



# 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 Minors travelling without parents/guardians or with one parent/guardian only

- Consent of the parent(s) or the legal guardian(s), certified by a public notary or a commissioner of oaths;
- Copy of parent(s)' or legal guardian(s)' passport;
- Certified copy of minor's birth certificate.

- Yes
- No
- Remarks



### 3. Evidence of legal residence

3.1 A Canadian permanent residence card or visa (valid for at least three months after the date of re-entry).

- Yes
- No
- Remarks

3.2 For travellers proceeding to onward travel (not returning to Canada), after leaving the territory of the Member States:

Travel reservation (plane/train ticket) and relevant visa or travel document authorising entry into the country of destination.

- 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 A round trip flight/travel reservation or other proof of intended transport and full itinerary, if the visit concerns several Member States and Member States not applying the common visa policy.

- Yes
- No
- Remarks

5.2 Bank account statement(s) for the last three months including movements, clearly indicating the name of the bank account holder(s) ; and if deemed necessary by the consulate other proof of funds such as:

- a) recent credit card account statements clearly indicating the cardholder's name;
- b) salary slips;
- c) certificate of employment;
- d) registered proof of sponsorship and/or private accommodation.

- Travelling for the purpose of business: If applicable, letter stating that all expenses are fully covered (e.g. a written proof that the employer/company sponsor pays the expenses).

- In case of self-employment: business registration and proof of funds.



- Students/researchers: if applicable, letter stating that all expenses are fully covered.

- Yes
- No
- Remarks

5.3 Documents proving ties in Canada, such as:

- a certificate of leave issued by the applicant's employer;
- proof of owning a property (copies of invoices and property tax notice);
- investments or other financial commitments;
- educational or family-related commitments in Canada.

- Yes
- No
- Remarks

5.4 An invitation letter from the business partner specifying the nature of the business:

- Reference letter from the employer; and
- Confirmed accommodation if different from the hotel, stating the name, address and telephone number of the accommodation.

- 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 Canada according to the Commission Implementing Decision of 11-09-2024 by the European Commission, in conformity with the list of supporting documents.*