

CZECH REPUBLIC - CHECKLIST FOR SCHENGEN VISA APPLICATION (KSA nationals)

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 • if the passport does not state place of birth, ID card needs to be presented (with a translation to English) 	<input type="checkbox"/>	<input type="checkbox"/>	
Purpose of journey:				
5.	<p>For tourism:</p> <ul style="list-style-type: none"> • Proof of accommodation during all of the intended stay in the Schengen area <p>For business/conference/sports event visit:</p> <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 <p>For private visits:</p> <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 <p>For medical reasons visit:</p> <ol style="list-style-type: none"> 1. a recent medical report from a Saudi 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 <p>For study visit:</p> <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 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 3 months, or a credit card statement with a credit card copy, or a balance confirmation letter from the bank 	<input type="checkbox"/>	<input type="checkbox"/>	
Bonds to KSA:				
9.	<p>Original letter from employer/sponsor (stamped and signed, attested by Chamber of Commerce)</p> <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 <p>Self-employed: valid original trade license + 1 copy thereof with translation to English</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Travel insurance policy:				
10.	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:				
11.	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:				
	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. *Copy of ID/family ID card (if applicable)*
 4. *Minors – parental authorisation (if applicable)*
 5. Purpose of journey
 6. Itinerary details documents
 7. Bonds to KSA
 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 to accept a Schengen visa application when the admissibility requirements (items 1-4 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 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: