

CHECKLIST FOR BUSINESS/OFFICIAL APPLICATION

1	<input type="checkbox"/>	Visa application, duly filled out in English (CAPITAL LETTER) and signed by the applicant. For minors: signed by both parents or legal guardian.
2	<input type="checkbox"/>	A valid passport and its copy. At least two free pages, validity of at least three months after the anticipated date of return; duly signed. Not older than 10 years. Foreign passport holders are required to submit a Lebanese residence permit with a validity of more than 1 year and is valid at least three (3) months after the anticipated date of return, if applicable work permit valid for at least three (3) months after the anticipated date of return.
3	<input type="checkbox"/>	Recent passport picture (must match the photo in the passport). The photo must be: 35 mm wide, 45 mm high, well contrasted, person must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, eyes must be in the upper middle of the photo, eye colour must be clearly recognizable, white background and no shadows. Not wearing ornaments, uniform or fashion headwear. Do not use photo in old visa. Any alterations (like Photoshop etc.) are strictly forbidden.
4	<input type="checkbox"/>	Travel medical insurance. Must cover the whole period of stay, must report the full name of the applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 EUR for urgent hospitalization or repatriation expenses.
5	<input type="checkbox"/>	Round trip ticket(s) booking or reservation. Document must be in English or Czech language, must be issued by an airline or travel agency, must report full name of applicant as per passport and must include reservation code. If applicable including intra-Schengen travels.
6	<input type="checkbox"/>	Proof of accommodation. Hotel reservation(s) must be in English or Czech language, reservation(s) must cover the whole duration of the trip, must report hotel name, address, name of all applicants and must include reservation code with proof of sufficient financial means to cover the accommodation(s) if the reservation is not prepaid or cancellable without fees before the arrival OR private accommodation with proof of property, OR letter of invitation by a host, which includes the address of stay
7	<input type="checkbox"/>	Proof of the travel purpose <input type="checkbox"/> information to be provided by the inviting company/organisation: an official invitation, stamped and signed and containing the following information: - the full address of the company/organisation and name of a contact person, - nature of the business/field of expertise, extract of the business register in the country of destination (not applicable for public administration entities), - name and position of the countersigning officer, - purpose and duration of the visit, - person or entity, who will bear the applicant's travel and subsistence expenses, if the cost will be covered by the inviting company/organisation. <input type="checkbox"/> information to be provided by the sending company: - for business owners: proof of current business relations such as invoices, customs documents, - for employees travelling on behalf of the company: employment letter, specifying the purpose of the trip and person or entity, who will bear (and, if applicable, guarantee) the applicant's travel and subsistence expenses.
8	<input type="checkbox"/>	Proof of financial means. Bank account statements with official stamp from the bank, showing movements of the past six months period , with bank information on the means and conditions to withdraw money from the account (i.e. terms and conditions of the account, sometimes included in the bank statements), updated to maximum 7 days before date of submission OR credit card with account statements of the last six months, OR proof of income of real estate property.
9	<input type="checkbox"/>	In addition to proof of financial means <input type="checkbox"/> for employees: <input type="checkbox"/> employment letter, specifying the date of recruitment, job position in the company, salary level and absence permission, <input type="checkbox"/> last three payment slips, and <input type="checkbox"/> registration with CNSS (National Social Security Fund). <input type="checkbox"/> for company owners: <input type="checkbox"/> company statutes (copy), <input type="checkbox"/> business registration (copy), and <input type="checkbox"/> company bank statements for the last three months or tax statements for the company. <input type="checkbox"/> for self-employed persons: <input type="checkbox"/> syndicate card or letter, <input type="checkbox"/> tax statements, and <input type="checkbox"/> proof of current business activities (order, contracts, etc.). <input type="checkbox"/> for retired persons: <input type="checkbox"/> proof of pension. <input type="checkbox"/> for students of higher education: <input type="checkbox"/> proof of university or institution enrolment and confirmation of attendance of classes, <input type="checkbox"/> proof of scholarship (if applicable), and <input type="checkbox"/> proof of source of livelihood during the study and stay period.
10	<input type="checkbox"/>	Extract of Family Register (ekhraj kaid aily). Original or legalised copy, either not older than six months or stamped by the competent authorities as "register up-to-date". Translated to English or Czech.
11	<input type="checkbox"/>	Payment in cash USD equivalent in USD paid in cash and a service charge as mentioned on VFS Global website, paid per application on the top of the visa fees, in advance and non-refundable.
12	<input type="checkbox"/>	(If applicable) Copy of recent applicant's passport's first page and visas. Copies of all Visas, Entry and Exit Stamps in the last 5 years from (Schengen, UK, USA, Canada, etc.) If Visas are in old passport: copy of first page of passport and copies of relevant visas.
13	<input type="checkbox"/>	(If applicable) Minors (less than 18 years old) <input type="checkbox"/> travelling with their parents: a school certificate only, <input type="checkbox"/> travelling alone or with one parent only or with the legal custodian: <input type="checkbox"/> birth certificate of the minor and copy of the passports of the parent(s) or legal custodian), <input type="checkbox"/> notarised consent of the non-traveling parent(s) or proof of sole custody of the traveling parent or legal custodian (unless both parents are present at the time of application), and <input type="checkbox"/> school registration certificate, <input type="checkbox"/> travelling alone: proof of travel arrangements for the minor and financial means of the parents to cover all expenses of the journey as detailed in 8 and 9

IMPORTANT NOTES:

The application shall be lodged no later than 15 calendar days before the start of the intended visit. In justified individual cases of urgency, the consulate or the central authorities may allow the lodging of applications later than 15 calendar days before the start of the intended visit. If the application is submitted, the applicant takes into account that the application does not have to be decided before the intended visit. After applying for the visa, the applicants will not be able to collect their passports from the Embassy. The standard processing time for a Visa application is 15 calendar days according to Visa Schengen Code. Need for interviews or other issues might extend this period for up to 45 days. The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. All supporting documents must be in Czech or English. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa. About the status of the visa, check the Visa Application Centre website: www.vfsglobal.com/czechrepublic/lebanon.

Dear Applicant, a complete application is a crucial step for the fast processing of your visa. If the Visa Application Centre asks you to present anything you do not have at the moment of submission, you can either choose to provide it or not, but please consider that missing requirements might result in a visa refusal. **The deadline for submitting the missing documents is 7 days after the date of submitting the visa application.** In case you receive the visa and your travel will change the Embassy of the Czech Republic in Beirut must be informed about it. (beirut.consulate@mzv.gov.cz).

Date:Signature of Applicant:.....Name of VFS Staff:.....