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## Instructions for long-term residence applications

Please be aware that the procedure of visa application takes several months. The semester starts in October, thus your visa application processes should start as soon as you receive the result of the admission process.

Please note that there is a difference between:

- **Long-term residence** – for stay in the Czech Republic for more than 1 year; for full study programme
  - <https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx>
- A **visa** for a stay of over 90 days (long-term), for stay shorter than one year
  - <https://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx?q=Y2hudW09Mg%3d%3d>

This document is intended for both long-term residence and visa. Make sure you apply for the right document.

1. You will receive the **Announcement of the results of admission proceedings** to your selected study programme at the Faculty of Tropical AgriSciences from the **Office of Research and Doctoral Study** via the **University Information System (UIS)** where you applied for studies. Please note, that the e-mail will be titled “Aktualizace dokumentů v úložišti/Storage documents update”.
2. **Confirm your interest** to study at the Faculty of Tropical AgriSciences **in the University Information System (UIS)**; the confirmation is called “Pre-enrollment confirmation for application to study at CULS = Návratka k přihlášce ke studiu na ČZU” – Intention to study – Confirm intention to study.
3. **Pay the tuition fee** according to the instructions in the UIS. The payment is a critical step in the process.
4. **Inform the Office of Research and Doctoral Study** that you have paid. For this, use the email address [PhDandResearch@ftz.czu.cz](mailto:PhDandResearch@ftz.czu.cz) and attach proof of payment (bank account receipt).
5. You will receive official **Confirmation of enrolment to the studies** via email from the **Office of Research and Doctoral Study**. Please double check whether you need the original and if yes, inform us via [PhDandResearch@ftz.czu.cz](mailto:PhDandResearch@ftz.czu.cz) and we will send it by DHL to the address you specified in the application.
6. Apply for the **Confirmation of Accommodation** at <https://iskam.czu.cz/>. Select English and login in with same login as to the UIS. You can select the Embassy where you will apply for your visa/long-term residence and they will send the confirmation of accommodation via databox directly to that Embassy. In case of need, you can contact them at the email: [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz)



Meanwhile, as soon as possible, proceed with the following steps:

7. Get your formal **recognition** of your previous studies, so called “**Nostrification**”.  
The relevant instructions from the Czech Ministry of Education, Youth and Sports are here:  
<http://www.msmt.cz/areas-of-work/tertiary-education/recognition-of-foreign-higher-education-in-the-czech>  
The relevant instructions from the Czech University of Life Sciences are here  
<https://www.czu.cz/cs/r-9188-study/r-9254-recognition-of-academic-diplomas>  
As soon as you have this recognition of your studies, inform the **Office of Research and Doctoral Study** immediately via email and send a scanned copy of your nostrification. **With nostrification, we can nominate you into the special visa/long-term residence system for students, which may facilitate your visa process.**
8. **Book your appointment for interview at the Czech Embassy** (the list of the Embassies of the Czech Republic is available here:  
[https://www.mzv.cz/jnp/en/diplomatic\\_missions/czech\\_missions\\_abroad/index.html](https://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html)  
**Please be aware that there is usually long waiting list to get the appointment and it can take a long time to get a date for interview.** It is important that you book this date as soon as possible and simultaneously that you prepare all the necessary documents together.
9. **For full study programme: Apply for Long-term Residence which is for more than a 1 year stay - FULL DEGREE STUDENTS!**  
Please be aware that a “long-term visa” is valid for less than 1-year studies. Each has a different form, and it is necessary to **submit the right form** – otherwise the application is automatically rejected.  
**Detailed instructions are here:** <http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09OA%3d%3d>

### **Documents needed:**

- ✓ completed **Application form**
- ✓ **2 photographs**
- ✓ **Travel document** (A travel document for the purposes of granting a long-term visa shall not be older than 10 years, it must contain at least two free pages and its validity must be at least 3 months longer than the validity of the long-term visa. A travel document is considered invalid if it contains false data or unauthorized changes have been made. False data also includes incorrect data on the foreign national’s name(s) and surname, if they have been changed, e.g. in connection to a marriage.)
- ✓ **Original Confirmation of enrolment into studies** (sent to you by our Faculty of AgriSciences) – the document confirming the purpose of the stay in the Czech Republic



- ✓ **Funds to cover the stay** in the Czech Republic – original of **Confirmation of Scholarship** and **copy of applicants' bank statement** (55,000 CZK for half of a year / 85,800 CZK for a whole year as a minimum, which must be in the relevant account at least two months before and kept it there until you receive the visa). Regular income to your account can also help a lot.  
**Please note that the scholarship granted by the Faculty of Tropical AgriSciences WILL NOT be enough to cover your cost of living in the Czech Republic. You need to have extra funds in your account to be able to receive long-term residence.**
  - ✓ **Confirmation of accommodation** – see point 6 above. (Proof of accommodation is only the document which is submitted electronically by the University directly to the Embassy via a databox. Nevertheless, students are recommended to take this a copy of this confirmation to the personal interview at the Embassy.)
  - ✓ Usually the Embassy ask also for a document similar to the **Register of Criminal Records** issued by the state of which the foreign national is a citizen and also by states in which the foreign national has had continuous residence for over 6 months in the last 3 years – translated by an official translation organization into the Czech language.
10. **Prepare all the required documents for interview at the Embassy** - you should be familiar with general information about the Czech Republic, the Czech University of Life Sciences Prague, the Faculty of Tropical AgriSciences, your selected study programme and your motivation to study in Prague. **Be aware, that the interview is intended to proof your true interest in the Czech Republic, the university, the faculty and the study programme.**
  11. As soon as you are informed that your long-term residence/visa was awarded, you need to arrange **travel medical insurance for the period of stay** in the Czech Republic. For this purpose, that needs to be Comprehensive Health Insurance. You will find much useful information here: <https://www.czu.cz/en/r-9190-international-relations/r-9287-international-mobility-erasmus/r-9312-incoming-students/r-9328-health-insurance>
  12. **Collect your passport with the long-term residence/visa at the Embassy** and inform the **Office of Research and Doctoral Study** that you have received the visa.
  13. **Buy your air ticket** to Prague, the Czech Republic.
  14. **Register for your studies personally at the Office of Research and Doctoral Study.** The semester starts during first week in October; however, the registration (enrolment) is available during the whole of September. Please make an appointment at **the Office of Research and Doctoral Study** via the email: [PhDandResearch@ftz.czu.cz](mailto:PhDandResearch@ftz.czu.cz)
  15. **We are looking forward to meeting you at the Faculty of Tropical AgriSciences!**

If you have any questions, please contact us for advice at the email: [PhDandresearch@ftz.czu.cz](mailto:PhDandresearch@ftz.czu.cz) or [internationaloffice@ftz.czu.cz](mailto:internationaloffice@ftz.czu.cz)