



Czech Republic Documents Checklist

Czech Republic Tourist Visa Checklist

Documents	Description	Format
Appointment letter	Needs be carried on the day of appointment	
Application form	- Completed, signed by the applicant and, if applicable, authorization of third person. - If the applicant is a minor: visa application signed twice by legal guardian and if applicable, authorization of third person. (Proving the custody of a minor child, divorce papers, dead certificate etc.).	Visa Application Form
Original Passport	Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages	
Passport Photocopies	Clear photocopies of the 1st page (bio data) and last page of the passport	
Original Old Passports (if any)	Bound together with rubber band, not stapled	
2 Photographs	- White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture). 1st picture should be pasted on the application 2nd picture has to be clipped on the last page of the passport, stapled or pinned pictures cannot be accepted.	Photo Specifications
Cover Letter	- Original letter with day-to-day travel plan - If the applicant is submitting the applications of his/her family, then all applications must include a copy of the covering letter	Cover Letter Template
Travel Insurance	- Covering not less than 30,000 Euros and for the entire stay in Schengen territory - For applicants applying for a multiple visa - it is sufficient to submit an insurance policy covering the first journey	
Flight tickets	- Onward and Return ticket both - Should include names of all travelers - If applicable proof of intra-Schengen flight, train itinerary or car rental	
Proof of Accommodation	Confirmation of hotel reservation	
Valid UK, USA, or Canada visas	If any	
If employed	Employer NOC: Original letter on a business letterhead from the employer/company. Signed and stamped by HR or directorate mentioning applicant's position and the duration of employment, also mentioning dates and purpose of the trip - Last 3 months salary slips - Last 3 months salary bank account statements with bank stamp and sign on each page - Last 3 months personal bank statements with bank stamp and sign on each page	Employer NOC Template

	• Personal ITR (only ITR-V, verification form or acknowledgement) of last 2 assessment years	
If Self Employed	• Business registration proof: GST Registration with annex A & B, partnership deed, proof of proprietorship or other proof of ownership. • Last 3 months personal and business bank account statements with bank stamp and sign on each page • Company ITR (only ITR-V, verification form or acknowledgement) of last 2 assessment years • Personal ITR (only ITR-V, verification form or acknowledgement) of last 2 assessment years	
If Retired	• Personal pension bank statement of the last 3 months • Proof of regular income generated by ownership of property or business	
If student	• Personal bank statement of last 3 months of parents/legal guardian/sponsor with bank stamp and sign on each page • Sponsorship letter providing details of financial support • Passport copy of parents/legal guardian's passports	Sponsorship Letter Template
If sponsored or unemployed	• Personal bank statement of last 3 months of the sponsor with bank stamp and sign on each page • Personal ITR (only ITR-V, verification form or acknowledgement) of the last 2 assessment years - if applicable • Sponsorship letter providing details of financial support • Passport copy of the sponsor	Sponsorship Letter Template
If invited by friend/family	• Invitation letter: containing full details of the inviter; full name, address, email id and telephone number • Has to be dated and signed, mentioning names of all the invitees, the duration of stay, the relationship and the purpose of the invitation, along with a copy of the passport or identity card, OCI and residential permit.	Invitation Letter Template
If traveling to another country after leaving the Schengen area	• Next country visa/travel permit • Not applicable if traveling back to country of own nationality	
If minor	Children under 18 years old, not travelling with both parents: • Written consent letter of the other, non-travelling parent or legal guardian, certified by public notary. Children under 18 years old, travelling alone: • Written consent letter of both parents or legal guardian, certified by public notary. Students above 16-year-old: • Copy of the student college ID card and introduction letter of the School/College/University. In all cases: copies of the passports of both parents (legal guardian) or PAN cards or driving license.	
If a visa has been refused in last 2 years	• Can be any Embassy or High Commission in the last 2 years • Refusal notice or a written explanation about the reasons of refusal.	

Czech Republic Business Visa Document Checklist

Name of the document	Description	Format
Appointment letter	Needs be carried on the day of appointment	
Application form	Completed, signed by the applicant and, if applicable, authorization of third person.	Visa Application Form
Original Passport	Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages	
Passport Photocopies	Clear photocopies of the 1st page (bio data) and last page of the passport	
Original Old Passports (if any)	Bound together with rubber band, not stapled	
2 Photographs	- White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture). 1st picture should be pasted on the application 2nd picture has to be clipped on the last page of the passport, stapled or pinned pictures cannot be accepted.	Photo Specifications
Cover Letter	- Original letter with day-to-day travel plan - If the applicant is submitting the applications of his/her family, then all applications must include a copy of the covering letter	
Travel Insurance	- Covering not less than 30,000 Euros and for the entire stay in Schengen territory - For applicants applying for a multiple visa - it is sufficient to submit an insurance policy covering the first journey	
Flight tickets	- Onward and Return ticket both - Should include names of all travelers - If applicable proof of intra-Schengen flight, train itinerary or car rental	
Proof of Accommodation	Confirmation of hotel reservation	
If employed	Employer introduction letter: Original letter on a business letterhead from the employer/company. Signed and stamped by HR or directorate mentioning applicant's position and the duration of employment, also mentioning dates and purpose of the trip - Last 3 months salary slips with bank stamp and sign on each page - Last 3 months personal bank statements with bank stamp and sign on each page - Personal ITR (only ITR-V, verification form or acknowledgement) of last 2 assessment years	Employer Introduction Letter Template
If Self Employed	Business registration proof: GST Registration with annex A & B, partnership deed, proof of proprietorship or other proof of ownership. - Last 3 months personal and business bank account statements with bank stamp and sign on each page - Company ITR (only ITR-V, verification form or acknowledgement) of last 2 assessment years - Personal ITR (only ITR-V, verification form or acknowledgement) of last 2 assessment years	
If Retired	- Personal pension bank statement of the last 3 months - Proof of regular income generated by ownership of property or business	
Invitation Letter from business partner in Czech Republic	- With full details of the inviter: full name, address, email-ID and telephone number. - Original or copy, signed & stamped, mentioning the invitee details, the dates and purpose of the trip with detailed schedule of the business meetings or trainings (day to day schedule).	Invitation Letter Template

If traveling to another country after leaving the Schengen area	• Next country visa/travel permit • Not applicable if traveling back to country of own nationality
Valid UK, USA, or Canada visas	If any
If a visa has been refused in last 2 years	• Can be any Embassy or High Commission in the last 2 years • Refusal notice or a written explanation about the reasons of refusal.

Czech Republic Additional Information Required

Info	Details
Are you visiting any other Schengen countries during your stay?	Check list of Schengen countries: Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.
What is your first country of entry?	Check list of Schengen countries: Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.
Have you been issued Schengen visa in the past 5 years?	If yes , mention last visa start date and end date
Have your digital fingerprints previously been taken in connection with a previous application for a Schengen visa?	If yes , mentioned Date of taking fingerprints and Visa number of last visa
What is your marital status?	Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated
How long are you planning to stay in Schengen area?	No. of days
What is your employment status?	If Student, mention: name of the Institution, Institute address, Institute address and Institute email If Employed, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email If Unemployed, mention: Last job role and last date of working If Self Employed, mention: Job Title If Retired, mention: Date of retirement If Other, mention: details on the other employment status
Will someone else will be paying towards the cost of your trip?	If yes, mention if it will be paid by 1) Friend/family 2) Employer 3) Any other company Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying