

CZECH REPUBLIC - CHECKLIST FOR SCHENGEN VISA APPLICATION
(Yemeni nationals non-resident in KSA)

VISA APPLICATION REQUIREMENTS:		Submitted?		
Admissibility requirements:		Applicant	VFS	VFS – remarks:
1.	Application has been lodged no more than 6 months and no later than 15 calendar days before the start of the intended visit	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Application form - duly completed and signed by the applicant or legal guardian in case of minors (legal guardian's passport copy must be attached)	<input type="checkbox"/>	<input type="checkbox"/>	
3.	One passport photograph – sized 3,5 x 4,5 cm, complying with ICAO standards and corresponding to the <u>current</u> appearance of the applicant	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Original passport + copy of all relevant pages (ID 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 	<input type="checkbox"/>	<input type="checkbox"/>	
Purpose of journey:				
5.	For tourism: <ul style="list-style-type: none"> • Proof of accommodation during all of the intended stay in the Schengen area For business/conference/sports event visit: <ul style="list-style-type: none"> • letter from the inviting party stating the purpose, period and duration of stay, or <u>original Invitation Letter form</u> certified by the Czech Foreign Police For private visits: <ul style="list-style-type: none"> • original letter from the inviting person stating the purpose, period and duration of stay, the contact details and a full reference address, or <u>original Invitation Letter form</u> certified by the Czech Foreign Police For medical reasons visit: <ol style="list-style-type: none"> 1. a <u>recent</u> medical report from a Yemeni health or rehabilitation facility and, 2. a letter issued by the receiving Czech institution confirming the type of treatment reserved, the dates of stay and cost and, 3. pre-payment or other proof of sufficient financial means for the treatment & stay For study visit: <ul style="list-style-type: none"> • official documents from the receiving Czech institution, including contact details 	<input type="checkbox"/>	<input type="checkbox"/>	
Itinerary details:				
6.	Hotel reservation(s) or other proof of accommodation <ul style="list-style-type: none"> • for the whole stay in the Schengen area 	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Flight/travel reservations, including the details of itinerary and reservation number <ul style="list-style-type: none"> • incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable 	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of sufficient financial means:				
8.	Proof of sufficient financial means for the intended visit of the Schengen area <ul style="list-style-type: none"> • a bank statement for the past 6 months (showing the regular income/salary) or other verifiable evidence of sufficient means (online print-out statements need to be stamped by the bank) 	<input type="checkbox"/>	<input type="checkbox"/>	
Bonds to Yemen:				
9.	Original letter from employer/sponsor (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 • including the contact details for the employer Self-sponsored: valid original trade license + 1 copy thereof with translation to English Private/domestic staff: a letter from sponsor + a copy of the job contract	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Other (such as family member IDs, marriage contract, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
Travel insurance policy:				
11.	Travel medical insurance policy <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 	<input type="checkbox"/>	<input type="checkbox"/>	
Travelling with minors:				
12.	Minors travelling without parents/legal guardian: <ul style="list-style-type: none"> • original authorisation signed by a parent(s)/legal guardian(s) and a copy of parent/legal guardian's passport(s) 	<input type="checkbox"/>	<input type="checkbox"/>	
Other:				
13.	Copy of Saudi Arabian entry visa	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Any other documents submitted, specify:	<input type="checkbox"/>	<input type="checkbox"/>	

Order of documents:

1. Application form
2. Copy of passport + previous Schengen visas
3. Saudi Arabian entry visa
4. *Minors – parental authorisation (if applicable)*
5. Purpose of journey
6. Itinerary details documents
7. Bonds to Yemen
8. Proof of sufficient financial means
9. *Other (if applicable)*
10. Travel insurance
11. Checklist

Important Note:

- The VFS Global visa centre staff is authorised by the Embassy of the Czech Republic in Riyadh to refuse accepting a Schengen visa application file when the admissibility requirements are not met.
 - If passport is not submitted with the application, it needs to be presented in original upon submission, and copies of all used pages need to be submitted with the application file (passport then needs to be delivered to the embassy as soon as possible).
 - 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.
 - 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.
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Applicant's Declaration (tick below if applicable):



I am aware that my application file does not comply with the above stated list of requirements, which may result in a visa refusal. Nevertheless, I insist on submitting my application. *(Note: The missing documents may be delivered to the email of the Embassy of the Czech Republic in Riyadh: riyadh.consulate@mzv.gov.cz or to the visa centre if the original document is required within 5 days since lodging the application).*



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 wish to submit my application and I am assuming all the responsibility if my application is not processed in time. *(Note: the submission desk staff may refuse to accept your application based on the instructions of the Embassy).*

Place:

Date:

Applicant's (legal guardian's) signature:

Application received by:

Applicant's identity checked by:

Remarks by submission desk staff, if any: