

CZECH REPUBLIC

VISA REQUIREMENTS

CAPE TOWN

Residents in Eastern, Northern and Western Cape provinces may apply for a short-term visa in Cape Town. The Czech Republic is represented in issuing the short-term visas in Cape Town by the Consulate General of Switzerland in Cape Town.

Application files will have to be submitted in Cape Town directly to the TLScontact Center which is located at the following address: **TLScontakt**, Media Quarter, Upper Ground Floor, 2 De Smit Street, De Waterkant, Tel. +27 (0)21 401 7501. For more information consult the TLScontact website www.tlscontact.com/zaCPT2ch/login.php.

GAUTENG

Visas are done through VFS in Pretoria and Rivonia <http://www.vfsglobal.com/czechrepublic/southafrica/index.html> Clients must apply in person but Visas International can assist in making the appointments.

All passengers must apply in person to adhere to the new Schengen State requirements- As from the beginning of June 2013.

Passengers over the age of 12 years when submitting for the 1st time will be required to have their fingerprints taken. (These fingerprints will remain on the system for 5 years)

Visas International can do the following:

- Collection of Visa Applications and dropping off as Normal
- Checking and preparing the documentation (making sure all the correct requirements are there)

- Making and paying for appointments if applicable.(Depending on appointment availability)
- Meeting and assisting the passenger at the Embassy as well as handing over the Correct documentation in order for the passenger to submit
- Collection of the passport once the Embassy has finalised the application

Visas International will always go the extra mile to support you in order for your passengers travel.

- Passport valid for 90 days after the applicant's last day of stay in Schengen territory, with a 2 adjacent blank visa pages for the visa sticker. Temporary S.A. passports will not be accepted.

***Please make copies of all used pages in the passport which includes visas and pages with exit and entry stamps as well as copy of the biometric page of the passport.**

- Completed application form (including 4th page checklist.) **(please make sure question 37 and bottom of form is signed)**
- One recent sized photograph (3,5 x 4,5 cm) in color to be glued, DO NOT STAPLE.
- [Checklist](#)
- Itinerary with dates and flight numbers specifying entry and exit of the territory from Schengen states. If more than one entry is required then a reason and proof must be provided of why more than the one entry is needed.
- E ticket.
- Proof of accommodation (directly from the hotel in Czech Republic) and proof of accommodation in all Schengen states visited.
- If the passenger is a foreign passport holder, a copy of his/her residence status

or a copy of his/her South African ID is required

- 3 Months Original recent bank statements
- Insurance with passenger name on Policy and breakdown for the entire duration of stay in the Schengen territory. Must include emergency hospital treatment and repatriation (transportation) to the home country. (Rand equivalent of 30 000 Euro) The only policies that will be accepted from the Czech embassy are from: 1. Travel Guard Chartis 2. Travel Insurance Consultants (TIC) 3. Discovery 4. Oojah 5. Axa Assistance 6. Ace Insurance Limited 7. Absa Insurance Company 8. Momentum Health – *Momentum Health has been instructed to charge their policies and provide the insurance covering and expenses which might arise during travel, including repatriation for medical reasons (not to reimburse them)* 9. Regent
- Visa of final/main country (longest stay) of the journey must be obtained (if needed) before applying for the (Czech) Schengen visa.

Special requirements for Holiday

- Original South African Employment Letter which must state salary.
- Official invitation from the person to be visited, if applicable, certified by the Foreign Police in the Czech Republic.

Special requirements for Business

- Original South African Business Letter must state salary
- Invitation letter from the company in the Czech Republic

Visa fee payments

Visas will be issued free of charge for:

- Children under the age of 6

- School pupils, Students and accompanying teaches who undertake trips for purpose of **STUDY** or **EDUCATIONAL TRAINING** – Will be assessed by Embassy.
- **RESERCHES** travelling for purposes of carrying out scientific research.
- Spouses of **EU/EEA citizens** and their children, under age 21 (Copies of spouse's **EU/EEA** passport, Full Marriage/Full Birth Certificates etc. must be submitted with application as proof of relationship with **EU/EEA spouse/parent**).

Minors

- Notarized parental consent is required for persons under 18 years of age if they are
not traveling with a parent or legal guardian, OR if they are traveling with one parent only.

Processing Time

- Two Calendar weeks. (According to Czech Law the Embassy is entitled to use 30 days to process a visa)
- Please allow 2-3 days for collection and delivery

A Personal interview with the applicant may be requested at any time. If Application for a visa is rejected, no reimbursement of the visa fee will be made. The decision is final and irrevocable.