



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 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 Certificate from the Mogamma.

For first time travellers, or in case of passport loss: a Certificate from the Mogamma covering the past 7 years.

- Yes
- No
- Remarks

Document to be provided by minors (not applicable in case of school or sports club trips):



2.4 If the minor travels without his/her legal guardian: consent of the parental authority (both parents) or legal guardian shall be provided either through a notarised certificate or by a form signed at the consulate premises.

- Yes
- No
- Remarks

2.5 If minor is travelling with one of his/her legal guardian: consent of the parental authority (parents not travelling with their minor child) or legal guardian shall be provided either through a notarised certificate or by a form signed at the consulate premises.

- 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 your 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 Booking proof.

- A round trip booking, if applicable. The ticket should be bought only after the visa has been issued.
- A proof of accommodation.

- Yes
- No
- Remarks

5.2 A document substantiating the purpose of the stay.

- Yes
- No
- Remarks



- 5.3 Solvency.
Original bank statements for the past 6 months copied and translated. In the absence of bank account, proof of other assets has to be provided.
- Yes
 - No
 - Remarks
- 5.4 Document to be provided by employees: Certificate of employment, specifying the date of recruitment, position in the company and salary level.
- Yes
 - No
 - Remarks
- 5.5 Document to be provided by company owners: Original of the commercial registry and tax card.
- Yes
 - No
 - Remarks
- 5.6 Document to be provided by pupils and students: Proof of enrolment in school or university.
- Yes
 - No
 - Remarks
- 5.7 Invitation letter. Official invitation from the inviting company (on official company paper, stamped and signed) containing the following information:
- the full address and contacts of the company
 - nature of the business
 - name and position of the countersigning officer
 - purpose and duration of the visit
 - person or entity who will bear the travel and living costs
 - whether the sponsor gives financial guarantee for the visa applicant's return to Egypt.
- Yes
 - No
 - Remarks
- 5.8 Information to be provided by the Egyptian invited company: Copy of the invited company registry or tax card and official company paper stamped and signed, mentioning clearly:
- full address and contact persons of the company
 - name and position of the countersigning officer
 - name, position, salary and years of employment (if applicable)
 - purpose of the visit
 - nature of the work contract
 - person or entity which will bear the applicant's travel and living costs.



- Yes
- No
- Remarks

5.9 Under the national legislation of individual Member States, some paid activities or internship require the applicant to provide a work permit or a similar document: please check the website of the Member State concerned.

- 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 Egypt according to the Commission Implementing Decision of 27-02-2012 by the European Commission, in conformity with the list of supporting documents.