

VISA APPLICANT: \_\_\_\_\_ NATIONALITY : \_\_\_\_\_  
 LAST NAME, INITIALS

**Please submit documents for standard visa application (VISA), Orange Carpet (OC), or Caribbean Carpet (CC) in the specified order, and remove all staples. Insert this checklist in inner left pocket of plastic folder, unless requesting Fast Track processing.**

FILED : / /

DEPARTURE : / /

FAST TRACK : YES\* / NO

\*Include reason in Notes.  
 \*Insert checklist in front pocket.

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|---|--|---|---|
| <input type="checkbox"/> VISA<br><input type="checkbox"/> OC/CC<br><input type="checkbox"/> ORDER | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3<br><input type="checkbox"/> 4<br><input type="checkbox"/> 5<br><input type="checkbox"/> 5<br><input type="checkbox"/> 6<br><input type="checkbox"/> 7<br><input type="checkbox"/> 8<br><input type="checkbox"/> 9<br><input type="checkbox"/> 10<br><input type="checkbox"/> 11 | <p><b>1 Valid travel document</b> issued less than 10 years ago, with 2 blank pages and a validity exceeding the applicant's stay by at least three months.</p> <p><b>2 Completed application form</b> (incl. 17 and 22), signed and dated.</p> <p><b>3 Recent passport picture</b> on photo card, paperclip to upper right corner.</p> <p><b>4 Itinerary</b></p> <p><b>5 Orange/Caribbean Carpet letter</b> on OC/CC approved company's letterhead, signed by a designated contact person at the company, and mentioning the name of the applicant and purpose of travel.</p> <p><b>5 For business visit:</b></p> <p>1) Hotel reservation for the duration of the visit.<br/>         2) Letter from inviting company and employer support letter, both on company letterhead.</p> <p><b>For tourism:</b></p> <p>1) Hotel reservation with hotel's complete address.<br/>         2) Three recent bank statements or pay stubs.</p> <p><b>6 Proof and copy of residency status/legal stay:</b> ARC / PRC / Visa, type: _____</p> <p><b>7 Copy of passport</b> holder page, previously issued Schengen visa(s), and visa of final destination.</p> <p><b>8 If applicant is minor</b> copy of birth certificate, declaration of consent parents, and copy passport parents.</p> <p><b>9 Travel medical insurance</b> with minimum coverage of €30,000 (Schengen) or € 15.000 (Caribbean).</p> <p><b>10 If employed:</b></p> <p>1) Employer letter stating: position, duration of employment, income, and approved period of leave.</p> <p><b>If self-employed:</b></p> <p>1) Business license/registration.<br/>         2) Recent tax return form.</p> <p><b>11 When providing shipping label,</b> a completed and signed Release of Liability Passport Mailing form.</p> | <p><b>For visit to family/friends:</b></p> <p>1) Invitation/Guarantee letter issued and certified by city hall in the Netherlands.<br/>         2) Three recent bank statements or pay stubs (from inviter, if financially responsible for applicant).</p> <p><b>If unemployed:</b></p> <p>1) Three recent bank statements.</p> <p><b>If student:</b></p> <p>1) Proof of school registration.<br/>         2) Three recent bank statements.<br/>         3) If minor traveling outside school holidays, written approval from school.</p> |
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<b>ASSESSMENT</b>	<b>APPLICATION IS COMPLETE:</b>	<b>APPLICATION IS INCOMPLETE:</b>
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|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Applicant has not been informed to submit additional documents to Front Office. | <input type="checkbox"/> | Applicant has been informed to submit unchecked items to Front Office within 24 hours. |
| <input type="checkbox"/> |   | <input type="checkbox"/> | Applicant insists on filing application "as is".                                       |
| <input type="checkbox"/> |   | <input type="checkbox"/> | Application completed on: / /  |

**Interview Notes & Comments**

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