

Checklist for a Short-Term Schengen (Czech) Visa Application

DOCUMENTS TO BE SUBMITTED	√ / X	NOTE
1. A Schengen visa application form , duly completed, dated, and signed by the applicant.		
2. Valid passport with minimum validity of 6 (six) months, counted from the returning date from the Schengen area, with at least 2 (two) empty pages.		
3. Copy of the passport personal data page.		
4. 1 (one) photograph not older than 6 (six) months (white background, size 3.5 x 4.5 cm).		
5. Copy of previously obtained visa the last 5 years (if any): Schengen visa, UK visa, USA visa.		
6. For applicants holding other than an Indonesian passport : valid KITAS/KITAP.		
7. Proof of accommodation A valid booking of accommodation for the whole period of stay; official invitation letter certified by the Foreign Police of the Czech Republic (original form of "Pozvání") or a confirmation letter of accommodation from the host containing the timeframe of the stay, the address of the stay and contact details of the host (in Czech or English).		
8. Purpose of the journey Cover letter of the applicant explaining the purpose of the journey. <i>Additionally:</i> Other relevant supporting documents proving the particular purpose of the journey.		
9. Proof of the current employment situation For employed applicants : an original letter (in Czech or English) from the employer, stating details of applicant's employment, timeframe of permitted leave of absence, purpose of travel, complete address, email, and telephone number of the employer. For freelancers/self-employed applicants : an original letter describing the applicant's profession (in Czech or English), portfolio of the last three assignments, copy of company register (SIUP). For students : an original confirmation of enrollment from the school/university (in Czech or English).		
10. Proof of financial means Original bank account statement covering the last 3 (three) months, last 3 (three) months' salary slips, proof of personal assets (e.g. proof of landownership/real estate ownership). If sponsored : official invitation letter certified by the Foreign Police of the Czech Republic (original form of "Pozvání") stating the sponsorship, or an original written declaration of sponsorship from the sponsor (in Czech or English) and original bank account statement of the sponsor covering the last 3 (three) months.		
11. Travel medical insurance valid for the whole period of stay and for the entire Schengen area with a minimum coverage of EUR 30,000 (in Czech or English).		
12. A valid return flight ticket to the Schengen area.		

