



Checklist for visa application

Tourism and visit to family / friends

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 and socio-economic situation

(one or more of the following documents)

- Job letter indicating the duration of recruitment, responsibility and salary;
- Copy of labour contract;
- Recent personal bank statement or balance over the last three months;
- International credit card with a photocopy, etc. It can be considered as well to ask the applicant to provide a copy of his /her bank statements associated to that credit card;
- Proof of social ties: Kartu Keluarga (family card), birth certificate, etc.

- Yes
 No
 Remarks

6. Proof of travel

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

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

- Yes
 No
 Remarks

- 6.2 In case of stay at a private address of family or a friend: Proof of sponsorship, accommodation commitment from the host and/or private accommodation by means of a [written and signed invitation](#).

- Yes
 No



- Remarks

6.3 Confirmation of the reservation of an organised trip

- Yes
- No
- Remarks

6.4 If the trip is selforganised: a complete travel itinerary, and confirmed hotel booking and/or proof of payment.

- Yes
- No
- Remarks

7. Proof of health insurance

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

- Yes
- No
- Remarks

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

- Yes
- No
- Remarks

7.3 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

8. Visa

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

- Yes
- No
- Remarks

9. Payment



9.1 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.