



# Checklist for visa application | Official visit

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 are to be presented in (or translated to) Dutch, English, French or Spanish.
- 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)

- 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)).

- ☐ 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 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).

- ☐ 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 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.

Proof of accommodation (e.g. hotel reservation, lease, voucher). Not applicable if applicant's travel purpose is visiting family or friends and accommodation is covered with a sponsorship form or written request from the host.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 Proof of financial means

- Bank statements showing bank operations over the last 3 months
- 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.
- Letter of sponsorship, if the cost of the stay is covered by a sponsor:



- The sponsorship form required by Member States concerned, or
- If the Member State concerned does not have a national sponsorship form, the letter of sponsorship (dated and signed) containing the following information:
  - full name, date and place of birth of the applicant
  - full name, date and place of birth of the sponsor, personal code issued by Member State concerned if applicable, address and contact details of the sponsor and the link between the sponsor and the applicant;
  - destination and duration of the visit;
  - list of costs which are covered by the sponsor;
  - the sponsor's bank statement showing bank operations over the last 3 months.
- Copy of passport or national ID of sponsor, and copy of residence permit if not
  - an EU citizen, if the sponsorship form does not contain the full personal information of the sponsor.

- ☐ Yes
- ☐ No
- ☐ Remarks

### 5.3 Documents to be provided regarding the occupation of the applicant

#### **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 6 months.

#### **Individual entrepreneurs:**

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

#### **Pupils/students:**

- Proof of enrolment in school or university or a student ID (original and copy).

#### **Pensioners:**

- Pension booklet (original and copy).

#### **Unemployed persons:**

- A document proving the applicant's ties to Russia (i.e. vital statistics certificate, proof of property ownership).
- A copy of the work booklet's page with personal data and pages which show the holder's job history at least during last 3 years, if applicable.

- ☐ Yes
- ☐ No
- ☐ Remarks

### 5.4 Official (members of official delegations):

- Letter (e.g. verbal note) issued by a competent Russian authority (e.g. MID MID5) confirming that the applicant is a member of its delegation travelling to the Member State.
- Copy of the official invitation.



- ☐ 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 11-09-2024 by the European Commission, in conformity with the list of supporting documents.*