

Netherlands Visa Application Center

Checklist for a visa application | business/sports/study/cultural event

- Applications should be submitted in person (also babies and children) and the following documents must be submitted:
- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

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 10 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 |

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

- 2.5 An extract of the minor's birth certificate. Yes No Remarks |

- 2.6 An identity document, bearing the parents' signature.
(1 document for each parent) Yes No Remarks |

- 2.7 A declaration of consent from both parents, stating that the minor can travel. Yes No Remarks |

- 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. Evidence of legal residence

- 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. Yes No Remarks |

- 3.2 Work permit (if applicable). Yes No Remarks |

- 3.3. Non-Algerian nationals: Yes No Remarks |
Algerian residence card, valid for at least three months after expiry of the visa applied for. If this card has (or will have) expired, the applicant must also send a letter of the applicant confirming that he/she has re-applied for a new residence card which has not been issued yet.

3.4 Documents to be submitted by people with specific profession/occupation: ■ Yes ■ No Remarks |

Member of the Government, Parliament or Constitutional Council: Verbal note, certificate of appointment or some other official document;
Staff from the European delegation or from an embassy, consulate or official body of a Member State: Certificate of appointment from the European delegation, or embassy or consulate;
Notary: Appointing decree;
Other professions, organised by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, as well as members of their families): Certificate from the professional body;
Judges: Certificate of appointment from the Ministry of Justice;
High-level officials (Algerian civil servants in a group A body (within the meaning of Article 8 of the Algerian civil service regulations) and staff appointed to a high-level role within the meaning of Article 15 of the same regulations): Certificate of tenure from the relevant body;
Academic (assistant, lecturer, senior lecturer, director, dean of faculty, rector): Certificate of appointment from the higher education establishment;
Officers of the Algerian army: Certificate of appointment from the Ministry of National Defence (DREC);
Journalist: Certificate of employment from the publication or broadcaster that employs them;
Spouse and dependent children (minor or not) of the people mentioned above: Fiche familiale d'état civil (family record from the register office) proving the family tie.

4. Photo

■ Yes ■ No Remarks |

- 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. See:
<https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007>.

5. Proof of travel

➤ Note: make travel reservations which you can cancel.

- 5.1 Travel itinerary (travel reservations to and from Schengen in your name, not a ticket). ■ Yes ■ No Remarks |
- 5.2 Documents proving your visit relates to business, study or a cultural or sporting event. ■ Yes ■ No Remarks |
- 5.3 A hotel reservation if you are staying in a hotel. ■ Yes ■ No Remarks |
- 5.4 A recent invitation from the company or event you intend to visit in the Netherlands, along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc. ■ Yes ■ No Remarks |
- 5.5 For Government Officials: Verbal note or mission order specifying: first name (s) and last name(s) of the missionary; official job title; purpose of the trip; date of employment; commitment of the sending organisation to cover trip costs for the missionary. ■ Yes ■ No Remarks |
- 5.6 Trips for cultural, sports, educational, research or vocational training purposes: ■ Yes ■ No Remarks |
- *Letter of invitation or official document from the organiser of the cultural, sports, educational, research or vocational training event in the Netherlands indicating the first name(s) and last name(s) of the person(s) invited, the purpose of the trip, the length of the stay and information on the funding of the stay.
- *Verbal note or official letter from the Algerian cultural, sports, educational, research or vocational training ministry or entity concerned, indicating: the first name(s) and last name(s) of the person(s) visiting, their status, the purpose of the trip, the length of the stay and information on the funding of the stay. ■ Yes ■ No Remarks |
- 5.7 A recent document from your employer stating your job, salary and the purpose and duration of your visit. ■ 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.
- 5.8 Documents proving that you will return to your own country after your trip. ■ 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 or country of permanent residence.

- *A document proving you are in education or training in your country of origin or country of permanent residence.*
- *A document proving your children attend school in your country of origin or country of permanent residence.*
- *A document proving you have a home or other immovable property in your country of origin or country of permanent residence.*
- *A document proving you are a caregiver in your country of origin or country of permanent residence.*

Evidence of socio-economic stability (enabling assessment of the applicant's intention to leave the Schengen area before expiry of the requested visa):

- **Government officials:** act of appointment or certificate of tenure and last payslip;
- **Employees:** certificate of employment or recent employment contract and payslips for the last three months, certificate of affiliation to the CNAS (national social security scheme) or explanatory letter from the employer if this certificate is missing;
- **Traders:** proof of entry in the trade register, proof of CASNOS (national social security scheme for self-employed persons) membership, C20 form showing the turnover and balance sheet and bank statements for the last three months;
- **Farmers:** proof of status, farmer's card and most recent declaration of annual income;
- **Pensioners:** proof of receipt of a retirement pension;
- **Students or minors:** evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card;
- **Un-employed people:** proof of adequate socio-economic status (e.g.: marriage certificate, family record book, documents confirming ownership of a property).

6. Proof of health insurance

- 6.1 The insurance policy has been taken out in your name. ■ Yes ■ No Remarks |
- 6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay. ■ Yes ■ No Remarks |
- 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 |

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

7. Visa

- 7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area. ■ Yes ■ No Remarks |

8. Payment

- 8.1 Payment of the visa fee. ■ 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

Date