



Checklist for Short Stay Visa Application – VISITING FAMILY/FRIENDS

Name of applicant:	
Passport Number :	
Consular Competence (Residency proved by): <input type="checkbox"/> passport <input type="checkbox"/> residence card	Admissibility: <input type="checkbox"/> expected arrival to Schengen no longer than 180 days <input type="checkbox"/> required documents were presented <input type="checkbox"/> there is not valid (single) visa in passport

	YES	NO	N/A
Visa Application – all 4 points must be ticked “YES” for the application to be accepted			
1. Schengen visa Application Form – duly filled in, dated and signed <u>twice</u> by the applicant (No. 37 and at the end of the application)			
2. One recent passport-sized photograph – not older than 6 months, with light background, meeting ICAO criteria (3.5cm/4.5cm), <u>without any post-processing</u>			
3. Passport – with <u>colored</u> copy of the ID page as well as any former Schengen visa (if applicable). Must be valid for a minimum of 3 months after the planned trip, issued within last 10 years and having at least 2 blank pages. Please also submit all previous passports (if any), either valid or cancelled			
4. Visa fee paid			
5. Finger prints: a) taken NOW b) in last 59 months			
Required documents placed in the following order:			
1. Itinerary – <u>detailed information</u> on the travel schedule naming countries/cities where applicant intends to spend night			
2. Round-trip flight ticket reservation – with valid reservation code or with number of ticket if already paid. <u>If applicant is travelling to several Schengen states, proof of Intra-Schengen flight reservation, train itinerary or car rental.</u>			
3. Proof of accommodation – confirmation of hotel reservation(s) or other accommodation; it should include reservation reference number if applicable (on-line reservation systems). Reservation of accommodation should cover the whole intended period of stay in Schengen area.			
4. Travel medical insurance - valid for the whole duration of the visit in <u>all Schengen states</u> covering all risks to at least € 30.000 (medical reimbursements, urgent medical attention, emergency evacuation, death and repatriation of the remains).			

8. Supporting documents for purpose of VISITING FAMILY/FRIENDS:

- a) Signed invitation letter from the host – must specify host’s and applicant’s name, address, relationship with the reference, duration of stay & which costs will be covered by host and copy of the host’s Czech passport or residence permit or official invitation verified by the Alien Police Service of the Czech Republic = the inviting subject undertakes the obligation to provide the foreigner with accommodation or financial means for the stay or both during the visit of the invited foreigner and inviting person mails the original of such invitation form to the invited person – then he/she submits it along with the visa application,
- b) Proof of family ties with the Czech host.

Note:

Please note that the Czech Embassy reserves the right to request additional information or documents and, if considers necessary, to interview the applicant by phone or in person at the Embassy.

Please note that presentation of the documents does not automatically lead to the issuance of a visa and neither possession of a visa does not confer an automatic right of entry. The ultimate decision regarding admission to the Schengen area lies with the Border Authorities upon arrival.

Declaration of the Applicant:

- I confirm that I have been advised to deliver all missing documents specified above to the Czech Embassy **within 5 days**. Signing this form, I accept the fact that if I will not submit these documents in time, my application will be decided without missing document and that my visa application might be refused (Visa Code 810/2009 – Article 23). Signature date below counts as day one of five.
- I confirm that I have been informed that all presented document should be submitted in English or in Czech language. I understand that if translation of other documents is missing the Czech Embassy considers this document to be missing as described in the previous paragraph.
- I have been informed that the Czech Embassy should decide on my visa application within 15 days upon its arrival to the Embassy. Due to the fact, I have just submitted visa application later than 15 days before expected trip it may not be decided on in time. Nevertheless, I insist on submitting my application, assuming all the possible responsibility if my application is not processed in time.
- I do not have or I do not intent to submit the above-mentioned missing documents to the Czech Embassy.

Visa Fee	Service Fee	Courier Fee (if any)	Other fees (if any)

Date:

Name and Signature of Processing
Officer

Applicant’s Signature

