



# 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.

Additional documents for minors (under 18):

2.3 If minors (under 18) are not accompanied by one of the parents: parental consent of both parents and copies of their id/passport. The consent of the parents/legal guardians should be required only if the minor travels alone or only with one parent. Exceptions are made if the single parent with whom the minor is to travel holds sole custody.

- Yes
- No
- Remarks



### 3. Evidence of legal residence

3.1 Proof of legal residence in Ghana.

- 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 Proof of accommodation/hotel reservation.

- Yes
- No
- Remarks

5.2 Birth certificate.

- Yes
- No
- Remarks

5.3 Booking slip or reservation for the round-trip ticket.

- Yes
- No
- Remarks

5.4 Holders of diplomatic and service passport: note verbale.

- Yes
- No
- Remarks

5.5 Proof of social and economic ties in Ghana:

If applicable, evidence of social ties such as a marriage certificate, birth certificates of dependent children, an official leave letter from the university or school including proof of paid school fees and school reports.

- Yes
- No
- Remarks



Bank statements for the last three months.

- Yes
- No
- Remarks

If applicable, employment letter stating employment terms and conditions and monthly income.

- Yes
- No
- Remarks

Salary slips for the last three months or an employment contract (if employed).

- Yes
- No
- Remarks

Business papers such as a business registration certificate, tax clearance certificates, proof of an active business (bills of lading, import declaration forms, invoices (if self-employed).

- Yes
- No
- Remarks

5.6 Proof of sufficient financial means for intended stay:

Proof of financial means: e.g. personal and globally accessible bank account, bank statements and pay slips for the last three months.

- Yes
- No
- Remarks

If the costs for the trip are not covered by the applicant: proof of financial support for those costs.

- Yes
- No
- Remarks

5.7 Signed invitation letter from the sponsor company in the Member State of destination.

- Yes
- No
- Remarks

5.8 Proof of business with the sponsor company, e.g. order confirmations, down payments, pro-forma invoices, email correspondence.

- Yes
- No
- Remarks



5.9 Letter from the company in the country of residence stating the purpose of the trip.

- Yes
- No
- Remarks

5.10 Copy of sponsors' entry in the national registrar of companies.

- 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 Ghana according to the Commission Implementing Decision of 06-05-2019 by the European Commission, in conformity with the list of supporting documents.*