



Checklist for Short Stay Visa Application – STUDY/INTERNSHIP/TRAINING/CONFERENCE/OTHERS

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> of scheduled program			
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).			

5. Proof of financial means and economic ties in Ghana of the applicant:

- Bank statement:
 - Applicant’s bank statement: original, personal and globally accessible bank account showing movements in the last three months and duly stamped and signed by the bank (not deposit account),
 - Company’s/ institution’s bank statement: bank account showing movements in the last three months and duly stamped and signed by the bank (not deposit account).

- For employees:
 - ➔ cover letter from the employer on official letterhead paper with stamp, signature, date and clearly mentioning:
 - address, telephone and fax numbers of the employing company
 - name and position of the countersigning officer
 - name of the applicant, position, salary and years of employment
 - approval of leave of absence
 - ➔ sealed copy of the business registration certificate of the employing company
- For retired persons: proof of pension or other regular income

- For unemployed persons:
 - If married: letter of employment and income of the spouse and notary certificate of marriage legalized by the Ministry of Foreign Affairs and Regional Integration of Ghana
 - If single/divorced/widow(er): any other proof of regular income

- For minors under 18 years of age :
 - student card
 - original letter of the school mentioning:
 - full address, telephone number of the school
 - permission of absence
 - name and function of the person giving the permission
 - notary certificate of family relation or proof of guardianship, legalized by the Ministry of Foreign Affairs and Regional Integration of Ghana and copy of parents’ IDs
 - when the minor is travelling alone or only with one parent: notary certificate of permission to travel signed by both parents or guardians having custody of the minor legalized by the Ministry of Foreign Affairs and Regional Integration of Ghana and copy of their IDs
 - if the parent has single custody: notary certificate of single custody legalized by the Ministry of Foreign Affairs and Regional Integration of Ghana and copy of his/her ID

6. Proof of social ties in Ghana:

- If applicable, evidence of social ties such as a marriage certificate, birth certificates of dependent children, an official leave letter from the university or school including proof of paid school fees and school reports,
- If employed, salary slips for the last three months or an employment certificate,
- If self-employed or owner of the company, business papers such as a business registration certificate, “Form A”, company’s bank statement, tax clearance certificates, proof of an active business (bill of lading, import declaration forms, invoices, etc.).

7. Birth certificate – colored copy. Original to be returned to the applicant immediately after verification at the Visa Center.

For non-Ghanaian nationals – Residence card – a photocopy of the valid residence

card (valid for further three months after the intended departure from the territory of the Schengen States) and re-entry permit for Ghana. Original to be returned to the applicant immediately after verification.

8. Supporting documents for STUDY/INTERNSHIP/TRAINING/CONFERENCE/OTHERS:

- Signed and stamped invitation/acceptance letter from the institution in the Czech Republic – must be written on institution’s letterhead paper with its contact details stating who is responsible for the trip expenses and also include full name, date of birth (same as in the passport) for each invited person, purpose and length of the visit or confirmed registration,
- Information on the duration – (time schedule),
- Signed and stamped letter of introduction from the applicant’s institution in Ghana (country of residence) stating the purpose of the trip – must be written on institution’s letterhead paper with its contact details,
- Proof of payment for the particular event (if applicable),
- If attending trade fairs –
 - o Visitors: trade fair ticket, introduction letter from the company in the country of residence, country of residence company’s business registration certificates and “form A”, tax clearance certificate and bank statement
 - o Exhibitors: proof of registration at the fair, proof of payment, introduction letter from the company in the country of residence, country of residence’s business registration certificates and a “form A”, tax clearance certificate and bank statements of the last three months.

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

