



# Checklist for visa application | Members of official delegations

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 Travelling with minors

If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor;

- Yes
- No
- Remarks



2.4 If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor;

- Yes
- No
- Remarks

2.5 Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.

- 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 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 reservation of return or round ticket. If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.

- Yes
- No
- Remarks

5.2 Proof of lodging

Hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If applicant is travelling to several Schengen States, proof of lodging in each of them. [See Proof of sponsorship form](#).

- Yes
- No
- Remarks



5.3 Copy of the official invitation;

- Yes
- No
- Remarks

5.4 Note verbale issued by the sending authority(ies) concerned confirming:

- the identity of the applicant
  - the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations);
  - the period of intended stay;
  - the place of stay.
- 
- Yes
  - No
  - Remarks

## 6. Proof of financial means

6.1 Original private bank statement showing movements in the last three months, duly stamped and signed by the bank.

- Yes
- No
- Remarks

6.2 Indian income tax return acknowledgment for the last two assessment years. In addition:  
If the applicant is employed:

- payslips for the last three months;
  - employment contract;
  - employers statement on approval for holidays.
- 
- Yes
  - No
  - Remarks

If the applicant is a company owner or self-employed:

- certificate of registration of the company.
- 
- Yes
  - No
  - Remarks

If the applicant is sponsored:

- proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned [See Proof of sponsorship form.](#)
- 
- Yes
  - No
  - Remarks



If the applicant is retired:

- pension statements for the last three months;
- proof of regular income generated by ownership of property or business.

- Yes
- No
- Remarks

## 7. Proof of health insurance

7.1 The insurance policy has been taken out in your name.

- Yes
- No
- Remarks

7.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- Yes
- No
- Remarks

7.3 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

## 8. Visa

8.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

## 9. Payment

9.1 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 India according to the Commission Implementing Decision of 16-10-2015 by the European Commission, in conformity with the list of supporting documents.*