

CHECKLIST FOR BUSINESS APPLICATION

1	<input type="checkbox"/>	Visa application, duly filled out in English (CAPITAL LETTER) and signed by the applicant. (For minors: signed by parents or legal guardian)
2	<input type="checkbox"/>	Recent passport picture <i>Photo must be: 35 mm wide, 45 mm high, photo must be well contrasted person, must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, but must not exceed 36 mm in height, eyes must be in the upper middle of the photo, eye color must be clearly recognizable, distance between the two pupils must be between 8 and 10 mm, white background).</i> <i>Not wearing ornaments. Not use photo in previous/old visa. Any alterations (like Photoshop etc.) are strictly forbidden.</i>
3	<input type="checkbox"/>	Valid passport <i>At least two free pages, validity of at least three months after expiration of Visa requested; duly signed. Not older than 10 years.</i>
4	<input type="checkbox"/>	Round Trip air ticket booking <i>Document must be in English or Czech language, must be issued by airline or travel agency, must report full name of applicant as per passport.</i>
5	<input type="checkbox"/>	Original invitation letter from business partner / Company in Czech Republic providing the following data: <i>Full name of the applicant, name and full address of Thai company employing the applicant, period of stay in Czech Republic and Schengen countries, purpose of visit, name of person or company covering the financial costs, signature of the inviter and stamp of the company, letter stating name and function of the signing person.</i> If relevant: Entry tickets for event fairs.
6	<input type="checkbox"/>	Hotel booking confirmation (if accommodation is not provided by inviting company) <i>Document must be in English or Czech language, reservations must cover the whole duration of the trip, must report hotel name, hotel address, name of all applicants.</i>
7	<input type="checkbox"/>	In case of additional touristic travel: Complete itinerary <i>Dates, cities, transports used to move across Schengen Area; if travelling to non-Schengen country during same trip, transport ticket and valid visa (For the non-Schengen country) is needed.</i>
8	<input type="checkbox"/>	Proof of economic situation in country of residence Original bank statement of the last 3 months with official bank stamp from the entity that is covering the cost of the trip. If the trip is not sponsored: bank statement of the employee for the last 3 months updated to maximum 14 days before date of submission, stable transactions with official bank stamp, name of applicant shown on the statement must be same on passport, savings accounts with positive balance; copy of real estate property (title deed) if relevant
9	<input type="checkbox"/>	Evidence of applicant's employment If applicant is an employee: company registration and headed paper company's original approved letter indicating: full name of applicant, job position of applicant, salary, indication of the number of vacation days, company stamp, signature of manager, full address of company, telephone number of company, letter's date of issue must be within 30 days before date of submission. if applicant is business owner: Business License (from DBD) valid for 90 days together with English translation. If students applying: Original letter from the school, dated within 6 months from the date of submission, must report: Full name of applicant, full name and address of school, telephone number of the school, signature of person giving permission.
10	<input type="checkbox"/>	Overseas medical insurance <i>Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses, the stamp and signature of the insurance company are mandatory.</i> https://visa.vfsglobal.com/tha/en/cze/travel-insurance
11	<input type="checkbox"/>	Citizens of Other Countries then Thailand, Cambodia, Laos and Myanmar must prove that they hold a long-term stay permit in Thailand, Cambodia, Laos or Myanmar Valid for at least 1 YEAR AND 1 DAY, which will be still valid after the Intended return from the Schengen states. Original and copy of work permit, Re-Entry stamp from Thai immigration, valid after coming back from the Schengen states.
12	<input type="checkbox"/>	(If applicable) Name Change certificate: Original and copy, plus translation in English language.
13	<input type="checkbox"/>	Copy of recent applicant's passport's first page <i>Copies of all Visas and Entry and Exit Stamps in the last 5 years from (Schengen, UK, USA, Canada, ETC.) If Visas are in old passport: copy of first page of passport and copies of relevant visas.</i>

IMPORTANT NOTES:

After applying for the Visa, the applicants will not be able to collect their passports from the Embassy. The standard processing time for a Visa application is 15 calendar days according to Visa Schengen Code. Need of interviews or other issues might extend this period for up to 45 days.

The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.

Dear Applicant,
A complete application is a crucial step for a fast processing of your visa.
If the Visa Application Center asks to present anything you do not have at the moment of submission, you can either choose to provide it or not, but please consider that missing requirements might result in a visa refusal.

I, the applicant, declare that I have also received back all my Original documents, which I had showcased as evidence to the VFS counter staff.

Date:	Signature of Applicant:	<div>Name of VFS Staff:</div>
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