



## Schengen checklist business or official visit visa

- The applicant and front office employee must sign this checklist. The front office employee then needs to upload the checklist to the CSO together with all documents.
- If the applicant insists on submitting documents that are not mentioned on this checklist, these document must be accepted and uploaded to the CSO.
- All copies submitted must be in colour.

Original or copy required	For the front office: Mark all relevant checkboxes below to indicate if all documents and their requirements are included or not.
Original	<input type="checkbox"/> An online completed and signed application form for a Schengen visa.
Original	<input type="checkbox"/> A valid travel document. Please note the following: <ul style="list-style-type: none"> <li>• The travel document may not be older than 10 years.</li> <li>• There must be at least 2 empty (visa) pages.</li> <li>• The travel document must be valid for at least 3 months after the applicant's departure from the Schengen area.</li> <li>• The applicant's signature is included in the travel document.</li> </ul>
Original	<input type="checkbox"/> A photo that meets Dutch requirements ( <i>Not required when the applicant will have their live photo taken at VAC</i> ): <ul style="list-style-type: none"> <li>• Colour photo.</li> <li>• No more than 6 months old.</li> <li>• 3.5cm by 4.5cm.</li> <li>• White or light-coloured background.</li> </ul>
Original needs to be shown. Copy must be submitted.	<p>Valid proof of legal residence in the country where the applicant is applying for the visa. The applicant must prove that they are legally residing in the country where they are submitting this visa application. Mark one or more of the below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A passport or other travel document.</li> <li><input type="checkbox"/> A residence permit. This must be valid for at least 3 months after you leave the Schengen area.</li> <li><input type="checkbox"/> A visa.</li> <li><input type="checkbox"/> A work permit.</li> <li><input type="checkbox"/> If the applicant is not a resident of the country where they are submitting this application, an explanation why the applicant cannot apply in their country of residence. (<i>Not required when there is no Dutch representation in the country where the applicant resides and the applicant needs to apply in a neighboring country</i>)</li> </ul>
Copy	<p>Proof of social or economic ties to the country where the applicant lives. Mark one or more of the below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If the applicant is employed: a recent statement from the applicant's employer stating the job title, contract duration and salary or a certificate of employment. Plus bank statements or pay slips from the previous 3 months.</li> <li><input type="checkbox"/> If the applicant is self-employed: a business permit or a photocopy of their income tax return, plus bank statements from the previous 3 months.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> If the applicant is a student: a document proving they are enrolled in a study programme in their country of residence. The document must state the area of study and the duration of the programme.</li> <li><input type="checkbox"/> A document proving that the applicant is a caregiver in their country of residence.</li> <li><input type="checkbox"/> A document showing that the applicant has a home or other immovable property in their country of residence.</li> <li><input type="checkbox"/> A document showing that the applicant's children attend school in their country of residence.</li> </ul>
Copy	<ul style="list-style-type: none"> <li><input type="checkbox"/> An invitation that states the applicant's personal details, the dates of their visit and the reasons for the visit.</li> </ul> <p>If the applicant will be attending a trade fair or congress and does not have an invitation, they need to submit the following 2 requirements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Other documents showing trade or employment relations. For example, contracts, paid invoices, orders, the company's annual accounts or annual report, or an extract from the commercial register.</li> <li><input type="checkbox"/> An admission ticket for the trade fair or congress.</li> </ul> <p>If the applicant will be travelling in the context of an official visit, they will need to submit the following 2 requirements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An official invitation from an intergovernmental organisation on whose behalf the applicant is visiting the Netherlands, stating their personal details, the dates of their visit and the reasons for the visit.</li> <li><input type="checkbox"/> Note verbale or letter from a government body in the applicant's country of residence stating that they are a member of an official delegation travelling to the Netherlands.</li> </ul>
Copy	<ul style="list-style-type: none"> <li><input type="checkbox"/> If the applicant will be staying in a hotel, they will need a hotel reservation for the entire duration of their trip. If the party inviting the applicant is arranging their accommodation, this must be stated in the letter of invitation.</li> </ul>
Copy	<ul style="list-style-type: none"> <li><input type="checkbox"/> Documents showing who is paying for the travel costs and the costs of stay in The Netherlands. Will the applicant be paying the expenses themselves? Then they must show their bank statements from the last 3 months, and 3 recent pay slips if they are employed.</li> </ul> <p>If the inviting party in the Netherlands is paying these costs, this must be stated in the letter of invitation.</p>
Copy	<ul style="list-style-type: none"> <li><input type="checkbox"/> A reservation in the applicant's name of their outward and return trip to and from the Schengen area or another document showing the intended travel plans. A paid transportation ticket is not required.</li> </ul>
Copy	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of travel medical insurance in the applicant's name. (<i>Not required when the applicant has a diplomatic passport</i>) The document must state that: <ul style="list-style-type: none"> <li>• The insurance provides cover in all Schengen area countries for the entire duration of the applicant's stay.</li> <li>• The insurance covers at least €30,000 in medical expenses. This includes the costs of a hospital stay and treatment, emergency care, prescription</li> </ul> </li> </ul>

	medication and repatriation to the applicant's country of residence (including in the event of death).
Extract: Original needs to be shown. Copy must be submitted.	<p>Is the visa application for a minor child (under 18) who will be travelling without 1 or both of their parents or guardians? Then the following documents are required:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A recent extract of the child's birth certificate.</li> <li><input type="checkbox"/> A consent form signed by the parents or guardians not travelling with the minor.</li> <li><input type="checkbox"/> A signed valid travel document (such as a passport) of the parents or guardians not travelling with the child.</li> <li><input type="checkbox"/> If 1 of the parents or guardians has a valid Schengen visa: a colour photocopy of the biographical data page of their passport and of their valid Schengen visa. The biographical data page contains the passport holder's details and photo.</li> <li><input type="checkbox"/> If 1 of the parents or guardians has died: a photocopy of the death certificate of the deceased parent or guardian.</li> <li><input type="checkbox"/> If a guardian has been appointed: a photocopy of official proof of guardianship.</li> <li><input type="checkbox"/> If there is a court order in place: a photocopy of permission from the court for the minor to travel.</li> </ul>
Consent form: Original needs to be shown. Copy must be submitted.	
Travel document parent/guardian: Copy	

**For the applicant to read and sign**

By signing this checklist, I understand that I (or my authorized representative) must submit all of the above documents for the processing of my visa application.

I accept that my visa application may be denied and I will not receive a refund of the visa fee if I do not submit all the requested documents.

While submitting my application, I was informed that if any documents from the checklist are missing, I may return within 2 business days without an appointment to submit a complete set of documents. I understand that I must make a new appointment online if I cannot bring the missing documents within 2 business days.

Applicant's signature:

Signature of visa intake site employee:

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