

## Invitation – Visa Requirements

No.	DOCUMENTS TO BE SUBMITTED	YES (√) / NO (X)
1.	One recent photograph of good quality size 3,5 x 4,5 cm with a white background. The photograph must have been taken within the last six months.	
2.	Original Passport that is still valid at least 180 days after the returning date from Schengen area and with at least two blank pages.	
3.	Copy of passport front page (which shows the passport holder photo).	
4.	Copy of Schengen Visa issued in the last four years, if any.	
5.	Proof of a purpose of visit or invitation letter (the invitation officially verified by the Alien Police Inspectorate (according to the place of permanent residency)).	
6.	Proof of accommodation for the whole period of visit in Schengen area.	
7.	Supporting letter from work or school, if any	
8.	Proof of financial means; bank reference which mentions the name of account holder and the deposit balance or the last three months consolidated bank statement.	
9.	Travel insurance issued by the company which complies with Schengen Visa Code Requirements. The insurance must mention at least the insured applicant's name, be valid for Schengen area and the period of intended stay in the Schengen area (travel insurance must cover at least EUR 30.000)	
10.	Valid return airplane ticket or other mean of transport to and from Czech Republic including proof of transport to other countries within Schengen area, which mentions the applicant's name and date of trip.	
11.	Applicant who is minor age (less than 17 years old) and who travels without parents <b>must submit</b> parents' consent letter, signed by both parents, and copy of Family Card.	
12.	Applicant who is sponsored by other person and submits Financial statement that does not include the applicant's name must submit a letter of sponsorship signed by his/her sponsor (and a copy of Family Card in case the sponsor is his/her family relative)	

**VFS Official to tick as appropriate (to be filled out VFS staff)**

1.  The applicant has confirmed that s/he has no other documents to submit
2.  The applicant has submitted the supporting documents above. I have advised him/ her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
3. Other Remarks :

Name of VFS official:

Signature:

Date:

**Signature and Agreement**

I understand that submitting all required documents does not guarantee that my application will be approved.

Applicant's Name:

Signature:

Date: