



Admission Requirements and Procedure for International Students Requiring Visa for the Czech Republic Master's Programs

- Student must submit following documents by post:

- Completed and Signed Application Form
- Official Copy of ID or Passport
- Certified Academic Transcripts
- Certified copy of Academic Qualification (at least Bachelor diploma)

All documents must be in the original language with an official translation into English. Photocopies must be certified by Ministry of Foreign Affairs, public notary or an attorney.

- Official TOEFL Test Certificate Score or IELTS score
minimum of (550 pbt / 213 cbt /80 ibt) or IELTS 6 is required
 - 4 passport-size Photographs
 - 2 Letters of Recommendation
 - Curriculum Vitae - Resume
 - Application fee 2000czk (non-refundable)
- After the admissions coordinator reviews the student's file and finds it in good standing, **a phone interview** is scheduled with the relevant head of the department
 - If the prospective student is accepted by the department head they will receive a **contract**
 - The prospective student sends back the signed contract and pays the following by the bank wire transfer :

Payment of tuition and fees - 50% of overall tuition*
Accommodation letter fee – 2000 CZK (non-refundable)
 - Once the payment is received, UNYP sends accepted student the Accommodation Letter and Official Acceptance Letter
 - The student applies for the Czech student visa (might take up to 3 months)

*** Non-refundable unless the student's visa is denied. In this case the student pays all of the necessary bank charges in order to receive the refund. Proof of visa denial is required.**



University of New York in Prague

Applying for a student visa

Please note that this is merely a guideline to assist students who require a student visa to prepare for the application process. The specific requirements may change depending on your country, and **students need to check the latest requirements directly with the embassy.**

Students requiring a visa for the Czech Republic must apply at any Czech embassy outside of the Czech Republic. In order to apply, they usually need to submit the following documents which are required by the Foreign Police Office in the Czech Republic:

- An application form for issuing a student visa
- A border pass
- 3 passport-size photographs
- Confirmation of accommodation in the Czech Republic
- Confirmation of acceptance to UNYP
- A bank account in their own name with 82 000.00 CZK
- A copy of a criminal record in their home country
- A copy of a criminal record in the Czech Republic
- Health insurance (either a Czech insurance company or foreign, if foreign, it must have a certified translation into Czech)

None of the documents should be older than 180 days. The visa application is usually processed within 60 days but can take up to 90 days, so it is very important to apply for visa immediately after acceptance to UNYP!

The application form can be obtained at any Foreign Police Office in the Czech Republic or possibly at the Czech embassy.