



Checklist for visa application Nepal | Business / conferences / sport /work experience / cultural and religious events

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

2.3 Minors

- If the minor is travelling alone: a notarised written consent from both parents or the legal guardian;
- If the minor is travelling with only one parent: notarised consent from the other parent, except where one parent has sole custody of the minor, in which case a court order or other proof of sole custody must be provided;
- Copy of identification document proving the signature of parents or guardian.

- ☐ 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.

3. Evidence of legal residence

3.1 Copy of Nepalese citizenship certificate (ID card).

- Non Nepalese nationals: proof of legal stay in Nepal, valid three months beyond the date of return from the territory of the Member States.
 - copy of entry permit for the country to be visited after visiting the territory of the Member States, if any onward trip is planned

- ☐ 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 Proof of means of transport e.g. information on intended flight connection.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 Evidence of accommodation for the whole duration of the intended journey as applicable:

- Hotel reservation or rental of holiday home
- Confirmation of accommodation provided by inviting company if travelling for the purpose of business; or
- Campus reservation.

- ☐ Yes
- ☐ No
- ☐ Remarks



5.3 Documentary evidence of the applicant's professional activity or status:

- Employees: letter from employer stating monthly salary, duration of employment and approval of leave
- Student: letter confirming enrolment in the college or university.
- Self employed: PAN (Permanent Account Number) registration and bank statements covering the last 6 months
- Retired: pension statement for the last 3 months or proof of regular income generated, e.g. by lease of own property or business.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.4 Evidence of sufficient means of subsistence for the type and length of stay planned:

- bank statements stamped and signed by the bank covering the last 6 months and, if applicable
- any other document that may provide information about the applicant's solvency such as proof of property ownership, Lal purja and tax clearance.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.5 Copies of marriage certificate and birth certificates of children if relevant.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.6 Personal invitation from the inviting company or entity or from the company or organisation providing the service containing the following information:

- the purpose of the trip;
- guarantee of coverage of expenses if borne by the inviting company or entity (host) or confirmation of payment of expenses by the applicant.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.7 Any other documents that may prove the purpose of the visit (e.g. business correspondence proving the existence of a business relationship).

- ☐ Yes
- ☐ No
- ☐ Remarks

5.8 Confirmation of the applicant's enrolment in conferences or training and proof of payment of the enrolment fees as applicable



- ☐ 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 Nepal according to the Commission Implementing Decision of 03-12-2021 by the European Commission, in conformity with the list of supporting documents.