

LIST OF DOCUMENTS SUBMITTED FOR A SHORT-TERM CZECH VISA

Applicant's Full Name _____

Application form , fully completed and personally signed by the applicant (for applicants under 15 – signed by a parent/guardian).		
1 color photograph , size 3.5x4.5 cm, on a white or light background (the applicant is familiar with the sample).		
Foreign passport: original + copy of the personal data page : minimum of 2 blank pages for each requested visa; valid for 3 months after the visa expiration date; signed by the owner (not required if issued before the applicant turned 14); copies of visas issued by Schengen countries in the past 5 years.		
If there is permanent registration for Kazakhstan or temporary registration for Kazakhstan or any visa for Kazakhstan – copy; permission for Kazakhstan must be valid at the time of the planned return date.		
Insurance policy : original (or copy with the original provided); valid throughout the Schengen area, with a coverage amount of at least 30,000 EUR, no deductible.		
TOURISM : Hotel booking in the applicant's name <u>or</u> rental agreement + real estate registry extract <u>or</u> voucher from a travel agency + contract for tourism services <u>or</u> hotel voucher.		
BUSINESS/OWNERS OF LEGAL ENTITIES IN THE CZECH REPUBLIC : Extract from the commercial register (original) + hotel booking/property documents.		
PROPERTY OWNERS/OTHERS : Real estate registry extract (+ commercial register extract if the property is owned by a legal entity in which the applicant is an owner). For third parties, additional proof of relationship + Doklad o zajištění ubytování or rental agreement certified by a Czech notary/post office/municipal administration.		
VISITING FRIENDS OR RELATIVES : Original + copy of an invitation (Pozvání) issued and certified by the Czech police <u>or</u> an informal invitation certified by a Czech notary/post office/municipal administration (in this case, proof of accommodation and financial means are required).		
MEDICAL VISA/TREATMENT IN THE CZECH REPUBLIC : Certificate from a medical institution in the applicant's country confirming the necessity of treatment in the Czech Republic (original + copy) <u>and</u> an official document from a medical organization in the Czech Republic specifying the duration of stay and estimated treatment costs, stamped and signed by an authorized person, <u>and</u> proof of accommodation in the Czech Republic (does not include visits to sanatoriums).		
SEMINARS AND TRAININGS : Original + copy of a letter from the inviting organization or educational institution on official letterhead, stating the purpose of the visit, the details of the inviting organization, and information on expense coverage + document from the local (Kazakhstani) company stating the delegation of applicants to the seminar/training with names and passport numbers on the company's official letterhead. In case of sponsorship – documents proving the relationship, sponsor's passport copy, and sponsor's bank statement for the past 3 months.		
For the applicant categories below : Hotel booking in the applicant's name <u>or</u> confirmation of accommodation in the official invitation for stay in the Czech Republic. Cultural and scientific exchange : Invitation from the host organization + confirmation from the Kazakhstani side. Education in the Czech Republic : Invitation from the school <u>or</u> proof of enrollment. Athletes : Invitation from the host organization (Czech sports organization) + confirmation from the Kazakhstani side (Kazakhstani sports organization). Transit through the Czech Republic : Valid visa for the destination country (copy). Business trip : Original + copy of an invitation from a company and confirmation from the Kazakhstani side.		
Air/train/bus : copy of ticket reservations		
Car : Copy of driver's license, vehicle registration documents. If the vehicle owner is not traveling – additionally, a notarized power of attorney; if the owner is traveling but not applying for a visa – additionally, a copy of the visa + accompanying letter.		
Financial support : Original employment certificate (indicating salary, position, and duration of employment), profit (not deposit) bank statement for the past 3 months with original stamp and signature of the bank institution and a statement of available funds in the account with original stamp and signature of the bank institution <u>or</u> traveler's checks + purchase receipt indicating the owner's full name. If the trip is paid for by a third party – additionally, a notarized sponsorship letter and a copy of the sponsor's passport + sponsor's profit (not deposit) bank statement for the past 3 months. If individual entrepreneur/LLP - registration certificate must be submitted.		
Additional documents for children under 18 : Birth certificate, copies of the passports/identity cards of both parents, notarized consent for travel from both parents if not traveling together with the child (if the parent doesn't live in Kazakhstan, the consent can be issued in the other country), a copy of the visa/ air ticket of the accompanying person; if traveling together with the parents, copies of the parents' air tickets/valid visas.		
Basis for submission : Proof of relationship (original/notarized copy) or original power of attorney.		
Other documents : Document of the change of the surname: original + copy (if the document is not issued in Russian or English, a simple translation into Czech). Registry documents (birth certificate, marriage certificate, divorce certificate, death certificate): original + copy (if the document is not issued in Russian or English, a simple translation into Czech). Original certificate from the place of study.		
Comments :		

- The applicant requests a multiple-entry visa. The number of entries and days is at the discretion of the Embassy of the Czech Republic in Astana.
- The applicant (or legal representative, if a minor) is warned that in case of a discrepancy between the passport photo and the applicant's current appearance, the visa may be refused.
- The applicant is aware of the risk of refusal and insists on submitting the application.
- The applicant has been informed that the Consular Department has the right to request additional supporting documents.
- The applicant confirms the authenticity of all provided documents and the information contained in them.
- I am submitting the application for consideration and am aware of the processing time of at least 15 calendar days from the date the documents are received by the embassy. I am informed that the Consular Department of the Embassy of the Czech Republic has the right to process the visa application for up to 45 calendar days.

Date: _____

Full name and signature of applicant/representative: _____

Signature of CVC staff member: _____

Information on contact details – IMPORTANT

1)

In their paper visa application, the applicant **MUST** provide their own contact telephone number and their own contact email address.

It is strictly unacceptable for the applicant to indicate in their paper application the contact details of an intermediary, family member, acquaintance, or travel agent.

If the applicant does not have their own email address, does not remember it, or does not know what an email address is, the applicant may manually write in the visa application the comment “none”, “I do not remember”, or “I do not know what this is”.

The applicant will **under no circumstances be disadvantaged** because of this.

2)

In their paper visa application, the applicant may, **IN EXCEPTIONAL CASES**, indicate the contact telephone number and email address of a third person.

If this is the case, the applicant must, **AT THE TIME OF SUBMISSION** of the application, provide a notarized power of attorney for the third person, explicitly stating that this third person is authorized to communicate on behalf of the applicant, submit documents within the visa process, and request information on the status of the visa procedure.

Submitting the power of attorney **ADDITIONALLY** by email to the Consular Section of the Embassy or the Visa Center, or submitting it later in person or by post to the Embassy or the Visa Center, is **UNACCEPTABLE** and **WILL NOT BE ACCEPTED**.

Date: _____

Full name and signature of applicant/representative: _____