

CZECH REPUBLIC VISA REQUIREMENTS:



APPOINTMENT PROCEDURE:

- Set an appointment online thru their website : www.mzv.cz/manila
- Click "Visa and Consular"
- Click "Visa Appoint"
- Click "Accept"
- Click "Request appointment slot" then fill up the ff:
 - Citizenship
 - County of Residence
 - Czech Embassy / Consulate in;
 - Type of Visas and Residence permit then click "Next"
- Please retype the characters in the image then click "Next"
- Choose the request appointment date then click "Next"
- Fill up the Personal Information
 - Name
 - Family Name
 - Date of Birth
 - Country of Birth
 - Gender then click "Next"
- Click "Submit Application" then check your email address to get your "Confirmation code" then go back to the website to fill up the appointment confirmation then submit.
- Click "Confirmation Appointment" then click the "Print"

VISA REQUIREMENTS:

1. Application Form
2. Travel document / Passport - Passport should be valid for at least 90 days after the intended departure from Schengen. It shall contain at least two blank pages, it should have been issued within the previous 10 years.
3. One (1) recent photograph - Photo size should be 3.5 x 4.5 cm, with a light-colored background. The photograph must be pasted/glued on the designated space on the upper right side corner of the first page of the application form.
4. Accommodation Confirmation.
5. Official Bank Certificate (proof of financial means) must be supported by either:
 - Copies of bank statements showing transaction history for the past 3 months
 - Copy of passbook showing transaction history

The Official Bank Certificate must include a paragraph containing waiver of rights to release information to the Embassy of the Czech Republic - Visa Section. If this is not possible, a separate authorization letter addressed to the bank concerned must be produced, signed by the account holder and acknowledged by the bank representative (whether by signature or by stamp), a copy of which must be submitted to the Embassy at the time of application.

6. Round trip flight reservation / booking.
7. Travel medical insurance.
8. Other documents to support the visa application such as:
 - **For Employees:** Certificate of Employment, Leave Approval
 - **For Business Owners:** Business papers (SEC/DTI Certification)
 - **For Students:** Certificate of Enrollment
 - **For Minors:** Affidavit of support and consent of parents (specially of the non-traveling parent) or legal guardian.
- Copy of passport of parents or legal guardian
- Birth certificate of the minor certified by the National Statistics Office (NSO)
- Department of Social Welfare and Development (DSWD) clearance

* **Further documentation may be requested at the time of application.**



VISA PROCESSING FEE:

PHP 6,500.00 (Price are subject to change)

VISA PROCESSING TIME: Minimum 5 working days

Embassy of the Czech Republic in Manila : 30F Rufino Pacific Tower , 6784 Ayala Avenue, Makati City, 1226 Metro Manila

IMPORTANT REMINDERS:

- Please submit complete documents to avoid delays in processing.
- Please do not leave any blank in the application form. Kindly put "N.A." if it's not applicable.
- Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.



ISSUED: JULY 2017

