

CZECH STUDY VISA TIMELINE



Step 1 - Understand Your Visa Application Process

All Czech consulates in the United States allow you to mail in your visa application. However, it is important to review the guides and checklists and start gathering key documents as soon as possible, since **visa processing for the Czech Republic will take 60-90 days** AND some of the visa requirements involve multi-step documentation.

6 months before arrival

Verify [which Czech consulate](#) you will be applying at; this is determined by the state of your permanent residence as proven by your government-issued ID (driver's license or state ID). Required visa documents vary depending on each Consulate, so consult your Consulate's Visa Guide and Checklist on the [Verto Location Resources page](#).

If you are a minor, (under 18 at time of application) you should request your birth certificate from the state or country (outside the US) you were born in. This also may need to be *apostilled*; you can review that process [here](#).

For both minors and 18+ students, you should start reviewing proof of financial means requirements. In most cases, you'll need to present a bank statement with proof of sufficient funds.

Step 2 - Complete Pre-Departure Forms on MyVerto Portal

Students must complete the **Student Visa Form & Passport Form** Pre-Departure Forms on the [MyVerto Portal](#). The Student Visa Form tells your Student Onboarding Advisor when you are planning to mail in your student visa application, and the Passport form is required for the visa documentation that Verto Education will provide to students.

Step 3 - Visa Mail-in & Preparations

4-3 months before arrival

You will want to Mail in your visa application packet. Czech visa processing can take 60-90 days, and Czech consulates recommend making sure your visa packet is received by your corresponding Czech consulate **no later than the first week of June**.

2 months before your planned mail-in date (or earlier)

At a minimum, students should give themselves 2 months to put together their student visa application.

As you'll see in the student visa checklists, there are about 10-15 documents students must submit to the Czech Consulate, *including* your bank statement, which takes time to put together. Student visa applications must be perfect and complete in order to have a

Czech Republic student visa approved. *Incomplete visa applications will be denied* and students will be required to resubmit an application.

Note: All visa application resources can be found on the [Location Resources page](#) under the Prague sub-section.

2 weeks before planned mail-in date (or earlier)

At a minimum, student visa packets should be completed 1-2 weeks before you plan to mail them to the Czech Consulate.

Once you have gathered all required documents, students will upload photos of every single document/requirement listed on the Student Visa Checklist to the **Visa Application Review Uploader** in the Pre-Departure Form section of the MyVerto Portal for revisions. The earlier you upload your visa application for review, the more time you will have to make mandatory revisions if necessary. *Failure to complete the Visa Application Review Uploader Pre-Departure Form on the MyVerto Portal may lead to incomplete visa applications and denied visas.*

Step 4 - Mailing Your Visa Application

Once your SOA has double-checked and approved your visa documents, you can mail your packet to your Czech consulate.

- Verify that you are mailing your packet to the correct address. Your Consulate's address is listed in your Consulate-specific Visa Guide and Checklist on the [Location Resources page](#).
- Make sure you write down/take a picture of your mailing tracking numbers:
 - Tracking number for shipment to Consulate:

 - Tracking number for visa return from Consulate:

- Share your tracking numbers with your Student Onboarding Advisor

Step 5 - Updating Verto on Mailing your Application

Day of mailing

As soon as you mail your student visa packet to the Czech Consulate, you should let your Student Onboarding Advisor know **AND** update the **Student Visa Form** on the MyVerto Portal, indicating the correct date you mailed your student visa packet out.

Step 6 - Wait for Student Visa

After visa appointment

After applying for your student visa, you will need to wait anywhere from 60-90 days for your visa to be processed and sent back to you. The Consulate will use the USPS Priority Envelope that students provide in order to mail the passport and visa back to the student.

Once you receive your passport with student visa inside (a sticker), students will need to complete the **Student Visa Copy Upload** Pre-Departure Form on the MyVerto Portal.