in obtaining the necessary visa, however, it can neither influence nor accelerate the visa-application process.

longer than 2-3 weeks you are advised to contact us and we will get in touch with the Ministry of Foreign Affairs of the Czech Republic and try to seek remedy for this situation. Sometimes services of “agencies” may be offered to you with promise of arranging an appointment at the Embassy for you. We feel the need to inform you that these services are of purely private nature, do not constitute an official way of making the appointment and may incur large costs on your side.

The LL.M. courses are offered in line with the Section 60a of the Act Nr. 110/1998 Coll. (“Act on Universities”). According to this provision such courses take form of an advanced postgraduate education and they do not fall within the ambit of standardized university studies. Subsequently the LL.M. candidates are not covered by the regime of the “Student Visa” as specified by the Act Nr. 326/1999 Coll. (“Act on the Residence of Foreign Nationals”). For this reason you will **need to apply for the long-term “Visa for Other Purposes”!!** All relevant public authorities involved in the visa process were informed by us about our LL.M. Program and they are also being forwarded a list of all admitted LL.M. candidates who will need to apply for the visa. For this reason we believe that in case of your early application for visa no problem should occur in the whole process.

Documents that you need to submit together with your visa application form are:

- Original of your passport (your passport should not be older than 10 years, must contain two free pages and its validity should extend - at least for 3 month - the period which the visa is asked for),
- Two photographs (it is recommended to have four pictures ready),
- Proof of accommodation (i.e. in most cases the Accommodation Agreement provided by us),
- Documents on the purpose of your stay in the Czech Republic (i.e. the originals or apostilled copies of the Letter of Acceptation and the Confirmation of the Purpose of Stay),
- Proof of funds (in the amount of at least 55.000,- CZK for the period of 6 months. The funds can be proven by various ways, e.g. statement from the bank, credit card useable in the Czech Republic etc.),

Upon request you are further obliged to submit:

- a document similar to an extract from the Penal Register record, issued by the state of which you are a citizen, as well as the states in which, in the last 3 years, you have resided continuously for a period longer than 6 months, or a signed affidavit in the event that this state does not issue such a document (not required from a foreign national under 15 years).
- a medical report, that you do not have a serious illness; ,
- Once your visa will be granted but before it will be affixed into your passport you will need to prove that you have a “Health Insurance for Foreigners”, which will

cover your granted period of stay. Please note that the minimum coverage is now 60.000,- EURO) —

- for more information – web pages of Ministry of the Interior - <http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx>).

After entering the Czech Republic

The maximum duration of the Long-term Visa for Other Purposes is 6 month. Upon your arrival to the Czech Republic you will need to report your entry to the territory of the Czech Republic within 3 days to the respective Department of the Czech Alien Police (<http://www.policie.cz/clanek/reporting-of-the-place-of-aliens-residence.aspx>, the address of its office in Prague can be found here: <http://www.policie.cz/clanek/oddeleni-pobytovych-agend-hlavni-mesto-praha.aspx>).

Before the expiry of your long-term Visa for Other Purposes you will need to ask for the Residence Permit (as the LL.M. Program extends the duration of your visa). You will need to provide again similar documents that you needed for your first visa (a confirmation of your regular attendance to the LL.M. courses can be issued to you by us upon request). Under Sec. 47(1) of the Act on the Residence of Foreign Nationals you are obliged to apply for the Residence Permit no earlier than 90 days before the expiry of your original long-term visa and no later than 14 days before its expiry!

Please note the Law Faculty of Charles University in Prague may assume responsibility only for your participation in the LL.M. courses. As the institution which issued the Letter of Acceptation for you we are under legal obligation to send a report to the public authorities in case you would not participate in the LL.M. courses regularly without any reasonable excuse (illness, family issues etc., which we need to be notified of at least in general terms).

We wish you all success with your visa applications and we are already looking forward to your arrival very much!

Your

Prague LL.M. Team