

Embassy of the Czech Republic in New Delhi

CHECKLIST FOR SCHENGEN VISA

DOCUMENTS TO BE SUBMITTED BY ALL APPLICANTS	
<input type="checkbox"/>	Application form completely filled and dully signed by the applicant
<input type="checkbox"/>	Valid passport that should: <ul style="list-style-type: none"> - Have been issued within the last 10 years - Be of validity exceeding by three months after the scheduled return - Include at least two empty pages
<input type="checkbox"/>	Two recent (not older than six months) high definition passport-size photo in colour with white background and face of the applicant must cover at least 80% of the frame, according to the specifications laid down by ICAO
<input type="checkbox"/>	Proof of means of transport
<input type="checkbox"/>	Proof of lodging: Hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. Individual Schengen States may require applicant to present proof of sponsorship and/or private accommodation by completing a form drawn up by the Schengen State's competent authority (hereinafter 'national form'). If applicant is travelling to several Schengen States, proof of lodging in each of them is required.
<input type="checkbox"/>	Cover Letter signed by the applicant explaining the purpose of visit to the Czech Republic and entire travel plan (itinerary)
<input type="checkbox"/>	Business trips <ul style="list-style-type: none"> - Invitation from the inviting company or organization; - Cover letter from the applicant's employer; <p><u>Both letters must confirm, as a minimum:</u></p> <ul style="list-style-type: none"> a) The applicant's identity; b) The purpose of the journey (meetings, conferences, training or business related events); c) The period and place of intended stay.
<input type="checkbox"/>	Travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 EUR or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival and departure.
<input type="checkbox"/>	Proof of financial means <ul style="list-style-type: none"> <input type="checkbox"/> Original private bank statement showing movements in the last three months, duly stamped and signed by the bank: every applicant has to submit original bank account statement of their own and of the sponsor (if applicable), <input type="checkbox"/> Indian income tax return acknowledgment for the last three assessment years and of the sponsor (if applicable); <p>In addition:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>If the applicant is employed:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Pay slips for the last three months; <input type="checkbox"/> Employment contract; <input type="checkbox"/> Employers' statement on approval for holidays. <input type="checkbox"/> <u>If the applicant is a company owner or self-employed:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of the registration of the company, <input type="checkbox"/> GST registration. <input type="checkbox"/> <u>If the applicant is sponsored</u> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State - original of an official invitation verified by the Alien Police Service; <input type="checkbox"/> If the trip is sponsored by father/mother/guardian/any person other than the applicant who is travelling, written consent certified by public notary of the parents/guardian/the person sponsoring the trip. <input type="checkbox"/> <u>If the applicant is retired</u> <ul style="list-style-type: none"> <input type="checkbox"/> Pension statements for the last three months; <input type="checkbox"/> Proof of regular income generated by ownership of property or business.
<input type="checkbox"/>	If the applicant is a minor: <ul style="list-style-type: none"> - If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor; - If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor; - Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.
<input type="checkbox"/>	If the applicant is a pupil/student: <ul style="list-style-type: none"> - proof/certificates of enrolment in school or university, - Copy of Student's ID Card.
ADDITIONAL DOCUMENTS MUST BE SUBMITTED FOR	
<input type="checkbox"/>	Clear photocopy of first and last page of the passport and at least two Schengen visas , if applicable.
<input type="checkbox"/>	Journeys undertaken for the purpose of study, research, or other types of internship <ul style="list-style-type: none"> - Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company; - Certificates of the establishment at which the applicant is enrolled; - Copy of Student's ID Card.

<input type="checkbox"/>	Journeys undertaken for the purpose of tourism – Certificate of the travel agency confirming the booking of an organized trip or any other appropriate document indicating the travel plans; – Marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of ration card, if applicable.
<input type="checkbox"/>	Journeys undertaken for the purpose of visiting family/friends <input type="checkbox"/> Invitation from the family member/friend, including their address and contact details, and intended period of stay; <input type="checkbox"/> Evidence of legal residence of family/friends visited: copy of passport/national ID card, or residence permit; <input type="checkbox"/> Certificate proving the existence of family relationship, if applicant is visiting relatives.
<input type="checkbox"/>	Journeys undertaken to attend cultural, sports or religious events and for film crews – Invitation, entry tickets, enrolments or programs. – For film crews: a) Letter from the film company specifying title, synopsis and shooting locations of film; b) Complete list of names of travelling crew members along with their roles; c) Letter from the Schengen State's agency confirming arrangements for film permits; d) Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.
<input type="checkbox"/>	Journeys of members of official delegations – Copy of the official invitation; – Note verbale issued by the sending authority(ies) concerned confirming: a) The identity of the applicant b) The purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations); c) The period of intended stay; d) The place of stay.
<input type="checkbox"/>	Journeys undertaken for the purpose of medical treatment – Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the Czech Republic; – Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly; – Proof of pre-payment of the treatment.
<input type="checkbox"/>	Airport transit – Visa or other entry permit for the third country of destination. – Documents in relation to the onward journey to the final destination after the intended airport transit.

Should you wish to keep any original, please provide a copy (A4 size). Please note that the Czech Embassy reserves the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted.

Following documents have not been submitted by the applicant despite the fact that he has been requested to do so before lodging visa application:

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The applicant has been apprised that in case pending documents are not submitted within **3 working days** after lodging visa application. The submission of incomplete documentation may result in the rejection of the application.

The applicants shall send the missing documents to the following e-mail address **newdelhi.shortterm@mzv.gov.cz**. Emails sent to the Embassy's other email addresses will be disregarded. The subject of the email has to be "*Missing documents – Name Surname and passport number*". Basic information including the applicant's full name and passport number has to be mentioned in the text of the email.

The applicant has been equally apprised that refusal to appear for a special visa interview may also result in the rejection of the application.

By signing the applicant confirms that he has been informed about the processing time of **15 calendar days** after being delivered to Embassy of Czech Republic in New Delhi.

For more information please visit <https://visa.vfsglobal.com/ind/en/cze/>, send e-mail: info.czechindia@vfshelpline.com, call VFS Helpline no.: 022-67866023, or use VFS live chat <https://visa.vfsglobal.com/ind/en/cze/contact-us>.

Applicant.....**D.O.B**.....**Passport**.....

Applicant's Signature**Date**.....

VFS Staff's Name**Signature**.....