

CZECH REPUBLIC - CHECKLIST FOR SHORT STAY VISA APPLICATION (Oman)

	Visa application requirements:	YES	NO	Remarks :
1.	Application form (available online, free of charge) <ul style="list-style-type: none"> Duly completed, signed and dated by the applicant or the legal guardian in case of minors (legal guardian's passport copy) 			
2.	One recent passport-size photograph (3,5 x 4,5 cm) <ul style="list-style-type: none"> Light background, neutral expression, no head covering except for religious reasons 			
3.	Original passport + copy of all relevant pages (ID/Data page, previous Schengen visas, etc.) <ul style="list-style-type: none"> Must be valid for at least 3 months after the intended return from the Schengen area, be issued within previous 10 years and contain at least 2 blank pages If the passport does not state place of birth (Oman), ID card needs to be presented A copy of a birth certificate translated into English in case the minor's application is submitted without a parent/legal guardian 			
4.	For business/conference/sports event visit: <ul style="list-style-type: none"> Letter from the inviting company/organizer stating the period and duration of stay, or official Invitation Letter from certified by the Czech Foreign Police For visiting family or friends: <ul style="list-style-type: none"> Original letter from the inviting person stating the period and duration of stay, the contact details and a full reference address, or official Invitation Letter form certified by the Czech Foreign Police For medical reasons visit: <ol style="list-style-type: none"> a recent medical report from an Omani health or rehabilitation facility and, a letter issued by the receiving Czech institution confirming the type of treatment reserved, the dates of stay and cost and, pre-payment or other proof of sufficient financial means for the treatment and related expenses For study visit: <ul style="list-style-type: none"> Official documents from the receiving Czech institution including contact details 			
5.	Hotel reservation(s) or other proof of accommodation for the whole stay in Schengen <ul style="list-style-type: none"> For the whole of stay in the Schengen area 			
6.	Flight/travel reservations, including return flight <ul style="list-style-type: none"> Incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable 			
7.	Original letter from employer/sponsor in Oman (for non-Omani nationals also stamped and signed, attested by Chamber of Commerce) <ul style="list-style-type: none"> Stating employment status, position held, date of recruitment, length of contract, whether renewable or not, salary and the purpose of trip Self-sponsored: a copy of valid original trade license + 1 copy thereof with translation Domestic staff: a letter from sponsor and a copy of job contract			

8.	<p>Proof of sufficient financial means for the intended visit of the Schengen area</p> <ul style="list-style-type: none"> For Omani nationals a bank indicating salary transactions for the past 3 months is requested showing sufficient means of funds available to cover expenses during entire trip, additionally a credit card statement with a copy of the credit card may be attached For non-Omani national's original bank statement indicating salary transactions for the past 6 months is requested to prove sufficient means of funds available to cover expenses during entire trip. <p>(Online print-out statements need to be stamped by the bank)</p>			
9.	<p>Travel medical insurance policy</p> <ul style="list-style-type: none"> Valid for the Schengen area and covering the entire period of intended stay Minimum coverage of 30.000 EUR, including repatriation 			
10.	<p>Minors travelling/submitting the application without parents/legal guardian:</p> <ul style="list-style-type: none"> Original authorization signed by parents/legal guardian, copy of parent/legal guardian's passport 			
Additional, for Non-Omani applicants:				

11.	Residence Permit and 1 copy thereof <ul style="list-style-type: none"> Valid at least 3 months after the planned return Family member Resident permit copies if residing in Oman or Marriage certificate as applicable 			
12.	Oman re-entry visa + 1 copy thereof <ul style="list-style-type: none"> Valid beyond the intended return from Schengen 			
13.	Passport withdrawal: <ul style="list-style-type: none"> If an applicant wants to withdraw his/her passport applicant has to write a letter stating the reason and the retrieval process will take minimum 48 hours (Subject to mission approvals) (Note: Retrieve passports should be resubmitted within 07 working days form the date of retrieval) 			
14.	Any other documents submitted, specify:			

Important Note:

- Supporting documents must be presented in original during submission (additional copy required if the original cannot be given away).
- Translation of all Arabic documents into English or Czech is mandatory.
- In all applicants aged 12 and older fingerprints will be collected, unless previously submitted in the last 59 months.
- For a child registered in a parent's passport, a separate application needs to be submitted.
- Visas can be requested at the earliest 6 months and as a rule no later than 15 days before the planned trip.
- In justified individual cases of urgency, the Czech Embassy in Riyadh may allow the lodging of application later than 15 calendar days before the start of the intended trip.
- Visa applications are decided within 15 calendar days, this period can be extended in individual cases up to 45 days. There is no express fee for a faster visa appointment or procedure. In case of visa refusal, visa fee is not refunded.
- The Czech Embassy in Riyadh reserves the right to request any additional supporting documents or an interview, and does not guarantee the issuance of the visa.

Applicant's Declaration (tick below if applicable):

I am aware that my application file does not comply with the above stated list of requirements. Nevertheless, I insist on submitting my application. The missing documents might be delivered to the Embassy of the Czech Republic, Riyadh (via e-mail: consulate_riyadh@mzv.cz or to the Visa Application Centre in case an original document is required) **within 5 days** since lodging the application. Not providing the missing documents or providing after the allotted time may result in a visa refusal.

I am aware that my intended trip starts in less than 15 days, which is the processing time given by the Schengen Visa Code. Nevertheless, I insist on submitting my application and I am assuming all the responsibility if my application is not processed in time.

Place:	Date:
Applicant's (Legalguardian's) Signature:	

Application received by:

Applicant's identity checked by:

Remarks by VFS Global, if any: