



# 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.

Additional requirements for minors (under 18 years) who travel without their legal guardian(s):

2.3 Consent of parental authority (both parents) or legal guardian(s) either through a notarised certificate or a form signed at the consulate or at the external service provider;

- Yes
- No
- Remarks



2.4 Photocopy of passport of parental authority or legal guardian(s).

- Yes
- No
- Remarks

2.5 Copy of original birth certificate of the minor issued by the responsible authority.

- Yes
- No
- Remarks

Additional requirements for minors (under 18 years) who travel with one of their legal guardian(s):

2.6 Consent of the parental authority or legal guardian not travelling with the minor must be provided through a notarised certificate or a form signed at the consulate or at the external service provider; if only one parent has legal guardianship of the minor, the relevant court documents must be provided.

- Yes
- No
- Remarks

2.7 Photocopy of passport of the authorising parental authority or legal guardian(s).

- Yes
- No
- Remarks

2.8 Copy of original birth certificate of the minor issued by the responsible authority.

- Yes
- No
- Remarks

### **3. Evidence of legal residence**

3.1 Proof of residence.

- 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). See <https://ind.nl/en/Forms/1310.pdf>

- Yes
- No
- Remarks

5.4 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

5.5 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 25-04-2024 by the European Commission, in conformity with the list of supporting documents.*