

CZECH REPUBLIC - CHECKLIST FOR SHORT STAY VISA APPLICATION (BWA)

	Visa application requirements:	YES	NO	Remarks :
1.	Application form (available online, free of charge) <ul style="list-style-type: none"> duly completed, signed and dated by the applicant or the legal guardian in case of minors (legal guardian's passport copy must be attached) 			
2.	One recent passport-size photograph (3,5 x 4,5 cm) <ul style="list-style-type: none"> light background, neutral expression, no head covering except for religious reasons 			
3.	Original passport + copy of ID page <ul style="list-style-type: none"> must be valid for at least 3 months after the intended return from the Schengen area, be issued within previous 10 years and contain at least 2 blank pages 			
4.	Copy of all (available) previous Schengen visas (with EU entry/exit stamps)			
	Minor applicants: <ul style="list-style-type: none"> birth certificate certified copies of IDs/passports of both parents (common copies, if parents submit their application at the same time) if the minor travels alone: certified parental consent by both parents if the minor travels with one parent: certified consent by the other parent / proof of guardianship / death certificate 			
5.	For business/conference/sports event visit: <ul style="list-style-type: none"> letter from the inviting company/organizer stating the applicant's name, purpose, period and duration of stay, and contact details for the inviting party, or <u>original</u> official Invitation Letter form certified by the Czech Foreign Police in case of conference: proof of registration and payment For visiting family or friends: <ul style="list-style-type: none"> letter from the inviting person stating the applicant's name, purpose, period and duration of stay, contact details of the inviting person and a full reference address, or <u>original</u> official Invitation Letter form certified by the Czech Foreign Police For tourism: <ul style="list-style-type: none"> detailed itinerary, in case of pre-paid tour: details of the tour + the proof of payment to the tour operator For study: <ul style="list-style-type: none"> official letter from the receiving Czech institution including contact details as well as the applicant's name, purpose, period and duration of stay For medical treatment: <ul style="list-style-type: none"> letter from medical doctor/institution advising that the treatment is necessary official document from the receiving Czech institution specifying the treatment, estimated costs and duration of stay proof of pre-payment or sufficient financial means for the treatment 			
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 the Schengen area 			
7.	Flight/travel reservations, including return flight <ul style="list-style-type: none"> incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable 			
8.	Proof of sufficient financial means for the intended visit of the Schengen area <ul style="list-style-type: none"> bank statement for the past 3 months (proving regular income and sufficient means), (any additional bank accounts or assets proving financial stability of the applicant) 			
9.	Original letter from employer in Botswana <ul style="list-style-type: none"> stating employment status, position held, date of recruitment, length and nature (permanent/contractual work) of contract, salary and the purpose of trip. Name and contact details for the signing employer representative. Self-sponsored: company registration document Unemployed: applicant's letter explaining duration of unemployment and sources of income, marriage certificate in house wife/husband			
10.	Travel medical insurance policy <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 			
	Additional, for non-Botswana citizens:			
11.	Original valid residence permit in Botswana (+ 1 copy thereof) <ul style="list-style-type: none"> valid at least 3 months after the planned return 			

12.	Any other documents submitted, specify:			
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Important Note:

- Supporting documents required in original must be presented in original during submission at the visa center (additional copy required if the original cannot be given away).
- Translation of all non-English language foreign documents into English or Czech is mandatory.
- In all applicants aged 12 and older fingerprints will be collected, unless previously submitted in the last 59 months.
- Visa applications are decided within 15 calendar days. Courier transit times are to be added to the 15 days. There is no express fee for a faster visa appointment or procedure. In case of visa refusal, visa fee is not refunded.
- The Czech Embassy in Pretoria may request additional supporting documents or an interview.

Applicant's Declaration (tick below if applicable):

I am aware that my application file does not comply with the above stated list of requirements, which may result in a visa refusal. Nevertheless, I insist on submitting my application.

I am aware that my intended trip starts in less than 15 days, which is the processing time given by the Schengen Visa Code. Nevertheless, I insist on submitting my application, assuming all the responsibility if my application is not processed in time.

Place:	Date:
Applicant's (legal guardian's) signature:	

Application received by:

Remarks by BLS International, if any: