



Checklist for visa application | Visiting family/friends

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.

In case of minors:

2.3 If the minor travels without his/her legal guardian: consent of the parental authority (both parents) or legal guardian shall be provided either through a legalised certificate issued by competent authority or by a form signed at the consulate premises.

- Yes
- No
- Remarks



2.4 If the minor is travelling with one of his/her legal guardians: consent of the parental authority (parents not travelling with their minor child) or legal guardian shall be provided either through legalised certificate issued by competent authority or by a form signed at the consulate premises.

- Yes
- No
- Remarks

3. Evidence of legal residence

3.1 For non-Jordanian applicants: proof of legal residence in Jordan.

- 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 booking, if applicable. (The ticket to be bought only after the visa has been issued).

- Yes
- No
- Remarks

5.2 Proof of accommodation.

- Yes
- No
- Remarks

5.3 A document substantiating the purpose of the stay.

- Yes
- No
- Remarks

5.4 Original bank statements for the last 6 months copied and translated. In the absence of bank account, proof of other assets has to be provided.

- Yes



- No
- Remarks

5.5 If employee:
Certificate of employment, specifying the date of recruitment, position in the company and salary level.

- Yes
- No
- Remarks

5.6 If company owner:
Original of the commercial registry.

- Yes
- No
- Remarks

5.7 If pupil/student:
Proof of enrolment in school/university.

- Yes
- No
- Remarks

5.8 Invitation letter signed by the inviting person. See <https://ind.nl/en/Forms/1310.pdf>.

- 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 Jordan according to the Commission Implementing Decision of 26-3-2013 by the European Commission, in conformity with the list of supporting documents.