


CZECH REPUBLIC - CHECKLIST FOR SHORT STAY VISA APPLICATION

Purpose of trip:		Intended travel date:		More trips planned <i>(documentation provided)</i> Yes / No
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	Visa application requirements		Remarks
1.	Application form (available online, free of charge) <ul style="list-style-type: none"> duly filled in English or Czech, and signed and dated by the applicant for applicants under 18, the application form should be signed by the parent/legal guardian; the parent's/legal guardian's passport copy must be attached 	<input type="checkbox"/>	
2.	One recent passport-size photograph <ul style="list-style-type: none"> light background, neutral expression, no head covering except for religious reasons, not stapled 	<input type="checkbox"/>	
3.	Original passport + copy of all relevant pages (ID page, previous Schengen visas, etc.) <ul style="list-style-type: none"> passport must be valid for at least 3 months after intended departure from Schengen and issued within previous 10 years passport must contain 2 blank pages 	<input type="checkbox"/>	
4.	Travel medical insurance policy (not for diplomatic passports and EU citizen family members) <ul style="list-style-type: none"> valid for the Schengen area and covering the entire period of intended stay minimum coverage of 30.000 EUR, including repatriation 	<input type="checkbox"/>	
5.	Flight ticket reservation, including return flight	<input type="checkbox"/>	
6.	Hotel reservation(s) or other proof of accommodation for the whole stay in Schengen <ul style="list-style-type: none"> for the whole of stay in Schengen 	<input type="checkbox"/>	
7.	Proof of sufficient financial means for the intended visit of the Schengen area (such as a valid credit card) <ul style="list-style-type: none"> for non-Bahraini nationals original bank statements for the past 6 months are requested (online print-out statements need to be stamped by the bank), if salary is not received in the bank account, salary slips requested 	<input type="checkbox"/>	
8.	For business/conference/sports event visit: <ul style="list-style-type: none"> letter from the inviting company/organizer (original, or sent from the company/organizer's <u>official</u> fax number or <u>official</u> email address), or official invitation form certified by the Czech Foreign Police For visiting family or friends: <ul style="list-style-type: none"> original letter from the inviting person or official invitation form certified by the Czech Police For medical reasons visit: <ul style="list-style-type: none"> medical certificate stating the medical history of the patient and the treatment needed official document from the receiving Czech institution stating the type of treatment reserved and the financial arrangement For study visit: <ul style="list-style-type: none"> official documents from the receiving (and possibly also sending) institution 	<input type="checkbox"/>	
	Additional, for Non-Bahraini applicants:		
9.	Bahraini residence permit + 1 copy thereof <ul style="list-style-type: none"> minimum validity 1 month beyond the intended return from Schengen 	<input type="checkbox"/>	
10.	Bahraini re-entry visa + 1 copy thereof <ul style="list-style-type: none"> valid beyond the intended departure from Schengen 	<input type="checkbox"/>	
11.	Original letter from sponsor in Bahrain (stamped and signed) <ul style="list-style-type: none"> stating employment status, position, length of contract, salary, and the purpose of the trip, stamped by Chamber of Commerce self-sponsored: original trade license + 1 copy thereof domestic staff: original employment contract with the sponsor 	<input type="checkbox"/>	
12.	Any other documents submitted (such as travel itinerary, proof of transportation between Schengen countries, proof of real estate ownership, etc.), specify:	<input type="checkbox"/>	

EU citizen family members ONLY	<ul style="list-style-type: none"> • Copy of the EU citizen's passport • Original proof of affiliation – legalized, if not Czech issued • Proof of joining or following the EU citizen (if not Czech citizen) 	
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A) Important Note:

- Original supporting documents must be presented (+ 1 copy if original cannot be submitted).
- Translation of all Arabic documents into English or Czech is mandatory.
- Applications must be submitted in person; in case of applicants aged 12 and older fingerprints will be collected.
- If an application is submitted by an accredited travel agency, it must include a signed authorization letter from the applicant. Such authorization inherently applies also for the receipt of the passport and the visa decision. Applications without the authorization letter will not be accepted.
- For children registered in a parent's passport, a separate application needs to be submitted.
- Visas can be requested up to 3 months before the planned trip.
- As per the Schengen Visa Code (Article 23), visa applications are decided within 15 calendar days. There is no express fee for faster visa appointment or procedure.

B) Authorization for the receipt of the passport and the visa decision (if applicable):

I,, herewith authorize Mr./Ms. (full name), holder of passport no. to collect my passport and the visa decision.

C) Applicant's Declaration:

I have been informed that an application without a complete set of documentation according to the above stated checklist may result in a rejection of my visa application. I am also aware that the Embassy of the Czech Republic in Riyadh reserves the right to request any additional supporting documents and does not guarantee the issuance of a visa.

<p><i>Place:</i></p> <p><i>Date:</i></p> <p><i>Applicant's signature:</i></p> <p><i>VFS Global officer's signature:</i></p>
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