

Ministry of Foreign Affairs

Checklist for a visa application

Business/sports/study/ cultural event

Please select your purpose of travel:
Business
Sports
Study
Cultural event

Nam	ne:						
Nati	onality:						
		<ul> <li>Applications should be submitted in person and the following documents must be submitted:</li> <li>For every document, you must provide the original and one copy.</li> <li>The documents are to be presented in (or translated to) Dutch, English, French or Spanish.</li> </ul>					
	1.	Application					
1.1	A completed and signed Schengen visa application form.	☐ Yes ☐ No Remarks					
	2.	Documents					
2.1	A passport or other travel document.	Yes       No       Remarks         Please note:       Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.         Your passport or travel document must have at least 2 empty visa pages.         Your passport or travel document cannot have been issued more than 1 o years ago.					
> And a copy of:							
2.2	The personal details page.	Yes No Remarks					
2.3	Previously issued visas and a copy of all entry/exit stamps.	Yes No Remarks					
2.4	The personal details page of any previous passport and its visas.	☐ Yes ☐ No Remarks					

#### **2** from 3

If you are applying for a Schengen visa for a minor who will be travelling alone or with only (only 1 parent) 1 parent, please submit the following documents:

🗌 Yes	🗌 No	Remarks
🗌 Yes	🗌 No	Remarks
🗌 Yes	🗌 No	Remarks
🗌 Yes	🗌 No	Remarks
🗌 Yes	🗌 No	Remarks

### Evidence of legal residence

dence in	🗌 Yes	🗌 No	Remarks		
pplying from, or residence esidence d for at departure					
cable).	🗌 Yes	🗌 No	Remarks		
4.	Photo	)			
t meets	🗌 Yes	🗌 No	Remarks		
rements. ve been onths ago r resemblance.	> See: https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007 e.				
5.	Proof of travel				
and from	> Note: make travel reservations which you can cancel				
ir name,	🗌 Yes	🗌 No	Remarks		
our visit	🗌 Yes	🗌 No	Remarks		
a cultural					
you are	🗌 Yes	🗌 No	Remarks		
om the u intend to ds.	🗌 Yes	🗌 No	Remarks		
om your r job, salary duration of	🗌 Yes	🗌 No	Remarks		

> It must be clear from the above documents who is paying your travel expenses and where you will be staying during your visit.

> If you are self-employed, please provide your tax number, business licence and a copy of your income tax return.

🗌 Yes 🗌 No 🛛 Remarks

For example:

- A recent declaration from your employer, an employment contract or other information proving you are employed in your country of origin.
- A document proving you are in education or training in your country of origin.
- A document proving your children attend school in your country of origin.
- A document proving you have a home or other immovable property in your country of origin.
- A document proving you are acaregiver in your country of origin.

- 2.5 An extract of the minor's birth certificate.
- 2.6 An identity document bearing the parents' signature (1 document for each parent).
- 2.7 A declaration of consent from both parents, stating that the minor can travel.
- 2.8 If relevant: a court judgement stating which parent has been allocated parental responsibility for the minor.
- 2.9 If relevant: a declaration from the minor's school consenting to his/her absence.

# 3.

- 3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen.
- 3.2 Work permit (if applicable).
- 4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance
  - Travel itinerary (travel reservation to and from Schengen area in your name,
- 5.2 Documents proving your visit relates to business or a cultural or sporting event.

not a ticket)

5.1

- 5.3 A hotel reservation if you are staying in a hotel.
- 5.4 A recent invitation from the company or event you intend to visit in the Netherlands.
- 5.5 A recent document from your employer stating your job, salary and the purpose and duration of your visit.
- 5.6 Documents proving that you will return to your own country after your trip.



Checklist for a visa application for business Ministry of Foreign Affairs

## **6.** Proof of health insurance

> An official document from your insurer proving that:

Remarks

- 6.1 The insurance policy has been taken out in your name.
- 6.2 Your insurance is valid throughout Yes No the Schengen area and for the duration of your visit.
- 6.3 At least €30,000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

 Yes
 No
 Remarks

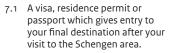
 Yes
 No
 Remarks

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical cover for this trip with one that does.

#### Visa

7.

8.



# 🗌 Yes 🗌 No

## Payment

8.1 Payment of the visa fee at the moment of application.

🗌 Yes 🗌 No Remarks

I have been informed:

That I will not have my passport in my possession 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