



# 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.

2.3 Additional requirements for minors (under 18, travelling alone or with only one parent):

- An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office, or
- The parents/legal guardians may lodge the application and authorisation in person;
- The minor's birth certificate (photocopy).

- ☐ Yes



- ☐ No
- ☐ Remarks

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

- ☐ 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 financial means

(one or more of the following documents)

5.1

- Recent personal bank statement or balance over the last three months;
- International credit card with a photocopy of the applicant's bank statements associated to that credit card.

- ☐ Yes
- ☐ No
- ☐ Remarks

### 6. Proof of socio-economic situation

(one or more of the following documents)

6.1

- Job letter indicating the duration of recruitment, responsibility and salary
- Copy of labour contract
- Proof of social ties: Kartu Keluarga (family card), birth certificate, etc.

- ☐ Yes
- ☐ No
- ☐ Remarks

### 7. Proof of travel



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

7.1 Plane ticket: copy of the flight reservation and travel itinerary.

- ☐ Yes
- ☐ No
- ☐ Remarks

7.2 Evidence of travel itineraries if visit in several Member States are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans.

- ☐ Yes
- ☐ No
- ☐ Remark

7.3 Letter of the Indonesian company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile.

- ☐ Yes
- ☐ No
- ☐ Remarks

7.4 Invitation from the company that will be visited. The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the invitation.

- ☐ Yes
- ☐ No
- ☐ Remarks

7.5 Any appropriate document indicating the accommodation envisaged or proof of sufficient means to cover the accommodation.

- ☐ Yes
- ☐ No
- ☐ Remarks

7.6 If the purpose of the visit is to attend commercial fairs or congress, letters of invitation from the organisation of this events or invitations to attend them.

- ☐ Yes
- ☐ No
- ☐ Remarks

## 8. Proof of health insurance

8.1 The insurance policy has been taken out in your name.

- ☐ Yes
- ☐ No
- ☐ Remarks



8.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- ☐ Yes
- ☐ No
- ☐ Remarks

8.3 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

## 9. Visa

9.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- ☐ Yes
- ☐ No
- ☐ Remarks

## 10. Payment

10.1 Payment of consular fees with the visa application: the counter value of EUR 60 in IDR at the consular rate of the diplomatic mission. Infants under 6 years of age free, from 6 to 12 years 35 euros. Diplomats and holders of Service Passports who provide a Note Verbale specifying the purpose of their trip are free of charge.

- ☐ 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 Indonesia according to the Commission Implementing Decision of 27-05-2020 by the European Commission, in conformity with the list of supporting documents.*