

Documents confirming purpose of travel

Tourist, Visiting family or friends

- a. If the applicant's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ID card plus passport signature page, if signature is not on the personal details page.
- b. **If staying with friends or relatives** in the Czech Republic: The applicant must provide an **original signed invitation** and photocopy of both sides of the inviting person's ID ("občanský průkaz" in Czech) or passport copy and copy of Czech residence permit if your host is not Czech. The letter needs to provide exact dates the applicant is going to be staying with the invitee and the address where they will be staying. A formal obligation can be obtained by your host at the regional office of the [Czech Immigration Authority](#) in the Czech Republic. It may replace some required supporting documents as financial funds and proof of accommodation.

Business

- a. Invitation letter/proof of registration from a firm or an authority based in the Czech Republic to attend: meetings, conferences or events connected with trade, industry or work; in addition the letter may confirm whether the costs/expenses are covered by the host or applicant.

Please Note: *The invitation letter should be provided on letter headed paper, showing the company's address, phone number and CZE registration number, signed with the signee's name and position.*

- b. Additional documents which show the existence of trade relations or relations for work purposes.
- c. Entry tickets or registration for fairs and congresses.

Medical

- a. Official letter document of the medical institution confirming the necessity for medical care in the Czech Republic on letter headed paper, showing the company's address, phone number and CZE registration number, signed with the signee's name and position. The letter needs to specify the treatment, length of the treatment and information about the fees paid.
- b. Proof of prepayment of medical treatment (if paid in advance) on letter headed paper (see above).
- c. Proof of sufficient financial means to pay for the overall medical treatment.

Conference

- a. Invitation letter from the conference organiser in the Czech Republic on letter headed paper, showing the company's address, phone number and CZE registration number, signed with the signee's name and position.

Please Note: *The letter needs to specify the topic of the conference, the length of the conference and the fees paid.*

- b. Entry tickets or registration for fairs and congresses.

Cultural/sport

Invitation letter from the event organiser in the Czech Republic on letter headed paper, showing the company's address, phone number and CZE registration number, signed with the signee's name and position. The letter needs to specify the type of event, length of stay required and fees paid.

Study or professional training

- a. A certificate of enrolment at an educational establishment (school, university, college, professional training organiser etc.) for the purposes of attending vocational or theoretical courses within the framework of basic and further educational training.
- b. Student card or certificate of the courses to be attended.

Please Note: *The certificate/invitation letter should be provided on letter headed paper, showing the invitee's address, phone number and CZE registration number, signed with the signee's name and position. The letter needs to specify the area of study or professional training, length of the course and fees paid.*