



### **VISA AND INSURANCE INFORMATION**

FOR students admitted for Erasmus+ or Exchange study stay at the Faculty of Education,  
University of Hradec Kralove

#### **VISA APPLICATION**

You are applying for a VISA FOR A STAY OVER 90 DAYS (LONG-TERM)  
Purpose of the visa: STUDY

Check on the website of the Ministry of the Interior of the Czech Republic,  
which documents you need to submit.

<https://www.mvcr.cz/mvcren/article/third-country-nationals-third-country-nationals.aspx>

Then submit the documents listed below with your visa application.  
These documents are usually required:

1) *Letter of Acceptance in Czech*

**Jednotné potvrzení o přijetí ke studiu/o studiu**  
(=letter of admission to studies, issued in Czech language)

The original was sent to your home university (IRO) as a part of your visa application package, so ask them for it and then submit the originals when you apply for your visa.

2) *Confirmation of sufficient financial means*

a) **Potvrzení o přidělení stipendia**  
(=Proof of scholarship award, in Czech language)

This document is part of the visa application package ONLY for students who have been awarded an International Credit Mobility scholarship.

b) Confirmation from your bank that you have sufficient financial means to finance your stay in the Czech Republic (e.g. copy of your bank account valid in the Czech Republic, copy of your internationally recognised credit card from your bank account).

3) *Confirmation of guaranteed accommodation in the Czech Republic*

**Smlouva o smlouvě budoucí/preliminary accommodation contract** (please sign before submitting), a document issued in Czech confirming your pre-arranged accommodation in the UHK Halls of Residence.

4) *3 photographs*

-must be 4.5 x 3.5 cm size, passport format, front view



5) *Comprehensive Health Insurance/Health Insurance for Foreigners*

You must submit your valid health insurance card or a copy of the contract to prove that you have sufficient health insurance valid in the Czech Republic for the entire period of your stay.

You are obliged to take out Comprehensive Health Insurance for Foreigners. You must take out insurance with an insurance company that operates in the Czech Republic and is recognised by the Czech authorities. E.g. PVZP, Slavia, UNIQA, Maxima

**The minimum coverage is 400 000 EUR.**

It costs approximately 700-1000 CZK per month and is arranged online, they will send you a scanned contract and you will submit a copy of it.

You could use our deal with Slavia insurance company and arrange it online at:

[https://cizinci.slavia-pojistovna.cz/Controllers/FormSteps/ForeignersEn\\_Step1.php?pid=68309455](https://cizinci.slavia-pojistovna.cz/Controllers/FormSteps/ForeignersEn_Step1.php?pid=68309455)

6) *Confirmation of absence of criminal record in your home country*

The document issued by the authorities in your home country must be translated into Czech language (notary certified translation)

7) *Passport validity*

Please, note that you must submit your international passport when applying for a visa, and the validity of your passport must exceed the planned departure of your stay by at least 3 months.

NOTE, that it is extremely important to prepare all the required documents together with the visa application.

The documents will be checked by the Immigration Police in the Czech Republic. If something is missing or a document is not translated/provided in Czech language, the visa application will be rejected.

Also, please check all the conditions with your embassy, as the conditions can differ from state to state and it is always better to learn everything they would require directly from the given office.

**WITHOUT A VISA, YOUR STAY IN THE CZECH REPUBLIC WILL BE CONSIDERED ILLEGAL AND YOU RUN THE RISK OF BEING REFUSED ENTRY!**