

CZECH REPUBLIC - CHECKLIST FOR SCHENGEN VISA

List of required documents

Completely filled and signed **application form**. Note that for children under 18 years old, both parents must sign the application and copies of the father and the mother passports (1st and 2nd page) and copies of their IDs and ID slip have to be attached.

▪ **Applications shall be lodged no more than six months before the start of the intended visit.**

Passport

- with minimum 2 blank pages
- valid for at least 3 months beyond the stay in the Czech Republic
- issued within the previous 10 years

Copy of the passport bio data pages including previous visas.

Copy of old passport's pages containing visas and/or stamps.

- If the applicant is a Jerusalem ID holder, and applying on a Jordanian National or Temporary passport, he/she must submit a copy of the Israeli travel document + a copy of the residence permit and entry visa sticker.

Copy of ID and ID slip that shows the address and the spouse/children information.

One passport size photograph (white background, avoid white or bright clothes).

Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30.000 EUR. (Please refer to the list of accredited companies on the next page).

- **For 1 or 2 entries visa, Insurance should cover the whole period of the visa validity.**
- **For multiple entries visa, Insurance should cover the period of the first intended visit.**

Proof of sufficient financial means. Copy of bank statement + certificate from a bank in Palestine showing movements of the applicant's account for the last 3 months, signed and sealed by the bank, and/or copy of credit card with credit card statements, and/or copy of salary slips of the last 3 months, and/or letter of invitation by company/institution confirming that they will bear all costs related to travel and stay.

- **Proof of property or membership in Federations or others.**
- **money for your keep and for the journey home. The Czech Republic requires that you have at least 60 EUR for each day spent in the Czech Republic, meant as pocket money, except the accommodation which is paid in advance.**

Documents that prove accommodation in the Czech Republic: booking of hotel reservation for the whole period of stay if accommodation is not provided by host or official form/invitation letter confirming accommodation by the host.

Reservation of round-trip ticket with intended dates of travel. Only when the visa is granted a non-refundable ticket/e-ticket will be requested as per the Schengen regulations.

Copy of the valid Annual Residence Permit and Work Permit for non-Palestinians.

Business visit:

- Letter of invitation from a Czech company duly signed and sealed, including full name of the applicant, purpose and length of visit, who will cover costs of travel and accommodation, company's contact details.
- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from the Czech Republic. If the employer is covering the trip costs, this should be mentioned as well. This should be written and signed on company paper with letterhead.

Visit of a friend:

- **Invitation**
- Copy of passport and/ or residence card of the person living in the Czech Republic.
- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from the Czech Republic. This should be written and signed on company paper with letterhead.
- Students shall submit certificate of the place of study.

Visit of a family member and relatives:

- **Invitation**
- Copy of relevant documents proving the family relations (certificates of birth, marriage etc.).
- Copy of passport and/ or residence card of the person living in the Czech Republic.
- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from the Czech Republic. This should be written and signed on company paper with a letterhead.
- Students shall submit certificate of the place of study.

Visit for medical treatment:

- Fixed appointment from a Czech doctor or hospital with the slip of the advanced payment of the medical treatment.
- Medical reports from a local doctor or hospital.

For training/internship/seminar/special course:

- Certificate of enrolment at an education establishment or invitation from company/institution, including full name of the applicant, purpose and length of visit, address of stay in the Czech Republic, contact details of the education establishment/company/institution.
- In case of internship, letter from the company/institution indicating if the internship is paid (how much) or unpaid.
- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from the Czech Republic. This should be written and signed on company paper with letterhead.
- Students shall submit certificate of the place of study.

For political, scientific, cultural, sports or religious events:

- Signed invitation from the organizing authority of the event including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the organizing authority;
- Documents that prove applicant's connection with the sending organization.
- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from the Czech Republic. If the employer is covering the trip costs, this should be mentioned as well. This should be written and signed on company paper with a letterhead.
- Students shall submit certificate of the place of study.

For tourism:

- Letter from employer stating that the applicant is the employee of the company, mentioning applicant's name, position, salary, purpose and period of the visit or vacation approval, and that the applicant will return to his/her job after return from the Czech Republic. This should be written and signed on company paper with letterhead.
- Students shall submit certificate of the place of study.
- Travel plan / schedule; which sights/museums/places he/she is going to visit etc.

Minors (under the age of 18 years old) who are travelling without parents or with one of the parents:

- Consent from the parent or both parents who are not traveling with the child.
- Copy of passport and ID for the parent/parents.
- Birth certificate for the child.

1	All documents must be filled in English. Applicants may be called for interviews to assert purpose of travel and other relevant information. Applicants may be asked to present any other document that the Embassy of the Czech Republic in Amman might deem appropriate.
2	APPEALS: According to Schengen regulations, refused applicants may appeal the decision after signing the rejection notice.
3	The processing time for the visa is normally two weeks. Please note that this time is only the processing time at the Embassy of the Czech Republic in Amman and do not include the time it takes to send the application to the Embassy or to send the passport back to the applicant.

Declaration

I have been informed that an application without a complete set of documentation according to the above-mentioned checklist may result in the rejection of my visa application. The Embassy of the Czech Republic in Amman reserves the right to ask for additional supporting documents or may call the applicant for an interview. In all cases the visa fee is non-refundable and does not guarantee the issuing of the visa.

Date: _____

Applicant's Signature: _____

VAC Officer SO: _____

VAC Officer SO Checker: _____

VAC Officer Bio: _____

VAC officer DO: _____

VAC officer DO Checker: _____

Insurance Companies Accredited to the Schengen States in Ramallah	
SN	Company Name
1	Ahliea Insurance Group – AIG
2	Al-Takaful Palestinian Insurance Co.
3	Global United Insurance Company
4	Trust International Insurance Company – Palestine
5	National Insurance Company – NIC
6	Al Mashreq Insurance Company
7	Palestine Insurance Company – PIC

Procedure	
A.	Arrange the documents
B.	Present them in the VAC
C.	Apply in person. Your application will be checked and your finger prints as well as your digital photograph will be taken
D.	Approximately two weeks later, inquire (email or telephone) about the status of your visa .

Embassy of the Czech Republic

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Hashemite Kingdom of Jordan

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Web site: www.mzv.cz/amman