

## Check-list

### Clarify these points ahead of time!

- Which Embassy or Consulate is suitable for you to apply for the visa or residence permit (take into account the [territorial consular competence rule](#)).
- Whether you need to authenticate your educational documents at the Czech Embassy or Consulate (such as an "[Apostille or superlegalization](#)"). There may be a significant waiting time for an appointment in certain countries. Without verified documents sent to our Student Affairs Department, we cannot issue the official admission documents for the visa purposes.
- Whether the "[student facilitation mode](#)" for making the appointment is available in your country and you are going to use it, or if you will file the visa application by yourself.
- Find out what is the usual waiting time for an appointment at the chosen Embassy or Consulate and how the appointment system works (see the website of the particular Embassy/Consulate).
- Whether the Czech Embassy or Consulate where you plan to apply will require any additional documents (for example a criminal record extract) and if so, how long it will take you to get them.
- What is the "[proof of funds](#)" for your stay and by what means you can prove it. Always check the up-to-date information about the balance required - it tends to change over time!
- Learn about the [language of the proceedings](#) and where you can get an official (certified) translation of your documents (if they are issued in a language other than Czech). The list of acceptable translators is provided by the Embassy or Consulate, as the availability of certified translators differs by country.
- What should be the form and validity of your passport ([travel document](#)). If necessary, extend the validity of your passport.
- Learn the differences between a visa and residence permit and decide which one you will apply for.