



# Checklist for visa application United Kingdom| Official delegations

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.

Particular documents for minors (children below 18 years):

2.3 Birth certificate.

- Yes
- No
- Remarks



## 2.4 Minors (children below 18 years)

- birth certificate, and  
for minors travelling alone or with only one parent (exceptions are made if one parent has the sole custody or residence order for the child):
  - original passports of both parents, or certified copy of the biodata page of the passports;
  - proof of consent of parental authority or legal guardian; and
  - British school certificate.

- Yes
- No
- Remarks

## 2.5 In the case of sole custody, the following documents must be submitted:

- birth certificate mentioning one parent;
- death certificate of absent parent; or
- court ruling.

- Yes
- No
- Remarks

## 3. Evidence of legal residence

### 3.1 Any of the following documents:

- A United Kingdom eVisa in the form of a printout of your immigration status issued by UKVI and your letter with your share code. Your eVisa must be valid for at least 1 month beyond your intended departure from the Schengen area.
- Until March 31, 2025: A UK biometric residence permit (BRP), expiring on or after December 31 2024.
- Until March 31, 2025: An EU Settlement Scheme biometric residence card (EUSS BRC), expiring on or after December 31, 2024.

- 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 to leave the Schengen area

5.1 Proof of reserved return ticket to the United Kingdom, or proof of onward travel (if not returning to the United Kingdom), such as authorisation of entry into the country of destination, confirmed overseas ticket, proof of sufficient means to cover such costs.

- Yes
- No
- Remarks

5.2 Proof of accommodation or of sufficient means to cover the costs of accommodation. If relevant, such proof may be given through a proof of sponsorship by means of an [official form](#) (certificate of board and lodging).

- Yes
- No
- Remarks

5.3 Nominative United Kingdom bank account statements covering at least the last three months and showing the balance.

- Yes
- No
- Remarks

5.4 Credit card(s) and credit card account statement indicating the cardholder's name and address. The statement must contain information on the monthly limit or the spending cap.

- Yes
- No
- Remarks

5.5 If the applicant is financially supported by his/her spouse:

- a marriage certificate;
- the spouse's bank account statements (see above); and
- a statement of will to support the spouse.

If the applicant is financially supported by her/his parent(s):

- proof of family relationship, e.g. birth certificate;
- the parent(s) bank account statement (see above); and
- a statement of will to support the applicant.

- Yes
- No
- Remarks



5.6 Employees:

- Recent, official and signed letter from their employer with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom. The position and salary of the employee should also be indicated;
  - pay slips for the last three months.
- Yes  
 No  
 Remarks

5.7 Self-employed:

- Recent, official and signed letter from an accountant, banker or solicitor with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom, stating the nature of the self-employment or business ownership in the United Kingdom. The letter must also state the annual salary drawn from the company;
  - self-assessment form edited by revenue and customs authorities.
- Yes  
 No  
 Remarks

5.8 Student:

- Recent, official and signed letter from school, college or university in the United Kingdom stating date of issue, name of the applicant, type of studies, number of lessons (hours) per week and attendance record.
- Yes  
 No  
 Remarks

## 6. Proof of travel

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

Official delegations travelling on the basis of an official invitation addressed to the government of the third country concerned, to participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organisations

- 6.1 A letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the above-mentioned events, accompanied by a copy of the official invitation from the intergovernmental organisation in the Member State; or

- Yes  
 No  
 Remarks

- 6.2 A verbal note.

- 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 the United Kingdom according to the Commission Implementing Decision of 06-09-2021 by the European Commission, in conformity with the list of supporting documents.*