



# Checklist for visa application | Visiting family and friends

- 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.
- 6.3 When the cost of stay is covered by the inviting Dutch sponsor:
- An original signed and legalized [Letter of sponsorship](#) (plus a copy).
  - A copy of the sponsors passport or national ID.
  - If applicable a copy of the sponsors Dutch residence permit.

## 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:

- 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 three years, if applicable.

## **8 Documents regarding the purpose of travel**

### **8.1 Visiting family and friends:**

- An original fully completed, signed and legalized [Letter of sponsorship](#) from the inviting sponsor in The Netherlands (plus a copy).
- Copy of passport or national ID of inviting sponsor, and copy of their residence permit if not an EU citizen.
- Proof of family ties if applicable.

### **Owners of property in the territory of the Member States and their close relatives:**

- Relevant national document (e.g. recent extract from the real estate register, copy of the purchase contract/deed of sale, etc.) proving that the applicant owns the property in question.
- In cases of close relatives, proof of the relationship.

## **9. Proof of health insurance**

### **8.1 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).

**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.*