



Checklist for Visa Application – TOURISM

Name:	
Passport Number:	

	YES	NO	N/A
Visa Application – all 4 points must be ticked “YES” for the application to be accepted			
1. Visa Application Form – signed <u>twice</u> by the applicant (No. 37 and at the end of the application)			
2. Photograph – not older than 6 months, with light background, meeting ICAO criteria, <u>without any post-processing</u>			
3. Passport – with copy of the ID page as well as any former Schengen visa (if applicable). Must be valid for a minimum of 3 months after the intended stay, issued within last 10 years and having at least 2 blank pages			
4. Visa fee paid			
5. Finger prints: a) taken NOW b) <i>in last 59 months</i>			
Required documents placed in the following order:			
1. Copy of round-trip flight ticket or flight reservation – with valid reservation code or with number of ticket if already paid			
2. • Full travel itinerary • Proof of accommodation during intended stay - hotel reservation or copy of a rental contract or proof of residential property (should include reservation reference number if applicable - online reservation systems. Reservation of accommodation should cover the whole period of stay in the Schengen area)			
3. Travel medical insurance - valid for the duration of the stay and <u>all Schengen states</u> covering all risks to at least € 30.000 (medical reimbursements, emergency evacuation and repatriation of mortal remains)			
4. Proof of solvency of the applicant: a) verifiable evidence of sufficient means of subsistence during intended stay such as a credit card valid throughout the intended stay or recent bank statements. b) verifiable bank statements for the past 3 months (not deposit account) or other verifiable evidence of sufficient means of subsistence, such as payslips, letter of guarantee by the inviting party which covers the financial costs, etc. during intended stay. Bank statements must be original or stamped copies c) <u>For employees:</u> ➔ original letter from the employer (NOC - No Objection Certificate) on official letterhead paper with stamp, signature, date and clearly mentioning: ○ address, telephone and fax numbers of the employing company ○ name and position of the countersigning officer			

○ name of the applicant, position, salary and years of employment ○ approval of leave of absence d) <u>For self-employed persons:</u> valid original trade licence			
5. Proof of legal residence in the UAE: • Residence permit valid a minimum of 3 months beyond the intended date of departure from the territory of the Schengen area; or • for GCC citizens - UAE-ID-Card valid for a minimum of 3 months after the intended departure date from the territory of the Schengen area			
6. Minors (under 18 years of age) traveling alone (without parents/legal guardian): • original authorisation signed by their parents/legal guardian in front of a visa officer or duly legalised and; • copy of passport(s) of parents/legal guardian			

Note: The Czech Embassy reserves the right to request additional information or documents and, if deemed necessary, to interview the applicant by phone or in person.

Declaration of the Applicant:

- ☐ I confirm that I have been informed that all presented documents should be in English or translated to English or Czech. The only exception from this requirement are bank account statements and personal ID & temporary residence cards. I understand that if translation of required documents is missing, the Czech Embassy considers this document as missing, and my visa application might be refused (Visa Code 810/2009 – Article 23).
- ☐ I have been informed that the Czech Embassy should decide on my visa application within 15 days upon its arrival to the Embassy. Due to the fact that I have submitted my visa application later than 15 days before my planned trip, the decision may not be taken on time. I bear all responsibility for any damage, including financial, which may occur in such case.

Visa Fee:	Service Fee:	Courier Fee (if any):	Other fees (if any):

Remarks:

Date:

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Name and Signature of Processing
Officer

Applicant's Signature