

# Checklist for a Short-Term Schengen (Czech) Visa Application

DOCUMENTS TO BE SUBMITTED	✓ / X	NOTE
1. <b>A Schengen visa application form</b> , duly completed, dated, and signed by the applicant.		
2. <b>Valid passport</b> with minimum validity of 6 (six) months, counted from the returning date from the Schengen area, with at least 2 (two) empty pages.		
3. <b>Copy of the passport personal data page.</b>		
4. 1 (one) <b>photograph</b> not older than 6 (six) months (white background, size 3.5 x 4.5 cm).		
5. <b>Copy of previously obtained visa the last 5 years</b> (if any): Schengen visa, UK visa, USA visa.		
6. For applicants holding <b>other than an Indonesian passport</b> : valid KITAS/KITAP.		
7. <b>Proof of accommodation</b> A valid booking of accommodation for the whole period of stay; <b>official invitation letter</b> certified by the Foreign Police of the Czech Republic (original form of "Pozvání") or a <b>confirmation letter of accommodation from the host</b> containing the timeframe of the stay, the address of the stay and contact details of the host (in Czech or English).		
8. <b>Purpose of the journey</b> <b>Cover letter</b> of the applicant explaining the purpose of the journey. <i>Additionally:</i> Other relevant supporting documents proving the particular purpose of the journey.		
9. <b>Proof of the current employment situation</b> For <b>employed applicants</b> : an original letter (in Czech or English) from the employer, stating details of applicant's employment, timeframe of permitted leave of absence, purpose of travel, complete address, email, and telephone number of the employer. For <b>freelancers/self-employed applicants</b> : an original letter describing the applicant's profession (in Czech or English), portfolio of the last three assignments, copy of company register (SIUP). For <b>students</b> : an original confirmation of enrollment from the school/university (in Czech or English).		
10. <b>Proof of financial means</b> Original bank account statement covering the last 3 (three) months, last 3 (three) months' salary slips, proof of personal assets (e.g. proof of landownership/real estate ownership). <b>If sponsored</b> : <b>official invitation letter</b> certified by the Foreign Police of the Czech Republic (original form of "Pozvání") stating the sponsorship, or an original written declaration of sponsorship from the sponsor (in Czech or English) and original bank account statement of the sponsor covering the last 3 (three) months.		
11. <b>Travel medical insurance</b> valid for the whole period of stay and for the entire Schengen area with a minimum coverage of EUR 30,000 (in Czech or English).		
12. A valid <b>return flight ticket</b> to the Schengen area.		

13. <b>Family card</b> (Kartu Keluarga) not older than 6 (six) months for Indonesian nationals.		
14. For <b>applicants below 18 years of age</b> : if travelling without parents, an original consent letter from both parents (in Czech or English) <u>legalized by the local notary</u> and a copy of applicant's birth certificate; if travelling with only one parent, an original consent letter from a parent who does not join the trip (in Czech or English) <u>legalized by the local notary</u> and a copy of applicant's birth certificate.		

*Please Note:* Missing documents are to be submitted via the following e-mail address: [jakarta@embassy.mzv.cz](mailto:jakarta@embassy.mzv.cz)

**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. Applicant's documents are: ☐ Complete ☐ NOT Complete
3. Other Remarks:

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Name of VFS official:

Signature:

Place and Date:

**Signature and Agreement**

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

In case of incomplete documents: ☐ The applicant has been informed that the submitted supporting documentation is not complete and that this may lead to the refusal of the visa application by the Embassy. At the same time, the applicant has been informed about the option of withdrawing the visa application in order to avoid the possible refusal. Despite these circumstances, the application wishes to proceed with the application as submitted.

☐ In case of last-minute visa lodging, I am aware of the standard processing time (15calendar days), but I accept the risk of applying too late.

Applicant's Name:

Signature:

Place and Date: