

CZECHIA: CHECKLIST FOR EMBASSY OF THE CZECH REPUBLIC IN BEIJING AND CONSULATE GENERAL IN SHANGHAI

Harmonized list 统一清单	Tourism 旅游	Business 商务	Employment, short professional training / 工作及短期培训	Family/Friends 探亲访友	MICE / 会议、奖励旅游、 会议会展	Study 学习	Culture/Sport 文化/体育	ADS 旅行社团队游	EU family members/ 欧盟家庭成员	Other*** 其他***	Notes
Application and photo 申请表+照片	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Biometrics-fingerprints 生物识别指纹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Passport, original + copy 护照原件+复印件	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travel Medical Insurance 旅行保险	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hukou 户口	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of solvency-personal* 偿付能力证明——个人*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proof of solvency-employer 偿付能力证明——单位	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Business licence营业执照	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Letter from employer/school 在职/读证明	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Invitation letter 邀请函	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Official invitation letter** 官方邀请函**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Work permit 工作许可	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relationship - inviting party 与邀请方关系证明	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Flight reservation 航班预订单	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accommodation reservation 住宿预订单	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Itinerary/Programme 行程单/旅行方案	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Minor-permission*** 未成年人——出行同意书***	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minor-relationship**** 未成年人——关系证明****	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Foreigner - residence 外国人——居留卡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identity of an EU citizen and relationship*****/ 欧盟公民的身份证和申请人的关系*****	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other/其他:											

Minors (Under 18 years of age) are requested to be present at visa application centre in person./ 未成年人 (18岁以下) 须本人到签证申请中心。

Minors (Above 6 years of age and under 18 years of age) should take live photo at visa application centre./ 未成年人 (6岁及以上, 18岁以下) 须现场采集照片。

\*Bank statements from at least the last 3 months with regular income, no deposits accounts/ 至少过去3个月的银行对账单, 包含固定收入, 无存款账户。

\*\*Original official letter confirmed by the Police of the Czech Republic./ 捷克共和国警方确认的官方信函原件。

\*\*\*Must be signed by both parents - notary or external service provider is the option./ 必须父母双方签字——也可由公证处或外部服务提供商完成

\*\*\*\*Notary certificate of family relation/guardianship with Apostille./ 亲属关系/监护权公证书须海牙认证

\*\*\*\*\* Birth Certificate, Marriage Certificate or other similar./ 出生证明、结婚证明或其他类似文件。

**Declaration by the visa applicant/签证申请人声明**

In signing this declaration, I, the visa applicant, confirm that I have no other documents to submit. I am advised that failure to submit all necessary documents may result in the application being refused, nevertheless I have chosen to proceed the application./ 本人签字确认, 无其他材料递交。已被告知必要材料缺失会导致被拒签, 本人仍选择继续申请。

I confirm that I have been advised to deliver missing documents within 5 days to the email address according to applicant's jurisdiction, for Beijing jurisdiction Beijing.Visacorrespondence@mzv.gov.cz, for Shanghai jurisdiction shanghai@mzv.gov.cz. Do not deliver the missing documents to any other email address than mentioned here. As a subject of the email use applicant's passport number. Signing this form, I accept the fact that if I will not submit these documents in time, my application will be decided without missing documents and that my visa application might be refused./

本人确认已被告知需在5天内将遗失的文件发送至申请人所属管辖区的电子邮箱, 北京领区请发送至 Beijing.Visacorrespondence@mzv.gov.cz, 上海领区 shanghai@mzv.gov.cz. 请不要将遗失的文件发送到此处提到以外的任何电子邮箱地址。电子邮件主题请使用申请人的护照号码。本人签字同意, 若未能在规定时间内补交所需的材料, 本人的申请受理将基于不完整的材料, 并可能因此导致拒签。

Beijing jurisdiction: Beijing, Tianjin, Chongqing, Fujian, Gansu, Guangdong, Guizhou, Hainan, Hebei, Heilongjiang, Henan, Hubei, Hunan, Jiangxi, Jilin, Liaoning, Qinghai, Shanxi, Shaanxi, Shandong, Sichuan,

Yunnan, Guangxi, Inner Mongolia, Ningxia, Tibet and Xinjiang. Shanghai jurisdiction: Shanghai, Anhui, Jiangsu,

Zhejiang./北京领区: 北京、天津、重庆、福建、甘肃、广东、贵州、海南、河北、黑龙江、河南、湖北、湖南、江西、吉林、辽宁、青海、山西、陕西、山东、四川、云南、广西、内蒙古、宁夏、西藏和新疆。上海领区: 上海、安徽、江苏、浙江。

I have been informed that the Embassy and the Consulate General should decide on my visa application within 15 days upon its arrival to the Embassy. Due to the fact I have just submitted a visa application earlier than 15 days before the expected trip it may not be decided on time. I bear all responsibility for any damage, including financial, which may occur in such cases./

本人被告知捷克使领馆和捷克共和国驻沪总领事馆将在收到本人申请材料的15天内进行审理。因本人递交申请的时间距出行时间少于15天, 有可能不能及时收到签证结果。本人将承担所有责任, 包括由此产生的经济损失。

I confirm that I have been informed that all presented documents should be translated to English or in Czech. The only exceptions to this requirement are: Hukou, bank account statement, personal ID & temporary residence card. I understand that if translation of other documents is missing the Embassy considers this document to be missing as described in the previous paragraph./

本人确认已被告知所递交的材料需要翻译成英文或捷克语。除了户口, 银行流水, 身份证和居住证。我明白若其他材料没有翻译件, 将被捷克使领馆视为材料缺失。

**Signature by applicant:/申请人签字:**

**Signature by VFS Global employee:/签证中心员工签字:**

A copy of the Checklist may be provided to the applicant in the moment of the submitting application, can not be provided later.

材料清单复印件只可在申请人提交申请时提供。

For more information please follow QR code./更多信息请扫码获取。



For the Embassy ONLY

Additional list*	Request 1 (date)	Request 2 (date)	Delivery (date)	Verification	Notes
Proof of tax payment					
Proof of social insurance			<input type="checkbox"/>	<input type="checkbox"/>	
Exit/Entry list			<input type="checkbox"/>	<input type="checkbox"/>	
Birth certificate (green)			<input type="checkbox"/>	<input type="checkbox"/>	
Employment permit			<input type="checkbox"/>	<input type="checkbox"/>	
Bank account			<input type="checkbox"/>	<input type="checkbox"/>	
Reservation - flight ticket			<input type="checkbox"/>	<input type="checkbox"/>	
Other:			<input type="checkbox"/>	<input type="checkbox"/>	
Verification list	Verified (date)	Result	Notes		
Profession verification					
Tiányǎn chá		<input type="checkbox"/>			
ID verification		<input type="checkbox"/>			
Hukou		<input type="checkbox"/>			
Birth/Marriage verification		<input type="checkbox"/>			
Interview		<input type="checkbox"/>			

\*  delivered/positive verification  not delivered/negative verification