

## CZECH REPUBLIC - CHECKLIST FOR SCHENGEN VISA APPLICATION (Non-Saudi nationals 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.	<b>Application form</b> - 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.	<b>One passport photograph</b> – 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.	<b>Original passport + copy of all relevant pages (ID page, previous Schengen visas, etc.)</b> 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"/>	
5.	<b>Original iqama and 1 copy thereof</b> - valid at least 3 months after the planned return	<input type="checkbox"/>	<input type="checkbox"/>	
Purpose of journey:				
6.	<p><b>For tourism:</b></p> <ul style="list-style-type: none"> <li>Proof of accommodation during all of the intended stay in the Schengen area</li> </ul> <p><b>For business/conference/sports event visit:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul> <p><b>For private visits:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul> <p><b>For medical reasons visit:</b></p> <ol style="list-style-type: none"> <li>a recent medical report from a Saudi health or rehabilitation facility and,</li> <li>a letter issued by the receiving Czech institution confirming the type of treatment reserved, the dates of stay and cost and,</li> <li>pre-payment or other proof of sufficient financial means for the treatment &amp; stay</li> </ol> <p><b>For study visit:</b></p> <ul style="list-style-type: none"> <li>official documents from the receiving Czech institution, including contact details</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Itinerary details:				
7.	<b>Hotel reservation(s) or other proof of accommodation</b>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<b>Flight/travel reservations, including the reservation number</b>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<b>Proof of sufficient financial means for the intended visit of the Schengen area</b>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<b>Saudi Arabian re-entry visa</b>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	<b>Original letter from employer/sponsor</b> (stamped and signed, attested by Chamber of Commerce)	<input type="checkbox"/>	<input type="checkbox"/>	
12.	<b>Other</b> (such as family member iqamas, marriage contract, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
Travel insurance policy:				
13.	<b>Travel medical insurance policy</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Travelling with minors:				
14.	<b>Minors travelling without parents/legal guardian:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	<b>Any other documents submitted</b> (e.g. GOSI certificate, etc.), <b>specify:</b>	<input type="checkbox"/>	<input type="checkbox"/>	

**Order of documents:**

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

**Important Note:**

- The VFS Global visa centre staff is authorised by the Embassy of the Czech Republic in Riyadh to refuse to accept a Schengen visa application when the admissibility requirements (items 1-5 of the checklist) are not met.
  - Supporting documents must be presented in original (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](mailto: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:*