

CHECKLIST FOR VISITING FAMILY AND FRIENDS 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). 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 and issued by airline or travel agency; it must report full name of applicant as per passport.</i>
5	<input type="checkbox"/>	<u>Invitation letter from a family member or friend</u> 1. Original LETTER OF INVITATION/POZVÁNÍ provided and verified by the Alien Police Inspectorate district office according to the permanent residence of the inviting party in the Czech Republic. This letter is providing the applicant with financial means for the stay (including accommodation) or financial means connected with accommodation only. OR 2. Invitation free-style letter in Czech and/or English: The inviting party specifies the name, date of birth and passport number (if known) of the foreigner and provides a brief description of his/her trip – purpose, duration and location of the stay etc. In the case of a company issued on a letterhead and signed by the authorized person. a) If the host in the Czech Republic is an EU citizen: ID or Passport copy including signature page / if the host is not Czech citizen: proof of residency in the Czech Republic. b) If the host in the Czech Republic is a non-EU citizen: Passport copy including signature page and Czech residence permit copy. c) If the host in the Czech Republic is a family member, family relationship must be proven (Birth certificate, House registration, marriage certificate).
6	<input type="checkbox"/>	Proof of accommodation (NOT APPLICABLE TO THE HOLDERS OF POZVÁNÍ / LETTER OF INVITATION!) <u>Confirmation on providing accommodation - private person</u> + document providing for relationship to property according to a <u>guide of the Ministry of the Interior of the Czech Republic</u>). OR Hotel booking confirmation covering the whole duration of the trip, must report hotel name, hotel address, name of all applicants.
7	<input type="checkbox"/>	Proof of financial means (NOT APPLICABLE TO HOLDERS OF POZVÁNÍ / LETTER OF INVITATION, IF COVERING ALL FINANCIAL COSTS CONNECTED WITH THE STAY) 1. Applicant's bank statement of 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. In case of no evidence of transactions for the last 3 consecutive months, Original Bank Certificate must be submitted too and dated within 15 calendar days. In case of applicants who do not have a Savings Account, they can submit Traveler's Cheques in Original and Copy. Traveler's Cheques must be under the applicant's name. No fixed account. (If applicable) For applicants with insufficient finances: Sponsor letter and bank statements covering the last three months, including bank account movements of the person covering the cost of the trip, or other proof of sufficient means of subsistence for the intended entire journey and the duration of stay. If sponsor is a close relative, proof of family relationship must be also submitted (original and copy of birth certificate or house registration or marriage certificate) together with English translation. OR 2. Host's bank statement for the last 3 consecutive months updated to maximum 14 days before date of submission.
8	<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.
9	<input type="checkbox"/>	Proof of the relationship with the host / inviting person <i>If the host is a family member, family relationship must be proved (birth certificate, house registration, marriage certificate) and copy of biodata page of the host, in case of a non-formalized relationship (e.g. boyfriend/girlfriend), correspondence between host and guest can be submitted as proof of existing relationship</i>
10	<input type="checkbox"/>	(If applicable) Copy of Real Estate Property (title-deed), marriage certificate, birth certificate of children. <i>Or any other proof of socio-economic ties in the country of origin.</i>
11	<input type="checkbox"/>	(If applicable) Name Change certificate: <i>Original and copy, plus translation in English language.</i>
12	<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. https://visa.vfsglobal.com/tha/en/cze/travel-insurance</i>
13	<input type="checkbox"/>	Citizens of Other Countries then Thailand, Cambodia, Laos and Myanmar <i>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.</i>

14	<input type="checkbox"/>	<p>(Only applicable for minors applying)</p> <p>If applicant is traveling with both parents: original and copy of birth certificate with translation in English.</p> <p>If applicant is under 18 and travelling with one of the parents: original consent letter from District to be signed by the parent who is not travelling together with the minor, translated into English, birth certificate (copy and original) with translation in English.</p> <p>If minor is travelling alone: original consent letter to travel abroad from the District signed by both parents, translated into English, birth certificate with translation in English</p> <p>If one of the parents passed away, death certificate (original and copy) together with translation in English.</p> <p>If one of the parents has exclusive parental power, the Court Decree ordering it, must be shown, translated in English.</p>
15	<input type="checkbox"/>	<p>Copy of recent applicant's passport's first page</p> <p>Copies of every Visas and entry and exit stamps issued in the last 5 years from (Schengen, UK, USA, Canada, ETC.)</p> <p>If Visas are in old passport: copy of first page of passport and copies of relevant visas.</p>

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.

Name of VFS Staff:

Date:

Signature of Applicant: