

Embassy of the Czech Republic in New Delhi

CHECKLIST FOR SCHENGEN VISA – NEPAL

DOCUMENTS TO BE SUBMITTED BY ALL APPLICANTS	
<input type="checkbox"/>	Application form completely filled and dully signed by the applicant
<input type="checkbox"/>	Valid passport that should <ul style="list-style-type: none"> - have been issued within the last 10 years, - be of validity exceeding by three months after the scheduled return, - include at least two empty pages.
<input type="checkbox"/>	Copy of first and last page of the passport and Schengen visas , if applicable.
<input type="checkbox"/>	Two recent (not older than six months) high definition passport-size photo in color with white background and face of the applicant must cover at least 80% of the frame, according to the specifications laid down by ICAO
<input type="checkbox"/>	Proof of means of transport: All flight reservations to and from Schengen area
<input type="checkbox"/>	Evidence of accommodation for the whole duration of the intended journey: <ul style="list-style-type: none"> - hotel reservations, rental of holiday home or campus residence reservation - If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If applicant is travelling to several Schengen States, proof of lodging in each of them is required.
<input type="checkbox"/>	Cover Letter signed by the applicant explaining the purpose of visit to the Czech Republic and entire travel plan (itinerary)
<input type="checkbox"/>	Documentary evidence of the applicant's professional activity or status: <ul style="list-style-type: none"> - <i>Employees:</i> letter from employer stating monthly salary, duration of employment and approval of leave - <i>Student:</i> letter confirming enrolment in the college or university - <i>Self-employed:</i> PAN (Permanent Account Number) registration and bank statements covering the last 6 months - <i>Retired:</i> pension statement for the last 3 months or proof of regular income generated, e.g. by lease of own property or business
<input type="checkbox"/>	Copy of Nepalese citizenship certificate (ID card) Non-Nepales nationals: proof of legal stay in Nepal, valid three months beyond the date of return from the territory of the Member States <ul style="list-style-type: none"> - Copy of entry permit for the country to be visited after visiting the territory of the Member States, if any onward trip is planned
<input type="checkbox"/>	Copies of marriage certificate and birth certificates of children , if relevant
<input type="checkbox"/>	Travel medical insurance valid for all Schengen countries. The insurance has to cover the applicant for at least 30,000 EUR or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival and departure.
<input type="checkbox"/>	Proof of financial means <ul style="list-style-type: none"> - original private bank statement showing movements in the last 6 months, duly stamped and signed by the bank, every applicant has to submit original bank account statement of their own and of their sponsor, if relevant - any other document that may provide information about the applicant's solvency, such as proof of property ownership (Lal purja) and tax clearance
<input type="checkbox"/>	If the applicant is a minor: <ul style="list-style-type: none"> - If the minor is travelling with only one parent: notarized consent from the other parent, except where one parent has sole custody of the minor, in which case a court order or other proof of sole custody must be provided - If the minor travels alone (without parents): a notarized written consent from both parents or the legal guardian - Copy of identification document proving signature of parents or guardian
ADDITIONAL DOCUMENTS MUST BE SUBMITTED FOR	
<input type="checkbox"/>	Journeys undertaken for the purpose of training, short term studies, research or other types of internship Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company or entity. The covering letter should, as a minimum, contain the following information: <ul style="list-style-type: none"> - the name and address of the inviting company or entity - the name and position of the person signing the invitation - detailed information of the purpose of the trip
<input type="checkbox"/>	Journeys undertaken for the purpose of tourism <ul style="list-style-type: none"> - Certificate of the travel agency confirming the booking of an organized trip or - any other appropriate document indicating the travel plans, covering all destinations of the journey
<input type="checkbox"/>	Journeys undertaken for the purpose or visiting family/friends <ul style="list-style-type: none"> - Original of an official invitation verified by the Alien Police Service or - Written invitation and proof of sponsorship or private accommodation <ul style="list-style-type: none"> o copy of host's ID card, bio data page of his/her passport or residence permit card o proof of the host's residence o indication and proof of the means that he/she undertakes to cover the costs related to the visit - For family visits: copies of any official document providing the family link, such as family book, birth certificate

□	<p>Journeys undertaken to for the purpose of business or participation in trade fairs, artistic, cultural and religious events or conferences</p> <ul style="list-style-type: none"> - Personal invitation from the inviting company or entity or from the company or organization providing service, containing <ul style="list-style-type: none"> o the purpose of the trip o guarantee of coverage of expenses, if bore by inviting entity or confirmation of payment of expenses by the applicant - Any other documents that prove the purpose of the visit - Confirmation of the applicant's enrolment in conferences or training and proof of payment of the enrolment fees
□	<p>Journeys of members of official delegations (civil servants travelling for work and diplomatic, official or services passport)</p> <ul style="list-style-type: none"> - Copy of the official invitation; - The original Note Verbal from the Ministry of Foreign Affairs confirming: <ul style="list-style-type: none"> o the identity of the applicant; o the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations); o the period of intended stay; o the place of stay
□	<p>Journeys undertaken for the purpose of medical treatment</p> <ul style="list-style-type: none"> - Certificate from a medical doctor or a institution confirming the need for specific medical treatment to be received in the Czech Republic; - Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly; - Proof of pre-payment of the treatment; - Any other correspondence between the sending medical doctor and the receiving medical institution.

Should you wish to keep any original, please provide a copy (A4 size). Kindly note, that the Czech Embassy reserves the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted.

Following documents have not been submitted by the applicant despite the fact that he has been requested to do so before lodging visa application:

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The applicant has been apprised that in case pending documents are not submitted within **2 working days** after lodging visa application. The submission of incomplete documentation may result in the rejection of the application.

The applicants shall send the missing documents to the following e-mail address **newdelhi.shortterm@mzv.gov.cz**. Emails sent to the Embassy's other email addresses will be disregarded. The subject of the email has to be "*Missing documents – Name Surname and passport number*". Basic information including the applicant's full name and passport number has to be mentioned in the text of the email.

The applicant has been equally apprised that refusal to appear for a special visa interview may also result in the rejection of the application.

By signing the applicant confirms that he has been informed about the processing time of **15 calendar days** after being delivered to Embassy of Czech Republic in New Delhi.

For more information please visit <https://visa.vfsglobal.com/ind/en/cze/>, send e-mail: info.cznp@vfshelpline.com, or use VFS live chat <https://visa.vfsglobal.com/ind/en/cze/contact-us>.

Applicant.....**D.O.B**.....**Passport**.....

Applicant's Signature**Date**.....

VFS Staff's Name**Signature**.....