



Visa Application Checklist – to be completed by an applicant

Applicant's surname and first name		
Date of submission of the visa application to the Embassy		
	Yes	Missing
Proof of payment of the visa fee	<input type="checkbox"/>	<input type="checkbox"/>
Application form completed properly and signed	<input type="checkbox"/>	<input type="checkbox"/>
One colour passport photo size 3,5 x 4,5 cm	<input type="checkbox"/>	<input type="checkbox"/>
Passport valid 3 months beyond the trip	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the passport	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the flight ticket for the whole trip	<input type="checkbox"/>	<input type="checkbox"/>
Itinerary of the entire trip	<input type="checkbox"/>	<input type="checkbox"/>
Hotel reservation	<input type="checkbox"/>	<input type="checkbox"/>
Proof of financial means – bank statements for last 3 months	<input type="checkbox"/>	<input type="checkbox"/>
Employment letter / Letter from school	<input type="checkbox"/>	<input type="checkbox"/>
Invitation, stating name, address, telephone number and period of stay + copy of the ID of inviting person / Official Invitation issued by the Alien Police inspectorate	<input type="checkbox"/>	<input type="checkbox"/>
For business trips: an invitation from the company in the Czech Republic stating the purpose of visit	<input type="checkbox"/>	<input type="checkbox"/>
Travel/Medical insurance for the entire duration of the stay in the Schengen area, stating coverage dates and amount of 30.000 EUR	<input type="checkbox"/>	<input type="checkbox"/>
Certified parental consent from both parents if the applicant is under 18 and travelling alone, or with one parent (certified consent of the other parent)	<input type="checkbox"/>	<input type="checkbox"/>