



## Czech Republic Visa Details

### Business Visa Application Checklist

<b>Application Form</b>	Fully completed in English and signed by the applicant
<b>Passport:</b>	<ul style="list-style-type: none"> <li>(a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States;</li> <li>(b) it shall contain at least two blank pages;</li> <li>(c) it shall have been issued within the previous 10 years;</li> <li>(d) no alteration or handwritten amendment concerning the data page</li> <li>(e) Copy of the present passport (data pages, pages with evidence of previous visa, travel</li> <li>(f) Original(s) of previous passport</li> </ul>
<b>Cover letter</b>	<ul style="list-style-type: none"> <li>a) Signed by the applicant stipulating the purpose of travel, duration, names and passport numbers of accompanying persons, transport and accommodation details.</li> <li>b) Marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of ration card, if applicable.</li> </ul>
<b>Photograph</b>	Two recent (not older than six months) high definition passport-size photo in colour with white background and face of the applicant must cover at least 80% of the frame, according to the specifications laid down by ICAO
<b>Documents for your trip:</b>	Round-trip flight reservations - travel itinerary: airline reservation and proof of other means of travel within Austria/EU in case of onward travel
<b>Proof of accommodation</b>	hotel reservation / letter of tour organizer and / or other appropriate documentation indicating the envisaged travel plans within Austria / EU
<b>Travel medical insurance</b>	Shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000. Applicants for a uniform visa for multiple entries shall prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, shall be signed.
<b>Proof of occupation:</b>	<p><b>If Employed</b></p> <ul style="list-style-type: none"> <li>a) Salary certificate of the last three (3) months of present occupation, employment contract plus company NOC to leave.</li> <li>b) Also, please mention official email address of the applicant or email address HR department on the application form OR business card mentioning the official email ID of the applicant.</li> </ul> <p><b>If Self-employed</b></p> <ul style="list-style-type: none"> <li>a) GST certificate/ Udyog Aadhar Memorandum/ Import Export Certificate/ Certificate of Incorporation etc.</li> </ul> <p><b>If Retired:</b></p> <ul style="list-style-type: none"> <li>a) pension statements for last 3 months and/or proof of regular income generated by ownership of property or business.</li> </ul>
<b>Proof of Earning</b>	<ul style="list-style-type: none"> <li>a) Original private bank statement showing movements in the last three months, duly stamped and signed by the bank: every applicant has to submit original bank account statement of their own and of the sponsor (if applicable),</li> <li>b) Indian income tax return acknowledgment for the last two assessment years and of the sponsor (if applicable);</li> </ul> <p><b>In addition:</b></p> <p><b>If the applicant is employed:</b></p> <ul style="list-style-type: none"> <li>a) Pay slips for the last three months;</li> </ul>

	<ul style="list-style-type: none"> <li>b) Employment contract;</li> <li>c) Employers' statement on approval for holidays.</li> </ul> <p><b>If the applicant is a company owner or self-employed:</b></p> <ul style="list-style-type: none"> <li>a) Certificate of the registration of the company;</li> <li>b) GST registration;</li> <li>c) Business bank account statement and proof of income tax return (barcode verifiable).</li> </ul> <p><b>If the applicant is sponsored</b></p> <ul style="list-style-type: none"> <li>a) Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State - original of an</li> <li>b) official invitation verified by the Alien Police Service;</li> <li>c) If the trip is sponsored by father/mother/guardian/any person other than the applicant who is travelling, written consent</li> <li>d) certified by public notary of the parents/guardian/the person sponsoring the trip.</li> </ul> <p><b>If the applicant is retired</b></p> <ul style="list-style-type: none"> <li>a) Pension statements for the last three months;</li> <li>b) Proof of regular income generated by ownership of property or business.</li> </ul>	
<b>Minor Applicant</b>	<ul style="list-style-type: none"> <li>a) Name of applicant and other members traveling.</li> <li>b) Travel dates, itinerary and duration of stay.</li> <li>c) Who is going to bear the expenses.</li> </ul> <p>Purpose of the visit.</p>	
<b>For Students</b>	<p>If the applicant is a pupil/student:</p> <ul style="list-style-type: none"> <li>a) proof/certificates of enrolment in school or university.</li> <li>b) Copy of Student's ID Card.</li> </ul>	

#### **ADDITIONAL DOCUMENTS MUST BE SUBMITTED FOR**

<b>Purpose of business</b>	<p><b>Journeys undertaken for the purpose of business:</b></p> <p>Invitation from the inviting company or organization; Cover letter from the applicant's employer;</p> <p><b>Both letters must confirm, as a minimum:</b></p> <ul style="list-style-type: none"> <li>a) The applicant's identity;</li> <li>b) The purpose of the journey (meetings, conferences, training or business-related events);</li> <li>c) The period and place of intended stay</li> </ul>	
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#### **Important details to be noted:**

We value your trust and are committed to providing professional guidance throughout the visa application process. Kindly review the following consent statement carefully:

##### **1. Introduction**

By using JM Visa Services, you agree to our terms. We assist with visa applications but do not guarantee approval.

##### **2. Services Provided**

We process tourist, business, and student visas. The final decision is made by the immigration authorities. We also process every visa for which the client is eligible and in accordance with the rules.

##### **3. Client Responsibilities**

- a. Clients must provide accurate documents and comply with visa rules.
- b. We process and hand over your visa but are not responsible for your actions afterward.
- c. We issue tourist visa, if you do any illegal activities on this visa at any country, we are not responsible.

#### **4. Fees and Payments**

- a. Service fees cover processing and consultation only; embassy fees are separate.
- b. Our Service Fees are non-refundable once processing begins.

#### **5. No Guarantee of Approval**

The visa decision rests solely with the consulate/embassy, and we have no control or influence over their decision.

#### **6. Confidentiality**

We protect your data but are not liable for breaches beyond our control.

#### **7. Limitation of Liability**

We are not responsible for delays, rejections, or policy changes by immigration authorities.

#### **8. Refund Policy**

No refunds are issued after submission, even if the visa is rejected.

#### **9. Termination of Services**

We may refuse service for false information, non-payment, or unethical conduct.

#### **10. Governing Law**

These terms are governed by the laws of our country.

#### **Terms and Conditions:**

- a. This is a basic document list; the Embassy reserves the right to request additional documents after submission. These must be provided for further processing.
- b. Confirmed air tickets and hotel bookings are not mandatory for the visa process.
- c. JM Visa Services is not responsible for the cost of confirmed air tickets and hotel bookings purchased before or during the visa process and decision.
- d. We cannot influence visa decisions or processing times in any manner.
- e. Visa fees are non-refundable once paid to the authorities under any circumstances.
- f. JM Visa Services charges and air ticket blocking charges are non-refundable once the application is submitted, regardless of the circumstances.
- g. We do not have any influence over visa processing and decision-making processes.
- h. We cannot expedite the visa process once an application is submitted.
- i. All communications will be conducted via our company landline and email address only.
- j. Document exchange will occur via email only.
- k. Documents in regional languages must be duly translated into English.

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