



Embassy of the Czech Republic
in Amman

Schengen visa checklist

EMBASSY OF THE CZECH REPUBLIC IN AMMAN - SCHENGEN VISAS

We recommend persons wishing Schengen visas to 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.		
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		
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)		
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. 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.		
Invitations			
1	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	Letter of invitation from a Czech company duly signed and sealed, showing the name, position and contact of the signatory.		
3	Fixed appointment from a Czech doctor or hospital, with the slip of the advanced payment of the medical treatment. Also, medical reports from a Jordanian doctor or hospital.		
Notes			
1	Applicants may be called 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: _____