



Checklist for visa application | Business, conference, cultural, religious or political event

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.

3. Evidence of legal residence

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



- Yes
- No
- Remarks

3.2 Proof of visa status – VEVO (Visa Entitlement Verification Online)

- 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 Reservation of return or round ticket, including confirmation of the booking of an organised trip including a detailed itinerary.

In the case of transit: visa or other entry permit for the third country or destination; tickets for onward journey.

- Yes
- No
- Remarks

5.2 Proof of financial means in the country of residence (including recent bank statements showing movement of means over a certain period (minimum last three months).

- Yes
- No
- Remarks

5.3 Proof of sponsorship and/or private accommodation (such as invitation from host). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form. See <https://ind.nl/en/Forms/1310.pdf>

- Yes
- No
- Remarks

5.4 If married or in a partnership, provide a marriage certificate or registered partnership agreement.

- Yes
- No
- Remarks



5.5 Official invitation letter from a firm, host organisation, educational establishment or an authority to attend meetings, conferences or events, containing detailed information concerning:

- address and contacts of the inviting entity;
 - name and position of the countersigning person;
 - purpose and duration of stay;
 - person or entity who will bear the travel and living costs (if applicable).
- Yes
 No
 Remarks

5.6 Documents proving the applicants employment status in the company (for example, contract, proof of social security contribution).

- 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 Australia according to the Commission Implementing Decision of 30-08-2017 by the European Commission, in conformity with the list of supporting documents.