

## CZECH REPUBLIC - CHECKLIST FOR SHORT STAY VISA APPLICATION (RSA)

	Visa application requirements:	YES	NO	Remarks :
1.	<b>Application form</b> (available online, free of charge) <ul style="list-style-type: none"> <li>duly completed, signed and dated by the applicant or the legal guardian in case of minors (legal guardian's passport copy must be attached)</li> </ul>			
2.	<b>One recent passport-size photograph (3,5 x 4,5 cm)</b> <ul style="list-style-type: none"> <li>light background, neutral expression, no head covering except for religious reasons</li> </ul>			
3.	<b>Original passport + copy of ID page</b> <ul style="list-style-type: none"> <li>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</li> </ul>			
4.	<b>Copy of all</b> (available) <b>previous Schengen visas</b> (with EU entry/exit stamps)			
	<b>Minor applicants:</b> <ul style="list-style-type: none"> <li>birth certificate</li> <li>certified copies of IDs/passports of both parents (common copies, if parents submit their application at the same time)</li> <li>if the minor travels alone: certified parental consent by both parents</li> <li>if the minor travels with one parent: certified consent by the other parent / proof of guardianship</li> </ul>			
5.	<b>For business/conference/sports event visit:</b> <ul style="list-style-type: none"> <li>letter from the inviting company/organizer stating the applicant's name, purpose, period and duration of stay, and contact details for the inviting party, or <u>original</u> official Invitation Letter form certified by the Czech Foreign Police</li> <li>in case of conference: proof of registration and payment</li> </ul> <b>For visiting family or friends:</b> <ul style="list-style-type: none"> <li>letter from the inviting person stating the applicant's name, purpose, period and duration of stay, contact details of the inviting person and a full reference address, or <u>original</u> official Invitation Letter form certified by the Czech Foreign Police</li> </ul> <b>For tourism:</b> <ul style="list-style-type: none"> <li>detailed itinerary, in case of pre-paid tour: details of the tour + the proof of payment to the tour operator</li> </ul> <b>For study:</b> <ul style="list-style-type: none"> <li>official letter from the receiving Czech institution including contact details as well as the applicant's name, purpose, period and duration of stay</li> </ul> <b>For medical treatment:</b> <ul style="list-style-type: none"> <li>letter from medical doctor/institution advising that the treatment is necessary</li> <li>official document from the receiving Czech institution specifying the treatment, estimated costs and duration of stay</li> <li>proof of pre-payment or sufficient financial means for the treatment</li> </ul>			
6.	<b>Hotel reservation(s) or other proof of accommodation for the whole stay in Schengen</b> <ul style="list-style-type: none"> <li>for the whole of stay in the Schengen area</li> </ul>			
7.	<b>Flight/travel reservations, including return flight</b> <ul style="list-style-type: none"> <li>incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable</li> </ul>			
8.	<b>Proof of sufficient financial means for the intended visit of the Schengen area</b> <ul style="list-style-type: none"> <li>bank statement for the past 3 months (proving regular income and sufficient means)</li> </ul>			
9.	<b>Original letter from employer in South Africa</b> <ul style="list-style-type: none"> <li>stating employment status, position held, date of recruitment, length and nature (permanent/contractual work) of contract, salary and the purpose of trip. Name and contact details for the signing employer representative.</li> </ul> <b>Self-sponsored:</b> recent certification from the CIPC and a current Tax Certificate from SARS <b>Unemployed:</b> applicant's letter explaining duration of unemployment and sources of income			
10.	<b>Travel medical insurance policy</b> <ul style="list-style-type: none"> <li>valid for the Schengen area and covering the entire period of intended stay</li> <li>minimum coverage of 30.000 EUR, including repatriation</li> </ul>			
	<b>Additional, for Non-South African applicants:</b>			
11.	<b>Original valid South African residence permit</b> (+ 1 copy thereof) <ul style="list-style-type: none"> <li>valid at least 3 months after the planned return</li> </ul> <b>In case of permanent residents:</b> <u>Original</u> ID book (+1 copy of its ID page)			

12.	Any other documents submitted, specify:			
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Important Note:

- Supporting documents required in original must be presented in original during submission at the visa center (additional copy required if the original cannot be given away).
- Translation of all non-English language foreign 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.
- Visas can be requested at the earliest 6 months before the planned trip.
- Visa applications are decided within 15 calendar 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 Pretoria may request additional supporting documents or an interview.

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.

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, assuming all the responsibility if my application is not processed in time.

<b>Place:</b>	<b>Date:</b>
<b>Applicant's (legal guardian's) signature:</b>	

*Application received by:*

*Remarks by VFS Global, if any:*