



Embassy of the Czech Republic  
in Abu Dhabi

### Checklist for Visa Application – PRIVATE VISIT

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>Certified Invitation - Original Invitation Letter</b> signed by the host covering the intended stay using the official document issued by the Alien Police Inspectorate of the Czech Republic. (The host may declare to cover <u>all costs</u> related to the intended stay or to cover <u>costs related to accomodation only</u> . As to the extent of the Original Invitation Letter, the invited person submits the documents required). For further information, please visit the website of the Czech Police: <a href="https://www.policie.cz">https://www.policie.cz</a>			
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> <ul style="list-style-type: none"><li>• hotel reservation;</li><li>• proof of rental or ownership of real estate in CZ;</li><li>• confirmation of private accommodation, mentioning that the host will cover the accommodation costs;</li><li>• confirmation of accommodation by the company inviting the applicant, mentioning that the company will cover the accommodation costs.</li></ul> <p>Reservation of accommodation should cover the whole period of stay in the Schengen Area</p>			
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> <ul style="list-style-type: none"><li>a) payslips</li><li>b) a valid international credit card accompanied by bank statement;</li><li>c) bank account statements for the last 3 months; or</li><li>d) a national form for proof of sponsorship and/or accommodation.</li></ul> Bank statements must be original or stamped copies			

<p><u>Employees:</u></p> <p>➔ original letter from the employer (NOC - No Objection Certificate) on official letterhead paper with stamp, signature, date and clearly mentioning:</p> <ul style="list-style-type: none"> <li>○ address, telephone and fax numbers of the employing company</li> <li>○ name and position of the countersigning officer</li> <li>○ employee's name, status, position, salary and years of employment</li> <li>○ approval of leave of absence</li> </ul> <p><u>Self-employed persons:</u> valid original trade licence</p>			
<p><b>6. Proof of legal residence in the UAE</b></p> <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>			
<p><b>7. Minors (under 18 years of age) travelling alone (without parents/legal guardian)</b></p> <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: .....

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Name and Signature of Processing  
Officer

Applicant's Signature