



Checklist for visa application | Business (including seafarers, journalists and short term laborers/internship)

- Applications should be submitted in person (also babies and children)
- Submit the original and a copy of each document. You will only receive the original documents back such as your birth certificate, marriage certificate or employment contract.
Your passport will remain with the Dutch representation until the decision on your visa application has been made.
- 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](#).

2. Travel Documents

- 2.1 A passport or other travel document.

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.*

- 2.2 The below documents are required when travelling with minors (under 18):

- Original and a copy of birth certificate.
- Power of Attorney of travel consent. Notary Power of Attorney must be signed by the parent or guardian who is not traveling or signed by both parents and guardians, if the minor travels unaccompanied. In the latter case document must also include data of the adult who will be responsible for the minor during stay in Schengen territory.
- Proof of sole custody if applicable.
- Visa of accompanying parent.
- If the name and surname of the parent(s) are different from those on the child's birth certificate, the parent(s) must provide additional documents (marriage certificate or court order or any other documents evidencing a change of name or surname and confirming the child's link with the parent(s)).

3. Evidence of legal residence

- 3.1 Russian citizens: original and full copy (copy of all pages with entries) of the applicant's internal passport.



Citizens of other countries : original and copy of the document proving the applicant's residence (valid residence permit or long term visa).

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](#).

Are you submitting the visa application yourself to an external service provider? Then you do not need to bring a passport photo. The external service provider will take a digital passport photo of you.

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

- 5.1 Return ticket or reservation or another document confirming the means of transport, e.g. a contract with a transport company or a copy of the driver's registration certificate and driving license; documentation proving the right to use a motor vehicle or other means of transport, etc.
- 5.2 Proof of accommodation (e.g. hotel reservation, lease, voucher).

6 Proof of financial means.

- 6.1 Bank statements showing bank operations over the last 3 months
- and**
- 6.2 Extract from the Russian Pension and Social Insurance Fund for the last 10 years (Сведения о трудовой деятельности, предоставляемые из информационных ресурсов Фонда пенсионного и социального страхования Российской Федерации). The document should be digitally signed.

7 Documents regarding the occupation of the applicant

7.1 **Employees:**

Letter from the employer, confirming:

- the employee's position and salary,
- date of employment and date of end of employment, if relevant, and
- salary slips for the last six months.

Individual entrepreneurs: (both documents required)

- Proof of economic activity (e.g. 2NDFL 2NDFL4 or 3NDFL form).
- Extract from trade/fiscal registry or certificate for individual business.



8 Documents regarding the purpose of travel

8.1 Business - general:

Official invitation from the inviting company containing the following information:

- personal data of the person invited (full name as in the passport, date of birth)
- purpose and duration of the visit
- nature of the business
- the full address of the company and contact persons
- name and position of the person signing the invitation;
- person or entity who will bear the applicant's travel and living cost

or

- Other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, program of the business trip).

Drivers (international cargo and passengers):

- Written request from the Russian national association of carriers (ASMAP or RAS) or the national association of carriers of the Member State stating the purpose, duration and frequency of trips.
- Written request by companies registered in the Member State or in third countries providing for international road transportation, stating the purpose, itinerary, duration and frequency of the trips.
- Documents concerning the transport company: registration number, as required by the national law of the Member State or of the Russian Federation, and, if applicable, contract between a company established in the Russian Federation or in a third country and its partner company established in the Member States.
- Documents concerning the driver:
 - driver's license;
 - transport truck driving certificate;
 - copy of registration certificates of truck and trailer or bus;
 - license or permit for carrying out long distance transportation of cargo or passengers.:

Members of train, refrigerator and locomotive crews:

- Written request from the competent Russian railway company (OAO-RZD with its branches and OAO "Refservice") or a competent railway company of the Member State stating the purpose, duration and frequency of trips.

Seafarers:

- Full copy of the seaman's book.
- Copy of contract.
- Employment certificate from manning company/crew management company.
- Invitation from shipping company in the EU as well as from the Russian sending company.



- The invitation letter from both mentioned companies should be written on the company's official paper with stamp, signature, name and position of the authorized signatory, and should include the following detailed information:
 - complete identity of the seafarer (name, place and date of birth);
 - passport and Sea farer's Identity Document numbers, with date of issue and validity;
 - sailor's position on the vessel (in case of a group of sailors, this information can be included in a list signed, sealed and attached to the invitation letter);
 - name of the vessel;
 - port and date of boarding;
 - duration of the contract;
 - itinerary that the seafarer will follow to arrive to the Member State of destination/transit.

Journalists:

- A certificate or other document issued by a professional organisation proving that the person is a qualified journalist.
- Letter from his/her employer stating that the purpose of the journey is to carry out journalistic work.

Short term laborers/internship

- Letter from the employer, employment contract and/or other document in accordance with the legislation of the Member State concerned.

9. Proof of health insurance

9.1 A health insurance policy* which:

- has been taken out in your name
- has been issued by a Schengen or European insurance company.
- is valid throughout the Schengen area and for the duration of your stay.
- The insurance covers medical expenses for a minimum of €30,000. This includes costs for hospitalization and treatment, emergency treatment, prescribed medication and repatriation to your country of residence (including in the event of death).

**Not required for seafarers when the inviter has included in their invitation that the seafarer is medically insured by a European or Schengen insurance company.*

Please be aware of the following:

- 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 the Russian Federation according to the Commission Implementing Decision of 11-09-2024 by the European Commission, in conformity with the list of supporting documents.