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

| DOCUMENTS TO BE SUBMITTED  | ٧/X | NOTE |
|--|-----|------|
| A Schengen visa application form, duly completed, dated, and signed by the applicant.  |     |      |
| 2. <u>Valid passport</u> 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) <b>photograph</b> not older than 6 (six) months (white background, size 3.5 x 4.5 cm).  |     |      |
| 5. <b>Copy of previously obtained visa the last 5 years</b> (if any): Schengen visa, UK visa, USA visa.  |     |      |
| 6. For applicants holding <b>other than an Indonesian passport</b> : 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.  Additionally: 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. <u>Travel medical insurance</u> 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 <u>return flight ticket</u> to the Schengen area.  |     |      |

| 13. <b>Family card</b> (Kartu Keluarga) not older than 6 (six) nationals.   | ) months for Indonesian   |   |
|---|---|---|
| 14. For <b>applicants below 18 years of age:</b> if travelling original consent letter from both parents (in Czec the local notary and a copy of applicant's birth ce only one parent, an original consent letter from a the trip (in Czech or English) legalized by the local applicant's birth certificate. | h or English) legalized by rtificate; if travelling with parent who does not join |   |
| Please Note: Missing documents are to be su   | bmitted via the following e-mail  | address: jakarta@mzv.gov.cz                                     |
| VFS Official to tick as appropriate (to be fi<br>1. □ The applicant has confirmed that s  | -   | submit.   |
|   |   | T Complete  |
| Name of VFS official:   | Signature:  | Place and Date:   |
| Signature and Agreement   |   |   |
| I understand that submitting all required approved.   | documents does not guarantee  | that my application will be                                     |
| At the same time, I am aware that all suppor kept at the Embassy.   | ting documents submitted along  | with my visa application are                                    |
| In case of incomplete documents:   The a documentation is not complete and that this is At the same time, the applicant has been info order to avoid the possible refusal. Despite the application as submitted.  | may lead to the refusal of the visa<br>ormed about the option of withdr           | a application by the Embassy.<br>Tawing the visa application in |
| $\Box$ In case of last-minute visa lodging, I am avaccept the risk of applying too late.  | ware of the standard processing   | time (15calendar days), but I                                   |
|   |   |   |