

Outline of visa policy, how to apply and required documents

The Czech Republic does not grant visas automatically nor easily, no one is entitled to a visa, even if he/she fulfils all the necessary conditions. But it is also true that the relations between the Czech Republic and the Republic of Korea are very good, and Korean citizens therefore do not have to worry about unjustified restrictions.

Korean nationals do not need to apply for short-term visas as the Czech Republic and Republic of Korea have Visa Waiver Agreement. Korean nationals therefore must apply only for a long-term visa for over 90 days. The long-term visas are always issued for a specific purpose, most usually study, business and family. The rules for submitting long-term visa applications are governed by Act No. 326/1999 Coll., on the Residence of Aliens.

The application must be submitted, with some exceptions, at a Czech Embassy abroad. Korean nationals are entitled to file an application for a long-term visa at any Czech embassy which is approved to accept long-term visa applications (in Europe these are currently Czech embassies in Austria, Slovakia, Poland, Germany, Sweden, Belgium, Spain, Greece).

Upon the submission of the application the administrative fee must be paid in the amount of 2 500 CZK (must be paid in the currency valid in the country where the respective embassy is located).

The applicant should submit the application on the completed form along with all the necessary documents; the documents should always be originals or authorised copies (however, a passport, document confirming the purpose of stay and registry documents - e.g. birth certificate, marriage certificate - shall be submitted in original, certified copy is not sufficient). All of the documents submitted must be made out in or officially translated into the Czech language. The public documents must be attached with an apostille.

Along with the application for a long-term visa you must submit:

- a) **a passport**
- b) **a photograph**
- c) **proof of accommodation**
- d) **document(s) on the purpose of stay**
- e) **proof of funds**
- f) **a consent of parents** (or statutory representative or guardian); it is not required, if the parent (statutory representative, guardian) will stay with a child in the Czech Republic, or if providing consent is not possible due to reasons beyond control.

Korean national may be asked to submit also **an extract from the criminal register**, issued by appropriate authority in Korea and supported by an apostille, and similar document from the country(ies) in which, in the last 3 years, the applicant has resided continuously for a period longer than 6 months (not required from a person under 15 years).

More to some of the above specified documents:

A **proof of accommodation** can be provided for example by a rental or sub-lease agreement (in this case it is necessary to provide also a rental agreement concluded between the owner of the property and the tenant, with whom the applicant has signed a sub-lease agreement). A notary verification of the contractual parties' signatures is not needed. It is acceptable if the applicant presents a rental agreement where he/she is not the tenant, but is explicitly stated as a member of the tenant's household; it is also acceptable if the applicant presents a rental agreement where the tenant is his/her spouse or a parent (if the applicant is a minor), even if the applicant is not indicated in the agreement. If the applicant is a co-tenant, he/she does not need an agreement of the other co-tenants. Instead of the agreement it is possible to submit a written confirmation of an owner or authorised user of a flat or house with his/her notarised signature. The written confirmation may not need to be supplemented with notarised signature if it is submitted electronically (signed by a secure electronic signature of the owner/the authorised user, or sent by means of a data box). In case of mutual co-ownership or joint assets of a married couple it is acceptable if the confirmation does not include signatures of the other co-owners or a signature of a spouse.

The proof of funds may be a bank account statement (not necessarily a bank licensed to operate its business in the Czech Republic) indicating that the applicant is free to use the finances in the required amount during his/her stay in the Czech Republic. Should it not be clear, he/she will be required to provide further evidence, e.g. an internationally recognised payment card issued for the respective bank account.

For the purposes of a long-term visa (apart from business), an applicant is obliged to prove the availability of funds which for 1 year would be 55 000 CZK. An applicant under 18 years proves the availability of half the amount. In case of long-term visa for the purpose of business, an applicant is obliged to prove availability of financial resources in the amount of 110 000 CZK.

Document(s) on the purpose of stay differ based on the purpose. If the purpose is family, a required is the document demonstrating a relationship to the holder of the authorisation for family reunification (e.g. a birth or marriage certificate).

If the purpose is study, a required document is a confirmation from a school or an educational legal entity about enrolment in studies. The document should contain the identification of the subject that issued the document (name and address, the signature of an authorised person including a stamp and the place and date of issuing the confirmation), the applicant's name, nationality, date of birth, as well as length of expected educational stay in the Czech Republic (from – to), title or type of education programme.

If the purpose is business, and the applicant will do business as a self-employed person, it is necessary to submit a statement from the Trade Register. If the applicant will do business as a member of a statutory of a company, the required document is an extract from the Commercial Register. However, it is in the applicant's own interest to prove that the declared business is not only in preparation stage, but that it is actually well prepared; it may be proved by submitting e.g. contracts with business partners, with employees, with customers, etc. Without such additional documents the visa may not be granted.

If the visa application is approved, prior to affixing the visa, the applicant is obliged to submit a proof of **medical travel insurance** and, upon request, a document on paying the insurance. The document on medical travel insurance should contain **the period** of insurance (must cover the entire stay in the Czech Republic), **the extent** of the insurance (must cover the costs associated with necessary and urgent health care including the costs associated with transport or, in the case of his/her death, those associated with transferring his/her physical remains to the country in which he/she has a residence permit), and **the amount** of the insurance benefit (the insurance benefit limit for one insurance event must be at least EUR 60 000). The insurance policy must not exclude coverage for injuries and damage caused by the applicant's intentional acts, injuries and damage caused by fault or contributory fault on the part of the applicant, and injuries and damage caused by the consumption of alcohol, narcotic and psychotropic substances by the applicant. In case of insurance obtained abroad, along with the proof of travel medical insurance, the applicant always submits an official translation of the insurance policy and its general terms and conditions into the Czech language.

Application procedure

The respective Czech Embassy is only competent for receiving an application for a long-term visa; the competent body for processing an application and making decision is Ministry of Interior. Czech Embassy receives the application and required documents, may invite the applicant for an interview, and in case the visa is granted calls on the applicant to pick up the visa.

An application for a long-term visa is considered inadmissible if the applicant had not booked the term for submission of the application in advance, if not all of the requirements specified by law were submitted with it, if the administrative fee had not been paid upon the submission of the application, if the applicant refuses to have his/her fingerprints or a pictorial record taken, if it was not filed on the prescribed form or at the pertinent Czech Embassy, or if the applicant who has no knowledge of the Czech language does not bring the interpreter with him/her. In such a case, the Czech Embassy returns the application form, all of the requirements submitted and the administrative fee to the applicant and informs him/her of the reasons for considering the application to be inadmissible.

It is always necessary to file the application for a long-term visa **in person** (the Czech Embassy can only waive this obligation in well-substantiated cases).

A standard deadline for processing an application for a long-term visa is 90 days, in particularly complicated cases 120 days, in certain cases (purpose of studies, pedagogical activity or research) within 60 days from the day it was filed.

This visa entitles the holder to multiple departure and entry to the Czech Republic.

In the case of a positive decision the Czech Embassy at which the applicant filed the application will contact him/her, usually via email, to arrange a date for picking up the visa.

Ministry of Interior does not grant a long-term visa, if, for instance the applicant does not submits required documents within the set deadline, fills in the application for granting a long-term visa untruthfully, submits forged or altered requirements or the data necessary for appraising the application presented in them does not correspond to the truth, or if the applicant is recorded in the register of persona non grata.

In the event of not being granted a long-term visa, Ministry of Interior informs the applicant in writing of the reasons for not granting the long-term visa. In such a case, within 15 days of receiving the information, the applicant may request Ministry of Interior for a new appraisal of the reasons for not granting a visa. Within 60 days Ministry of Interior will inform the applicant in writing of the result of the new appraisal of the reasons for not granting a visa.

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