

CZECH REPUBLIC - CHECKLIST FOR SHORT STAY VISA APPLICATION (KSA)

	Visa application requirements:	YES	NO	Remarks:
1.	Application form (available online, free of charge) duly completed, signed and dated by the applicant or the legal guardian in case of minors under 18 (legal guardian's passport copy must be attached)			
2.	One recent passport-size photograph (3,5 x 4,5 cm) light background, neutral expression, no head covering except for religious reasons			
3.	Original passport + copy of all relevant pages (ID page, previous Schengen visas, etc.) - passport must be valid for at least 3 months after intended departure from Schengen, issued within previous 10 years and contain at least 2 blank pages - if the passport does not state place of birth (KSA), ID card needs to be presented			
4.	For business/conference/sports event visit: - letter from the inviting company/organizer or official Invitation Letter form certified by the Czech Foreign Police For visiting family or friends: - original letter from the inviting person or official Invitation Letter form certified by the Czech Foreign Police For medical reasons visit: - medical certificate stating the medical history of the patient and the treatment needed - official document from the receiving Czech institution stating the type of treatment reserved and the financial arrangement For study visit: - official documents from the receiving (if applicable, also sending) institution			
5.	Hotel reservation(s) or other proof of accommodation for the whole stay in Schengen for the whole of stay in Schengen			
6.	Flight ticket reservation, including return flight incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable			
7.	Proof of sufficient financial means for the intended visit of the Schengen area (such as a valid credit card) for non-Saudi nationals original bank statements for the past 6 months are requested (online print-out statements need to be stamped by the bank)			<i>Provided in a family member application no:</i>
8.	Travel medical insurance policy - valid for the Schengen area and covering the entire period of intended stay - minimum coverage of 30.000 EUR, including repatriation			
	Additional, for Non-Saudi applicants:			
9.	Iqama and 1 copy thereof			
10.	Saudi Arabian re-entry visa + 1 copy thereof valid beyond the intended departure from Schengen			
11.	Original letter from sponsor in KSA (stamped and signed) - stating employment status, position, length of contract, salary, and the purpose of the trip, stamped by the Chamber of Commerce - self-sponsored: original trade license + 1 copy thereof - domestic staff: + employment contract with the sponsor + 1 copy thereof			
12.	Any other documents submitted (such as travel itinerary, proof of transportation between Schengen countries, proof of real estate ownership, proof of future intended trips to Schengen etc.), specify:			

Important Note:

- Original supporting documents must be presented (+ 1 copy if original cannot be submitted).
 - Translation of all Arabic 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.
 - For children registered in a parent's passport, a separate application needs to be submitted.
 - Visas can be requested up to 3 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 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 (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.

Place:

Date:

Applicant's (legal guardian's) signature:

VFS Global Agent's signature:

Applicant's identity checked by:

Remarks by VFS Global, if any: