Kingdom of the Netherlands

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 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 A copy of all pages of the passport.

- ☐ 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.

2.3 Copy of name change certificate, if relevant.

- ☐ Yes
- ☐ No
- ☐ Remarks

Minors (below 18 years of age) travelling without legal guardian(s):

2.4 Birth certificate.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.5 Proof of custody, (e.g. marriage certificate, divorce certificate, registration of residence).

- ☐ Yes
- ☐ No
- ☐ Remarks

2.6 If the legal guardian(s) is/ are not present at the time of submission of the application: the original letter of consent from legal guardians stating that the minor can travel, verified by a legal entity (e.g municipal registration office or court).

- ☐ Yes
- ☐ No
- ☐ Remarks

3. Evidence of legal residence

3.1 Evidence of legal residence in the country that you are applying from, e.g. a passport, visa, residence permit and a copy of work permit (if applicable). Residence permit should be valid for at least 3 months beyond the (intended) departure from Schengen.

- ☐ 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 occupation

5.1 If employed: a company registration and a statement of employment, indicating the number of vacation days granted, the position in the company and the monthly salary.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 If self-employed: evidence of business ownership (company registration).

- ☐ Yes
- ☐ No
- ☐ Remarks

6. Proof of travel

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

6.1 Invitation letter from the business associate or company in the Member States, stating the purpose, financial cover and the length of the visit (in original and written on company letterhead paper).

- ☐ Yes
- ☐ No
- ☐ Remarks

6.2 Original certificate of employment or equivalent from the organisation in Thailand, stating position, length of employment, salary, purpose and duration of the trip, and who will absorb the expense for the visit.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.3 Trade fair enty ticket and an invitation stating purpose and duration of the trade fair, if relevant.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.4 Bank statements of the last three months from the entity that is covering the cost of the trip.

- ☐ Yes
- ☐ No
- ☐ Remarks

7. Proof of health insurance

7.1 The insurance policy has been taken out in your name.

- ☐ Yes
- ☐ No
- ☐ Remarks

7.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- ☐ Yes
- ☐ No
- ☐ Remarks

7.3 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

8. Visa

8.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- ☐ Yes
- ☐ No
- ☐ Remarks

9. Payment

9.1 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 Thailand according to the Commission Implementing Decision of 30-8-2017 by the European Commission, in conformity with the list of supporting documents.