

# **Schengen Visa Application Checklist**

- ✓ **Sufficient money of the visa fee (approx. 1450 ZMW). We accept only Zambian kwacha in CASH.**
- ✓ **Application form completed properly and signed**
- ✓ **One colour passport photo size 3,5 x 4,5 cm**
- ✓ **Passport valid 3 months beyond the trip**
- ✓ **Copy of the passport**
- ✓ **Copy of the flight ticket for the whole trip**
- ✓ **Itinerary of the entire trip**
- ✓ **Hotel reservation**
- ✓ **Proof of financial means – bank statements for last 3 months (ORIGINALS AND STAMPED BY A BANK)**
- ✓ **Employment letter / Letter from school**
- ✓ **Invitation, stating name, address, telephone number and period of stay + copy of the ID of inviting person / Official Invitation issued by the Alien Police inspectorate**
- ✓ **For business trips: an invitation from the company in the Czech Republic stating the purpose of visit**
- ✓ **Travel/Medical insurance for the entire duration of the stay in the Schengen area, stating coverage dates and amount of 30.000 EUR**
- ✓ **Certified parental consent from both parents if the applicant is under 18 and travelling alone, or with one parent (certified consent of the other parent)**