

## Visa procedure check and hint list

### Passport check - contact details check

- ☐ **Valid passport** – passport has to be valid at least 6 months after the end of my mobility
- ☐ **My name** in the MU online application/provided confirmations is exactly the same as in my passport

### 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](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](mailto: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](mailto: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](mailto: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 for filling out the visa application in Czech/*in English*.

Notes: You are supposed to fill out the visa application in the Czech language, so please use hints below. Number in brackets refers to the number of question in the visa application – choose your answer accordingly. Those questions/answers not listed here should be clear enough and do not usually need a translation into Czech. If you have any doubts, let us know.

- (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 (in the Czech Republic)*: Masarykova universita/ *Masaryk University*
- (21) Misto trvaleho (dlouhodobého) 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*: Koleje Vinarska, Vinarska 5, 60300 Brno, Česká Republika (CZE)/ *Vinarska Halls of residence, Vinarska street no. 5, 60300 Brno, the Czech Republic (CZE)*
  
- (31) Místo vstupu na území České republiky/ *Place of Entry in the Czech Republic*
  - Through Prague International Airport: 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*
  - Through Prague International Airport: 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*