

Schengen visa application checklist

BUSINESS, CULTURE, SPORT, CONFERENCE, OTHER

- All documents must be submitted in English or Czech language. Documents in Persian must be officially translated to English or Czech language.
- Original documents must be presented during the personal interview and a copy must be submitted.
- False or falsified documents, as well as misleading documents, can lead to the refusal of visa.
- All documents submitted (e.g. letters) must be intended for use during the visa process.

	YES	NO	N/A
General requirements			
Application form duly filled and signed by the applicant			
One recent size photograph in color with white background (3,5 by 4,5 cm)			
Passport/travel document			
Official translation of birth certificate (Shenasnameh)			
Copy of passport and previous visa			

Transportation			
Reservation of return ticket			
Transportation in Schengen area (if applicable)			
Accommodation			
Confirmed accommodation reservation for the whole journey			
Accommodation provided by the inviting/sending entity or person			
Insurance			
Travel medical insurance for Schengen Area with 30 000 EUR daily coverage and valid for all risks			

Purpose of travel			
Business			
Invitation letter from Czech business partner stamped and signed specifying purpose of visit, evidence of the business relation, dates of travel			
And/or original invitation endorsed by Czech Immigration Police stamped and signed			
Culture, sport, conference, other			
Invitation letter of the event organizers stamped and signed stating the name, date of birth and passport number of the invited person, reason of visit, relationship, dates of travel			
Letter of accreditation or registration duly signed and stamped, confirmation of payment for any fees			
Proof of culture or sport history (certificates, medals, memberships, contracts, etc.)			
Abstract of a paper or a lecture prepared for the event/conference			

Means of subsistence			
Bank account statement and circulation of the same account for the last 3 months and not older than 2 weeks (either for the main applicant or the financial supporter)			
Proof of ownership of property in Iran (if applicable)			
Other proof of financial means available during visit (e.g. declaration of financial support)			
Specific requirements:			

	Employee • certificate of employment • pay slips for last 3 months • proof of membership of <i>Tamin-e Ejtemaei</i> or <i>Khadamat-e Darmani</i>			
	Trader • proof of entry into trade register • proof of membership of <i>Tamin-e Ejtemaei</i> or <i>Khadamat-e Darmani</i>			
	Director or shareholder • introduction letter signed by a legal representative • proof of existence of the company, proof of appointment			
	Student • study certificate • evidence of parents' economic status			
	Pensioner • pensioners decree • proof of receipt of a retirement pension			
	Unemployed • proof of adequate socio-economic status			

Minors (less than 18 years old)				
Declaration by the legal representative about the coverage of costs, certified by notary				
Consent of the parental authority if the minor travels alone or with only one parent				

Remarks to be filled out by the VFS staff		YES	NO
Applicant's first application for Schengen visa?			
Refused, revoked, cancelled or rejected Schengen visa before?			
If yes, how many times and from which countries?			
Applicant travels alone?			
If no, accompanied by friends family colleagues other (specify):			
Applicant's documents are complete?			
If no, which documents are missing?			
Other remarks?			

- ☐ I confirm that I have been advised to deliver missing documents specified above to the Czech Embassy within 7 days (Sundays to Thursdays between 11:00 – 12:00). Signing this form, I accept the fact that if I will not submit these documents in time, my application will be decided without missing document and might be refused (Visa Code 810/2009 – Article 23)

اینجانب تأیید مینمایم که به من توصیه شده است که کسری مدارک را که در قسمت بالا به آن اشاره شده است، ظرف مدت ۷ روز به سفارت جمهوری چک تحویل دهم. (روزهای کاری یکشنبه تا پنجشنبه بین ساعت ۱۱:۰۰ تا ۱۲:۰۰) با امضای این فرم، این واقعیت را می پذیرم که در صورت عدم ارائه به موقع مدارک، درخواست من با توجه به کسر مدارک مشخص شده تصمیم گیری می شود و ممکن است درخواست ویزای من رد شود (قوانین ویزا ۲۰۰۹/۸۱۰ - ماده ۲۳)

- ☐ I do not have or I do not intend to submit the above-mentioned missing documents to Czech Embassy.

امکان تهیه مدارک اشاره شده در بالا را ندارم و یا قصد ندارم که آن را به سفارت چک ارائه دهم.

Place and date:

Signature:

SIGANTURES AND AGREEMENT

Visa applicant

- I confirm that I have been informed that all presented documents should be translated to English or Czech language. I understand that if translation of any document is missing, the Czech Embassy considers this document to be missing as described in the previous paragraph.

• اینجانب تأیید می نمایم که به من اطلاع داده شده است که کلیه مدارک ارائه شده می بایست به زبان انگلیسی یا چکی ترجمه شوند. همانطور که در پاراگراف قبلی توضیح داده شده، من آگاه هستم که اگر ترجمه هر مدرکی موجود نباشد (به زبان فارسی ارائه شود)، سفارت جمهوری چک این سند را جز کسر مدارک بحساب خواهد آورد.

- I am aware that the Embassy has the right to conduct an interview and/or to request additional documents if needed.

• من آگاه هستم که سفارت این حق را دارد، که در صورت نیاز، درخواست مصاحبه و/ یا درخواست مدارک بیشتر داشته باشد.

- I am aware that I must inform the Embassy of any changes made to the arrangements of my visit after submitting the visa application. Otherwise, visa application might be refused.

• من آگاه هستم که می بایست پس از ارائه درخواست ویزا، هر گونه تغییر در مدارک و برنامه ی ارائه داده شده در خصوص سفر خود را به سفارت اطلاع دهم. در غیر این صورت، درخواست ویزا ممکن است رد شود.

I have read and agreed to the terms and conditions valid for this visa application as per above.

من شرایط و ضوابط اشاره شده در متن بالا را مطالعه کرده و با آن موافقت می کنم.

Place and date:

Signature:

VFS staff

Applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and date:

Signature:

Remarks by staff of the Embassy of the Czech Republic