

EMBASSY OF THE CZECH REPUBLIC IN TEHRAN – CONSULAR SECTION

The documents to be submitted to apply for a short-term visa (up to 90 days) are as follows:

- 1) Iranian passport, with a validity of not less than three months after the date of expiry of the required visa, copies of data pages, previous visa(s) and stamps. Presenting the old (invalid) passport(s) is recommended.
- 2) Filled application form, typed and signed by the applicant (or a parent in case of children).
The application form can be downloaded from www.mfa.cz/visaform (pdf format) or www.602.cz/mzv (xml format). The application must be presented by the applicant personally.
- 3) One recent colour photo of the applicant's face, 3.5 x 4.5 cm, with white background, attached (glued) to the application form (please do not staple the photo to the form).
- 4) Original invitation form from Czech Immigration Police (i.e. pink form of "POZVANI", with hologram, signed and stamped by the Czech Immigration Police) and its copy.
4a) For scientific conferences, the original invitation of the conference on headed paper and not-scanned signature of the Czech inviter is exceptionally acceptable. It is recommended to present the abstract of a paper or a lecture prepared for the conference.
- 5) Accommodation document, i.e. hotel voucher(s) or a confirmation from the inviter at which address the person will stay in the Czech Republic (in case it is not filled in the above mentioned Czech Immigration Police Invitation on the second page).
- 6) The original invitation letter from the Czech inviter specifying inter alia the applicant's name, date of birth, passport number and the purpose of travel.
- 7) The original recommendation letter from applicant's employer in English (usually an Iranian company), specifying name, date of birth, passport number, applicant's position in the company, monthly salary, the purpose of travel and the estimated period of stay. If the employer takes responsibility for the travel expenses and guarantees applicant's return to Iran, it should be mentioned in the letter.
- 7a) The recommendation letter of university together with university ID card is acceptable.
- 8) An official proof of the existence of the employer's company (i.e. Registration notice published in an official newspaper, a copy of the company's Registration document).
- 9) A document proving the financial situation of the applicant as a bank statement and/or a personal account balance printout from the last six months – in English or translated;
A copy of a valid international credit card is acceptable (while presenting the card itself).
- 10) International health insurance policy with validity of the applied duration of stay (at least). It is recommended to have insurance for slightly more days than the planned length of stay.
- 11) A copy of the airplane ticket. It is acceptable first to submit a print of the ticket reservation and the copy of the airplane ticket later when the visa is issued.
- 12) A copy of Iranian ID card.

NOTE:

- Payment in cash (60,-EUR) is required when applying. The application fee is non-refundable.
- Insufficient documents or misleading information or data will result in visa refusal.
- There is no guarantee that visa will be granted. The visa process takes cca 2-3 weeks.
- A copy of a document is acceptable only while presenting its original (e.g. airplane ticket).
- All documents must be either in English or Czech. Documents in Farsi are not acceptable.
- The Embassy reserves the right to require further documents or additional interview.

For further information do not hesitate to contact the Embassy.

✓ ✓ ✓ **Last Minute Check for Czech Visa Application** ✓ ✓ ✓

Do I have the following?

- ☐ Passport with proper validity + copy of the data pages
- ☐ Copy of previous visas
- ☐ Application form – typed, with no data missing, proper photo glued.
- ☐ Invitation form from the Czech Immigration Police + copy **OR** Invitation letter
- ☐ Accomodation
- ☐ Employer recommendation letter + registration notice
- ☐ Bank statement + 6 months circulation
- ☐ Health insurance
- ☐ Copy of airplane ticket (or flight reservation)
- ☐ Copy of Iranian ID card

If I did not ✓ cross-mark ✓ every item I am aware that it can result in visa refusal.