

TOP 10 VISA tips on how to apply without any problems



1. Check when to apply!

You can apply 4 months in advance or on the latest date of validity of your current permit. Do not leave it to the last minute, please!

The best is to apply 1-2 months before the expiration.

But remember that we can issue the confirmation of studies for the next academic year only if you meet all the enrolment requirements for the next semester (= you have enough credits, check it here: https://is.muni.cz/auth/student/zapis_do_obdobi).

Example: Your residence permit ends in July, so you decide to apply in April. You submitted a confirmation of studies valid only until 30 August = your application probably will not be approved until you submit confirmation of studies valid for the next academic year (from September until August next year).

Let us know when you have enough credits to fulfil the enrolment requirements for next semester, we will issue a new confirmation, and you can then just deliver it to the MOI.

2. Check all the documents! Are they valid?

The requirements for the application shall not be older than 180 days.

If the documents you submitted were issued 180 days ago or your application is in process longer than 180 days, arrange new ones and submit them again!

3. Are they in the correct form?

All of them need to be **ORIGINALS in Czech! Copies are not accepted!**

If you have **private accommodation**, you can submit a **CERTIFIED copy** of your accommodation contract (NOTE! Check it meets these [requirements!](#)).

4. Do you have health insurance? Until when is it valid?

This is one of the most common mistakes. Also, please remember to get the original confirmation from the insurance company (not just a plain copy of the card).

Example: You apply in June, but your work contract is valid only until December = you have the health insurance only until December = the MOI will approve it until December or will not approve it and will ask for a new document for the next period.

If you want an approved application for one year (up to next June/July), you need to have an extended work contract or buy commercial insurance for the next period.

(The same applies to your accommodation contract – do you have the confirmation of accommodation/accommodation contract for the next period?)

If you want the application to be approved for 2 years – insurance, accommodation must be for 2 years.

5. **Have you changed your address? Have you reported this to the MOI?**

If they need to reach you, they will send you a letter = it is essential that they have your current address (or a contact address). If you live in a private flat, it's necessary to have your name on the mailbox next to the door.

6. **The MOI sent you a registered letter – always pick it up!**

It usually is a **VÝZVA** (a call to action) – they are requesting some documents/information again. If you do not speak Czech, please send us a photo of it or come to our office, we will see what the problem is and help.

NEVER CONSIDER THIS DOCUMENT UNIMPORTANT!

If you fail to provide the required documents by such a letter within the specified time limit (usually 15 days), your application will almost certainly be rejected!

7. **You are applying, but you know that you need to leave the country for a few weeks before the application will be approved (going home/to do some internship, etc.).**

Let the MOI know this – **you can set a contact person for this period**, and if there is any problem with your application, such a person can help with it. It can be a friend/colleague of you or us.

8. **Ask for a bridging label.**

This sticker **declares the legality of your stay in the Czech Republic until a final decision on the application** has been made. **You can travel from/to the Schengen area** with it even if your application is still in process and your original permit has expired. You can ask for it when submitting the application.

9. **It takes too long**

Check your application here: <https://frs.gov.cz/en> or call OAMP in Prague +429 794 801801 (press number 9 – they speak English).

Does it still say 'in process'? **Go to the MOI, ask whether everything is ok or if any new document is needed.** They might have sent you a letter that you did not receive

(Note! Sometimes the mailman fails to deliver the letter to the dorms if you are not there, they usually leave a small note to pick the letter up, but it can get lost)

10. **Do not hesitate to contact us anytime should you need any help/clarification. We are here to help.**

We know the visa process is complicated, but please be active! Is your permit about to expire, and do you not have the new application approved yet? Ask if everything is ok and pick up a bridging label simultaneously! Do not wait for months without asking the MOI. Do not risk being deported to your home country, as it might negatively affect your studies.