

## HOW TO COMPLETE THE STUDENT VISA APPLICATION

Detailed information about student visa and instructions how to complete it:

[http://www.mzv.cz/washington/en/consular\\_information/long\\_term\\_visa/LT\\_student\\_visa.html](http://www.mzv.cz/washington/en/consular_information/long_term_visa/LT_student_visa.html)

Application:

[http://www.mzv.cz/public/e/15/d6/525205\\_423218\\_Form\\_RSCP\\_1\\_2010\\_visa\\_over\\_90days\\_EN.pdf](http://www.mzv.cz/public/e/15/d6/525205_423218_Form_RSCP_1_2010_visa_over_90days_EN.pdf)

USA code: USA. Country code index for other countries is here:

[http://www.mzv.cz/washington/en/consular\\_information/application\\_forms/country\\_code\\_index.html](http://www.mzv.cz/washington/en/consular_information/application_forms/country_code_index.html)

Most of the application must be filled out in Czech language. Obviously, your and your parents' names, addresses etc. will be in English but most of the entries on the second and third page will be in Czech.

When entering numbers, such as the number of your passport, start from the end of the box. In other words, the last number of your passport number will be in the last section of the box.

When giving dates, follow the required custom, that is: day, month, year. For instance, July 4, 1995 will be 04.07.1995

Advice on health insurance: see our program's website address, section Fall/Spring Semester, subsection Student visa <http://www.semesterinprague.eu/fallspring-semester-application-process-2/>

**IMPORTANT:** make sure that you choose a plan that covers your entire stay -- for which you are requesting the visa. Say, theoretically, that program might last exactly 4 months but you need to stay a week longer. In such a case, you need to get an insurance policy for 5 months – or whatever is, financially, most advantageous. Calculate carefully because you must be covered by a Czech insurance policy for the entire proposed stay – not a one day less.

You will not pay any visa fee because you study at a university accredited by the Czech Ministry of Education.

If you need help with providing documents that you have funds necessary for your stay, please let me know and we will sort it out.

[Here are answers the frequently asked questions, prefaced by the numbers given in the application form:](#)

18: student

19: name of YOUR school and its address, telephone number of the international office/study-abroad office, ideally of the individual who dealt with your study-abroad application – all can be in English

20: UNIVERZITA KARLOVA, FSV

21: ignore

22: ignore

23: the address of your Czech residence hall: Kolej Komenskeho, Parlerova 6, Praha 6, ZIP 160 00, State code: CZE

24: ignore

25: calculate the number of days you will be in the Czech Republic (some of you may arrive or leave earlier, so I will leave it up to you.) They ask for an approximate number.

26. if relevant

27. if relevant. Start the list with the latest one. Do not include stays that will take place after you submit the application, though you might, for instance, contemplate a week-long stay in Paris before you come to Prague

31: Praha, Vaclav Havel Airport

32: LETADLO

33:

BARBORA PELANTOVA (the name and surname of the person)

UNIVERZITA KARLOVA, FAKULTA SOCIALNICH VED (the name of the institution)

Smetanovo nabrezi 6 (Smetanovo nabrezi is "street", number 6 is the street number)

110 01 Praha 1 (ZIP code -- or PSC in Czech, followed by the the city's name, sometimes by the city's section)

country code: CZE

telephone/fax/email:

Tel.: +420-222 112 287

Fax: +420-222 112 270

Mail: [pelantova@fsv.cuni.cz](mailto:pelantova@fsv.cuni.cz)

34: myself (you paid the tuition)

35:

- check a credit and/or debit card and/or cash

- under "other" put certificate of accommodation -- in Czech: DOKLAD O UBYTOVÁNÍ, KOLEJE A MENZY UK,

- check the box Travel and/or Health Insurance and do not forget to enter the validity, the dates.

38: your home address (not mailing, where you may have P.O. Box)

39: telephone number where you can be reliably reached (probably a cell phone number)

**DO NOT FORGET TO ENTER THE PLACE AND DATE AND YOUR SIGNATURE AT THE BOTTOM OF THE PAGE.**