

Netherlands Visa Application Center

CHECKLIST FOR A VISA APPLICATION FOR BUSINESS, CONFERENCE, CULTURAL OR SPORT EVENT

Name:

Passport no.:

Applications should be submitted in person and the following documents must be submitted:

		Yes	No	Remarks
1	Duly filled out and signed Schengen visa application form.			
2	One recently taken passport-sized photo (not older than 6 months, 35-40mm in width, be taken with a light blue or grey background , full face, no sunglasses. Please do not affix the photo on the form.			
3	Current valid passport with at least 2 blank pages/at least 3 months valid upon return and copies of the holderpage of the passport and all pages with stamps. Passport should be issued within the last 10 years.			
4	Previous passports.			
5	Proof of travel: <ul style="list-style-type: none"> • Copy of the roundtrip airline reservation with passenger details and cop of the travel itinerary. • The reservation should prove that the stay in Schengen does not exceed 90 days. It is recommended not to buy the ticket until the visa is granted. 			
6	Proof of Travel Medical Insurance coverage (EUR 30.000) and a copy: <ul style="list-style-type: none"> • The insurance must cover the entire period of intended stay, valid for all Schengen States and covering any expenses which may arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during the stay. 			
7	Proof of accommodation: <ul style="list-style-type: none"> • Copy of the invitation letter from the inviting company in the Netherlands mentioning the purpose, duration, hotel name and who is responsible for the expenses of the trip and accommodation. 			
9	Proof of occupation: <p>If employed:</p> <ul style="list-style-type: none"> • Letter from the employer stating purpose of the trip, duration and who is responsible for the expenses of the trip and accommodation and a copy. • Letter from the employer stating contract period/position/current salary and a copy. <p>If self employed:</p>			

	<ul style="list-style-type: none"> • Business registration • Income tax paper • Business financial statement <p>If student:</p> <ul style="list-style-type: none"> • Proof of enrollment • Certificate of leave absence if travelling during school period. 			
13	<p>For non-GCC residents:</p> <ul style="list-style-type: none"> • Residence permit and a copy (permit should be valid for at least 3 months after departure from Schengen). 			
14	<p>Visa fee:</p> <p>Payment for visa fee must be made in cash and preferably in exact change.</p>			

I have been informed :

That my passport will be kept during the process of my visa application.

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

Applicant Signature

Date