

Embassy of Netherlands in KSA – Checklist for short stay visa Caribbean Parts of the Kingdom of the Netherlands (Aruba – Curacao – Sint Maarten – Saba – Bonaire – Sint Eustatius)		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.	Passport or official travel document recognized by the Netherlands, with a validity that exceeds the intended stay by at least 3 months. Please make sure that the passport has a blank page specifically assigned to visa.			
4.	Proof of travel: Travel itinerary with the passenger details should be reserved or confirmed			
5.	Proof of Travel Medical Insurance (minimum cover USD 15000) and a copy: <ul style="list-style-type: none"> You must provide an official letter in your name from your travel insurance company stating only the following criteria: <ul style="list-style-type: none"> It is valid throughout the islands. It is valid during the entire period that you will be on the respective island. The coverage is at least €15.000. The coverage includes repatriation for medical reasons, urgent medical care and/or emergency hospital treatment or death. If your own medical insurance does not provide this letter you can purchase a travel medical insurance through the internet. 			
6.	Purpose of Travel: <ul style="list-style-type: none"> When visiting Relatives or Friends, please submit an official invitation letter issued and certified by a City Hall on the respective island and a copy of the relatives' or friends' passport or valid residence card. If they are paying for your expenses proof of financial means is required from your reference person on the respective island (3 recent monthly salary statements and 3 recent monthly bank statements). For tourism, please submit confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number and/or proof of group travel participation, etc. If the purpose of your Trip is Business, please present a letter of support/invitation from the company in The Netherlands. 			
7.	Proof of sufficient funds for your intended stay: Recent three months bank statements, Bank statements must show the name and address of owner (s) US\$50 to \$200 Per Day Stay			
8.	Proof of occupation: <p>If employed:</p> <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. <p>If self employed:</p> <ul style="list-style-type: none"> Business registration Letter <p>If student:</p> <ul style="list-style-type: none"> Proof of enrollment Certificate of leave absence if travelling during school period. 			

<p>9. In case a minor is traveling alone or with one parent only:</p> <ul style="list-style-type: none"> • Copy ID of both parents • Letter(s) stating the consent of both parents that the Minor is traveling • Application form duely signed by the parents (Father and Mother) 			
<p>10. For non-GCC residents:</p> <ul style="list-style-type: none"> • Residence permit and a copy (permit should be valid for at least 3 months after departure from the Caribbean). 			
<p>11. Visa fee:</p> <ul style="list-style-type: none"> • Payment for visa Fee must be made in cash and preferably in exact change 			
<p>12. Duration of stay A standard Caribbean visa is valid for six months and can be used for multiple entries. You can stay in one of the Caribbean parts of the Kingdom for up to 30 days maximum each time you enter that part of the Kingdom. If you want to visit several Caribbean parts of the Kingdom (for instance on an island-hopping holiday), you will not be permitted to stay longer than 90 calendar days over a period of one year. You could, for instance, stay in Aruba for 30 days, in Curaçao for 21 days, in Bonaire for 21 days and in St Maarten for 18 days – a total trip of 90 days. Please note: Caribbean visa is not valid for travel to Schengen</p>			
<p>13. Declaration : I have been informed :</p> <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. 			
<p>14. Comments:</p>			
<p>15. Date :</p> <p><u>Applicant/Représentative Signature :</u></p>			

Check list updated on 15th December 2014