

Czech Republic Documents Checklist

Czech Republic Tourist Visa Checklist

Documents	Description	Format
Original Passport	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	
Copy of Passport Pages	Clear photocopy of first and last page of the passport and at least two Schengen visas, if applicable.	
Photograph	35mm x 45mm, with about 80% of your head and the top of your shoulders covering the photo	
Application form	completely filled and duly signed by the applicant	
Flight tickets	All flight reservations to and from Schengen area only.	
Hotel Tickets	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.	
Cover Letter	signed by the applicant explaining the purpose of visit to the Czech Republic and entire travel plan (itinerary)	Cover Letter Template
Appointment slip	This needs be carried on the day of appointment	
Travel 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.	
Bank statement	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 his own/ of his sponsor.	

ITR	Copy of income tax return + ITR V acknowledgment of last 03 financial year	
If sponsored	<ul style="list-style-type: none"> Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination); Pension statements for the last three months; Proof of regular income generated by ownership of property or business; If the trip is sponsored by father/ mother/ guardian or any person other than the applicant who is travelling, written consent certified by public notary of the parents or guardian or the person sponsoring the trip. 	Sponsorship Letter Template
If employed	<ul style="list-style-type: none"> Pay slips for the last three months; Employment contract; Employers statement on approval for holidays. 	Employer NOC Template
If self employed	<ul style="list-style-type: none"> Certificate of the registration of the company. 	
If 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. In case of pupils and students: proof of enrolment in school or university. 	
Journeys undertaken for the purpose of tourism	<ul style="list-style-type: none"> 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 	

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