

Netherlands Family and Friends Visit

Please submit a copy of this form with your visa application. This form is to be completed by VFS Global.

DOCUMENT TYPE	YES	NO (MISSING)
1. Duly signed and completed Application form, signed at both sections (AVAILABLE ON THIS WEBSITE) Application form for Minors signed by both Parents		
2. Passport valid for three months after applicants return to South Africa. (Non – south African passport holders also to have a South African permit valid for three months after the applicants return to South Africa and have at least 2 blank pages to affix the visa- visa pages are labelled as such on the top. <i>(if applicant has dual citizenship with an EU country s/he cannot apply for a Schengen visa in the non-EU passport unless for humanitarian reasons)</i> . Passport Copy: Biographical data page and copies of all used pages (Including previous Schengen, Non-Schengen visa and all pages with stamps)		
3. 1 Recent colour passport photo (not older than 3 months and not previously used) – no smiling, no teeth showing, no obstructions to face, white/light background, no shadows. If applicant is wearing specs then ensure that there is no glare/reflection in it.		
4. Round trip flight reservation (Must show applicants name and travel dates. (does not have to be a purchased ticket, an itinerary is sufficient) TRAVEL DATE CANNOT BE IN LESS THAN 10 WORKING DAYS FROM APPLICATION DATE.		
5. Standard guarantee invitation form (available on this website) stamped by city hall of city of referent. If your host in South Africa the form should be completed and taken to any Dutch Embassy or Consulate to have it stamped, SA police service certification not accepted. If your host confirms they will be sponsoring you on this form then we require their 3month bank statement in addition to yours.(EACH NIGHT HAS TO BE ACCOUNTED FOR)		
6. Signed Employment letter (on company letterhead and signed) confirming position, exact travel dates and salary IF SELF EMPLOYED PLEASE PROVIDE CK DOCUMENTS – for registered companies - /LETTER FROM ACCOUNTANT/COMPANY SARS DOCUMENT – for sole proprietorship). Signed School Letter (for students on school letterhead and signed) confirming applicant is an enrolled student and awareness of trip travel dates but applicant will be commencing schooling after the trip. Signed Official Registration letters (for tertiary education students) (on letterhead and signed))		
For minors 7. <u>Certified</u> copy of unabridged birth certificate / official letter from home affairs confirming it hasn't been issued. 8. <u>Certified</u> copies of both parents passport/driver's license (copies of new smart ID will also be accepted but not green barcoded ID books) 9. For applicants travelling with one or no parents, the parental consent form (available on this website) is to be completed and <u>certified</u> .		
10. Extra documents: proof of home/car ownership, motivation letters, etc (any additional documents the applicant might feel will strengthen their application.		

11. Most recent 3 calendar month (from application date) bank statements with <u>original bank stamp on each page/transaction lists</u> for the last 3 calendar months with original bank stamp on each page. If the bank statements are not in the applicants name then a signed sponsorship letter is required from the account holder along with proof of identification for the account holder. (No internet statements/copies will be accepted). (34 Euros per day for each day in Schengen should be reflecting in the bank account)		
12. Travel insurance visa/embassy letter. (made out to the Dutch Embassy and specifying cover for Schengen) ensure that all applicant details are correct		
Applicants travelling to more than one country: 1. If an applicant will be travelling to a non-Schengen country as part of the same trip, the non-Schengen visa must be obtained first. (Example – but not limited to – UK, America, etc.)		
Non South African passport holders: 1. Passport and SA permit must be valid for 90 days after their arrival in SA 2. Must submit a copy of valid permit with application. 3. If permit is not valid for 90days after applicants return to SA then they require proof that they have applied for the extension or their flight should go back to their home country.		
Eu spouse/child: (PLEASE NOTE YOU CANNOT APPLY AS A RELATIVE OF AN EU CITIZEN IF YOUR SPOUSE IS DUTCH AND YOU'RE TRAVELLING TO NETHERLANDS) <ul style="list-style-type: none"> EU SPOUSE: that Eu national has to be travelling with the applicant to the Netherlands. In this case the applicant will submit numbers 1-5 and 12 along with the EU spouse flight reservation, a certified copy of the Eu spouse passport and certified copy of marriage certificate. EU CHILD: applicable to children under 21 years old who are travelling with their EU parent. In this case the applicant will submit numbers 1-5 and 12 along with the EU parents flight reservation, a certified copy of the Eu parents' passport and certified copy of unabridged birth certificate. <i>(also please refer to section for minors in this instance)</i> 		
<ul style="list-style-type: none"> PLEASE NOTE NO APPLICANT MAY APPLY MORE THAN 3 MONTHS (90DAYS) BEFORE HIS/HER ARRIVAL IN THE SCHENGEN TERRITORY OR LESS THAN 10 WORKING DAYS FROM THE TRAVEL DATE. ANY APPLICATION WHICH DOES NOT COMPLY WITH THE ABOVE REQUIREMENTS WILL NOT BE SUBMITTED – NO INCOMPLETE APPLICATIONS ARE ACCEPTED PLEASE SUBMIT A COPY OF THIS FORM WITH YOUR VISA APPLICATION PLEASE NOTE YOU APPLY WITH YOUR COUNTRY OF LONGEST STAY, IF STAYS ARE EQUAL THEN FIRST PORT OF ENTRY. IF YOU'RE VISITING MORE THAN ONE SCHENGEN COUNTRY THEN PLEASE FIRST CHECK WHERE YOUR MAIN PURPOSE IS, IF PURPOSES ARE THE SAME THEN LONGEST STAY, IF STAYS ARE EQUAL THEN FIRST PORT OF ENTRY 		

Applicant signature

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FOR OFFICE USE ONLY:

- E-payment proof to be placed behind checklist
- Staple courier waybill (if present) to TPID and place behind all documents in passport
- Ensure all staples are removed

Submission officer Name

DAM Officer Name

Quality Check Officer Name

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