



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 If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.3 A copy of all pages of the passport.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.4 Minors (under 18) travelling without parents/ legal guardian

Original authorisation signed by their parents/legal guardian and copy of passport(s) of parents/legal guardian.

- ☐ 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 For non-Saudi nationals:

- Iqama, valid for at least three months after the planned date of return, and one copy thereof.
- Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States.

- ☐ 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 Copy of flight/travel reservation/s including details of the itinerary and the flight reservation number.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 Bank statements for the last three months, including the current balance, or other verifiable evidence of sufficient means of subsistence during the intended stay, e.g. credit card copy and credit card statement.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.3 Original letter from employer/sponsor in Saudi Arabia stating employment status, position held, date of recruitment, length of contract and whether renewable or not, as well as salary, attested by the Chamber of Commerce.



The letter must include the purpose of the visit and cost coverage guarantee, whether it is covered by the company or by the applicant. The letter from the sponsor must include the name and contact details (including mobile phone number) of the responsible person from the company.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.4 Self-employed:

Valid original trade licence and one copy thereof with translation.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.5 Private/domestic staff:

A letter from the sponsor and a copy of the job contract.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.6 Invitation letter from a company or an authority to attend a meeting, conference or confirmed registrations for trade fairs or congresses. In addition documents which show the existence of trade relations or relations for work purposes. The invitation letter must state the exact period and duration of the event, and whether the company covers the costs for the applicant's stay or not. If the applicant needs to travel regularly, that should be also mentioned.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.7 Hotel reservation covering the intended stay.

- ☐ 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 Saudi Arabia according to the Commission Implementing Decision of 24-10-2018 by the European Commission, in conformity with the list of supporting documents.