

Netherlands Visa Application Center

Checklist for a visa application | business/sports/study/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.
- Copies can be made at the Visa Application Centre for the Netherlands, VFS at € 0.50 for each copy.

1. Application

- 1.1 A completed and signed Schengen visa application form.

2. Documents

- 2.1 A passport or other travel document.

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.

- And a copy of

- 2.2 The personal details page.

- 2.3 Previously issued visas and a copy of all entry/exit stamps.

- 2.4 The personal details page of any previous passport and its visas.

- 2.5 Shenanameh to prove family relationship

- 2.6 If you are applying for a Schengen visa for a minor who will be travelling alone or with only 1 parent, please submit the following documents:

- An extract of the minor's birth certificate.
- An identity document, bearing the parents' signature (1 document for each parent).
- A declaration of consent from both parents, stating that the minor can travel.
- If relevant: a court judgment stating which parent has been allocated parental responsibility for the minor.
- If relevant: a declaration from the minor's school consenting to his/her absence.

3. Evidence of legal residence

- 3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, ■ Yes ■ No Remarks | visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen.

- 3.2 Work permit (if applicable).

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:
<https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007>.

5. Proof of travel

- Note: make travel reservations which you can cancel.

- 5.1 Travel itinerary (travel reservations to and from Schengen in your name, not a ticket).
- 5.2 Documents proving your visit relates to business, study or a cultural or sporting event.
- 5.3 A hotel reservation if you are staying in a hotel.
- 5.4 A recent invitation from the company or event you intend to visit in the Netherlands.
- 5.5. A recent document from your employer stating your job, salary and the purpose and duration of your visit. In Iran the ISS (social security) document is required
- It must be clear from the above documents who is paying your travel expenses and where you will be staying during your visit.
- If you are self-employed, please provide your tax number, business licence and a copy of your income tax return.
- 5.6. Documents proving that you will return to your own country after your trip.

For example:

- *A recent declaration from your employer, an employment contract and the document of Social Security/ISS proving you are employed in your country of origin or country of permanent residence.*
- *A document proving you are in education or training in your country of origin or country of permanent residence.*
- *A document proving your children attend school in your country of origin or country of permanent residence.*
- *A document proving you have a home or other immovable property in your country of origin or country of permanent residence.*
- *A document proving you are a caregiver in your country of origin or country of permanent residence.*

6. Proof of health insurance

- 6.1 The insurance policy has been taken out in your name.
- 6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.
- 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.

7. Visa

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

8. Payment

8.1 Payment of the visa and service fee.

Disclaimer:

Submitting the above documents is not a guarantee you will receive the visa. The Netherlands Embassy is entitled to refuse a visa on various grounds. Additional supporting documents may be requested from the competent authorities. In case of refusal, visa/service fees are not refundable.