



CZECH REPUBLIC

CHECKLIST FOR BUSINESS VISA

Check Box	List of requisite documents	Remarks
	Original application form duly completed and signed by the applicant.	
	Original passport and a copy of data page of the passport. Passport cannot be older than 10 years and must be valid for at least 90 days from the required visa expiration date. The passport must contain the signature or the fingerprint of its holder and must have 2 opposite free passport pages; <u>For non-Qatari nationals:</u> The passport must contain Residence Permit in the State of Qatar valid for at least 90 days from the required visa expiration date. Copy of the previous Schengen visa stickers (from actual or previous passports) Copy of the residence permit in Qatar For persons with disabilities theirs' ID of disabled person.	
	1 recent Passport size photograph (no scan, matt surface, with white background); must be recent (not older than 6 months) and sized minimum 3.5 x 4.5 cm.	
	Original European medical insurance covering the territory of the Member states of the Schengen agreement and with minimum coverage of EUR 30, 000 for medical expenses & repatriation the validity must cover the entire period of the person's intended stay or transit. Important reminder: Photocopy of the insurance will not be acceptable must be original . If the insurance policy is photocopied but attested/stamped by the Insurance Company, It will not be acceptable, as well as those insurance policy that has been obtain thru online will also not accepted must be original .	
	Confirmed hotel voucher or other accommodation reservation. Note: If planning to visit several Schengen countries all hotel reservation must be provided	
	Copy of confirmed air ticket including return flight with booking reference or electronic ticket number. Note: If you are planning to visit several Schengen countries, all transfers (flight/ferry/train/bus/taxi) showing entry and exit from Czech Republic/between other countries must be provided. Name of the applicant must appear on all proof of transport.	
	For non-GCC nationals. Original up-to-date bank account statement for the last 6 months. (Internet generated statement must be stamped by issuing bank).	
	For non-GCC nationals. NOC letter from local sponsor stating qualification, salary, start date of employment in Qatar and purpose of travel.	
	Invitation letter signed by inviting partner (Czech citizen or company) approved by Czech Immigration Police of the Czech Republic.	
	For Pakistan passport holders: Original Polio Vaccination (yellow card) is a must.	

Please note:

- The visa must be applied for either in person or through a representative (applicable only for children below 12 years old);
- All documents must be submitted in English or Czech language;
- Original documents must be presented; additional photocopies may be required;
- The Embassy of the Czech Republic has the right to ask for any other additional document it considers necessary, or may call the applicant for an interview. If the visa application is refused, the reason will be provided as per Schengen Immigration Rules. In all cases the visa fee and service fee is non-refundable.
- Head coverings on the photograph are not permitted except for religious reasons, but facial features from bottom of chin to top of forehead and both edges of applicant's face must be clearly shown.

Declaration

I have been informed that an application without a complete set of documentation according to the above mentioned checklist may result to the rejection of my visa application. The Embassy of the Czech Republic reserves the right to ask for the additional supporting documents and does not guarantee the issuance of the visa.

Date: _____

Applicant's Signature: _____

VFS Officer's Signature: _____