

NETHERLANDS VISA APPLICATION CENTER

CHECKLIST FOR BUSINESS (ORANGE CARPET) VISA APPLICATION

NAME: _____ Passport no. _____
(First Name and Surname in block letters only)

Applications should be submitted in person and the following documents must be submitted to the VFS Global Centre in English. Vietnamese documentation shall be accompanied by a translation in English by an authorized translation bureau and legalized. Arrange your documents according to the list.

Please note that the staff at the VFS Global Centre **cannot** assist with translation or completion of forms.

		Yes	No	Remarks
1	Schengen Visa Application Form – must be correctly completed and signed by the applicant			
2	Two color photos (35mm x45mm) – that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago. We do not accept photo shopped or 'with touching' pictures.			
3	A passport or other travel document issued within the last 10 years, valid for a minimum of 3 months from the date on which you leave the Schengen area with at least 2 blank pages. And a copy of: The personal details page; Previous issued visas; Any previous passports.			
4	Documents proving your visit: a letter of your company, signed by one of the designated signatories, indicating the purpose and duration of the trip			
5	Visa Fee and VFS Service Fee: Payment must be made in cash.			

Note: Orange Carpet Visa is **exemption** from carrying a confirmed flight reservation, insurance, hotel or proof of financial means.

I have been informed that:

- My passport will be kept during the process of my visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.
- Additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

Applicant Signature:

Date: