



## Checklist for Visa Application – STUDY OR TRAINING

Name:	
Passport Number:	

	YES	NO	N/A
<b>Visa Application – all 4 points must be ticked “YES” for the application to be accepted</b>			
1. <b>Visa Application Form</b> – signed by the applicant			
2. <b>Photograph</b> – not older than 6 months, with light background, meeting ICAO criteria, <u>without any post-processing</u>			
3. <b>Passport</b> – with copy of the Data page on size A4 paper as well as any former schengen visa (if applicable). The passport must be valid for a minimum of 3 months after the intended stay, issued within last 10 years and having at least 2 blank pages.			
4. <b>Visa fee</b> – paid or waived, as applicable			
5. <b>Finger prints:</b> a) taken NOW b) in last 59 months			
<b>Required supporting documents placed in the following order:</b>			
1. <b>Travel medical insurance</b> - valid for the entire period of the intended stay and <u>all Schengen States</u> with a minimum coverage of € 30.000 (medical reimbursements, emergency evacuation and repatriation of mortal remains) Holders of Egyptian passports issued after 1/7/2021 are exempt from submitting travel medical insurance if they have obtained the obligatory Travel Insurance Policy Schedule issued by the Egyptian Pool for Travel Insurance. <b>Applicants must submit the Travel Insurance Policy Schedule, NOT a copy of the insurance sticker.</b>			
2. <b>Copy of round-trip flight ticket or flight reservation</b> with valid reservation code or with number of ticket, if already paid  In case of visiting more than one Member State, means of transportation within Schengen Area is required.			
3. <b>Proof of accommodation, such as:</b> a) prepaid hotel reservation; b) confirmation of hotel reservation; c) confirmation of prepaid accommodation; d) confirmation of private accommodation, mentioning that the host will cover the accommodation costs; e) proof of rental or ownership of real estate in CZ;  Reservation of accommodation should cover the whole period of stay in the Schengen Area			
4. <b>Purpose of the stay:</b> <b>Official invitation from the inviting institution</b> (on official institution paper, stamped and signed) containing the following information: - the full address of the institution and contact persons, nature of the study/training, name and position of the person signing the invitation, purpose and duration of the visit, and person or entity who will bear the applicant’s travel and living costs.			

<p>5. <b>Verifiable evidence of sufficient means of subsistence during intended stay:</b>  <b>Original bank</b> account statements with an official bank stamp and signature and translations of the statements, showing activity over the last 6 months, or proof of other assets. In addition, the following documents are required.</p> <p><b>Employees:</b> <b>Certificate of employment</b>, specifying the date of recruitment, position in the company and salary level and leave approval. The certificate has to be signed and stamped.</p> <p><b>Company owners:</b> original of the commercial registry and tax card.</p> <p><b>Students:</b> proof of enrolment in school/university.</p> <p>If relevant, proof of financial means may be given by submitting a national form for proof of sponsorship and/or accommodation.</p>			
<p>6. <b>Traveller profile (family ties and travel history)</b>  Proof of the applicant's family ties and marital status in Egypt through <b>an extract of the Kidaely family register (for all applicants).</b></p> <p><b>For first-time applicants or applicants who have lost their passport:</b> The Mogamma (movement) certificate (indicating if the applicant has had previous passports and if the applicant has previously travelled to the Member States).</p> <p><b>For non-Egyptian nationals:</b> Proof of legal residence in Egypt, valid for 3 months beyond the intended date of departure from the territory of the Member States.</p>			
<p>7. <b>Minors (under 18 years of age) travelling alone (without parents/legal guardian)</b>  <i>If minors travel without their legal guardian(s):</i> consent of the parental authority (both parents) or legal guardian(s) must be provided either through a notarised certificate or a form signed at the consulate premises or at the external service provider.</p> <p>Copy of the minor's birth certificate and a copy of the passport of the authorising adult must be provided.</p>			

Note: **The Czech Embassy reserves the right to request additional information or documents and, if deemed necessary, to interview the applicant by phone or in person.**

**Declaration of the Applicant:**

- I confirm that I have been informed that all presented documents should be in English or translated to English or Czech. I understand that if translation of required documents is missing, the Czech Embassy considers this document as missing, and my visa application might be refused (Visa Code 810/2009 – Article 23).
- I have been informed that the Czech Embassy should decide on my visa application within 15 days. Due to the fact that I have submitted my visa application later than 15 days before my planned trip, the decision may not be taken on time. I bear all responsibility for any damage, including financial, which may occur in such case.

**Remarks:**

Date: .....

Applicant's Signature