



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 For minors intending to travel without their parents/legal guardians, the application is to be submitted by parents/legal guardians who must present the minor's birth certificate and give their written consent. If parents/legal guardians are not present in Singapore their written consent should be legalised by the relevant embassy, in the place of residence of the parents/legal guardians.

- ☐ 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 a work permit (if applicable). Residence permit should be valid for at least 3 months beyond the (intended) 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 A booking for a round-trip airline ticket.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.2 A travel itinerary including hotel accommodation reservation or similar confirmation of accommodation for the entire trip.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.3 A letter of invitation from the applicant's business partner in the Schengen area stating the purpose and duration of the visit.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.4 A guarantee letter from the applicant's employer, stating the details of the applicant, the employment duration, designation, purpose and duration of travel.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.5 If student: proof of enrolment at a Singapore educational institution (university or school).

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