



Applying without student mode:

VISA Application from the UAE

1) Identity and Travel documents:

Valid travel document (passport):

Expiry date of the passport must exceed at least by 3 months the duration of the validity of long term visa (which is given for 1 year) must have at least 2 blank pages (for the stamp and visa sticker)

if you already know your passport will expire – **make a new one before applying for a visa**

Copy of UAE residence Visa:

Residence visa must be valid for minimum 3 months + copy of your Emirates ID

2 recent passport size photos:

No Objection Letter of parents/guardians: (<https://www.mzv.cz/file/4015588/NOC.pdf>)

The NOC is somewhat of a consent letter signed by your parents.

Also provide the embassy with copies of your parents passports (the page with personal data, photo and passport number)

Application form filled-out and signed: **Czech + English**

Link for application form (https://www.mzv.cz/file/525242/zov_EN.pdf)

biometric data (fingerprints) will be collected when you come in person with your application to the Embassy

2) Certificate of criminal clearance:

The police certificate is an official document issued as a result of a background check by the police or government agency of a country to enumerate any criminal records that the applicant may have. Criminal records may include arrest, conviction, and possibly criminal proceedings. The steps to providing an appropriate PCC (police clearance certificate) is very important and must be followed cautiously. If there are any problems regarding the issuing of the PCC, contact the czech embassy in Abu Dhabi as soon as possible.

Criminal record has to be issued from your country of origin and the UAE.



Providing criminal record from **country of origin**:

You must present a criminal record extract of the country of citizenship and moreover, the same document issued by the countries where you lived in the past 3 years for a consecutive period of 6 months or more, or an affidavit in case the country does not issue such a document. The criminal record extract is issued usually by the Police Department or by the Ministry of Justice (name of document and issuing authority may differ in each country). The criminal record must ***not be older than 180 days*** (the validity of PCC is **crucial**) when you come to apply for the student visa.

When you have the criminal record issued, find out if the document needs an **APOSTILLE** or **LEGALISATION**:

- If your country can put an **apostille** on the document, it is ready to use and to be presented with your application

Apostilles authenticate the seals and signatures of officials on public documents such as birth certificates, court orders, or any other document issued by a federal agency or certified by an American or foreign consul.

- If your country cannot put an apostille on the document, you will need to have the document firstly **legalised**. The legalised document must then be **superlegalised** by the Embassy of the Czech Republic in your home country.

When the document is both legalised and superlegalised, it is ready to use and to be presented with your application.

Legalisation or Apostille must be done in the Ministry of Foreign Affairs in your home country but superlegalization is within the Czech Embassy of your home country!! (first step is to legalise the document THEN super-legalize it)

Police clearance certificate (PCC) of the **UAE**:

The PCC **must not be older than 3 months** when you come to apply for the student visa.

You can apply for the certificate online through the Ministry of Interior's website and/or their smartphone app MOI UEA. You can also visit one of the MOI's service centres. Usually, it is issued within one or two days and with the legalisation process as mentioned below, you will need one week.



Steps to take:

1. Print out a hardcopy of the PCC
2. Visit the MOFA (Ministry of Foreign Affairs) to legalise the PCC
3. When you go to apply for the visa in Czech embassy in Abu Dhabi, they will superlegalise the document at the Embassy – then it will be ready to use and to be presented with your application

The superlegalisation will be done AS YOU APPLY for the visa in Czech Embassy (in Abu Dhabi), there is NO SPECIAL APPOINTMENT for superlegalization. An appointment should be taken to apply for the visa though.

3) Translation of documents to Czech language:

The Criminal record extract and the PCC must be translated to Czech language.

Documents in any other language other than Czech are not accepted.

To ensure that copies (translations) of original documents are authentic, documents may in certain cases need to be verified:

- if documents are translated by a **sworn Czech translator in the Czech Republic**, they **do not** need to be verified by the Czech Embassy
- if documents are translated **in the UAE by a translation agency**, the translated documents **must be verified by Czech Embassy**
- if the criminal record extract is translated **by a translation agency in your country of origin** you can **ask for verified translation at the Embassy of the Czech Republic in your country of origin** or it **can be verified by Czech Embassy**
- **The Embassy of the Czech Republic in Abu Dhabi can verify only English to Czech translations.**
 - If your document is issued in Arabic, follow these steps:
 1. Provide original document in Arabic language
 2. Translate original document to English language
 3. Verify English translation document (+ bring original document) at Ministry of Justice UAE
 4. Translate verified English translation document to Czech language
 5. Verify the Czech translation document at Czech Embassy
 - If your document is issued in any other language (ex. Russian, Korean, etc.):



1. Provide original documents in Russian, Korean, etc. language
2. Translate original document to English language
3. Verify English translation document at your Embassy in Abu Dhabi
4. Translate verified English translation document to Czech language
5. Verify the Czech translation document at Embassy

4) Other Documents that need to be provided:

Application form:

- <https://www.mvcr.cz/mvcren/file/zadost-o-udeleni-dlouhodobeho-viza-cze-eng.aspx>
- The link will download a file, it is the application form

Bank statements

- To prove financial means
- For the last 6 months verified by the bank (stamp)

International Credit/Debit Card

- Issued in the name of the student

Letter of Acceptance

- Is issued by the University in both English and Czech language
- You will keep the English letter
- You will present the Czech Letter with your application

Certificate of Accommodation



- If you requested **accommodation at the University campus/dormitory** – the University will issue, in your name, a Certificate of Accommodation in Czech language. You will present the Certificate with your application
- If you will stay in **your own apartment / rented apartment** - you need a Contract, with your name and signed by you, in Czech language. You will present this Contract with your application

5) Before setting an appointment:

Before you write an email to get an appointment, make sure to have all required documents. Doublecheck if anything is missing, otherwise they cannot accept your application:

1. Make copies of all documents you are presenting. You will present one folder with original documents and one folder with copies.
2. Send an email to ask for an appointment to: visa_abudhabi@mzv.cz
3. You will receive an email with an appointment date to come to the Embassy of the Czech Republic in Abu Dhabi. Confirm your appointment! Otherwise, it will be given to another applicant.
4. Come on time to your appointment. **YOU** are applying for a visa, so nobody can come instead of you or speak for you.
5. The fee for a long-term visa for the purpose of study is 2500 CZK or approximately 400 AED (determined by the monthly exchange rate). The Embassy accepts payments only in cash.

6) Checklist:

https://www.mzv.cz/public/19/8e/b1/4427291_2722604_CHECKLIST__STUDENTS.pdf

7) Locations needed:

MOFA (UAE):

- 10 11th St - Umm Hurair 1 - Dubai - United Arab Emirates (dubai)
- King Abdullah Bin Abdulaziz Al Saud St - Al Bateen - Abu Dhabi - United Arab Emirates

Czech embassy (UAE)



- Marina Village - Abu Dhabi - United Arab Emirates