



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.

Additional requirements for minors:

2.3 Minors travelling without their parents/legal guardian: original authorisation signed by their parents/legal guardian in front of a visa officer and copy of passport(s) of parents/legal guardian.

- ☐ Yes
- ☐ No
- ☐ Remarks

3. Evidence of legal residence

3.1 For non-Emirati nationals: re-entry visa valid three months beyond the intended date of departure from the territory of the Member States.



- ☐ Yes
- ☐ No
- ☐ Remarks

3.2 UAE-ID-Card, valid for three months after the intended departure date from the territory of the Member States.

- ☐ 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 Copy of flight ticket or flight reservation including return flight.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 Verifiable evidence of sufficient means of subsistence during intended stay such as a credit card valid throughout the intended stay or recent bank statements.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.3 Bank statements for the past six months or other verifiable evidence of sufficient means of subsistence during intended stay.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.4 Original letter from employer stating employment status, position, length of contract and salary.

- ☐ Yes
- ☐ No
- ☐ Remarks



5.5 Self-employed persons: valid original trade licence.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.6 Invitation letter from a company or an authority to attend a meeting, conference or event or other documents which shows the existence of trade relations or relations for work purposes (e.g. confirmed registrations for trade fairs or congresses), including a proof of accommodation during the intended stay. .

- ☐ 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 the United Arab Emirates according to the Commission Implementing Decision of 29-04-2014 by the European Commission, in conformity with the list of supporting documents.