

DOCUMENTS REQUIRED FOR VISA APPLICATION

1. Fully completed and signed application form. The form has to be completed legibly and signed by the applicant or in case of children under 15, by the legal guardian. Each applicant must present a SEPARATE APPLICATION FORM and a SEPARATE SET OF DOCUMENTS even for children travelling on a parent's passport.

Please Note: A separate application form (with a photograph and birth certificate) must be filled out for each child travelling even if they are registered on a parent's passport. Both parents of minor must sign the form, and submit a letter of agreement together with passport copy. If one parent is unable to sign, a letter of agreement together with a copy of passport is needed. If minor is under 6, a consent letter from the parents is required and copies of the parents passports showing signature.

More information on how to obtain an [application form](#).

2. Passport (original plus photocopy), with at least 2 blank visa pages, valid for at least 3 months beyond the return date of the trip to the Schengen Area. In addition photocopies of Schengen visas issued in the past 3 years need to be provided as well.

Please Note: The passport must have been issued within the last 10 years and it must have a minimum of 2 blank visa pages in order to affix the visa. Children up to the age of 15 may be included on a parent's passport. However, once the child has reached the age of 15 a separate passport is necessary.

If you are **not a citizen** of North Macedonia or Kosovo, you will need to provide a valid residence permit in the afore-mentioned countries.

3. One recent (not older than 3 months), **passport-size, good quality colour photo** with white or grey background glued to the visa application.

Please Note: Please glue your photograph to the form, do not staple it.

4. Proof of current occupation:

1. **Employee:** recent original employer's letter (on letter headed paper, showing company's address, phone number and registration number), signed with the signee's name and position and your payslips from the last 3 months.
2. **Self-employed:** last tax return correctly showing applicant's details such as name, address, Unique Taxpayer Reference and National Insurance Number, if first tax return has yet to be filed a letter from HMRC containing the Unique Taxpayer Reference and National Insurance Number needs to be provided.
3. **Company director:** Certificate of Incorporation and Letter from Accountant need to be provided.
4. **Student:** recent original school, college or university letter confirming applicant's enrolment (type of studies and number of lessons/hours per week and attendance record), signed with the signee's name and position
5. **Unemployed/retired:**

- If receiving benefits, a recent original letter must be obtained from the local Social Services Office
- If not receiving benefits, a cover letter explaining the applicant's financial situation must be provided
- If housewife/man, the applicant may be sponsored by the spouse. In this case following documents need to be provided: spouse's employer letter, spouse's latest 3 months bank statements, spouse's sponsor letter, spouse's passport and the marriage certificate (this applies for married couples only).

5. Medical health/travel insurance drawn in the applicant's name, which specifically declares:

- Validity throughout the Schengen Area (not only in the Czech Republic or in those Schengen countries that the applicant intends to visit);
- Validity for the entire period of stay in the Czech Republic and the Schengen Area;
- Cover of at least € 30,000 for (a) urgent medical care, (b) hospital emergency treatment, (c) evacuation, and (d) repatriation for medical reasons;
- 0 € (zero) deductibles/co-pay/out-of-pocket expenses.
- The insurance must be issued by an insurance company, NOT by the employer, school etc.

Please Note: Applicants must provide their travel insurance certificate, the receipt and the Terms and Conditions pages. Quotations for insurance are not taken as proof of cover. The insurance should state that it covers all medical expenses including emergency hospital treatment and repatriation for the period of your stay in the Schengen area. The insurance must be valid throughout the territory of the Member States and cover the entire period of the person's intended stay. The certificate should state the name of the person/s covered, the period of cover and the level of cover (minimum EUR 30.000 or equivalent in local currency). The insurance certificate must be brought with you as the policy number alone will also not be taken as proof of cover. The insurance company must be registered in either the Republic of North Macedonia, Republic of Kosovo or the Czech Republic.

6. Proof of financial means to cover the cost of the intended stay: Latest three months current account bank statements showing a positive balance – please ensure the closing balance date is not older than 1 week as of the date of submission. Employment confirmation, or salary proof can be requested as well.

Please Note:

For a stay of 30 days and less, the applicant is required to possess at least **1,565 CZK*** per day (reflecting the existential minimum, which is set at 3,130 CZK per day – half of this amount is required for the visa purposes).

For example: **for a stay over 30 days** (90 days maximum), the applicant is required to possess at least **15x 3,130 CZK**. This amount **increases by 2x 3,130 CZK** per each full month = **46,950 CZK + 6,260 for each full month**.

You should make sure that you have a minimum of EUR 63.00 in the account for each day of your stay in the Schengen Area i.e. EUR 315.00 for 5 days. Travellers' cheques are also acceptable and must be equal to the minimum amount required for each day's stay (EUR 63.00) in the Schengen Area. If using travellers cheques please bring the originals and the copies with you when applying for your visa. Cash is not accepted as proof of funds.

7. Confirmed return travel reservation:

Please Note: We need to see a return airplane/coach/rail ticket reservation.

8. Confirmed accommodation reservation in the Czech Republic:

1. If the applicant's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ID card plus passport signature page, if signature is not on the personal details page.
2. If staying with friends or relatives in the Czech Republic: The applicant must provide an original signed invitation and photocopy of both sides of the inviting person's ID ("občanský průkaz" in Czech) or passport copy and copy of Czech residence permit if your host is not Czech. The letter needs to provide exact dates the applicant is going to be staying with the invitee and the address where they will be staying. A formal obligation can be obtained by your host at the regional office of the [Czech Immigration Authority](#) in the Czech Republic. It may replace some required supporting documents as financial funds and proof of accommodation.

9. Proof confirming purpose of your trip, e.g.:

- **tourism** (confirmed hotel reservation, invitation letter with verified signature, itinerary etc.)

10. Travel Plan: Applicants travelling to more than one Schengen Area country must provide a detailed travel plan.

Please Note: If you plan to visit other [Schengen countries](#) after the Czech Republic please present all relevant documents proving your intended travelling (paid airplane/coach/rail ticket etc.).

PLEASE NOTE: IN SOME CASES FURTHER DOCUMENTS AND GUARANTEES WILL BE REQUIRED with your application, e.g. sponsorship letter, invitation from your business partner in the Czech Republic, etc.

All ORIGINAL documents have to be presented with a **PHOTOCOPY**. Applicants will not be able to make copies once they are inside the building. The Embassy will not return original documents if photocopies are not supplied.