

Checklist for Schengen Visa Application

Name:	
Passport Number:	

	YES	NO	N/A
Visa Application – all 4 points must be ticked “YES” for the application to be accepted			
1. Visa Application Form – signed by the applicant			
2. Photograph – not older than 6 months, with light background, meeting ICAO criteria, <u>without any post-processing</u>			
3. Passport – with copy of the Data page on size A4 paper as well as any former Schengen visa (if applicable). The passport must be valid for a minimum of 3 months after the intended stay, issued within last 10 years and having at least 2 blank pages			
4. Visa fee – paid or waived, as applicable			
5. Finger prints: a) taken NOW b) <i>in last 59 months</i>			
Required supporting documents placed in the following order:			
1. Travel medical insurance - valid for the entire period of the intended stay and <u>all Schengen States</u> with a minimum coverage of € 30.000 (medical reimbursements, emergency evacuation and repatriation of mortal remains) Applicants must submit the Travel Insurance Policy Schedule.			
2. Full travel itinerary			
3. Copy of round-trip flight ticket or flight reservation with valid reservation code or with number of ticket, if already paid In case of visiting more than one Member State, means of transportation within Schengen Area is required.			
4. Proof of accommodation, such as: a) prepaid hotel reservation; b) confirmation of hotel reservation; c) confirmation of prepaid accommodation; d) confirmation of private accommodation, mentioning that the host will cover the accommodation costs; e) proof of rental or ownership of real estate in CZ; Reservation of accommodation should cover the whole period of stay in the Schengen Area			
5. Verifiable evidence of sufficient means of subsistence during intended stay: Original bank account statements with an official bank stamp and signature and translations of the statements, showing activity over the last 3 months, or proof of other assets. In addition, the following documents are required. <u>Employees: Certificate of employment</u> , specifying the date of recruitment, position in the company and salary level and leave approval. The certificate has to be signed and stamped.			

<u>Company owners:</u> originals of the commercial and tax registration (PACRA, TPIN) <u>Students:</u> proof of enrolment in school/university. If relevant, proof of financial means may be given by submitting a national form for proof of sponsorship and/or accommodation.			
6. Traveler profile (family ties and travel history) Proof of the applicant's family ties and marital status.			
<u>For non-Zambian/Zimbabwean/Malawian nationals:</u> Proof of legal residence, valid for 12 months beyond the intended date of departure from the territory of the Member States.			
7. Minors (under 18 years of age) travelling alone (without parents/legal guardian) <u>if minors travel without their legal guardian(s):</u> consent of the parental authority (both parents) or legal guardian(s) must be provided . <u>If minors travel with only one of their legal guardians:</u> consent of the parental authority or legal guardian not travelling with their minor child must be provided Copy of the minor's birth certificate and a copy of the passport of the authorizing adult must be provided.			

Note: **The Czech Embassy reserves the right to request additional information or documents and, if deemed necessary, to interview the applicant by phone or in person.**

Declaration of the Applicant:

- ☐ I confirm that I have been informed that all presented documents should be in English or translated to English or Czech. I understand that if translation of required documents is missing, the Czech Embassy considers this document as missing, and my visa application might be refused (Visa Code 810/2009 – Article 23).
- ☐ I have been informed that the Czech Embassy should decide on my visa application within 15 days. Due to the fact that I have submitted my visa application later than 15 days before my planned trip, the decision may not be taken on time. I bear all responsibility for any damage, including financial, which may occur in such case.

Remarks:

Date:

Applicant's Signature