

CHECKLIST - CZECH REPUBLIC

Embassy of Czech Republic in Manila



This checklist is only applicable if you are fully vaccinated against Covid-19!

VISA TYPE	TOURIST VISA	
Please submit the documents in the exact order given below, please do not staple any documents		
DETAILED REQUIREMENTS		NOTES
1	Original valid passport - Including old passport with the previous visa *if any	
2	Visa application form	
3	2 Passport size photographs	
4	Round trip flight reservation	
5	International travel insurance: With Covid Coverage,	
6	Proof of accommodation in the Czech Republic / Schengen member states	
7	Travel Itinerary	
8	Proof of financial status: All documents have to be originals, in format A4, with the stamp and signature of the Bank. <ul style="list-style-type: none">• If employed:<ul style="list-style-type: none"><input type="checkbox"/> Certificate of employment (position, date of hiring, salary)<input type="checkbox"/> Certificate of approved leave of absence (dates must be clearly mentioned)<input type="checkbox"/> Income tax return or Form 2316• If self-employed and/or company owner:<ul style="list-style-type: none"><input type="checkbox"/> Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business<input type="checkbox"/> Income tax return<input type="checkbox"/> Business financial statement• If student:<ul style="list-style-type: none"><input type="checkbox"/> Proof of enrollment<input type="checkbox"/> Copy of the student IDs<input type="checkbox"/> No objection letter<input type="checkbox"/> Certificate of leave of absence if traveling during the school year (dates must be clearly mentioned)	
9	Evidence of Funds <ul style="list-style-type: none"><input type="checkbox"/> Bank certification, bank books<input type="checkbox"/> Personal bank statements, credit card statements, or balances covering the last six months	
10	Other proof of rootedness: <ul style="list-style-type: none">• If you own any land, cars, properties, land titles, etc. bring the original documents as well as their photocopies.	

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10	Traveling with spouse and/or child/children: <ul style="list-style-type: none">• Marriage contract and birth certificate(s) of the child/children• Philippine Statistic Authority (PSA) issued.	
11	Minors <ul style="list-style-type: none">• Affidavit of support and consent of parents (legal guardians)	
12	Other document needed <ul style="list-style-type: none">• Birth Certificate• Government Issued Id	
13	Proof of Vaccination <ul style="list-style-type: none">• Vaccines that are recognized are only those that are registered by the European Medicines Agency (EMA): <i>Pfizer, Moderna, AstraZeneca, and Johnson & Johnson.</i>• Vaccination Certificate• Vaccination Card	
14	Embassy Visa Fee: *Rates are subject to change without prior notice* 80 euros (€), or about 4,704 (PHP) VFS service fees PHP 2,218 per visa applicant Agency Visa Fee: PHP 8,500 / Per person (Inclusions of processing and reservation ticket, hotel, and itineraries) Travel Insurance Exclusion in visa processing is mandatory for the visa application *Rates of travel insurance are subject to the number of days stay in Schengen countries.	

Important Note/s:

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of the Czech Republic reserves the right to ask for additional documents and/or for a personal interview and to verify the content and truth of the documentation presented.
- Please note as per instructions received from the Embassy of the Czech Republic, personal Bank statements (last 3 months) with stamp/signature of the Bank in original need to be submitted in A4 size only.
- "Applicants and travel agents are requested not to bind two or more passports with a stapler to avoid getting them damaged. Instead, you may bind them together using rubber bands."

Processing Time:

- Applications shall be lodged no more than three months before the start of the intended visit.
- Applications shall be decided on within 10 to 15 working days after the embassy scheduled appearance.

Embassy of the Czech Republic in Manila

Rufino Pacific Tower, 30th floor, 1226, 6784

Ayala Ave, Makati, Metro Manila

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