



ADMISSION TO THE UNIVERSITY OF HRADEC KRÁLOVÉ

VISA INFORMATION

Congratulations on your exchange nomination.

We hope you will enjoy your stay in Hradec Kralove and that we will soon meet in person. You might have a plenty of questions regarding what you will have to do next. We will provide you with the necessary information and documents in the coming weeks, but for now you need to start applying for a visa.

It is most important to obtain a visa when preparing for your stay. To be able to apply for the visa, you will need some supporting documents, some of those will be sent by us, some of them you will have to provide on your own according to the regulations given at the Czech embassy in your home country.

Please note, that the visa procedure is very complex and time consuming, that is why you need to start arranging for it **IMMEDIATELY without delay**. The procedure can take up to 90 days, so you need to contact the closest Czech embassy to get clear information on what kind of documents you need.

A foreigner who intends to stay in the territory of the Czech Republic for the purpose of studies is entitled to submit the application for a visa for a stay of over 90 days (a long-term visa) for the purpose of studies, if his/her stay in the territory of the Czech Republic shall be longer than three months.

Visa over 90 days

All detailed information can be found [here](#).

We will provide you **Letter of Acceptance** and **Confirmation of guaranteed accommodation**. These documents will be issued after the application deadline (during April or November) and sent to your coordinator.

1. **Letter of Acceptance** (in English and Czech)
2. **Confirmation from your bank that you have sufficient financial means** to fund your period of study in the Czech Republic. You must prove that you will be able to use this money in the Czech Republic. You must have **a copy of a valid internationally recognized credit card** of your account. If you are in the **Erasmus+ Credit Mobility Program**, you will get confirmation about scholarship which will be given to you upon your arrival by the Faculty of Informatics and Management.

<https://www.mvcr.cz/mvcren/article/proof-of-funds-for-the-purposes-of-a-long-term-residence.aspx>



3. **Confirmation of guaranteed accommodation (preliminary contract)** in the Czech Republic (bilingual). You need to sign the document and send me a scan. Take one unsigned original with you to the embassy. You will probably have to sign it in front of an embassy employee and they will keep the original.
4. **Photograph** (size 3,5 x 4,5 cm – passport photo)
5. Your **health insurance** card. The Consulate require the original documents with the confirmation, that you have paid the health insurance for the stay in the Czech Republic. You will be asked by the admission officer to show your health insurance card.

As of 2 August 2021, the Foreign Nationals Residence Act newly stipulates the obligation for foreign nationals entering the territory with the intention of **staying more than 90 days** in the Czech Republic to have travel insurance covering comprehensive health care. This obligation does not apply to foreign nationals covered by Czech public health insurance, or if their health insurance is paid for on the basis of an international agreement or if they hold a valid EHIC or GHIC health insurance card.

You can contact any insurance company in the Czech Republic. See some tips below:

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| Slavia Pojišťovna a.s. Velké náměstí 38/47 500 03 Hradec Králové https://www.slavia-pojistovna.cz/en/ |
| Contact person: Pavel Koudelka, pavel.koudelka@slavia-pojistovna.cz , +420 608 269 875 |
| CALCULATOR LINK: https://cizinci.slavia-pojistovna.cz/Controllers/FormSteps/ForeignersEn_Step1.php?affiliate=uhk&pid=43505271 |
| PAYMENT LINK: https://www.slavia-pojistovna.cz/en/online-payment-2/ |
| Pojišťovna VZP, a.s. Hořická 1710/19a 500 02 Hradec Králové https://www.pvzp.cz/en/ |
| Contact person (Hradec Králové office): Mrs: Jana Kupková, jana.kupkova@pvzp.cz Contact person (Prague office): Mrs. Barbora Dlabolová (she speaks English), barbora.dlabolova@pvzp.cz , mobile: +420 224 282 571 |
| On-line form here . |

*Sometimes, **health insurance** is required after the visa is approved - when you pick it up.
Please check with the embassy.*



University of
Hradec Králové
Faculty of Informatics
and Management

If requested:

6. **Confirmation of absence of criminal record** in your home country (If required)

Your passport validity must exceed your planned departure by at least 3 months.

Important

Visa application must be submitted to the Embassy at least 3 months before the planned arrival.

Please note that it is absolutely necessary to submit all the above-listed documents to the embassy. The documents are judged by the Immigration Police in the Czech Republic and if something is missing your visa is rejected!

Also, please check all of the terms with your embassy – the conditions can differ from state to state.