



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 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 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy or a 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 travel

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

5.1 Flight or travel reservations or other proof of intended transport.

- Yes
- No
- Remarks

5.2 Proof of means of subsistence: e.g.

- bank account statement on the account turnover during the last three months, and
- proof of regular income e.g. salary slips of the last three months (or similar).

- Yes
- No
- Remarks

5.3 For attendance to a fair the entry card or documents about participation.

- Yes
- No
- Remarks

5.4 The following documents shall be presented by either of the categories:

If the applicant is employed:

- letter from employer and/or approval for leave.
- SGK (social security) registration document and SGK "hizmet dökümü".

- Yes
- No
- Remarks

If the applicant is a farmer:

- farmer certificate issued by chamber of agriculture.

- Yes
- No
- Remarks

If applicant is employed by or owner of a private company:

- company registration in chamber of commerce and copy of the bulletin of the trade register.
- statement of taxes payment.



- Yes
- No
- Remarks

- Proof of sponsorship and/or accommodation (invitation and/or guarantee according to national legislation). This must be signed by your host, i.e. the person you intend to visit. He/she should then submit it to the Dutch municipality where he/she is registered for legalizing his/her signature. See: <https://ind.nl/en/Forms/1310.pdf>

- 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 Turkey according to the Commission Implementing Decision of 13-10-2011 by the European Commission, in conformity with the list of supporting documents.