

Embassy of Netherlands in KSA – Checklist for short stay visa □ Friend □ Family		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, 3.4 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 copies of the holder page of the passport and all pages with stamps Passport should be issued within the last 10 years			
4.	Previous Passport			
5.	Proof of Accommodation: <ul style="list-style-type: none"> • If residing at friends or Family home or apartment (Apartment rented copy / If owned house need the copy of it) • Hotel Booking or reservation confirming the dates of checkin and check out (should be correspondent to the flight itienary) or • Hotel Voucher should have the hotel information along with address and telephone number specified with the dates 			
6.	Invitation : <ul style="list-style-type: none"> • Invitation Letter /Hostage Form duely filled by the inviting person and stamped by the Netherlands local municipality office • ID Card or Passport Copy of the inviting person • Contract Letter or Bank Statement of the inviting person 			
7.	Proof of Relation : <ul style="list-style-type: none"> • If invited by immediate family member (i.e. Spouse, parents, siblings or family member) proof of relationship must be submitted 			
8.	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 			
9.	Proof of Travel Medical Insurance coverage (EUR 30.000) and a copy: <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. 			
10.	Proof of financial means: <ul style="list-style-type: none"> • Recent bank statement over the past 3 months and a copy. (and /or) • Salary Slips over the past 3 months 			
11.	Proof of occupation and a copy: If employed: <ul style="list-style-type: none"> • Letter from the employer stating purpose of the trip, Contract period/position/current salary, duration 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"> • Certificate of leave absence if travelling during school period 			
12.	Passport and Visa Copy: <ul style="list-style-type: none"> • Current valid passport copy with recent 3 years visa copies of schengen countries 			

13. If Minor travelling: <ul style="list-style-type: none"> • Letter of on sent signed by both parents/legal guardian and a copy • Application form signed by both parents/legal guardian • Signed photocopy of passport of parents/legal guardian 			
14. 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). 			
15. Visa fee: <ul style="list-style-type: none"> • Payment for visa Fee must be made in cash 			
16. Declaration : 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 			
17. Comments:			
18. Date : <u>Applicant/Représentative Signature :</u>			