



## Checklist for a visa application

### Business/sports/study

*Please select your purpose of travel:*

*Business*  
*Sports*  
*Study*

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

- > Applications should be submitted in person 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.

## 1. Application

1.1 A completed and signed Schengen visa application form.  Yes  No Remarks | \_\_\_\_\_

## 2. Documents

2.1 A passport or other travel document.  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.

> And a copy of:

2.2 The personal details page.  Yes  No Remarks | \_\_\_\_\_

2.3 Previously issued visas and a copy of all entry/exit stamps.  Yes  No Remarks | \_\_\_\_\_

2.4 The personal details page of any previous passport and its visas.  Yes  No Remarks | \_\_\_\_\_

> If you are applying for a Schengen visa for a minor who will be travelling alone or with only (only 1 parent) 1 parent, please submit the following documents:

- 2.5 An extract of the minor's birth certificate.  Yes  No Remarks | \_\_\_\_\_
- 2.6 An identity document bearing the parents' signature (1 document for each parent).  Yes  No Remarks | \_\_\_\_\_
- 2.7 A declaration of consent from both parents, stating that the minor can travel.  Yes  No Remarks | \_\_\_\_\_
- 2.8 If relevant: a court judgement stating which parent has been allocated parental responsibility for the minor.  Yes  No Remarks | \_\_\_\_\_
- 2.9 If relevant: a declaration from the minor's school consenting to his/her absence.  Yes  No Remarks | \_\_\_\_\_

### 3. Evidence of legal residence

- 3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen.  Yes  No Remarks | \_\_\_\_\_
- 3.2 Work permit (if applicable).  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.  Yes  No Remarks | \_\_\_\_\_
- > See: <https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007>

### 5. Proof of travel

- 5.1 Travel itinerary (travel reservation to and from Schengen area in your name, not a ticket)  Yes  No Remarks | \_\_\_\_\_
- > Note: make travel reservations which you can cancel
- 5.2 Documents proving your visit relates to business or a cultural or sporting event.  Yes  No Remarks | \_\_\_\_\_
- 5.3 A hotel reservation if you are staying in a hotel.  Yes  No Remarks | \_\_\_\_\_
- 5.4 A recent invitation from the company or event you intend to visit in the Netherlands.  Yes  No Remarks | \_\_\_\_\_
- 5.5 A recent document from your employer stating your job, salary and the purpose and duration of your visit  Yes  No Remarks | \_\_\_\_\_
- > It must be clear from the above documents who is paying your travel expenses and where you will be staying during your visit.  
> If you are self-employed, please provide your tax number, business licence and a copy of your income tax return.
- 5.6 Documents proving that you will return to your own country after your trip.  Yes  No Remarks | \_\_\_\_\_
- > For example:
- A recent declaration from your employer, an employment contract or other information proving you are employed in your country of origin.
  - A document proving you are in education or training in your country of origin.
  - A document proving your children attend school in your country of origin.
  - A document proving you have a home or other immovable property in your country of origin.
  - A document proving you are a caregiver in your country of origin.

## 6. Proof of health insurance

> **An official document from your insurer proving that:**

- 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 visit.  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).  Yes  No Remarks | \_\_\_\_\_

> *If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical cover for this trip with one that does.*

## 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 at the moment of application.  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.
- Additional supporting documents may be requested from the competent authorities.
- In case of refusal, visa fees are not refundable.