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### **Requirements:**

In order to gain admission into a chosen course at Prague Business College the student is required to apply online and submit the following supporting documents:

- ✓ Complete application form
- ✓ Passport Copy (minimum validity 18 months)
- ✓ 2 Colour Photos (scanned and uploaded with application)
- ✓ Educational Certificates (in English)
- ✓ English Qualifications OR if English qualification is not available a placement screening test or interview set by Prague Business College (conducted via our authorised representative or directly by the college)
- ✓ Appropriate tuition fees to be paid as stated on initial offer letter along with any other deposit requirement for accommodation, Medical Insurance etc.
  - ✓ Bank statement: 6 month for 7500 euro , closing balance must not less then 7500 euro
  - ✓ Minimum HSC pass
  - ✓ UK overseas student need 4 months UK valid visa
  - ✓ 100% tuition fees refund if visa refused

### **Process:**

#### **Step 1**

In order to gain admission the prospective student is required to complete and submit an online application form along with all the supporting documents stated above.

#### **Step 2**

once the college has received your application along with all supporting documents, it will be passed on to the admissions department for processing. Where a student does not have English qualification submitted with application a placement test or telephone interview will be arranged and results of such tests added to your application. (If any supporting documents are missing the student will be asked to submit the missing document.)

#### **Step 3**

Once we have received a complete application and supporting document from the student, the admissions department will assess the application.

#### **Step 4**

If the application is successful, the applicant will be sent an initial letter via email confirming that the college is able to offer the student a place on the chosen course. The letter will also

state the various payments that the student is required to make to the college at this stage. This includes deposit towards course fees, accommodation and Medical Health Insurance. Please note that it is mandatory visa requirement that the student has a visa letter from Prague Business College along with Accommodation letter and Medical Health Insurance. (Please also note that if a student fails to obtain a student visa these deposits are refunded to the student less any administration charges as explained on the initial letter and in accordance with our refund policy. The accommodation and medical Insurance are arranged via third party and the student will be given the copy of the actual invoice. We do not charge any administration fee for arranging medical insurance or accommodation.)

#### **Step 5**

Once the student has made the appropriate payments, the college will issue a visa letter, student enrolment letter and also arrange accommodation letter and medical health insurance certificate in the student's name in accordance with the Visa requirement. The student will then be sent these documents via courier.

#### **Step 6**

Once the student receives these documents, the student is required to apply for a student visa without delay and keep the college updated of the status of application. (The visa application requirements and process are explained separately. Please refer to the guidelines provided and furthermore contact your local Czech embassy or your representative for further information on preparing for visa application.)

#### **Step 7**

Once you receive your student visa you are required to inform the college your travel dates and report to the college on arrival in order to complete all registration formalities. (Please note that your accommodation needs be reconfirmed before your arrival and any requests for airport pick up need to be made and confirmation received prior to travel. Please allow 3 working days prior to travel if airport pick up service is requested.)

[http://www.mzv.cz/london/en/visa\\_and\\_consular\\_information/visa\\_and\\_consular\\_section.html](http://www.mzv.cz/london/en/visa_and_consular_information/visa_and_consular_section.html)



## **Czech Republic:**

Prague is the capital of Czech Republic. The largest city in its country, it boasts of a long history, which is linked intrinsically to the history of Europe. The city has brilliant architecture, visible almost everywhere - from beautiful bridges to stunning buildings.

The most important tourist destination in the city of Prague is the Prague Castle, largest ancient castle in the world. It is even registered in the Guinness Book of World Records. From here, you can sample some of the most spectacular sights in the capital city. Inside the castle, tourists can visit several palaces and museums, as well as the St. Vitus Cathedral, which is nearby. You can stroll in the Royal Garden and watch the Changing of Guards ceremony.

The Charles Bridge of Prague is an architectural treat in itself. Built over the River Vltava, this bridge is approximately 600 years old. It is built in the Gothic style, and is lined with baroque statues of 30 religious figures. For more information into the history of Prague, perhaps a visit to the Stare mesto or the Old Town will be the best. This part of the city is steeped in history, with Tyn Church, made in pure Gothic style or the Orloj, the astronomical clock. This section of the city also houses the Estate Theatre which first staged Mozart's opera titled Don Giovanni.

Josefov is known for being the Jewish part of the city. It is renowned for preserving various synagogues, all unique in nature. It is also home to the oldest synagogue in Europe, called the Staronova syngoga.

At the Kafka Museum in the city that holds a permanent exhibition in his house, lovers of Kafka can familiarize themselves with him. You can avail of several passes that offer guided tours to this enigmatic city. If you want to go souvenir-shopping in the city before you leave, beware. Shopkeepers here try to pass a lot of goods made in Russia as Prague memorabilia.

Student Visa requirements and Process:

In order to apply for a student visa the student is required to submit visa application form at the cz embassy along with supporting documents as detailed below:

1. Completed visa application form - available upon request at the Czech Embassy or a consulate or online at [www.mfa.cz/visaform](http://www.mfa.cz/visaform)
2. Valid Passport - a valid passport with a minimum validity of 18 months

3. Two passport sized photographs
4. Appropriate visa fees - check with embassy
5. Certificate of clean Criminal Record History / Police Clearance letter from country of nationality of applicant - (has to be notarised and translated into Czech language - to be organised by applicant)
6. Course Acceptance letter in Czech language (Visa letter)- Provided by visa world solutions
7. Accommodation confirmation letter in Czech language- arranged by visa world solutions
8. Medical Health Insurance- arranged by visa world solutions
9. Recent Bank statement from a current account with debit card facility (has to be translated into Czech language)- account showing sufficient living expenses available to the applicant for one year (approximately 6,200 Euros). A copy of debit card to be produced with bank statement (to be organised by applicant) .
10. To sign a form for Criminal Record check at the Czech embassy - The embassy carries out a criminal check in Czech Republic for all applicants. This is in addition to the Criminal record that the applicant has already produced from their country of nationality. The forms are available in Czech embassy which has to be completed by applicant at the embassy at the time of visa request, enabling embassy to carry out criminal checks in Czech Republic even if the applicant has never travelled to Czech Republic before- This is done by the embassy on behalf of the applicant and is mandatory for all applicants. There is a small fee for this service payable to the embassy.

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Note: (The application forms and guidance notes are available at the Czech embassy in your country. Applicants are advised to check with the embassy for the appropriate fees and any changes to the requirements. Please note that application process, appointment systems, interview requirement, visa fees and other supporting documents may slightly vary from country to country. We advise you to check with the embassy for accurate information. Please also note that the average time for processing student visas by the Czech embassy is currently 3 months. Therefore we advise that you apply for the course 3 to 4 months prior to course commencement date. If you are not sure about our available start dates, please ask and we shall be happy to recommend an appropriate start date for your chosen course. Please ensure all documents are in original as photocopies will not be accepted at the embassy.

Please also ensure that you start arranging for the bank statements and police clearance certificate alongside all other documents whilst you are applying for admission in order to save time. Keeping all your documents ready enables you to apply for student visas immediately once you receive the required documentation from us.)

For more information, please download latest

[http://www.mzv.cz/london/en/visa\\_and\\_consular\\_information/visa\\_information/citizens\\_of\\_the\\_european\\_union.html](http://www.mzv.cz/london/en/visa_and_consular_information/visa_information/citizens_of_the_european_union.html)

## Visa over 90 days - STUDENTS

09.02.2012 / 13:15

How to apply for a student visa for a stay over 90 days.

Applicants intending to study in the Czech Republic for a period exceeding 90 days have the following options:

1. Apply for a long-term student visa with a Czech embassy or consulate, which will be issued for the maximum period of 6 months. If the study program requires a stay exceeding 6 months, you will need to submit an application for a long-term residence in the Czech Republic with a regional office of the Ministry of the Interior during your stay on student visa not earlier than 90 days and not later than 14 days before the visa expires.
2. Alternatively, if you stay for more than 6 months, you can apply with a Czech embassy or consulate for a long-term residence permit. You will be issued a single-entry visa with the validity of 60 days to enable you to enter the Czech Republic to pick up the residency permit at the regional office of the Ministry of the Interior, (within 3 days upon entry) .

### IMPORTANT NOTES

- Student visas are only issued by Czech Embassies and Consulates General located outside of the territory of the Czech Republic, applicants must wait for their applications to be processed.
- A student visa can only be issued by the same Embassy and Consulate General where the application was submitted.
- You must be present in the UK at the end of the application process when the visa is issued into your passport.
- We don't accept the passports mailed from the Czech Republic and we don't ship them to the Czech Republic!
- Prior to your visit of the Embassy of the Czech Republic in London, please arrange an appointment by email: [visa.london@embassy.mzv.cz](mailto:visa.london@embassy.mzv.cz).
- A long-stay visa (i.e. a visa for a stay of longer than 90 days) is issued for duration of stay of a maximum of 6 months.
- A long term visa allows its holder to stay in other Schengen states for the period of three months during half year period for the whole validity of the visa.

### PROCESSING TIME

- All visas have to be approved by the Czech Ministry of Interior.
- Therefore, the processing time is approximately 60 days from the date the Embassy receives the fully completed application and is only applicable to a university or a school with the accredited study programs.
- The processing time of 90 days is applicable to a university or a school without the accredited study programs.
- The Embassy recommends the applicants submit their applications on time.
- Please understand that the Embassy is not able to speed up the process!

## FEES

Fee paid in cash. For exact Visa Fee [CLICK HERE](#)

## TRANSLATIONS AND VERIFICATION

We regret that the Consulate cannot provide translation services. However, all the submitted documents must be officially translated into the Czech language. If you need to get verified translation from English to Czech you can contact:

1) translator in the Czech Republic who is authorized to make translation and verify it (he must be registered at the Ministry of Justice of the Czech Republic),

or

2) to contact local translator and request him/her to do a translation

## REQUIREMENTS

- Please read carefully as incomplete applications will be immediately returned or the process will be delayed.
- All documents must be presented in their original form or as a notarized copy (the photocopies of all documentation must be submitted as well).
- No documents (except for your passport) may be older than 180 days.

### 1. Completed visa application form

- The form must be filled out completely with your full name as it appears in your passport. Please do not forget to sign the application.

TO DOWNLOAD THE APPLICATION FORM PLEASE [click HERE](#).

### 2. Two (2) same recent passport photographs.

### 3. Original passport and a copy of data page (the one with your picture) of the passport

- You must submit your original passport with a validity exceeding the intended stay by at least 3 months with at least 2 blank pages.
- If you need your passport during the processing time, than the passport can be returned to you.
- The passport must be resubmitted at the end of the application process for the issuance of the visa after the Embassy has received the approval from the Czech authorities.

### 4. Document confirming sufficient financial resources

- a copy of a credit/debit card (Visa, Mastercard...) held in your name with a validity for at least the duration of your stay in the Czech Republic + credit/debit card original bank statement (or an original letter from the bank with a notarized translation into Czech). In

case of internet banking printouts, a bank stamp confirming the authenticity is requested. You may cover the credit card number before you make a copy of it but don't cover the validity. It is not necessary to submit a copy of both sides of the card. A copy of the front side is sufficient;

OR

- a letter from a host or sponsor confirming the support of the applicant during his or her stay in the Czech Republic. It must be an original document with a notarized signature and presented with an official translation in the Czech language. Example: A parental letter confirming the financial situation of the student must be translated into the Czech language and notarized. Such letter must be accompanied by a bank statement of the parent (original or printout stamped by the bank). The student must provide proof of drawing funds while in the Czech Republic, for example ownership of a banking card linked to this account.
- A student currently receiving a scholarship must provide a confirmation of such scholarship.

\*GENERALLY, the minimum amount of financial resources required for a person over 18 years of age is 30 300 CZK for 1 month of stay + 4040 CZK for each whole month of expected stay. So for a 4 month stay it would be  $30\,300 + 16\,160 = 46\,460$  CZK (approximately 1579 GBP, the amount in GBP depends on the rate CZK/GBP). Persons younger than 18 years submit a proof of financial means equaling to a half of the required amount.

#### 5. Document confirming the purpose of stay

- The original or a copy (notarized by a Czech notary) of a document certifying acceptance into a study program in the Czech Republic issued by a Czech university or school.
- This document must be in the Czech language.

#### 6. Document confirming accommodation

- The original or a copy (notarized by a Czech notary) of a document issued by a Czech university or school confirming accommodation for the duration of your studies - this document must be in the Czech language.
- If you are staying in private accommodations, the original statement from the owner of an apartment/house stating his/her ability and willingness to provide accommodation (signature must be notarized by a Czech notary);
- If you are leasing an apartment/house, the original or a notarized copy of the lease contract;
- If you are subletting, the original or a notarized copy of the lease contract and an affidavit signed by the owner confirming the sublet (signature must be notarized by a Czech notary).

#### 7. Criminal History Background

Please note: The students under Erasmus Mundus program are exempted from submitting criminal history background.

For any other students applies the following:

- Extract from the Criminal Register of the country of your citizenship.

- In addition, if you have lived in any country for 6 months or longer in the previous three years, you are required to submit a Criminal History Background issued by that country.
- It must be appropriately certified (Apostille or super-legalization). For more information click [HERE](#)
- This does not apply, if you were younger than 15 years of age.
- IMPORTANT! The Criminal History Records must be translated to the Czech language;

Example:

Indian Criminal Register Record to be recognized by the Czech authorities must be sealed with Apostille issued in India by Ministry of External affairs in New Delhi and officially translated into Czech.

The UK Criminal Record issued by ACPO Criminal Records Office must be sealed with Apostille by Foreign and Commonwealth Office in Milton Keynes and further officially translated into Czech.

The Nigerian Criminal Register Record must have superlegalisation (with two stamps):  
- one stamp from the Ministry of Foreign Affairs of Nigeria;  
- one stamp from the Czech Embassy in Nigeria.

#### 8. Medical health/travel insurance

Please note: The students under Erasmus Mundus program are exempted from submitting health/travel insurance.

More information can be found [HERE](#).

The insurance is presented on collection of the visa.