

Checklist for Visit to Family and friends Visa Application

Name e Surname: _____ Passport N.: _____	Purpose of visit: _____ Telephone N.: _____ E-mail: _____			
Requested Documents		Yes	No	Note
1	Visa Application form duly filled in English and signed by the applicant. (for minors the application has to be signed by one of the parents or a legal guardian).			
2	Two colour photograph. - White background - Size 35 x45 mm - Not older than 6 months			
3	Valid passport with validity of at least 90 days after expiration of visa requested and valid for at least six months from the date of the submission; duly signed.			
4	Round Trip air ticket booking : - Document must be in English - Document must be from the airline or travel agency - Document must report full name of applicant as per passport			

5	<p>For applicants invited by friends/family in the Czech Republic:</p> <ul style="list-style-type: none"> - Invitation Letter signed by the host in the Czech Republic. - If the host in the Czech Republic is a EU citizen: ID / Passport copy including signature page - If the host in the Czech Republic is a non-EU citizen: Passport copy including signature page and Czech residence permit copy - If the host in the Czech Republic is a family member, family relationship must be proved (Birth certificate, House registration). - If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy in Thailand is required. 			
6	<p>Hotel booking or other proof of accommodation, if it is not provided by the inviting party:</p> <ul style="list-style-type: none"> - Document must be in English - Reservations must cover the whole duration of the trip - Document must report hotel name, hotel address, name of all applicants 			
7	<p>Complete itinerary must report:</p> <ul style="list-style-type: none"> - Dates - Cities - Transports used to move across the Schengen Area (if applicable). - If travelling to a non –Schengen country during the same trip, transport ticket is needed (if applicable). 			
8	<p>Proof of economic situation in the country of residence:</p> <ul style="list-style-type: none"> - Statement of the last three months updated to maximum 7 days before date of submission with stable transactions. - Name of applicant shown on the statement must be the same on passport - Savings and current accounts with positive balance only. - No Fixed accounts. 			

9	<p>Evidence of applicant's employment:</p> <p>-Headed paper company's original approved letter should report:</p> <ul style="list-style-type: none"> . Full name of applicant . Job position of applicant . Salary of applicant . Period of leave . Company stamp . Signature of manager . Full address of company . Telephone number of company . Letter's date of issue must be within 30 days. <p>-If applicant is business owner:</p> <ul style="list-style-type: none"> .Business license (from DBD) valid for 90 days together with English translation. 			
10	<p>For applicants with insufficient finances:</p> <ul style="list-style-type: none"> - Sponsor letter from close relative only (parents, siblings, son and daughters) - Proof of family relationship with sponsor (original Birth Certificate or House Registration or Marriage and translation in English) - If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy in Thailand is required. - Statement of last three months, updated to maximum 7 days before submission, of sponsor's account - Savings and current accounts with positive balance only - No fixed accounts 			
11	<p>For applicants with insufficient finances invited by Czech host:</p> <ul style="list-style-type: none"> - In case if the inviting person covers the expenses of the trip - a written request from the person or entity from the Czech Republic, verified by the police for foreigners. 			
12	<p>Change name certificate (if applicable)</p> <ul style="list-style-type: none"> - Original and copy - Translation in English 			

13	<p>If students applying:</p> <p>Original letter from the school dated within six month from the date of the submission must report:</p> <ul style="list-style-type: none"> - Full name of applicant - Full name and address of school - Telephone number of school - Permission for absence - Signature of person giving permission. 			
14	<p>Only for applicants married or related to Czech/EU citizens:</p> <ul style="list-style-type: none"> - Original Thai marriage certificate /birth certificate and copy, together with a translation in English. - If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy in Thailand is required. 			
15	<p>Overseas Medical Insurance:</p> <ul style="list-style-type: none"> - Must cover all period of stay - Must be valid for Schengen area - Minimum coverage of Euro 30,000 for urgent hospitalization or repatriation expenses - To be shown in original and photocopy - The stamp and the signature of the insurance company are mandatory <p>Please click on the following link to see the list of insurance companies accepted by the Embassy. http://www.vfsglobal.com/italy/thailand/pdf/Common-list-of-recognized.pdf</p>			

16	<p>For Minors applying:</p> <p>If applicant is under 18 and travelling with one of the parents:</p> <ul style="list-style-type: none"> - Original consent letter, from District, to travel by the parent who is not traveling together with the minor, translated in English and Birth Certificate (copy and original). - If one of the parents has exclusive parental power, the Court Decree ordering it, duly translated in English. 			
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	<p>If minor is travelling alone:</p> <ul style="list-style-type: none"> - Original consent letter from the District to travel abroad, translated in English, Birth Certificate, declaration letter from both applicant's parents, passport and flight ticket copies of the person who is travelling with the minor. If one of the parents passed away, death certificate translated in English. 			
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17	<p>Only for Non- Thai citizens:</p> <ul style="list-style-type: none"> - Thai Visa duration MUST be minimum 1 year and 1 day. - Original and copy of work permit - Re-entry stamp from Thai Immigration, valid for at least 90 days after submission date. 			
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18	<p>2 copies of applicant's passport and copies of previous visas (UK, Schengen, USA, Canada) pages from the former passport. If you have Visas from above mentioned countries in your old passport, please provide a copy of the first page plus all relevant old issued Visas.</p>			
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IMPORTANT NOTES:

- After applying for the Visa, the applicants will not be able to collect their passports from the Embassy. The processing time for a Visa application is maximum 15 calendar days according to Visa Schengen Code. Need of interviews or other issues might extend this period.
- All documents must be translated in English and dated not earlier than 1 month before the date of submission. 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 Centre asks to present anything you do not have at the moment of the submission, you can either choose to provide it or not, but please remember that our staff is addressed by the Czech Republic Embassy in Bangkok NOT to accept any incomplete documentations/applications.

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: _____

Name of VFS Staff: _____