



Checklist for visa application | Events such as conference, workshops, short term studies and research, official meetings, cultural and sports events, exhibitions, fairs or training

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)



2.3 The minor's birth certificate.

- Yes
- No
- Remarks

2.4 Certified copies of ID/passport of both parents.

- Yes
- No
- Remarks

2.5 If the minor travels alone: certified parental consent by both parents.

- Yes
- No
- Remarks

2.6 If the minor travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents must be presented.

- Yes
- No
- Remarks

3. Evidence of legal residence

3.1 Non-South Africa nationals: South African residence permit or temporary residence permit valid at least three months beyond the planned stay in the territory of the Member States.

- 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 Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member State.
- Yes
 - No
 - Remarks
- 5.2 Proof of sufficient means of subsistence during the intended stay: bank statement for the past three months, unless all the expenses are covered by the employer of the host.
- Yes
 - No
 - Remarks
- 5.3 If the applicant does not intend to return to South Africa but go either to his country of origin or another third country, a reasonable proof of their intention is needed e.g. work contract in the new destination, or proof of enrolment in university/school or a rental agreement.
- Yes
 - No
 - Remarks
- 5.4 For persons attending sports events, exhibitions and fairs: presentation of a document proving the participation of the applicant in the event.
- Yes
 - No
 - Remarks
- 5.5 For other events: an invitation from the host or a company in the Member State of destination is needed. The invitation should include clear identification of both the entity issuing it and the invited applicant: nature, duration and venue of the event, applicant's role in the event and the link between the host and the invited applicant.
- Yes
 - No
 - Remarks
- 5.6 For participation in conferences: a proof of registration and payment.
- Yes
 - No
 - Remarks
- 5.7 Official visits: a *note verbale* from the Department of International Relations and Cooperation or any other relevant South African Ministerial department is required.
- Yes
 - No
 - Remarks



5.8 If expenses are covered by the host and/or by the employer this needs to be clearly established in the invitation letter or *note verbale*, as appropriate. 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 South Africa States according to the Commission Implementing Decision of 30-08-2017 by the European Commission, in conformity with the list of supporting documents.