

Instructions:

Required Documents and Refundable VISA Fee

The relevant documents (medical certificate, criminal records, reference letters) and the refundable visa fee **will be requested following the interview upon selection of the candidate.**

Two reference letters

It can be written by:

- The representative of the non-formal or formal educational institution (e.g. your teacher).
- People who know the applicant well (e.g. family members, friends). Work supervisor, pastor of the church community.

References should answer these questions:

- What is your relationship with the applicant and how long have you known each other?
- What are in your opinion the main reasons they are applying to participate in the INVY programme?
- What are the strengths and weaknesses of the applicant?
- Which skills/experience/ knowledge does the applicant have that can be beneficial for the project?
- What possible difficulties can you imagine they might have?

Notes:

- The References must be signed by the responsible authority.
- If the letter of reference cannot be written in English, the English translation of the document must be provided.
- The length can be up to one page.

Criminal record extract

While a criminal record extract is not required at the application stage, **all applicants must confirm that they do not have a criminal record.** This declaration is a part of the application process.

If selected for the volunteer program, the applicant will be asked to provide an official criminal record extract. It is important to understand that failure to submit this document, if requested, may result in the applicant being ineligible to participate in the program.

We ask all applicants to provide truthful information to ensure a safe and suitable environment for everyone involved. Any information shared will be treated with respect and confidentiality, and decisions will be made based on the requirements of the program.

Health certificate

A verified health certificate is an important part of the volunteer application process.

You'll need to submit a verified health declaration from your doctor. If you don't have it ready at the moment, that's okay — you can provide it later, after you've been accepted into the program. The certificate should be recent, meaning it should be issued within one month before you submit it. The document should be in English or include an English translation.

This medical certification should confirm that you are in good physical and mental health for long-term voluntary service abroad, free from infectious diseases, and generally able to participate in the program.

If you have any pre-existing health conditions or any other factors that could be relevant, please make sure to mention them in the certificate. This helps us ensure that we can provide the right support and make any necessary accommodations to ensure your well-being during your time as a volunteer.

Here's an example of how the medical certificate can be worded: *"(Name) is physically and mentally healthy, does not suffer from any contagious diseases, and is physically resilient. From a medical point of view, there is no objection to a long-term stay in the Czech Republic."*

We encourage you to be open about your health and any medical conditions that may affect your ability to participate in the program. This will allow us to create the best possible experience for you, making sure you have all the support you may need. Rest assured that we are here to help and make any reasonable adjustments to ensure your comfort and safety during your time with us.

However, please note that withholding important medical information might affect your ability to participate in the program.

A refundable VISA fee

We appreciate your commitment to coming to the Czech Republic despite the visa requirements. As the visa process involves significant administrative work and costs on our side, we require a refundable administrative fee of €50 after you accept the placement and before we begin the visa process.

The €50 fee is fully refundable after your arrival in the Czech Republic and once you start your voluntary service. Please note that the fee is non-refundable only if you withdraw after the visa process has already started. If paying the fee is financially difficult, please contact one of our coordinators.