

## CHECKLIST FOR OFFICIAL INVITATION VISA APPLICATION

1.	<input type="checkbox"/>	<b>Visa application, duly filled out in English and signed by the applicant.</b>
2.	<input type="checkbox"/>	<b>Recent passport picture</b> <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). Any alterations (like Photoshop etc.) are strictly forbidden.</i>
3.	<input type="checkbox"/>	<b>Valid passport</b> <i>At least two free pages, validity of at least 90 days after expiration of Visa requested duly signed.</i>
4.	<input type="checkbox"/>	<b>Round Trip air ticket booking</b> <i>Document must be in English or Czech language, must be issued by airline or travel agency, must report full name of applicantas per passport.</i>
5.	<input type="checkbox"/>	<b>Authority and Invitation Letter</b> <i>Letter from the Thai Authority, confirming that the applicant is a member of an official delegation. Copy of the official invitation from the Czech Republic.</i>
6.	<input type="checkbox"/>	<b>Hotel booking (if accommodation is not provided by the inviting party)</b> <i>Document must be in English or Czech language, reservations must cover the whole duration of the trip, document must contain hotel name, hotel address, name of the applicant as per passport.</i>
7.	<input type="checkbox"/>	<b>In case of additional touristic travel: Complete itinerary</b> <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 are needed)</i>
8.	<input type="checkbox"/>	<b>Proof of financial situation in country of residence (if trip is not sponsored by the inviting party)</b> <i>Original bank statement of the last 3 months updated to maximum 7 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.</i>
9.	<input type="checkbox"/>	<b>Evidence of applicant's employment</b> <i><b>If applicant is an employee:</b> 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. <b>If applicant is business owner:</b> Business License (from DBD) valid for 90 days together with English translation.</i>
10.	<input type="checkbox"/>	<b>Overseas medical insurance</b> <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, stamp and signature of insurance company are mandatory. <a href="https://www.vfsglobal.com/italy/thailand/pdf/List-of-travel-medical-Insurance-C.pdf">https://www.vfsglobal.com/italy/thailand/pdf/List-of-travel-medical-Insurance-C.pdf</a></i>
11.	<input type="checkbox"/>	<b>(If applicable) Name Change Certificate</b> <i>Original and copy, translation in English.</i>
12.	<input type="checkbox"/>	<b>Copy of applicant's passport's first page and copies of previous visas issued in the last 5 years by Schengen, UK, USA, or Canada.</b> <i>If Visas are in old passport: copy of first page of old 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 our staff is addressed by the Czech Republic Embassy in Bangkok NOT to accept any incomplete / incorrect 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:  
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