

Practical guide: How to extend your visa or residence permit

(Last update 3/2025, MFF UK)



This document is a sum up of practical tips and information and was completed by the faculty staff to help you navigate through the process. But it is not intended to replace the official legally binding texts! The legal conditions may be subject to change, therefore always check also information on the official websites (below) before applying for new residence permit or its extension.

General information:

<https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx>

Important and practical information:

<https://www.mvcr.cz/docDetail.aspx?docid=21686467&docType=ART&chnum=12>

Step by step guidelines: Information Portal for Foreigners (icp.gov.cz):

<https://ipc.gov.cz/en/visa-and-residence-permit-types/third-country-nationals/long-term-residence-permits/long-term-residence-general-information/>

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*Plus: How to apply for the extract from the Criminal Record in the Czech Republic if needed,
and SAMPLE LETTER OF EXPLANATION FOR MISSING STUDY CONFIRMATION.*

1. HOW DO I PROLONG MY VISA – RESIDENCE PERMIT?

- If you have the **long term visa over 90 days** (labelled in your passport):

Apply for the long-term residence permit for the purpose of studies (the visa itself cannot be extended).

- If you already have **the long-term residence permit** (biometric card):

Apply for its extension.

2. TIMING IS ESSENTIAL!

You may apply for the resident permit or its extension no sooner than 120 days before the expiration date of your current visa/permit. And you must apply at the latest a day before the expiration date of your current visa/permit.

If you currently have a long term residence permit and you are applying for its extension you can either **place the application in person or you can send the application by registered mail.**

If you currently have the long term visa you have to place the application for the new residence permit **only in person**. To place the application **in person**, you must make **an appointment** at the Ministry of Interior **ahead of time!** Slots fill in very fast, especially for the month of June, July or September.

In the on-line system the slots for appointments open approx. 2 month ahead. That is, if you want to make the appointment for the end of June, you can reserve your place around end of April. When the slots open for the given month, they may be gone in a few days!

3. MAKING THE APPOINTMENT

For both, new residence permit or its extension, you make the appointment at the office of the Ministry of Interior (MOI), the “student office” at Hládkov.

Address: **Ministerstvo vnitra ČR, Hládkov 682/9, 169 00, Praha 6 – Střešovice**

Make the appointment via the on-line system <https://ipc.gov.cz/en/> or call + 420 974 801 801.

! The on-line reservation system does not verify if the given term is in compliance with your deadline for placing the application! If the system offers you a term after the deadline, call to ask for an earlier term!

4. DOCUMENTS

Check the correct form of the documents using the official links:

<https://ipc.gov.cz/en/visa-and-residence-permit-types/third-country-nationals/long-term-residence-permits/long-term-residence-permit-in-the-czech-republic-for-the-purpose-of-studies/?iqTabs=%7B%220%22%3A1%7D>

Please review the formal requirements that the documents must meet and also remember that the documents shall **not be older than 180 days** except for the travel document and the photograph if it corresponds to actual appearance.

PRACTICAL NOTES to some of the documents:

a) Study confirmation (PURPOSE OF STAY)

Confirmation of your studies will be issued by the Student Affairs Department

- **only after you obtain the required credits** for registration to the next year of studies.
- Commonly, students also take examinations in September to complete those credits, and may not have enough credits at the time of applying for the extension.
- **In such a case place the application for extension without the study confirmation and include a letter of explanation when will you provide the missing document.**

The Ministry commonly gives 30 days to send in any missing documents, but if you give them the information as of WHEN you can provide the missing study confirmation, they will give you more time. Therefore it is advisable to **provide the explanation why your study confirmation is missing and when you expect to be able to submit it**. This explanation needs to be in Czech language. You can use a **SAMPLE LETTER of explanation**. *You find it at the very end of this document or as a separate enclosure in editable version.*

Send the additional documents by **registered mail** (in Czech “Doporučeně”) **from the post office, so that you have a proof of sending it**. Official MOI address for submitting additional documents: MV ČR, Odbor azylové a migrační politiky, P. O. Box 19, 161 00 Praha 6.

ALWAYS accompany any additional documents with a covering letter where is your full name, passport number, date of birth and, most importantly the number of your application to which you are enclosing the new document!

! The Study Confirmation must be an ORIGINAL issued by the Student Affairs Department, with original signature and stamp! (Not the one you print yourself from SIS!)

b) INDIVIDUAL STUDY PLAN

If you have an individual study plan (students with special needs), **do not give to the ministry as the proof of the purpose of stay the decision about the individual study plan!** It will not be accepted as a proper proof as it does not contain all required information and generates doubts about your full time studies! You must provide only the official study confirmation (issued by the Student Affairs Department).

c) PROOF OF ACCOMMODATION

If you stay in a CU dormitory, you get the new accommodation contract from the accommodation office of your dormitory after you make the reservation of accommodation for the next year (and you pay the new reservation deposit, if required). YOU MUST prolong your accommodation at the dormitory by YOURSELF in the accommodation office (it is not done automatically!). **The reservation system for prolongation of the accommodation usually opens in May.** You will be notified about the opening date by the dorm to your email.

Make sure your new contract bares correct dates, has a stamp and is signed both by the dorm and you!

5. APPLICATION FEE

The application fee is no longer paid by the stamp ("kolek"), but you **pay by card** when placing the application **at the counter** (2500 CZK). Payment by cash is not possible.

If you will be mailing the application, the procedure to pay is as follows:

Before sending the application, go to the **"Administrative fees" at the icp.gov.cz website** and have for yourself generate individual payment details (with specific variable symbol). **Make the payment via bank transfer** (also use your full name and date of birth in the information for the receiving side for correct identification of your payment). **Print bank confirmation of the payment** (the confirmation must show the **VARIABLE SYMBOL** that has been assigned to you through the icp website). Include this payment confirmation with your application.

6. MAILING THE APPLICATION (or additional documents)

If mailing the application or any other documents, **do so by registered mail** (in Czech "Doporučené psaní" or "Doporučeně") from any post office.

Fill out a little form **"podací lístek"**, available at every counter at the post office.

The form is all in Czech, but you only need to know that "Odesílatel" = sender (fill out your name and address) and "Adresát" = the receiver (fill out address of the Ministry). Keep the "podací lístek" as the proof of sending it! The date stamped on "podací lístek" by the post office **is the decisive date and your proof of sending the letter. Do not lose it!**

Useful **guidelines how to send a registered letter** from a Czech Post office:

<https://www.bрноexpatcentre.eu/im-an-expat/paperwork/postal-services-2/>

You can also bring the documents in person to the Ministry main filing desk at: Ministerstvo vnitra ČR, Nad Štolou 936/3 (opening hours are here: <https://mv.gov.cz/clanek/podatelna.aspx>). If you have a copy of the application with you, they will stamp it there as a proof of filing it at the desk.

7. WAITING FOR THE DECISION

Even if you apply ahead of time, the decision may not be made by the expiration date of your current visa /permit. But as long as you placed the new application in time, **your stay on the territory is legal until the new application is proceeded.**

However, if you need to travel outside of the country, you need to get a “bridging label” also called “bridging visa”: <https://frs.gov.cz/en/administrative-proceedings/bridging-visa/>

8. RECEIVING CORRESPONDENCE FROM THE MINISTRY while waiting for the decision

When applying provide your up to date address of contact (and announce immediately to the Ministry if you change your address!) and **check the mail on the given address on regular basis!** You may get a letter from the Ministry for providing additional documents, corrections or giving explanation and you must not miss it! **This part of the process is generally underestimated and creates most of the problems with the visa/permit extensions** (because students do not act in time if the Ministry contacts them).

The post makes the attempt to deliver the letter to you once to your address, but if you are not in person there at the moment, they will leave **a notice that the letter is stored for you at the post office** and you must go to pick it up with your passport. Usually it is stored for 10 days and if not taken, it is returned to the sender.

! If you do not pick up the letter until the last day of storing it, it is considered by the Ministry as DELIVERED and if any conditions were given, the time for fulfilling these starts to be counted! **It is crucial, that you do not miss the correspondence from the Ministry and make such arrangements, that you know about a letter being stored for you** (such as by asking a friend of yours to check for you, or calling the dorm reception and ask, if you are not present for longer period of time).

DATA BOX

You may also **consider to set up a data box for the communication with the Ministry** (or any other official authorities) to have access to the correspondence all the time.

- If you have set up the data box, also **check it on regular basis! Every message you receive in your inbox is automatically considered delivered within 10 days.** It is not authoritative whether the document received was read!!!
- Have notifications of received messages sent to the data box to your email
- Note that message received in the data box will be deleted after 90 days. It is therefore useful to back up important messages.
- How to create a Data box - Official information: <https://chcidatovku.gov.cz/en/datova-schranka> (Foreigners usually do it via Czech Point)

Commercial information (articles by a lawyer about creating the Data box, pros and cons):

- <https://www.akkrenkova.cz/how-to-set-up-the-data-box/>
- <https://www.akkrenkova.cz/data-box-who-can-have-it-and-what-can-it-be-used-for/>
- <https://www.facebook.com/expatsguidecz>

POWER OF ATTORNEY

If you plan to be travelling during the time your new application is in process (such as summer holidays) and you do not have the Data box, you may also consider to give to a friend or other person you trust (and who will be present in the Czech Republic) a **Power of Attorney** with the right to pick up the mail for you from the post office. The letters from the Ministry are sent as “only to the recipient’s hands” and no one else can get the letter unless there is the Power of Attorney for it.

9. RETURNING THE EXPIRED RESIDENCE CARD

You are obliged to return the residence card after it has expired, even while waiting for a new card to be issued. You are supposed to return it within 3 days after its expiration. Certain delay is usually accepted, but greater delay may lead to being fined (up to 3000 CZK) for the late return. You can send the card by registered letter to address of the Ministry at Hládkov.

10. LANGUAGE OF THE PROCEEDINGS, TRANSLATIONS

Even though the Ministry occasionally accepts documents in English and is able to communicate in English (most of the time), the **OFFICIAL language of communication and for all provided documents is CZECH LANGUAGE**. Therefore, also any additional notes should be in Czech to avoid misunderstanding and secure smooth processing of your application. For details see the MOI site:

<https://www.mvcr.cz/mvcren/article/third-country-nationals-course-of-the-proceedings-language-of-the-proceedings-and-interpreting.aspx>

If you need help with unofficial translations, or help with understanding the letters from the Ministry, you can ask for help the Student-Well-Being Advisor biskupova@ufal.mff.cuni.cz. For official translations of documents you must find an authorised (certified) translator. We do not have a recommendation for a particular translation services, but you will find plenty of such on the web.

11. FILLING OUT THE APPLICATION FORM

When filling out the **Application for the long term residence permit** - (the green form):

<https://ipc.gov.cz/en/visa-and-residence-permit-types/third-country-nationals/long-term-residence-permits/long-term-residence-general-information/?iqTabs=%7B%220%22%3A1%7D>

Note how to fill out the following points:

Points 13 + 14/ Employment = fill out only if you had or have official employment. Do not fill out “student” and address of the university

Point 15/ purpose of stay = write “STUDIUM” in Czech, you may also include “BAKALÁŘSKÝ PROGRAM” for bachelor or “MAGISTERSKÝ PROGRAM” for master

Point 16/ last residence abroad = your last official address outside of the Czech Republic

12. HELP NEEDED

If unsure about what steps to take, timing or understanding a letter from the Ministry of Interior (all official letters you will receive will be in Czech....), you can **contact the Student Well-Being Advisor** (biskupova@ufal.mff.cuni.cz) for consultation and assistance.

Should you run into problems related to your legal stay, that you are not able to solve by yourself or with the help of the Student Well-Being Advisor, you can ask for help one of the NGO's offering free legal counselling for foreigners: www.migrace.com or <https://icpraha.com/>

MFF UK, last update 3/2025. If you find any mistakes or discrepancies in this document, please write to biskupova@ufal.mff.cuni.cz , thank you!

This text is for informational purposes only and does not, and is not intended to, replace the legal text of the law. The residence of foreign nationals in the Czech Republic is governed by Act no. 326/199 on the Residence Aliens in the Territory of the Czech Republic.

How to apply for the extract from criminal record as a foreigner

When may I need the criminal record extract (from the Czech Republic / EU Register)? You may need it if you continue studies in a different EU state and need to apply for another national visa. You may also need it if you apply for an internship or getting a full time job in the Czech Republic. Many employers require the extract from the criminal record as a part of the acceptance process. It may sometimes also be required when applying for the extension of your residence permit.

WHERE TO GET IT: From the Criminal Record office: Legerova 1877/7, Praha 2, tel. +420 244 006 111. For details and office hours check here: <https://www.statnisprava.cz/rstsp/adresar.nsf/i/11458>

At the counter you do not have to fill any form, the officer does it after you present your ID and further documents as follows:

- 1) Students with a LONG TERM RESIDENCE PERMIT are listed in the national population register and only need to present **passport or other personal ID** that can be used to verify their identity (photograph, full personal details).
- 2) Students, who are residing on the territory on the basis of the long term student VISA (or without a visa) are not listed in the population register and together with their passport must present a second ID or document, where is given their BIRTH surname. This is important - it must specifically state „surname given at birth“, (or in other words but with this meaning, for females it can be given as „maiden“ name). Most usually you present as the proof of the surname given at birth your **birth certificate** (or a national ID if it bares this information).

The birth certificate must be an original or verified copy.

The verification can be done by an official authority of another country and does not have to be translated into Czech, if the surname can be clearly identified from the document in the different language. Translation may be required if the original document is not in a Latin alphabet.

You may also ask for the criminal record at **Czech Points** (office of public administration) located within almost each post office. However, Czech Points are not automatically connected to the register of persons who do not bare the national birth number, therefore even if you are staying here on the basis of long term residency, you will be asked to present the birth certificate. Moreover, if it is a copy verified in another country, you may be asked to provide a certified translation into Czech.

If you do not happen to have your birth certificate with you, it is easier to visit the Criminal Record office. If you are a “visa” student and must present there the birth certificate, at this central office they usually do not require the translation into Czech, whereas in the local Czech Points they usually require the translation too.

There are two options of the extract or „third country“ nationals (that is outside of EU):

- a) Basic extract from the Czech Republic = on the spot.
- b) Extended extract - from the Czech Republic and other EU states in which the person has been residing = takes approximately a week to get (maximum 30 days).

EU/UK citizens must get the „b“ option, the extended extract.

PAYMENT: 100 CZK (regardless the type of the extract, basic or extended), cash or credit card. For extract in two languages (Czech and English or other) you pay 200 CZK.

SAMPLE LETTER OF EXPLANATION – FILL IN OR ADJUST THE RED LINES, DELETE THE BLUE LINES...

Ministerstvo vnitra ČR
Odbor azylové a migrační politiky
Hládkov 682/9
Praha 6 - Střešovice
169 00

First name Last name

Date of birth

Passport Number

Address of stay

V Praze dne fill in the date

Věc: Doplnující informace k dokladu o účelu pobytu na území (potvrzení o studiu)

Subject: Additional information about Proof of purpose of stay on the territory (study confirmation)

Vážení,

k mé žádosti není přiložen doklad potvrzující účel mého pobytu – konkrétně potvrzení o studiu na Matematicko-fyzikální fakultě UK v následujícím akademickém roce. Potvrzení o studiu doložím, jakmile uzavřu aktuální ročník a získám potvrzení o studiu na následující akademický rok 2025/2026.

Studijní oddělení fakulty mi vydá potvrzení na konci září, resp. začátkem října 2025.

Děkuji za pochopení.

In my application is missing the „proof of purpose of stay“, that is the confirmation of my studies at the Faculty of Mathematics and Physics, Charles University, in the next academic year. I will submit the study confirmation as soon as I complete this academic year and receive the study confirmation for the next academic year 2025/2026.

The Student Affairs Department will issue the confirmation at the end of September, latest beginning of October 2025.

Thank you for your understanding.

Your name (printed)

(signature)