

VISA REQUIREMENTS:

If you wish to apply for a Schengen visa, you need to provide the Embassy with:

1 - **Application form** - The form should be completed legibly in capital letters and signed by the applicant or in case of children under 15, by the legal guardian. Two signatures are needed at the application form in respective parts (field no. 37, and the final part of the form). Each applicant must present a **SEPARATE APPLICATION FORM** and a **SEPARATE SET OF DOCUMENTS** even for children travelling on a parent's passport!

More information on how to obtain an [application form](#).

Arrival/departure dates mentioned in the application form must be **IDENTICAL** to those mentioned in all supporting documents (e.g. Travel Insurance, Proof of Transport, Invitation, Accommodation). Two signatures of the applicant are required on the third page of the application form.

2 - **Passports** – The current passport must be valid for a minimum of 90 days beyond the validity of the requested visa. Applicants who do not have a residence permit in Pakistan must apply for a visa in their home country. Please, kindly **bring also all your previous Pakistani passports**.

The current passport must have been issued within the last 10 years and it must have a minimum of 2 blank visa pages in order to affix the visa.

Remark: As from the 19th of July 2013, pursuant to Article 5 §1 of the Schengen Borders Code, note that third-country nationals, both those who require a visa and those who do not, when travelling for intended stays of no more than 90 days per period of 180 days in the Schengen area, must hold a valid travel document satisfying the following criteria:

- *its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States.*
- *it shall have been issued within the previous 10 years.*

The applicant must also provide a photocopy of the passport data page.

3 - **One recent passport photograph** (with light/ideally white background, not dark! size: not smaller than 3,5cm x 4,5cm, with proper position of the face - please **attach your photograph with glue**, do not staple).

4 - **Relevant supporting documents** (for the list see below)

5 - **The applicable current visa fee** – [information on exact visa fees](#)

In accordance with the Czech Republic's current legal regulations which relate to administrative charges, a visa fee is charged at the time of submission of an application for a Czech/Schengen visa. The fee is non-refundable even in the case of a visa not being granted or an issued visa not being used for any reason. The fee has to be paid only in EUR. The Embassy receives the fee only in cash.

6 - Fingerprints – The Embassy collects fingerprints of all visa applicants, with following exemptions:

- children under age of 12 years
- persons for whom fingerprinting is physically impossible

Further exemptions given in the Visa Code are irrelevant for the applicants at the Embassy of the Czech Republic in Islamabad.

7 - Proof of valid travel insurance and receipt – Applicants must provide their travel insurance certificate, the receipt and the Terms and Conditions pages. Quotations for insurance are not taken as proof of cover. The insurance should state that it covers all medical expenses including emergency hospital treatment and repatriation for the period of your stay in the Schengen area. The insurance must be valid throughout the territory of the Member States and cover the entire period of the person's intended stay. The certificate should state the name of the person/s covered, the period of cover and the level of cover. The insurance certificate must be brought with you as the policy number alone will also not be taken as proof of cover. The insurance company must be registered in either Pakistan or the Czech Republic. The minimum coverage is 30 000 EUR.

SUPPORTING DOCUMENTS

Supporting documents to be submitted BY ALL APPLICANTS:

1 - Proof of residence:

- for Pakistani Nationals: copy of Pakistani identity card (CNIC);
- for non-Pakistani Nationals: proof of legal residence in Pakistan as appropriate (such as long stay visa, and/or residence or work permit);

2 - Proof of means of transport:

- flight reservation of air ticket (return or round trip) from/to Pakistan and the Member State of destination;
- if trips include several stops in the territory of the Member States, reservations of intra-Schengen itinerary (train, flights, car rental);

3 - Proof of lodging:

- reservation of accommodation for the entire duration of the stay in the territory of the Member States (hotel, aparthotel, holiday home, camping, youth hostel); or
- if residing with family, friends and sponsor, proof of sponsorship and/or private accommodation with the exact address specified; it is advisable to have the proof of sponsorship and/or private accommodation by the Czech Immigration Authority (the formal form can be obtained by your host at his local town authorities in Czech Republic);

4 - Proof of financial means and ties to the country of residence:

4.1 Family Registration Certificate (FRC) issued in English by NADRA (Pakistan National Database and Registration Authority), including all members of your closest family.

4.2 Main proofs of financial means

- bank statements showing movements in at least last six months, duly signed and stamped by the bank (the statement/s must show your name and address and the statement date should be less than 15 days old at the time of your application; the final balance should reflect the real financial situation of the applicant); if submitting a company's bank statement, do not forget to enclose also your **personal** bank account statement (covering transactions of at least last 6 months);
- National Tax Number Certificate (or proof of exemption if applicable); and
- Federal Board of Revenue acknowledgement of tax returns for the last two fiscal years before the application date;

or, if one of the above cannot be produced,

- other proof, supported by documents, of income generating assets or other means of subsistence as applicable;

Please note: Cash will not be accepted as proof of funds.

4.3 Additional and specific proof of financial means or ties with country of residence, depending on the status of the applicant:

If the applicant is employed:

- payslips for at least last three months before the application date;
- copy of the employment contract;
- an employer's letter (NOC) stating the approval for leave of absence, specifying the **dates of absence**, position and salary of the employee, duration of employment, purpose of absence, contact number of employer.

If the applicant is a company owner or self-employed:

- certificate of registration of the company;

If the applicant is a civil servant/government employee:

- Non Objection Certificate (NOC) issued by the Administration/public service employing the applicant stating the dates of the intended visit (for travel others than those for official purposes – see point 2);

If the applicant is retired:

- pension statements for at least the last six months;

If the applicant is sponsored:

- proof of sponsorship;

If the applicant is a dependent from another applicant:

- if the proof of family relationship cannot be established by the Family Registration Certificate (FRC) required under point 4.1, proof of family relationship through national civil status records;

If the applicant is a minor travelling with one or none of the parents/legal guardians:

- birth certificate with official translation in English (i.e. done by official translator) showing both parents' names;
- proof of consent by one (if travelling with the other except in case of a single parent having sole duly attested custody or guardianship) or two parents in an affidavit with details of the planned trip and name of sponsors/guardians during the trip - verified signature of the parent/s is obligatory;
- copy of the non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s);
- proof of enrolment at school and the NOC from the school with exact dates of travel;
- copy of the Court order establishing family relationship or guardianship for the purpose of the intended detailed trip (when applicable);

If the applicant is a student:

- proof of enrolment at university and student's card;
- Non Objection Certificate (NOC) from the University stating exact dates of travel of the student.

Documents to be submitted (in extra to those listed above) depending on the travel purpose:

1 - Official Visits and Members of Official Delegations:

Holders of official or diplomatic passports can travel to the Czech Republic and Slovakia without visa for a stay of up to 90 days.

Other members of official visits (business persons, civil society representatives) travelling on ordinary passports

- a letter on letterhead from the sending and an invitation letter from the receiving authorities both stating the names and position of the participants in the official delegation and the purpose of the visit (trade promotion, visits or appointments, etc.);

Media personnel accompanying official delegations

- an invitation letter on letterhead from the sending authorities to participate in the official delegation whose details (duration, place) should be given and stating the name and position of the invited media personnel;
- copy of the press card.

2 - Business:

- invitation on company/organisation letterhead (or even better an official invitation on the form provided by the Czech Immigration Authority) detailing identity of person invited (name, position), purpose of visit (e.g. meetings, conference, factory visits); dates and itinerary; **and**
- documentary evidence of business relationship (copies of invoices, shipments, correspondence); or
- in case of participation in commercial fairs: entry tickets and/or stall booking with payment receipt; or
- in case the trip is intended for media reportage, copy of press card, letter of sending media organisation detailing purpose of the trip and name of journalist (s) or, for free-lance journalists, evidence of professional activities.

3 - Tourism and Visit Family and Friends

- proof of sponsorship / invitation (originally signed) – it is advisable to have the proof of sponsorship / invitation by the Czech Immigration Authority (the formal form can be obtained by your host at his local town authorities in Czech Republic); and
- photocopy of both sides of the inviting person's ID ("občanský průkaz" in Czech) or passport copy and copy of residence permit if your host is not Czech; and
- if the applicant is visiting a close relative, proof of family relationship through copy of the Family Registration Certificate (FRC) issued by NADRA (Pakistan National Database and Registration Authority), proof of family relationship through national civil status records; and
- if the applicant is the spouse of the intended visited person, marriage certificate (Nikah Nama) and Marriage Registration Certificate issued in English, by Union Council of residence, or other proof as applicable for religious minorities
- in case the applicant intends to visit more Schengen countries, travel plan.

4 - Incentive package tours

- letter of organising entity (company, department, association, academic institution, etc.) detailing the objective of the incentive package tour, conditions that have been met by beneficiaries (and indication whether or not beneficiaries include dependents) as well as a definitive list of participants, stating for each name, surname and date of birth as in passport.

5 - Short term study, research or internship and practical trainings

- letter of receiving organisation (academic institute or enterprise) stating the duration (exact dates) of the studies, internship or practical trainings, topic of study or research, and in the case of internships and practical trainings, name and position of the mentor;
- proof of affiliation or employment (letter and student card from an academic or research institution, or letter from employing company stating the purpose of internship or practical trainings); and
- proof of personal income or income of the parents or other means of subsistence as stated above (see part Supporting documents to be submitted BY ALL APPLICANTS).

6 - Sports competitions

- letter on official letterhead of the national federation featuring information on the competitor/athlete, including his/her Pakistani Identity Card (CNIC) number, his/her national ranking, mentioning the sport event where participation is intended, and/or names and position of people accompanying competitor/athlete if applicable;
- invitation to participate from organizers located in the territory of the Member States and evidence of enrolment in the event and programme;
- evidence of insurance covering a sports event, covering potential injuries incurred during training or competition.

7 - Medical treatment

- medical certificate from a medical doctor or medical institution stating the need for a specific treatment to be received in an establishment located in the territory of the Member States; and/or
- an attestation stating the need for the treatment to be delivered by the physician accredited with/or designated by the Member State consulate and whose consultation fees will be paid by the applicant;
- letter on official letterhead from the receiving medical establishment confirming that the specific treatment can be performed on the patient who had given his/her consent accordingly;
- proof of sufficient financial means to cover the expected comprehensive treatment and proof of pre-payment of the expected comprehensive treatment if applicable;
- correspondence between the sending and receiving medical practitioners or establishment describing the arrangements made for the specific medical treatment including expected arrival of the patient and expected duration of the treatment, as well as describing the name of the patient's attendant(s) if applicable as well as facilities extended to them during the stay of the patient; and
- in case of transplants, certificate of registration on the national list of patients awaiting transplants, issued by the surgical team who intends to undertake the operation.

8 - Seafarers

- seafarer's book;
- appointment letter or invitation from the maritime agency or shipping company on its letterhead that will include the name, the flag of vessel to be joined, the registration number of the ship as well as the IMO number of the ship (if available); full details of the identity of the seafarer, including date of birth, passport number and seafarer's book, position to held on the vessel; date of arrival in territory of the Member States; time of boarding and disembarking of the vessel; full details of the local shipping/manning agency in the Member State of destination; date of arrival of the ship at the port where the seafarer is supposed to be recruited; date of departure of the ship from the port;
- flight reservations and itinerary to be followed before boarding the vessel in the territory of the Member States;
- commitment in writing on company's letterhead from the maritime agency or shipping company based in a Member State to ensure repatriation to Pakistan at the end of contract if there are no subsequent contract offer by the same or other operator or in case of medical emergency;

- copy of contract or letter of appointment.

9 - Airport Transit

- valid visa or other entry permit for the final country of destination;
- proof of reservation of flight ticket for the onward destination.