



## Checklist for Visa Application – OFFICIAL DELEGATION

Name:	
Passport Number:	

	YES	NO	N/A
<b>Visa Application – all 4 points must be ticked “YES” for the application to be accepted</b>			
1. <b>Visa Application Form</b> – signed by the applicant			
2. <b>Photograph</b> – not older than 6 months, with light background, meeting ICAO criteria, <u>without any post-processing</u>			
3. <b>Passport</b> – with copy of the ID page as well as any former schengen visa (if applicable). Must be valid for a minimum of 3 months after the intended stay, issued within last 10 years and having at least 2 blank pages			
4. <b>Visa fee</b> – paid or waived, as applicable			
5. <b>Finger prints:</b> a) taken NOW b) in last 59 months			
<b>Required supporting documents placed in the following order:</b>			
1. <b>Letter issued by the authority/ies concerned confirming identity of the applicant/s, purpose of the journey, (meetings, consultations, negotiations or events held by intergovernmental organizations), period of intended stay and accommodation details</b>			
2. <b>Copy of round-trip flight ticket or flight reservation</b> with valid reservation code or with number of ticket, if already paid			
3. <b>Proof of accommodation</b> a) hotel reservation; b) proof of rental or ownership of real estate in CZ; c) confirmation of private accommodation, mentioning that the host will cover the accommodation costs; d) confirmation of accommodation by the company inviting the applicant, mentioning that the company will cover the accommodation costs.  Reservation of accommodation should cover the whole period of stay in the Schengen Area			
4. <b>Travel medical insurance</b> - valid for the entire period of the intended stay and <u>all Schengen States</u> with a minimum coverage of € 30.000 (medical reimbursements, emergency evacuation and repatriation of mortal remains)			
5. <b>Verifiable evidence of sufficient means of subsistence during intended stay:</b> a) payslips b) a valid international credit card accompanied by bank statement; c) bank account statements for the last 3 months; or d) a national form for proof of sponsorship and/or accommodation. Bank statements must be original or stamped copies  <u>Employees:</u> ➔ original letter from the employer (NOC - No Objection Certificate) on			

official letterhead paper with stamp, signature, date and clearly mentioning: ○ address, telephone and fax numbers of the employing company ○ name and position of the countersigning officer ○ employee's name, status, position, salary and years of employment ○ approval of leave of absence  <u>Self-employed persons</u> : valid original trade licence			
<b>6. Proof of legal residence in the UAE</b> <ul style="list-style-type: none"> <li>• Residence permit valid 3 months beyond the intended date of departure from the territory of the Schengen area or,</li> <li>• for GCC citizens - UAE-ID-Card valid for 3 months after the intended departure date from the territory of the Schengen Area</li> </ul>			
<b>7. Minors (under 18 years of age) travelling alone (without parents/legal guardian)</b> <ul style="list-style-type: none"> <li>• original authorisation signed by their parents/legal guardian in front of a visa officer or duly legalised and;</li> <li>• copy of passport(s) of parents/legal guardian</li> </ul>			

**Note: The Czech Embassy reserves the right to request additional information or documents and, if deemed necessary, to interview the applicant by phone or in person.**

**Declaration of the Applicant:**

- ☐ I confirm that I have been informed that all presented documents should be in English or translated to English or Czech. The only exception from this requirement are bank account statements and personal ID & temporary residence cards. I understand that if translation of required documents is missing, the Czech Embassy considers this document as missing, and my visa application might be refused (Visa Code 810/2009 – Article 23).
- ☐ I have been informed that the Czech Embassy should decide on my visa application within 15 days upon its arrival to the Embassy. Due to the fact that I have submitted my visa application later than 15 days before my planned trip, the decision may not be taken on time. I bear all responsibility for any damage, including financial, which may occur in such case.

Visa Fee:	Service Fee:	Courier Fee (if any):	Other fees (if any):

**Remarks:**

Date: .....

.....  
 Name and Signature of Processing  
 Officer

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Applicant's Signature