

<input type="checkbox"/> Business <input type="checkbox"/> Conference <input type="checkbox"/> Cultural <input type="checkbox"/> Sport Event Embassy of Netherland in KSA – Checklist for Short Stay Visa		Yes	No	Remarks
1.	Duly filled out and signed Schengen visa application form.			
2.	One recently taken passport-sized photo (not older than 6 months, 3.5 X 4.5 cm, White or grey background. Full face, no sunglasses Please do not affix the photo on the form.			
3.	Current valid passport with at least 2 blank pages/at least 3 months valid upon return and copy of the holderpage of the passport and all pages with stamps. Passport should be issued within the last 10 years.			
4.	Previous passports			
5.	Proof of travel: <ul style="list-style-type: none"> Travel itinerary with the passenger details should be reserved or confirmed The reservation should prove that the stay in Schengen does not exceed 90 days. It is recommended not to buy the ticket until the visa is granted. 			
6.	Travel Insurance: <ul style="list-style-type: none"> The insurance must cover the entire period of intended stay, valid for all Schengen States and covering any expenses which may arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during the stay. Insurance should cover upto 30000 Euro 			
7.	Invitation Letter: <ul style="list-style-type: none"> Copy of the invitation letter from the inviting company in the Netherlands mentioning the purpose, duration and who is responsible for the expenses of the trip and accommodation Attending Event or Exhibition, should have a reservation for the event or the exhibition 			
8.	Financial Statement : <ul style="list-style-type: none"> Bank Statement for recent 3 months Bank statement should not be older then 30 days 			
9.	Proof of occupation: If employed: <ul style="list-style-type: none"> Letter from the employer stating purpose of the trip, duration, Contract period/position/current salary and who is responsible for the expenses of the trip and accommodation and should be legalized by Chamber of Commerce. If self employed: <ul style="list-style-type: none"> Business registration Letter If student: <ul style="list-style-type: none"> Proof of enrollment Certificate of leave absence if travelling during school period			
10.	Passport and Visa Copy: <ul style="list-style-type: none"> Current valid passport copy with recent 3 years visa copies of schengen countries 			

11. For non-GCC residents: <ul style="list-style-type: none"> Residence permit and a copy (permit should be valid for at least 3 months after departure from Schengen). 			
12. Visa fee: <ul style="list-style-type: none"> Payment for visa fee must be made in cash and preferably in exact change. 			
13. All documents are translated in English or Dutch by a certified translator.			
14. <u>Declaration:</u> I have been informed : <ul style="list-style-type: none"> that my passport will be under custody of the Embassy of Netherland in Riyadh during the process of my Schengen visa application which can take up to 15 days. That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application. That the Embassy of Netherland reserves the right to ask for additional supporting documents if necessary and does not guarantee the issue of the Visa. In case of refusal, visa fees are not refundable. 			
15. <u>Date:</u> <u>Applicant/Représentative Signature :</u>			
16. <u>Comments:</u>			
17. <u>For administration use only:</u>			