

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.

1. Application

- 1.1 A completed and signed Schengen visa application form. ■ Yes ■ No Remarks |

2. Documents

- 2.1 A passport or other travel document. ■ 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.

➤ And a copy of

- 2.2 The personal details page. ■ Yes ■ No Remarks |

- 2.3 Previously issued visas and a copy of all entry/exit stamps. ■ Yes ■ No Remarks |

- 2.4 The personal details page of any previous passport and its visas. ■ Yes ■ No Remarks |

➤ 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:

- 2.5 An extract of the minor's birth certificate. ■ Yes ■ No Remarks |

- 2.6 An identity document, bearing the parents' signature.
(1 document for each parent) ■ Yes ■ No Remarks |

- 2.7 A declaration of consent from both parents, stating that the minor can travel. ■ Yes ■ No Remarks |

- 2.8 If relevant: a court judgment stating which parent has been allocated parental responsibility for the minor.

- 2.9 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, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen. ■ Yes ■ No Remarks |

- 3.2 Work permit (if applicable). ■ Yes ■ No Remarks |

4. Photo

■ Yes ■ No Remarks |

- 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.

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|------|---|------------|---------|
| 5.1 | Travel itinerary (travel reservations to and from Schengen in your name, not a ticket). | ■ Yes ■ No | Remarks |
| 5.2 | Documents proving your visit relates to business, study or a cultural or sporting event. | ■ Yes ■ No | Remarks |
| 5.3 | A hotel reservation if you are staying in a hotel. | ■ Yes ■ No | Remarks |
| 5.4 | A recent invitation from the company or even you intend to visit in the Netherlands. | ■ Yes ■ No | Remarks |
| 5.5. | A recent document from your employer stating your job, salary and the purpose and duration of your visit. | ■ Yes ■ No | Remarks |

- 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 license and a copy of your income tax return.

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| 5.6. | Documents proving that you will return to your own country after your trip. | ■ Yes ■ No | Remarks |
|------|---|------------|---------|

For example:

- A recent declaration from your employer, an employment contract or other information 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

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|-----|--|------------|---------|
| 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). | ■ Yes ■ No | Remarks |

- 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

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|-----|---|------------|---------|
| 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

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|-----|--------------------------|------------|---------|
| 8.1 | Payment of the visa fee. | ■ Yes ■ No | Remarks |
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I have been informed:

That I will not have my passport in my possession during the process of my visa application.

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

Applicant Signature

Date