



Checklist for visa application | Business or participation in a conference/cultural event

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 Non-Senegalese nationals: a Senegalese residence permit or equivalent proof of long-term legal residence in Senegal, valid for at least three months following the applicant's departure from the Member State of destination, or proof that the renewal of the long stay permit has been applied for. If the non-Senegalese national does not intend to return to



Senegal, the applicant must show proof that entry to their country of origin or any other third country is guaranteed.

- 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 a return flight reservation.

- Yes
- No
- Remarks

5.2 Proof of accommodation during the visit: confirmation of accommodation provided by the host company, or if not covered by the inviting company:

- proof of means to cover accommodation costs, or;
- confirmation of private accommodation, stating that the host will cover the costs, or;
- proof of rental or ownership of a property.

- Yes
- No
- Remarks

5.3 Proof of financial means (salary slips and/or bank statements for the last three months, credit card, letter of sponsorship, formal obligation).

- Yes
- No
- Remarks

5.4 Proof of socioeconomic situation or status in Senegal:

- Civil servants/employees: act of appointment or certificate of tenure or certificate of employment or recent employment contract, certificate of leave of absence or mission order.
- Traders: proof of entry in the trade register, single taxpayer identification number (NINEA), bank statements for the last three months, proof of the company's activities (invoices, delivery notes, proof of consignment of goods, etc.).
- Pensioners: proof of receipt of a retirement pension.



- Students: school attendance certificate for the current academic year, proof of personal financial means or sponsorship by a sponsor. Documents to be submitted by the sponsor: specific cases (civil servant, trader, employee, etc.) and a copy of the sponsor's identity document.
- Minors: copy of the birth certificate or the family record book (livret de famille), copies of the parents identity documents, proof of the social or professional situation of the parents and, where applicable, official parental consent to leave Senegal from both parents or from the parent who is not travelling with the minor (unless the parent who is travelling with the minor has sole custody); where applicable, the death certificate of a parent.
- Unemployed persons: proof of family ties with the sponsor. For the sponsor: see Section 4 specific cases (civil servant, trader, employee, etc.) above.

- Yes
- No
- Remarks

5.5 Invitation letter from a company or institution in the Member State of primary destination, specifying the identity of the invited person, the reason for the visit and the date(s) of the visit, along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.). The invitation letter should also indicate who will cover the expenses for the trip.

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