Ministry of Foreign Affairs
of the Czech Republic

Conference

If attending a conference, file a Schengen visa application for the purpose of **business, culture, official visit or other depending on nature of the conference**.

KINDLY FOLLOW THESE STEPS:

1. FIND THE CONSULATE / VISA CENTER WHERE YOU WILL APPLY

2. SCHEDULE AN APPOINTMENT

Consulates and visa centers schedule their own appointments, mostly by e-mail – refer to consulates´ websites for guidance.

Applications are generally filed **in person** and fingerprints are collected.

Children younger than 12 do not submit fingerprints and do not need to visit the consulate / visa center. Children between 12 and 15 must visit the consulte / visa center and must be accompanied by their parent / legal guardian who file visa applications on their behalf.

Schengen visa applications can be submitted **6 months** at the earliest and **15 days** at the latest ahead of the trip.

3. FILE THE APPLICATION PRESENTING THE FOLLOWING REQUIREMENTS:

→ **PASSPORT**

→ **APPLICATION FORM**

→ **PHOTO**

→ **FEE**

→ **BIOMETRIC DATA (FINGERPRINTS)**

→ **SUPPORTING DOCUMENTS ON**

> **PURPOSE OF STAY** *(for example invitation from a company or institution to participate in a conference, entry ticket for a conference, congress or trade fair etc.)*

> **ACCOMMODATION**

> **FINANCIAL MEANS**

> **DOCUMENT PROVING INTENTION TO LEAVE SCHENGEN** *(mostly **air ticket reservation** / other reservation + proof of ties and integration in the home county)*

→ **TRAVEL MEDICAL INSURANCE**

→ **SUPPORTING DOCUMENTS BASED ON HARMONIZED LISTS**

*Applications are **ADMISSIBLE** (i.e. they can be accepted and processed) only if they confirm to **ALL of the following**: contain valid **passport**, fully filled-out and signed **application form** and recent **photo**, **visa fee** has been paid, **fingerprints** have been collected and application was submitted **6 months at the earliest and 15 days at the latest ahead of the trip**. If one or more of the above are missing, the consulate will not accept the application.*

4. AWAIT THE DECISION

The processing time for Schengen visa applications is **15 days**. In practice, most applications can be processed earlier. In individual cases, processing can be extended to up to **45 days**, mainly when further examination is needed. The consulate notifies the applicant in such a case.

5. COLLECT YOUR VISA IF APPROVED OR REFUSAL FORM IF VISA REFUSED

Applicants can pick up their passports with visas themselves or they can authorize someone else to do so on their behalf. A certified power of attorney needs to be presented when picking up the passport on behalf of the applicant. If the applicant notifies the consulate about this arrangement when applying, no power of attorney is necessary.

6. NOTE: (1) Visa must be used according to the conditions under which it was issued. Visa holders have an obligation to **notify the consulate of any changes in their travel arrangements** (for example accommodation,flight or itinerary changes). Failure to do so during the application examination or after the visa was issued can result into **visa annulation** or revocation. **(2)** Visa issuance does not automatically grant the right of entry to the Schengen Area / Czech Republic. Visa holders need to **fulfill entry conditions** specified in the Schengen Border Code and can be asked upon entry to present documents on accommodation, finances, return air ticket etc.

Legal sources:

○ Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (**Visa Code**)

○ Regulation (EU) No 2016/399 of the European Parliament and of the Council of 9 March 2016 on a Union Code on the rules governing the movement of persons across borders (**Schengen Borders Code**) (codification) - *mainly Title II Chapters I and II*

Useful links:

○ European Commission - Migration and Home Affairs – Applying for a Schengen Visa

○ Overview of Key Visa Code Provisions