

## Important Schengen Visa Information

The countries whose citizens are **required to obtain a Schengen visa** in order to enter any member country of the Schengen Area are:

- Afghanistan
- Algeria
- Angola
- Armenia
- Azerbaijan
- Bahrain
- Bangladesh
- Belarus
- Belize
- Benin
- Bhutan
- Bolivia
- Botswana
- Burkina Faso
- Burundi
- Cabo Verde
- Cambodia
- Cameroon
- Central African Republic
- Chad
- China
- Comoros
- Cote D'ivoire
- Cuba
- Dem. Rep. Of Congo
- Djibouti
- Dominican Republic
- Ecuador
- Egypt
- Equatorial Guinea
- Eritrea
- Eswatini
- Ethiopia
- Fiji
- Gabon
- Gambia
- Ghana
- Papua New Guinea
- Guinea-Bissau
- Guyana
- Haiti
- India
- Indonesia
- Iran
- Iraq
- Jamaica
- Jordan
- Kazakhstan
- Kenya
- Kosovo
- Kuwait
- Kyrgyzstan
- Laos
- Lebanon
- Lesotho
- Liberia
- Libya
- Madagascar
- Malawi
- Maldives
- Mali
- Mauritania
- Mongolia
- Morocco
- Mozambique
- Myanmar
- Namibia
- Nepal
- Niger
- Nigeria
- North Korea
- Northern Mariana Islands
- Oman
- Pakistan
- Palestine
- Papua New Guinea
- Philippines
- Qatar
- Republic of the Congo
- Russia
- Rwanda
- Saudi Arabia
- Senegal
- Sierra Leone
- Somalia
- South Africa
- South Sudan
- Sri Lanka
- South Sudan
- Suriname
- Syria
- São Tomé and Príncipe
- Tajikistan
- Tanzania
- Thailand
- Timor-Leste
- Togo
- Tonga
- Tunisia
- Turkmenistan
- Türkiye
- Uganda
- Uzbekistan
- Vanuatu
- Vietnam
- Yemen
- Zambia
- Zimbabwe

If you are a passport holder of any of the following countries, please see the next page on how to proceed with your Schengen visa application.

## **Documents required to apply for a Schengen Visa**

- **Visa application form.** Fully completed and signed. Please refer to page 3-6 for the Schengen Visa Application Form.
- **Two recently taken color photos must be attached. Photo size: 35x45mm.** Both photos must be taken within the last three months, according to the visa photo requirements.
- **A valid passport.** Not older than 10 years, and it should valid for at least three more months beyond the date you plan to leave the Schengen area. And any older passports with visas on them.
- **Round trip reservation or itinerary.** It must include dates and flight numbers specifying entry and exit from the Schengen area.
- **Travel insurance policy.** A document that proves you have travel health insurance for the whole Schengen territory, with a minimum coverage of 30,000 euros in case of any medical emergency such as illnesses, accidents and even repatriation in case of death. The insurance company must be companies that are already approved by Schengen.
- **Proof of accommodation.** A document that shows where you will be accommodated throughout your stay in Schengen area such as hotel booking details.
- **Proof of financial means.** Evidence that you have enough money to support yourself financially throughout your stay in the Schengen area.
  - Original Personal bank statements of the applicant for last 6 months with the original stamp and signature of authorized signatory of the bank (Online Bank statements are not acceptable) and bank certificate (Saving account only). This is a mandatory statement.
- **Invitation Letter.** Invitation letter issued by a Czech Republic based company. This will be an obligatory requirement for a business visa. Czech Republic company /companies inviting the applicant, explaining the purpose of the present visit and the nature of existing commercial relationship.
- **Proof of paid visa fee.**



# Application for Schengen Visa

This application form is free

PHOTO

|   |                      |   |                          |  |  |
|---|----------------------|---|--------------------------|--|--|
| 1. Surname (Family name):   |                      |   |                          | FOR OFFICIAL USE ONLY  |  |
| 2. Surname at birth (Former family name(s)) :   |                      |   |                          | Date of application:   |  |
| 3. First name(s) (Given name(s)):   |                      |   |                          | Visa application number:   |  |
| 4. Date of birth (day-month-year):  | 5. Place of birth:   | 7. Current nationality:   |                          | Application lodged at<br><input type="checkbox"/> Embassy/consulate<br><input type="checkbox"/> Service provider<br><input type="checkbox"/> Commercial intermediary<br><input type="checkbox"/> Border (Name)<br>.....<br>.....                   |  |
|   | 6. Country of birth: | Nationality at birth, if different:<br><br>Other nationalities:   |                          |  |  |
| 8. Sex:<br><br><input type="checkbox"/> Male <input type="checkbox"/> Female  |                      | 9. Marital status:<br><br><input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Separated<br><input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify) |                          | <input type="checkbox"/> Other   |  |
| 10. In the case of minors: parental authority/legal guardian (surname, first name, address, if different from applicant's, telephone number, e-mail address and nationality):   |                      |   |                          | File handled by:   |  |
| 11. National identity number, where applicable:   |                      |   |                          | Supporting documents:  |  |
| 12. Type of travel document:<br><br><input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport<br><input type="checkbox"/> Other travel document (please specify) |                      |   |                          | <input type="checkbox"/> Travel document<br><input type="checkbox"/> Means of subsistence<br><input type="checkbox"/> Invitation<br><input type="checkbox"/> Means of transport<br><input type="checkbox"/> TMI<br><input type="checkbox"/> Other: |  |
| 13. Number of travel document:  | 14. Date of issue:   | 15. Valid until:  | 16. Issued by (country): | Visa decision:   |  |
| 17. Personal data of the family member who is an EU, EEA or CH citizen:   |                      |   |                          | <input type="checkbox"/> Refused<br><input type="checkbox"/> Issued:   |  |
| Surname (Family name):  |                      | First name(s) (Given name(s)):  |                          | <input type="checkbox"/> A<br><input type="checkbox"/> C<br><input type="checkbox"/> LTV   |  |
| Date of birth (day-month-year):   | Nationality:         | Number of travel documents or ID card:  |                          | <input type="checkbox"/> Valid:<br>From.....<br>Until.....   |  |
| 18. Family relationship with an EU, EEA or CH citizen:<br><br><input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascendant <input type="checkbox"/> registered partnership <input type="checkbox"/> other                                  |                      |   |                          | Number of entries:<br><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple  |  |
|   |                      |   |                          | Number of days:  |  |

|   |   |
|---|---|
| 19. Applicant's home address and e-mail address:  | Telephone number(s):                      |
| 20. Residence in a country other than the country of current nationality:<br><input type="checkbox"/> No<br><input type="checkbox"/> Yes. Residence permit or equivalent ..... Number ..... Valid until .....   |   |
| * 21. Current occupation:   |   |
| * 22. Employer and employer's address and telephone number. For students, name and address of educational establishment:  |   |
| 23. Main purpose(s) of the journey:<br><input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Official visit<br><input type="checkbox"/> Medical reasons <input type="checkbox"/> Study <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify) |   |
| 24. Additional information on purpose of stay:  |   |
| 25. Member State(s) of main destination (and other Member States of destination, if applicable):  | 26. Member State of first entry:          |
| 27. Number of entries requested:<br><input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries<br>Intended date of arrival of the first intended stay in the Schengen area:<br>Intended date of departure from the Schengen area after the first intended stay:   |   |
| 28. Fingerprints collected previously for the purpose of applying for a Schengen visa: <input type="checkbox"/> No <input type="checkbox"/> Yes.<br>Date, if known ..... Visa sticker number, if known .....  |   |
| 29. Entry permit for the final country of destination, where applicable:<br>Issued by ..... Valid from ..... until .....  |   |
| * 30. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s)   |   |
| Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s):   | Telephone number:                         |
| *31. Name and address of inviting company/organisation:   |   |
| Surname, first name, address and e-mail address of contact person in company/organisation:  | Telephone number of company/organisation: |
| *32. Cost of travelling and living during the applicant's stay is covered:  |   |

|   |  |
|---|--|
| <input type="checkbox"/> by the applicant himself/herself.<br><br>Means of support:<br><input type="checkbox"/> Cash<br><input type="checkbox"/> Traveller's cheques<br><input type="checkbox"/> Credit card<br><input type="checkbox"/> Pre-paid accommodation<br><input type="checkbox"/> Pre-paid transport<br><input type="checkbox"/> Other (please specify)   | <input type="checkbox"/> by a sponsor (host, company, organisation), please specify:<br><input type="checkbox"/> referred to in field 30 or 31<br><input type="checkbox"/> other (please specify).....<br><br>Means of support:<br><input type="checkbox"/> Cash<br><input type="checkbox"/> Accommodation provided<br><input type="checkbox"/> All expenses covered during the stay<br><input type="checkbox"/> Pre-paid transport<br><input type="checkbox"/> Other (please specify) |
| <p><b>I am aware that the visa fee is not refunded if the visa is refused.</b></p>  |  |
| <p><b>Applicable in case a multiple-entry visa is applied for (cf. field no 27):</b></p> <p><b>I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.</b></p>   |  |
| <p><b>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.</b></p> <p><b>Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. In Spain, the authority responsible for processing the data is the consular post at which the visa was applied for.</b></p> <p><b>I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State [in the Spanish case, the Agencia Española de Protección de Datos; calle Jorge Juan, número 6 (C.P.28001) –<a href="https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derechos-schengen">https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derechos-schengen</a>, will hear claims concerning the protection of personal data.</b></p> <p><b>I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.</b></p> <p><b>I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 6(1) of Regulation (EC) No 399/2016 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.</b></p> |  |
| Place and date  | Signature (for minors, signature of parental authority/legal guardian):  |

\*Family members of EU, EEA or CH citizens shall not fill in fields number 21, 22, 30, 31 and 32 (marked with \*).

\* Fields 1-3 shall be filled in in accordance with the data in the travel document.