

Schengen visa checklist

EMBASSY OF THE CZECH REPUBLIC IN AMMAN - SCHENGEN VISAS

Persons wishing Schengen visas should apply at the Visa Application Centre (VAC) Galleria Mall, Sweifieh, Amman. Phone number +962 6 400 1004 / 079 79 22221 <https://visa.vfsglobal.com/jor/en/cze>

SN	BASIC REQUIEREMENTS	Yes	No
1	Completely filled and signed application form		
2	Valid passport and copy. Copy of the pages including previous visas. For a married woman, a copy of the page where the name of the husband and the included children appear. Passport has to be valid for at least 3 months after the supposed return from the Schengen Area and has to contain at least 2 blank pages.		
3	One passport size photograph (white background. Avoid white or bright clothes)		
4	Proof of compliant travel medical insurance covering the period of stay with a value of at least 30,000 Euro.		
5	Flight reservation – round trip		
6	Reservation of hotel/other kind of accommodation in the Czech Republic		
7	Work certificate including position, salary and date of starting the post and proof of registered business, if applicable (trade license and profession license), in case of students – proof of enrolment		
8	Proof of sufficient financial means . Bank statement from a bank in Jordan showing movements of the applicant's account for the last six months, signed and sealed by the bank.		
9	Copy of the valid Annual Residence Permit and Work Permit for non-Jordanians (for at least 1 year). National exempted from residency rules should, submit the appropriate document from the Jordanian Authority		
10	Payment in cash Jordanian Dinars equivalent to 80 EUR per visa , in advance, non-refundable.		
11	In case applicant wish to apply in the VAC, there is a service charge of 25 EUR per application over and above the visa fees payable by all applicants in cash Jordanian Dinars , in advance, non-refundable.		
12	In case of a minor unaccompanied by at least one legal guardian, consent of parental authority, issued by a competent authority – police or court		
13	Family booklet called “daftar eileh” in Jordan and “bataqa Asyria” in Syria		
Tourism			
1	Detailed travel plan for the whole trip with reservation of accommodation and transport + in case of visiting multiple Schengen Member States, proof of the way of transit between the countries		
Business			
1	Official invitation letter from the inviting company/individual (stamped and signed) with following information: address and contact for the company , nature of business, name and position of the countersigning person, purpose and duration of stay, entity who bears travel and living cost, specification if person needs to travel regularly		
2	Information by the represented company: company registration details, stamped and signed letter mentioning: full address and contact persons of the company, nature of business, name and position of the countersigning person, purpose of visit, position, salary and years of employment of the applicant (if applicable), entity who bears living and travel costs		
Visiting family of friends			
1	If relevant: Official invitation issued by the Police Authorities of the place of residence in the Czech Republic. Original invitation should be submitted to the Embassy.		
2	Invitation letter signed by the inviting person: including copy of ID, full address and contact information		
Medical treatment			
1	Confirmation of appointment from host medical institution – official letter: date and location of appointment, type and duration of treatment to be provided		

2	Official document/certificate from Jordanian medical institution proving the medical record justifies the need for treatment abroad		
3	Financial guarantee – confirmation of prepayment for the medical treatment or any other proof of financial arrangements made		
Notes			
1	Applicants may be called by the Embassy for interviews to assert purpose of travel and other relevant information. Applicants may be asked to present any other document that the Embassy might deem appropriate. Application has to be filed at least 15 days before the planned trip.		
2	APPEALS: According to Schengen regulations, refused applicants may appeal the decision in 15 days after signing the rejection notice. A second appeal may be lodged before the Czech courts.		

Applicant's name: _____ Signature: _____ Tel #: _____ Date: _____

SO. VAC. Remarks: _____

SO. VAC. name and signature: _____ Date: _____