



# 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 National ID card (gensiya).

- ☐ Yes
- ☐ No
- ☐ Remarks

Additional requirements for minors (under 18):

2.4 If the minor is travelling without his/her legal guardians: an original notarised statement of consent from either the parents or legal guardians.

- ☐ Yes
- ☐ No



☐ Remarks

2.5 If the minor is travelling with one of his/her legal guardians: an original notarised statement of consent from the parent or legal guardian that is not travelling.

- ☐ Yes
- ☐ No
- ☐ Remarks

### 3. Evidence of legal residence

3.1 Proof of legal residence in Iraq.

- ☐ 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 Proof of travel arrangements.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 Evidence of possession of sufficient financial resources to cover the intended stay, e.g. signed and stamped bank statements covering at least the past six months.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.3 If the inviting person (the host) is to cover the applicant's expenses, the host must provide the above-mentioned evidence together with the invitation letter. See [proof of sponsorship form](#).

- ☐ Yes
- ☐ No
- ☐ Remarks



- 5.4 Evidence of economic and personal ties in Iraq, such as bank statements, proof of property ownership, a certificate of employment, an extract from the family register, a marriage certificate and copies of ID cards for the spouse and children.
- ☐ Yes  
☐ No  
☐ Remarks
- 5.5 A return flight booking.
- ☐ Yes  
☐ No  
☐ Remarks
- 5.6 If not staying with a host, proof of accommodation for the duration of the stay (i.e. confirmed hotel reservation in the form of the transfer of the correct amount covering the cost of the stay).
- ☐ Yes  
☐ No  
☐ Remarks
- 5.7 An original letter of invitation from a host to attend meetings, conferences or other events connected with business. The letter of invitation must include the data together with the contact details of the company undertaking business activity in the territory of a Member State and the official seal and letterhead of the inviting person/company with their legible signature.
- ☐ Yes  
☐ No  
☐ Remarks
- 5.8 Entry tickets for trade fairs and congresses, if appropriate.
- ☐ Yes  
☐ No  
☐ Remarks
- 5.9 Documents demonstrating the business activities of the inviting company and of the Iraqi invited company (i.e. contracts, payment of invoices, a list of orders, an email from a business partner sent to the official email address of the visa office together with the confirmation of cooperation and a legible signature of the sender, a personal letter of invitation or an official invitation issued by a relevant public office at the request of the company in the Member State concerned).
- ☐ Yes  
☐ No  
☐ Remarks
- 5.10 Documents demonstrating the company's status as financial-commercial operator. (i.e. a business licence or chamber of commerce certificate).
- ☐ Yes  
☐ No  
☐ Remarks



5.11 Documents confirming the applicant's employment status in the company and salary.

- ☐ 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 Iraq according to the Commission Implementing Decision of 06-06-2016 by the European Commission, in conformity with the list of supporting documents.*