**Guidelines for Visa application**

Visa information

For information on visa requirements, different visa types, the application procedure as well as for downloading the application form please consult the website of the Czech embassy in your country. You can check here the addresses of Czech Embassies and Consulates (<https://www.mzv.cz/jnp/en/diplomatic_missions/czech_missions_abroad/index.html>).

**General requirements**

According to the Schengen Agreement, tourist and business visas issued by a mission of one of the following countries are valid for travel to all other countries listed: Austria, Belgium, Denmark, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

However, you always have to apply at the mission of the country which is your main destination.

You should file your visa application in the state of your citizenship or residency. If there is no diplomatic mission of the Czech Republic in this state, the application should be filed at a diplomatic mission which is accredited for that state (usually in a neighbouring state) or at a diplomatic mission of another Schengen Area state which represents the Czech Republic in this state.

Please note that the processing of a Schengen visa category C (short-term visa - for visits to the Czech Republic of up to 90 days), takes at least two weeks and it is not possible to expedite the visa processing. Therefore, be sure to apply for a visa in time.

At most Czech embassies it is crucial to make an appointment before the necessary documents can be handed in - usually by phone, email or website booking system. Please be sure to book an appointment at least 6-8 weeks prior to the intended time of travel - in most cases you do have to start obtaining an appointment much earlier. You will find all necessary information on the website of the Czech embassy in your country.

Please read carefully the visa application information available on the website of your Czech embassy before scheduling an appointment or to go there.

**Invitation letter**

We as organisers of the "MCYR 2023" conference can not issue any invitation letters. Instead, we offer you to issue a letter of confirmation. We can either confirm the acceptance of your contribution to be presented at the "MCYR 2023" or your registration for the "MCYR 2023" conference.

If you wish to receive such a letter, please contact us via BRT@ftz.czu.cz.

Be aware that we can only issue such letters electronically (pdf format) and are not able to send you or the Czech embassy a hard copy.