

# Czech Republic Visa Application Process

December 28, 2018

In order to travel to **Prague**, one has to plan and apply for the visa application atleast 20 days in advance. If you are applying visa for the first time at VFS Global, better take there *Premium Lounge* service.

## Steps to file Visa application

1. Book VFS Global appointment [here](#).
2. Book flight tickets to and fro, date of travel should be 22 days {20 + 2 (margin)} after the appointment date for visa application submission.
3. Purchase medical insurance (as per Schengen Visa requirements). You can buy one [here](#)
4. Book accommodation for the whole stay in **Prague**.
5. Get the informal invitation letter from **Prague** team (sample is attached).
6. Prepare cover letter for your visa application (sample is attached).
7. Fill the visa application form. One can apply online [here](#) or can [download](#) the form and fill offline. Keep your *Passport* handy while filling the application form.

## Documents checklist for Visa appointment

1. Application form duly signed.
2. Valid passport.
3. Two recent passport size color photo (35mm × 45mm (width and height))
4. Cover letter for your visa.
5. Medical travel insurance.
6. Travel tickets confirmation copy (both to and fro).
7. Hotel reservation confirmation copy (for the whole stay).
8. Invitation Letter from **Prague** for your travel.
9. **Proof of financial means** - 6 month bank statement (with attestation from bank), 3 Months payslip, Employment contract, Indian income tax return acknowledgment for the last two assessment years.

EMBASSAY OF CZECH REPUBLIC,  
NEW DELHI, INDIA.

**Sub: Sumit Kumar, Indian Passport No - #####, Schengen Visa for business visit.**

Dear Sir/Madam,

I would like to apply for a Schengen visa upon my intention to travel to **Czech Republic** from August 20 to August 31, 2018.

**XYZ LLP, Bangalore, India** and **XYZ Czechia, s.r.o** are subsidiary of **XYZ INC., USA**. I am currently employed with **XYZ LLP, Bangalore, India** as Software Engineer.

The main purpose of my travel is to visit my peers at **XYZ Czechia, s.r.o** for the technical exchange required for the development of our current and future products.

I also look forward to visit the magnificent sights throughout the beautiful city of Prague and learn about the culture and way of life in Czech Republic.

I am also attaching the informal invitation from my peer **Mr Aleš Spilka** of **XYZ Czechia, s.r.o** for the above mentioned visit.

Please find the following documents to support my visa application:

1. Visa application form, duly dated and signed with attached passport-size photographs.
2. Passport.
3. Travel Insurance.
4. E-tickets for my flight reservations.
5. E-confirmation of my hotel reservations.
6. Three months bank statement duly signed by the bank.
7. Invitation letter from **XYZ Czechia, s.r.o**
8. Employment offer letter copy from **XYZ LLP, Bangalore, India**.
9. Last three months pay slips.

Planned Itinerary:

1. August 20, 2018 - Flight from Bangalore, India to Prague, Czech Republic.
2. August 21 ~ 24, 2018 - Report to **XYZ Czechia, s.r.o** office.
3. August 25 ~ 26, 2018 - Sightseeing in Prague.
4. August 27 ~ 30, 2018 - Report to **XYZ Czechia, s.r.o** office.
5. August 31, 2018 - Flight from Prague, Czech Republic to Bangalore, India

I trust that you will find everything is in order. For any questions or clarifications, please do not hesitate to contact me anytime.

Yours Faithfully,

**Sumit Kumar**  
**XYZ LLP,**  
**Bangalore, India.**  
**Mob - +91-#####**  
**Email - #####**

July 27, 2018

To,  
Consulate General of Czech Republic,  
India.

**Sub:** Invitation to visit Prague for Mr Sumit Kumar holding Indian Passport No. #####

Dear Consul General,

**XYZ Czechia, s.r.o** and **XYZ LLP, Bangalore, India** are subsidiary of **XYZ INC., USA**. **XYZ Czechia, s.r.o** closely cooperates with its Indian subsidiary.

**Mr Sumit Kumar** is working with **XYZ LLP, Bangalore, India** as a **Software Engineer**. He is required to visit **XYZ Czechia, s.r.o** Prague office to participate in technical exchange and knowledge sharing for the development of our current and future products.

**Mr Sumit Kumar** will be visiting our premises in Prague from August 20, 2018 till August 31, 2018 and his visit is crucial for our future operations and hence his participation is necessary.

The relevant details about **Mr Sumit Kumar** are as follows:

Surname: **Kumar**

Given Name: **Sumit**

Passport: #####

Place of Issue: **Hyderabad, India**

Date of Issue: **16-05-2014**

Date of Expiry: **15-05-2024**

**Mr Sumit Kumar** has a round trip airline ticket and he will be staying at **Ramada Airport Hotel Prague, K Letišti Terminál 3, Prague, 160 00, Czech Republic**.

Do not hesitate to contact me should you have any further inquiries, please.

Yours Faithfully,

**Aleš Spilka**

**Director,**

**Praha 1,**

**Czech Republic**

**Tel: +420 #####**

**Email: #####**

**IČO: 070 86 831**