

CZECH REPUBLIC - CHECKLIST FOR SCHENGEN VISA APPLICATION
(Non-Bahraini nationals in BHR)

VISA APPLICATION REQUIREMENTS:		Submitted?		
Admissibility requirements:		Applicant	VFS	VFS – remarks:
1.	Application has been lodged no more than 6 months and no later than 15 calendar days before the start of the intended visit	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Application form - duly completed and signed by the applicant or legal guardian in case of minors (legal guardian's passport copy must be attached)	<input type="checkbox"/>	<input type="checkbox"/>	
3.	One passport photograph – sized 3,5 x 4,5 cm, complying with ICAO standards and corresponding to the <u>current</u> appearance of the applicant	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Original passport + copy of all relevant pages (ID page, previous Schengen visas, etc.) must be valid for at least 3 months after the intended return from the Schengen area, be issued within previous 10 years and contain at least 2 blank pages	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Bahraini residence visa and residence card and 1 copy of both - residence permit must be valid at least 3 months after the planned return	<input type="checkbox"/>	<input type="checkbox"/>	
Purpose of journey:				
6.	<p>For tourism:</p> <ul style="list-style-type: none"> Proof of accommodation during all of the intended stay in the Schengen area <p>For business/conference/sports event visit:</p> <ul style="list-style-type: none"> letter from the inviting party stating the purpose, period and duration of stay, or <u>original Invitation Letter form</u> certified by the Czech Foreign Police <p>For private visits:</p> <ul style="list-style-type: none"> original letter from the inviting person stating the purpose, period and duration of stay, the contact details and a full reference address, or <u>original Invitation Letter form</u> certified by the Czech Foreign Police <p>For medical reasons visit:</p> <ol style="list-style-type: none"> a recent medical report from a Bahraini health or rehabilitation facility and, a letter issued by the receiving Czech institution confirming the type of treatment reserved, the dates of stay and cost and, pre-payment or other proof of sufficient financial means for the treatment & stay <p>For study visit:</p> <ul style="list-style-type: none"> official documents from the receiving Czech institution, including contact details 	<input type="checkbox"/>	<input type="checkbox"/>	
Itinerary details:				
7.	Hotel reservation(s) or other proof of accommodation	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> for the whole stay in the Schengen area 			
8.	Flight/travel reservations, including the reservation number	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable 			
Proof of sufficient financial means:				
9.	Proof of sufficient financial means for the intended visit of the Schengen area	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> a bank statement for the past 6 months (showing the regular income/salary) (online print-out statements need to be stamped by the bank) 			
Bonds to BHR:				
10.	Original letter from employer/sponsor (stamped and signed, attested by Chamber of Commerce)	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> stating employment status, position held, date of recruitment, length of contract, whether renewable or not, salary and the purpose of trip including the contact details for the employer <p>Self-sponsored: valid original commercial register + 1 copy thereof</p> <p>Private/domestic staff: a letter from sponsor + a copy of the job contract</p>			
11.	Other (such as BHR residence permits of family members, a marriage contract, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
Travel insurance policy:				
12.	Travel medical insurance policy	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> valid for the Schengen area and covering the entire period of intended stay minimum coverage of 30.000 EUR, including repatriation 			
Travelling with minors:				
13.	Minors travelling without parents/legal guardian:	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> original authorisation signed by a parent(s)/legal guardian(s) and a copy of parent/legal guardian's passport(s) 			
Other:				
14.	Any other documents submitted, specify:	<input type="checkbox"/>	<input type="checkbox"/>	

Order of documents:

1. Application form
2. Copy of passport + previous Schengen visas
3. Copy of BHR residence visa + residence card
4. *Minors – parental authorisation (if applicable)*
5. Purpose of journey
6. Itinerary details documents
7. Bonds to BHR
8. Proof of sufficient financial means
9. *Other (if applicable)*
10. Travel insurance
11. Checklist

Important Note:

- The VFS Global visa centre staff is authorised by the Embassy of the Czech Republic in Riyadh to refuse to accept a Schengen visa application when the admissibility requirements (items 1-5 of the checklist) are not met.
 - Supporting documents must be presented in original (additional copy required if the original cannot be given away).
 - Translation of all Arabic documents into English or Czech is mandatory.
 - Visa applications are decided within 15 calendar days, this period can be extended in individual cases up to 45 days. There is no express fee for a faster visa appointment or procedure. In case of visa refusal, visa fee is not refunded.
 - The Czech Embassy in Riyadh reserves the right to request any additional supporting documents or an interview, and does not guarantee the issuance of the visa.
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Applicant's Declaration (tick below if applicable):



I am aware that my application file does not comply with the above stated list of requirements, which may result in a visa refusal. Nevertheless, I insist on submitting my application. *(Note: The missing documents may be delivered to the email of the Embassy of the Czech Republic in Riyadh: riyadh.consulate@mzv.gov.cz or to the visa centre if the original document is required within 5 days since lodging the application).*



I am aware that my intended trip starts in less than 15 days, which is the processing time given by the Schengen Visa Code. Nevertheless, I wish to submit my application and I am assuming all the responsibility if my application is not processed in time. *(Note: the submission desk staff may refuse to accept your application based on the instructions of the Embassy).*

Place:

Date:

Applicant's (legal guardian's) signature:

Application received by:

Applicant's identity checked by:

Remarks by submission desk staff, if any: