

Visa procedure check and hint list

Online application - contact details check

- Valid passport** – passport has to be valid at least 6 months after the end of my mobility
- My name** in the online application is exactly the same as in my passport
- Correct **telephone number**

Visa appointment & police clearance certificate

- I know where I will apply for my visa (the list of embassies is here:
http://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html)
- I have my **criminal record** (or “police certificate” or “extract from the Penal Register record”) – no older than 3 months or similar accepted document
- My criminal record is **translated to Czech language**
- I **have received visa documents** from Masaryk University and emailed acknowledge receipt to vasek@czs.muni.cz
- I have made an **appointment at the embassy** (through email) and emailed the place and date to vasek@czs.muni.cz
- It is already 3 months to go** and I have not received my visa documents yet – therefore I **contacted** vasek@czs.muni.cz
- I **am aware of the travel health insurance requirements** (see MU welcome letter for more details)

Long term VISA application for the purpose of studies – details needed in Czech/in English.

Notes: You are supposed to fill out the visa application in Czech language, so use hints below. Number in brackets refers to the number of question in the visa application – choose your answer accordingly.

- (18) Soucasne zamestnani/*Current occupation*: student/*a student*
- (19) Zamestnavatel (nazev vzdělávací instituce)/ *Employer (Name of school)*: Name of your home university
- (20) Zamestnavatel/*Employer*: Masarykova universita/ *Masaryk University*
- (21) Misto trvaleho (dlouhodobeho) pobytu v cizine/*Place of Residence (long-term stay abroad)*: Your place of residence (long-term stay) in your home country/country of study

- (23) Adresa místa pobytu na území České republiky/ *Address for stay on the territory of the Czech Republic: Koleč Vínarská, Vínarská 5, 60300 Brno, Česká Republika (CZE)/ Vínarská Halls of residence, Vínarská street no. 5, 60300 Brno, the Czech Republic (CZE)*

- (31) Místo vstupu na území České republiky/ *Place of Entry in the Czech Republic*
 - In the Czech Republic: Letiště Václava Havla Praha/ *Vaclav Havel Airport in Prague*
 - Through Vienna Airport in Austria:
 - Hranicní přechod Mikulov (autobus)/*border crossing Mikulov (by bus)*
 - Hranicní přechod Breclav (vlak)/*border crossing Breclav (by train)*

- (32) Dopravní prostředek/ *Means of transport*
 - In the Czech Republic: letadlo (Letiště Václava Havla Praha)/ *by plane (Vaclav Havel Airport in Prague)*
 - Through Vienna Airport in Austria:
 - Autobus (Hranicní přechod Mikulov)/*by bus (border crossing Mikulov)*
 - Vlak (Hranicní přechod Breclav)/*by train (border crossing Breclav)*

- (33) Zvoucí právnická nebo fyzická osoba/ *Inviting legal or natural person: Martin Vasek, Centrum zahraniční spolupráce Masarykova univerzita, Komenského nám. 2, 60200 Brno, Česká republika, tel. +420 549497785, no fax no., emailová adresa: vasek@czs.muni.cz/ Martin Vasek, Centre for International cooperation, Masaryk University, Komenského sq. 2, 60200 Brno, the Czech Republic, phone: +420 549497785, no fax. no., email address: vasek@czs.muni.cz*