

## Checklist for Cultural, Scientific and Artistic events Visa Application

1.	<input type="checkbox"/>	<b>Visa application, duly filled out in English and signed by the applicant.</b>
2.	<input type="checkbox"/>	<b>Two recent passport pictures</b> <i>(photo must be: 35 mm wide, 45 mm high, photo must be well contrasted person, must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, but must not exceed 36 mm in height, eyes must be in the upper middle of the photo, eye color must be clearly recognizable, distance between the two pupils must be between 8 and 10 mm, white background). Any alterations (like Photoshop etc.) are strictly forbidden.</i>
3.	<input type="checkbox"/>	<b>Valid passport</b> <i>At least two free pages, validity of at least 90 days after expiration of Visa requested and at least 6 months from the date of submission; duly signed.</i>
4.	<input type="checkbox"/>	<b>Round Trip air ticket booking</b> <i>Document must be in English language, must be issued by airline or travel agency, must report full name of applicant as per passport.</i>
5.	<input type="checkbox"/>	<b>Letter of invitation from the host organization in Czech Republic for Cultural, Scientific, Artistic event purposes.</b> <i>Attention: In case if the inviting person covers the expenses of the trip - a written request from the person or entity from the Czech Republic, verified by the police for foreigners.</i>
6.	<input type="checkbox"/>	<b>Hotel booking (if accommodation is not provided by inviting organization)</b> <i>Document must be in English language, reservations must cover the whole duration of the trip, document must contain hotel name, hotel address, name of the applicant as per passport.</i>
7.	<input type="checkbox"/>	<b>In case of additional touristic travel: Complete itinerary</b> <i>Dates, cities, transports used to move across Schengen Area, if travelling to Non-Schengen Country during same trip, transport ticket and valid visa (for the Non-Schengen country), are needed.</i>
8.	<input type="checkbox"/>	<b>Proof of financial situation in country of residence</b> <i>Personal account statement of the last three months updated to maximum 7 days before date of submission. No fixed accounts.</i>
9.	<input type="checkbox"/>	<b>(If applicable) For applicants with insufficient finances</b> <i>Sponsor letter from close relative only (parents, siblings, son and daughters, spouse) who wishes to sponsor the applicant, proof of family relationship must be submitted (original and copy of birth certificate or house registration or marriage certificate) together with English translation, statement of the last three months of the sponsor's savings account updated to maximum 7 days before date of submission. No fixed accounts</i>
10.	<input type="checkbox"/>	<b>Evidence of applicant's employment</b> <i><b>If applicant is an employee:</b> Original employment letter, reporting Full name of applicant, Job position of applicant, Salary of applicant, Period of leave, Years of service in the company, Company stamp, Signature of manager, Full address of company, Telephone number of company. Letter's date of issue must be within 30 days. <b>If applicant is business owner:</b> Business License (from DBD) valid for 90 days together with English translation.</i>
11.	<input type="checkbox"/>	<b>If students applying</b> <b>Original letter from the school, dated within 6 months from the date of submission, must report:</b> <i>Full name of applicant, full name and address of school, telephone number of the school, signature of person giving permission</i>
12.	<input type="checkbox"/>	<b>Overseas medical insurance</b> <i>Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses, stamp and signature of insurance company are mandatory.</i> <a href="https://www.vfsglobal.com/italy/thailand/pdf/List-of-travel-medical-Insurance-C.pdf">https://www.vfsglobal.com/italy/thailand/pdf/List-of-travel-medical-Insurance-C.pdf</a>
13.	<input type="checkbox"/>	<b>Only for Non-Thai citizens: work permit, Re-entry Permit.</b> <b>Thai Visa validity MUST be minimum 1 year and 1 day.</b> <i>Original and copy, Re-Entry permit from Thai Immigration valid after coming back from Schengen States.</i>
14.	<input type="checkbox"/>	<b>(If applicable) Name Change Certificate</b> <i>Original and copy, translation in English.</i>
15.	<input type="checkbox"/>	<b>Two copies of applicant's passport's first page and copies of previous visas issued in the last 5 years by Schengen, UK, USA, or Canada.</b> <i>If Visas are in old passport: copy of first page of old passport and copies of relevant visas.</i>

**IMPORTANT NOTES:**

After applying for the Visa, the applicants will not be able to collect their passports from the Embassy. The processing time for a Visa application is maximum 15 calendar days according to Visa Schengen Code. Need of interviews or other issues might extend this period.

The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.

**Dear applicant,**

**A complete application is a crucial step for a fast processing of your visa.**

**If the Visa Application Center asks to present anything you do not have at the moment of submission, you can either choose to provide it or not, but please consider that our staff is addressed by the Czech Republic Embassy in Bangkok NOT to accept any incomplete / incorrect applications.**

**I, the applicant declare that I have also received back all my Original documents, which I had showcased as evidence to the VFS counter staff.**

**Date:**

**Signature of Applicant:**

Name of VFS Staff:

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