

Instructions what to do after acceptance and tentative instructions for long-term residence applications

Please note: this is **NOT A LEGAL DOCUMENT**. To receive a long-term residence (visa) is a private matter of any applicant/student. The University (Faculty) can assist and provide documents on request, but the precise **instruction on long-term residence (visa) is always provided by the relevant Embassy!**

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

From the result of admission procedure to beginning of studies:

1. Result of the Admission Procedure: The results of the admission procedure are automatically send to every applicant **by e-mail**. The e-mail is titled "**Aktualizace dokumentů v úložišti/Storage documents update**" (=this will be the subject of the e-mail). To read the whole announcement with the result of the admission procedure, please enter your e-application system (where you applied for studies at our university).
2. The system will provide you two new documents:
 - **Notification of admission procedure results** – official announcement with the result of the admission procedure
 - **Pro-enrollment confirmation for admission procedure** – inside is the **Confirmation of Intention to Study** – where you find the instructions (and credentials) to **Confirm your Intention to Study** at your selected study programme for which you successfully passed the admission procedure. For this, you need to enter <http://is.czu.cz/navratka>
3. **Pay the tuition fee**. The payment, which is a **crucial step** in the process, can be covered by credit/debit card or via bank transfer. It is a bottleneck and the Office of Research and Doctoral Study cannot provide the **Confirmation of enrolment to the studies** without the payment being received.
4. **Inform the Office of Research and Doctoral Study that you have paid**. For this, use the email address PhDandResearch@ftz.czu.cz and attach proof of payment (bank account receipt). Optimally, the payment will pair with your e-application and the Office of Research and Doctoral Study will see it in the system, but in some cases the pairing is impaired and it has to be done manually – that is why the proof of payment sent by e-mail can facilitate the process.
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 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 log in with the credentials as stated in the document “Confirmation of Intention to Study”. In case of need, you can contact University Accommodation Office at the email: 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**”. **Nostrification is a crucial step and you cannot study in the Czech Republic without this recognition.** 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>
There are 2 options:
1) You can get the official recognition of your previous studies applicable for any university in the Czech Republic, instructions published by the Czech Ministry of Education, Youth and Sports here: <http://www.msmt.cz/areas-of-work/tertiary-education/recognition-of-foreign-higher-education-in-the-czech>
2) Czech University of Life Sciences can assess and recognize your previous studies; nevertheless, this recognition is applicable only for one admission procedure at our university. Please let us know (Office of Research and Doctoral Study PhDandResearch@ftz.czu.cz) whether you have the general nostrification or whether you request recognition done by our university.
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)
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. **Apply for an official permission to stay in the Czech Republic:**
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>

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: (VALID AS TO March 7, 2019, ALWAYS REFER TO INSTRUCTIONS FROM THE WEBSITE OF THE RELEVANT EMBASSY AND/OR MINISTRY OF INTERIOR OF THE CZECH REPUBLIC FOR THE MOST UP-TO-DATE INSTRUCTIONS)

- ✓ 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 on your bank account to be able to receive long-term residence.
- ✓ **Confirmation of accommodation** – see point 6 above. (Proof of accommodation is the only 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 requires 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.
- ✓ **Further documents may be required, refer to the instructions from the relevant Embassy.**

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 Foreigners' Comprehensive Medical Insurance in the Czech Republic**. 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 September. Please make an appointment at **the Office of Research and Doctoral Study** via the email: 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 via the e-mail addresses (no matter if you use one of them or both, they communicate closely): PhDandresearch@ftz.czu.cz and internationaloffice@ftz.czu.cz