## EXTENDING A LONG-TERM RESIDENCE PERMIT FOR STUDY PURPOSES FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: PhD students from non-EU countries who are already in Pardubice and received an extension of their studies.

Apply for the extension **at the Immigration Office of Pardubice (Pernerova 168, 530 02 Pardubice)**

Documents needed:

1. **A travel document**
2. **A study confirmation form**
3. **Proof of your travel medical insurance** for the period of your stay in the Czech Republic and proof of medical insurance payment (this document must be signed and stamped by the insurance company and be in the Czech language)
4. **Proof of accommodation**

**If you are hosted at the dormitories**, you can ask **the Office of International Affairs and Development to get this form, or you can ask Ms Petra Machaňova directly**.

Note: You will be charged 100 CZK for this form.

**If you have your own flat,** you need**:**

* Rental agreement or
* The document “[Potvrzení o zajištění ubytování (fyzická osoba)](http://www.mvcr.cz/soubor/potvrzeni-o-zajisteni-ubytovani-fo-doc.aspx)“ (= proof of accommodation). Download this document here: http://www.mvcr.cz/mvcren/article/application-forms.aspx

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (For more info about getting a certified signature **go to the heading** “How to get a certified signature” ).

1. [**A document confirming the availability of funds for your stay in the Czech Republic**](http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-proof-of-funds.aspx)**\*.** If you have an account in a Czech bank, the Immigration Office will ask you to provide a bank statement with the final balance indicated. This document must be an original document, written in Czech and signed and stamped by your Czech bank.

*\*1 semester – for a stay from September 1st to November 28th you will need* ***55 000 CZK***

*1 year – for stay from September 1st to August 31st you will need* ***81 400 CZK***

1. **GREEN application form\***

\* Filled in **GREEN application** form (to be printed out in colours). It is called the “Application form for a long-term residency permit”.

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main Instructions: In the upper part, mark □ O PRODLOUŽENÍ DOBY PLASTNOSTI POVOLEÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDY PERIODE OF FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC:

-STUDIUM

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:

Caroline Novák-Jolly, Univerzita Pardubice / tel: +420 466 036 133

**The Office of International Affairs and Development can and assist you in filling out forms and collecting the documents mentioned above. This office can help you to go through all the application procedures.**

* To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or long-term visa’s validity. At the latest, this application must be submitted on the last day of the document´s validity.
* Documents must not be older than 180 days, except for travels documents and marriage certificates. Photographs must accurately represent your appearance.
* All the documents have to be submitted in the Czech language or to be translated into Czech by a certified translator.
* Some foreign public documents must be endorsed with a higher verification (Apostille, Superlegalisation – detailed information is available here:http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx

if you do not have any other legal purpose to stay (i.e. a job offer…), you must leave the Czech territory on the date you officially finish your studies. If you have a legal purpose to stay, you should apply at the Immigration office for another long-term residence permit.

Your Study Departement is obliged to call the Immigration Office and tell them the exact start date and end date of your studies.

Once you are back to your country of residence, you must return your biometric card. You can send it to the Office of International Affairs and Development of the University of Pardubice; they will return it directly to the Immigration Office.

**For more info, click here:**

<http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mg%3d%3d>