



Checklist for visa application | Business

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. Travel Documents

2.1 A passport or other travel document.

- Yes
- No
- Remarks

2.2 A copy of all pages of the passport.

- 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.

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 or work permit (if applicable). Residence permit should be valid for at least 3 months after departure from Schengen.



Non-Brazilian nationals residing in Brazil: a residence permit issued by the Brazilian authorities (visa, 'Registro nacional de estrangeiros', 'RNE/Cédula de Identidade de Estrangeiro', 'protocolo' etc.), valid for at least three months after the intended date of departure from the territory of the Member State.

- Yes
- No
- Remarks

4. Photo

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: [photo guidelines](#).

- Yes
- No
- Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Ticket reservation for return trip to Brazil or to the country of final destination

- Yes
- No
- Remarks

5.2 Proof of financial resources in Brazil and proof of integration into the country (for example, proof of employment, property ownership, family ties).

- Yes
- No
- Remarks

5.3 Additional requirements for minors (under 18).

The consent of a parent or legal guardian is required only if the minor is going to travel alone or with only one of the parents. Exceptions will be made if the minor travels with the person who has exclusive parental authority.

- Yes
- No
- Remarks

5.4 Accommodation.

Copy of a hotel reservation or proof of other accommodation for the whole period of stay in the Member State of destination.

- Yes
- No
- Remarks



- 5.5 Company document.
Official document confirming the applicant's mission and employment status, issued by the local company or institution and/or the company or institution in the Member State of destination, stamped and signed.
- Yes
 - No
 - Remarks

- 5.6 Means of subsistence.
Document or letter from organiser if organiser is paying the travel and subsistence costs (otherwise proof of sufficient means of subsistence).
- Yes
 - No
 - Remarks

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).
- 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.
- Yes
 - No
 - Remarks

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

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Brazil according to the Commission Implementing Decision of 23-9-2016 by the European Commission, in conformity with the list of supporting documents.