



Checklist for a visa application

Business/sports/study/ cultural event

Please select your purpose of travel:

- Business
- Sports
- Study
- Cultural event

Name: _____

Nationality: _____

- > Applications should be submitted in person 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.

1. Application

1.1 A completed and signed Schengen visa application form. Yes No Remarks | _____

2. Documents

2.1 A passport or other travel document. 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.

> And a copy of:

2.2 The personal details page. Yes No Remarks | _____

2.3 Previously issued visas and a copy of all entry/exit stamps. Yes No Remarks | _____

2.4 The personal details page of any previous passport and its visas. Yes No Remarks | _____

> If you are applying for a Schengen visa for a minor who will be travelling alone or with only (only 1 parent) 1 parent, please submit the following documents:

- 2.5 An extract of the minor's birth certificate. Yes No Remarks | _____
- 2.6 An identity document bearing the parents' signature (1 document for each parent). Yes No Remarks | _____
- 2.7 A declaration of consent from both parents, stating that the minor can travel. Yes No Remarks | _____
- 2.8 If relevant: a court judgement stating which parent has been allocated parental responsibility for the minor. Yes No Remarks | _____
- 2.9 If relevant: a declaration from the minor's school consenting to his/her absence. Yes No Remarks | _____

3. Evidence of legal residence

- 3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen. Yes No Remarks | _____
- 3.2 Work permit (if applicable). 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. Yes No Remarks | _____
- > See: <https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007>

5. Proof of travel

- 5.1 Travel itinerary (travel reservation to and from Schengen area in your name, not a ticket) Yes No Remarks | _____
- > Note: make travel reservations which you can cancel
- 5.2 Documents proving your visit relates to business or a cultural or sporting event. Yes No Remarks | _____
- 5.3 A hotel reservation if you are staying in a hotel. Yes No Remarks | _____
- 5.4 A recent invitation from the company or event you intend to visit in the Netherlands. Yes No Remarks | _____
- 5.5 A recent document from your employer stating your job, salary and the purpose and duration of your visit. Yes No Remarks | _____
- > It must be clear from the above documents who is paying your travel expenses and where you will be staying during your visit.
- > If you are self-employed, please provide your tax number, business licence and a copy of your income tax return.
- 5.6 Documents proving that you will return to your own country after your trip. Yes No Remarks | _____
- > **For example:**
- A recent declaration from your employer, an employment contract or other information proving you are employed in your country of origin.
 - A document proving you are in education or training in your country of origin.
 - A document proving your children attend school in your country of origin.
 - A document proving you have a home or other immovable property in your country of origin.
 - A document proving you are a caregiver in your country of origin.

6. Proof of health insurance

> **An official document from your insurer proving that:**

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 visit. 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). Yes No Remarks | _____

> *If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical cover for this trip with one that does.*

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 at the moment of application. Yes No Remarks | _____

I have been informed:

That I will not have my passport in my possession during the process of my visa application.

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

day month year
| | | | | | | | | | | | | | |

Applicant Signature | _____