

# The Czech Visa Process

EVERYTHING YOU NEED TO  
KNOW ABOUT GETTING  
LEGAL TO LIVE AND WORK  
IN THE CZECH REPUBLIC





# Introduction

The most common type of visa is based on a Živnotenský List (Živno), or freelance license.

*It's also possible to get a visa through an employment card, which means that a specific company sponsors you for the visa. It's generally very difficult to get this type of visa unless you are transferred by a company to Prague, or you have a teaching degree already. Further, it's not possible for a visa company to do this kind of visa; the company that is sponsoring you must do the process.*

**Most people get the Živno style visa and that's what Visa Guru specializes in. (If you are from Canada or New Zealand, you also have another special option - Youth Mobility Visa/Working Holiday Visa - read on for more info).**

## THE SCHENGEN ZONE

The Schengen Zone is a mobility agreement that includes many countries in Europe. Many nationalities (Americans, Canadians, Australians, New Zealanders, etc.) are automatically granted a 90-day tourist visa for travel in the Schengen Zone. As soon as you enter, your 90 days start ticking down. We recommend having at least 60 days left in the Schengen Zone when you arrive in Prague, in order to leave enough time for the visa process.



# Introduction

Nationality	Where to Apply	What to bring to Prague	Approx. total cost (visa services + all government fees – see later for full details)	Health Insurance/Social taxes
<b>American</b>	At a Czech embassy in Europe	Bank letter	13,600 CZK + travel to a Czech embassy in Europe	2 months of CZ travel's insurance (up to 1200 CZK) for visa pick up Czech public health insurance (2393 CZK paid monthly) Social taxes (2588 CZK paid monthly)
<b>Canadian Youth Mobility Visa (age 18-35)</b>	In Canada <i>minimum 3 months before course</i>	-	5,250 CZK + mailing costs	Private health insurance, paid upfront for entire year (from 12,000 CZK)
<b>Canadian 35+ or those applying later</b>	At a Czech embassy in Europe	Bank letter; fingerprinted criminal background check from <u>RMCP</u> + authentication + superlegalization	13,000 CZK + background check costs + travel to a Czech embassy in Europe	Private health insurance, paid upfront for entire year (from 12,000 CZK) Social taxes (2588 CZK paid monthly)
<b>Australian</b>	At a Czech embassy in Europe	Bank letter; criminal "Name Check" + apostille	13,000 CZK + background check costs + travel to a Czech embassy in Europe	Private health insurance, paid upfront for entire year (from 12,000 CZK) Social taxes (2588 CZK paid monthly)
<b>New Zealand Working Holiday Visa (age 18-35)</b>	In New Zealand <i>minimum 3 months before course</i> or in Berlin	Bank letter	5,250 CZK + mailing costs or travel to a Czech embassy in Europe	Private health insurance, paid upfront for entire year (from 12,000 CZK)
<b>New Zealand 35+ or applying later</b>	At a Czech embassy in Europe	Bank letter; criminal "Name Check" + apostille	13,000 CZK + background check costs + travel to a Czech embassy in Europe	Private health insurance, paid upfront for entire year (from 12,000 CZK) Social taxes (2588 CZK paid monthly)



## What does Visa Guru do?

- Help you fill out paperwork (application, proof of accommodation, etc.)
  - Manage translations
- Work with you on housing to make sure your documents can and will be signed properly
  - Schedule embassy appointment & arrange collection of your visa
    - Coach you on your interview
- Register you at the Zivno office and acquire your permission for stay (trade license)
  - Register you at the Financial office
    - Register you at the Social office
  - Help you deal with the Foreign Police and facilitate health insurance
  - Provide constant guidance throughout the process, answer all questions, and always be there to help

Essentially spend hours dealing with Czech bureaucracy so you don't have to!



## COSTS OF THE PROCESS

**This applies to the Zivno-based visa (NOT the CAN Youth Mobility Visa or NZ Working Holiday Visa - see later for cost info on these if you are from Canada or New Zealand)**

- **Visa service fee: 6000 CZK**
- **Government fee for Zivno license: 1000 CZK**
- **Bank letter translation fee: 250 CZK per page**
  - **Notary fee: 50 CZK per page**
- **Government fee for criminal affidavit: \$50 or 1300 CZK (Americans ONLY)**
- **Translation of background check + apostille: 250 CZK per page, usually 3-4 pages (non-Americans ONLY)**
- **Government fee at the Czech embassy for visa processing: 5000 CZK (200 EUR)**
  - **Travel to a Czech embassy for interview: varies depending on city**
  - **Collection of the visa: varies - sometimes another client can collect it for you, or you may return to the same Czech embassy**



## A Note on Taxes

If you receive the Živno-based visa, you will be working as a freelancer (NOT an employee). This means that you will issue invoices to companies or schools to get paid. These companies/schools will pay you the full amount you earn (i.e. rate per hour X number of hours). They will not take out any taxes from your pay. Then, you will pay your own taxes as a self-employed contractor.

**You will pay 2588 CZK per month for these taxes.**

The first visa is valid for up to one year. After that you can apply for a visa renewal.



# THE BANK LETTER

ALL NATIONALITIES  
MUST COME TO PRAGUE WITH A BANK LETTER THAT  
SHOWS THE EQUIVALENT OF 125,000 CZK

A normal bank statement will not suffice. The letter must be on official bank letterhead and contain the following information:

- "(your name) has an account with (amount of money) in it."
- You need to be the only name on the account. If you aren't, ask the bank to leave any other names out of the letter (otherwise it'll need to show 125,000 CZK per person on the account).
  - It must be an official document with the letterhead of your bank. It must be original (not an email or fax or anything else).
- It must be signed in BLUE or BLACK ink and contain an original bank stamp (ideally also in blue or black).
- It must be an account you have a debit card for, as you'll need to show this card at your visa appointment.
- If you can get a business card from someone at the bank, that is helpful to have.
- Note: banks are often unfamiliar with this kind of letter and you may need to speak with a manager and/or explain why you need it and exactly how it must be done.

**The best time to get the letter is within 1 to 2 weeks of heading to Prague.**



# BANK LETTER EXAMPLES

**BB&T** Branch Banking & Trust Co.  
134 Charlotte Road  
Rutherford, NC 28133

Sep. 18, 2013

To Whom It May Concern:

See an available balance at BB&T of [REDACTED] dollars. If you have any additional questions please call me at [REDACTED].

Thank you,  
*Debbie H. Sims*  
Debbie H. Sims  
134 Charlotte Rd.  
Rutherford, NC 28133  
919-367-8855  
dhsims@bbandt.com

BB&T  
134 CHARLOTTE RD  
RUTHERFORD NC 28138

Branch Banking and Trust Company  
134 Charlotte Rd.  
Rutherford, NC 28133  
Branch: 919-367-8855  
Branch: 919-367-8855  
Branch: 919-367-8855

**usbank**  
480 East Towne Blvd  
Mebun, WI 53104  
920-245-0958  
usbank.com

12/28/2018

[REDACTED]

Re: Your request for account information

Thank you for choosing U.S. Bank for your banking needs. This letter is in response to your request for account information.

Account Number (Last 4 digits)	Account Balance as of 12/28/2018	Date Opened
[REDACTED]	[REDACTED]	6/13/2005

If you have additional questions regarding this information, please feel free to contact me at the phone number listed below.

Thank you again for choosing U.S. Bank.

Sincerely,  
*Chelsea Cuthbert*  
Chelsea Cuthbert  
Assistant Branch Manager  
East Towne  
608-245-0958

U.S. Bank, N.A. Branch #011  
480 East Towne Blvd  
Mebun, WI 53104

**Bank of America**  
100 Wall Street  
New York, NY 10038-0001

03\_1374\_00718

Account Number: [REDACTED]  
Date: December 26, 2013  
Account Information: [REDACTED]

To: [REDACTED]

As you requested, the below information verifies the status of your deposit account(s) with us:

Type of account	Account ending	Current balance	Average balance	Date opened
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Bank of America  
Citizens Banking Center  
110 Fifti Avenue  
New York, NY 10011

**What you need to know**  
If available, information regarding the average balance on accounts is based on the previous 12 months. Information is not available on time deposit accounts, such as CDs.

**Thank you for allowing us to meet your financial needs.**

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**WELLS FARGO**  
wellsfargo.com

06/16/2017

Folsom Main  
1113 East Howell St  
Folsom, CA 95630

[REDACTED]

Dear To Whom It May Concern:

This letter is verification that the Customer named above has the following deposit accounts with Wells Fargo:

Account Number	Date Opened	Current Balance*
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

\*The Balance is the opening available balance as of the date of this letter but such balance does not include any uncollected items and/or amounts that have not yet been posted to such account as of the date hereof. The foregoing is not, and should not at any time or in any way be construed as a guaranty of future account balances.

This letter is strictly confidential and the information herein is solely for Customer's lawful use. This letter is given in good faith, without legal liability. Wells Fargo does not represent and warrant that the information is complete or accurate and any errors or omissions in the information shall not be a basis for a claim against Wells Fargo. Wells Fargo does not undertake or accept any duty, responsibility, liability or obligation that may arise from providing this letter and/or for any reliance being placed upon information in this letter or for any loss or damage that may result from reliance being placed upon it. Wells Fargo does not assume any duty or obligation to you or any other person or entity by providing this information and this information is subject to change without notice to you. Wells Fargo does not undertake any duty to assist you in the event any deposit account relationship referenced above is, or is in the process of being, modified, terminated or cancelled. By requesting and utilizing this information, you agree to indemnify, defend, and hold Wells Fargo harmless from and against any claim resulting from the disclosure and use of the information by you, or from the breach by you of any agreement, representation or warranty herein.

If you have any questions, please contact me at 916-953-7503.  
A representative will be happy to assist you, on follow:  
Monday - Thursday: 9:00 AM - 5:00 PM Pacific  
Friday: 9:00 AM - 6:00 PM Pacific  
Saturday: 9:00 AM - 4:00 PM Pacific

Thank you. We appreciate your business.

Sincerely,  
Zackary Landie  
Personal Banker  
Wells Fargo Bank

Endorsement of  
GUARANTEED  
WELLS FARGO BANK, N.A.  
EQUIM OFFICE ALLIANCE  
By: [Signature]  
Authorized Signer

Together we'll go far

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# CRIMINAL BACKGROUND CHECK

• **Americans:** you'll get an affidavit stating you've never committed a crime at the U.S. Embassy in Prague. It's easier and cheaper to do it this way. They do not actually look into your records; you just swear that you haven't committed a crime.

• **Canadians over 35:** fingerprint criminal records check issued from the RCMP HQ in Ottawa, **PLUS authentication:**

[http://international.gc.ca/world-monde/study\\_work\\_travel-etude\\_travail\\_voyage/authentication-authentification](http://international.gc.ca/world-monde/study_work_travel-etude_travail_voyage/authentication-authentification)

[/police\\_documents.aspx?lang=eng](http://international.gc.ca/world-monde/study_work_travel-etude_travail_voyage/authentication-authentification/police_documents.aspx?lang=eng) **PLUS**

**superlegalization at the Czech Embassy in Ottawa:**

<http://www.mzv.cz/ottawa>

[/en/visa\\_and\\_consular\\_services/consular\\_services/legalization\\_or\\_superlegalization.html](http://www.mzv.cz/ottawa/en/visa_and_consular_services/consular_services/legalization_or_superlegalization.html)

\* Get right before leaving for Prague! \*Email us for help!

**Note:** if you have spent more than 6 months in another country within the past 3 years the government can ask for a background check from that country - but 99% of the time they never ask for it.



# CRIMINAL BACKGROUND CHECK

- **New Zealanders over 35:** "Copy of Criminal Record" issued by the Ministry of Justice:

<https://www.justice.govt.nz/criminal-records/get-your-own/> **PLUS an apostille:** <https://www.govt.nz/browse/passports-citizenship-and-identity/proving-and-protecting-your-identity/use-your-nz-documents-overseas/#before-you-apply>

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- **Australians:** "Name check" issued by the Criminal Records section of the police: <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx> **PLUS an**

**apostille:** <http://smartraveller.gov.au/services/legalising-documents/>

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**Note:** if you have spent more than 6 months in another country within the past 3 years the government can ask for a background check from that country - but 99% of the time they never ask for it.



# YOUTH MOBILITY VISA/WORKING HOLIDAY VISA

**Canadians and New Zealanders age 18-35** are eligible for a Youth Mobility Visa or Working Holiday Visa. It is a one-year work and travel visa. It is possible to apply for and receive the visa in Canada/New Zealand, but it is necessary to apply minimum three months before your scheduled TEFL course for Canadians. (NZ can also apply in Berlin.)

Price: 2500 CZK Visa Service fee + translation cost (approx 250 CZK per page) + 2500 CZK embassy fee + shipping costs

Includes: all documentation, translation, assistance dealing with the foreign police and assistance getting health insurance.

Contact Visa Guru for more info on how to get this process started from home!

# Contact us!

Visa Guru is happy to help  
get your visa process  
started!

**TLH@VISAGURU.CZ**

