



Checklist for visa application |

Business

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 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 Copy of the internal passport (issued at the age of 14): pages concerning the applicant's biodata, foreign passport(s) issued to him/her, his/her marital status and registration in Russia.

- Yes
- No
- Remarks

2.3 Travelling with minors (under 18)

- Copy of the birth certificate.
- Consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone (i.e. in cases where the other parent has deceased or been deprived of custody, e.g. a death certificate of the other parent or a court degree vesting custody exclusively in the parent who is signing the application would be requested).
- Copy of the valid Schengen visa of the parent(s) travelling with the minor for whom a visa is not applied at the same time with the parent(s).

- 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 Non-Russian nationals, proof of legal residence in the Russian Federation in line with federal legislation (e.g. residence permit, long-term visa or FMS registration), valid for at least three months after the planned return from the territory of the Member States or a document proving that the applicant has applied for a renewal of proof of legal residence. If not resident, proof of legal presence in the Russian Federation and justification for submitting visa application in the Russian Federation instead of the country of residence.

- 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 Members of official delegations:

- Letter (e.g. verbal note) issued by a competent Russian authority (e.g. MID) confirming that the applicant is a member of its delegation travelling to the Member State.
- Copy of the official invitation.

- Yes
- No
- Remarks

5.2 Participants in official twin city programmes:

- Written request from the head of administration/mayor of the city where the twinning activity is to take place.
- Written request from the head of administration/mayor of the sending city with full details of the participant.

- Yes
- No
- Remarks



5.3 Employees travelling on business:

- Written request from a hosting firm or organisation, an office or branch, state or local authority of the Russian Federation and the Member State or organising committees of trade and industrial exhibitions, conferences and symposia to attend meetings, conferences or events connected with trade, industry or work; if no such written request can be obtained, other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, programme of the business trip).
- In case not already sufficiently demonstrated in the written request, proof of employment.

- Yes
- No
- Remarks

5.4 Self-employed people:

- Written request from a hosting firm or organisation, an office or branch, state or local authority of the Russian Federation and the Member State or organising committees of trade and industrial exhibitions, conferences and symposia to attend meetings, conferences or events connected with trade, industry or work; if no such written request can be obtained, other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, programme of the business trip).
- Proof of economic activity (e.g. 2NDFL or 3NDFL form, extract from the trade/fiscal registry or certificate for individual business) or bank statement(s) covering at least three preceding months.

- Yes
- No
- Remarks

5.5 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.

- Yes
- No
- Remarks

5.6 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.

- Yes
- No
- Remarks



5.7 Air crews (if under the visa requirement):

- Letter from the operating body.

- Yes
- No
- Remarks

5.8 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. (Freelance journalists: proof of journalistic activity (e.g. a press card or work contract) and proof of economic activity/financial means (e.g. 2NDFL or 3NDFL form, excerpt from the trade/fiscal registry, certificate for individual business, bank statement(s) covering at least three preceding months).
- Other short-term (90/180 days) labourers (if permissible with Schengen visa and relevant national law):
- Letter from the employer, employment contract and/or other document in accordance with the legislation of the Member State concerned.

- 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 the Russian Federation according to the Commission Implementing Decision of 06-06-2016 by the European Commission, in conformity with the list of supporting documents.