



Checklist for visa application | Visiting 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 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 used 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 Proof of the existence of family relations (Tam Tekmil Vukuatli Nüfus Kayit Örneği).

Yes
No
Remarks

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

If the applicant is employed:

- Letter of 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 the 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 tax payment.

Yes

No

Remarks

If the applicant is retired:

- Proof of pension (either bank account statement or pensioner booklet).

Yes

No

Remarks

If the applicant is a student:

- Student certificate (Öğrenci Belgesi).

Yes

No

Remarks

If the applicant is a minor or under age 18 and travelling alone or with one parent or legal guardian only:

- Public notary approved statement from his/her parents (this condition shall not apply if the travelling parent is a single parent or holds the parental authority alone).

Yes

No

Remarks

- 5.5 Proof of sponsorship and/or accommodation.
Invitation and/or guarantee according to national legislation. 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.