



Checklist for visa application | Business

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 Birth certificate and parental consent.

- Yes
- No
- Remarks

2.4 If the minor is travelling without his/her legal guardian, the consent of the parental authority or legal guardian must be provided as a legalised certificate issued by a



competent authority or as a form signed on the premises of the consulate where the application is lodged.

- Yes
- No
- Remarks

2.5 If the minor is travelling with one of his/her legal guardians, the consent of the parental authority (parents not travelling with their minor child) or legal guardian must be provided as a legalised certificate issued by a competent authority or as a form signed on the consulate premises.

Exception: the single parent with whom the minor is travelling has sole legal guardianship.

- Yes
- No
- Remarks

3. Evidence of legal residence

3.1 For non-Tanzanian applicants: proof of legal stay in Tanzania (i.e. valid residence permit for Tanzania).

- 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 Information enabling an assessment of the applicant's intention to leave the Schengen area before the expiry of the visa applied for.

- If the applicant is a student: student card or signed and stamped copy of his/her enrolment at the educational establishment in question.
- For employees: a signed and stamped introduction letter from the applicant's employer, with at least the following information:
 - address and contact details of the employer;
 - period/duration of stay;
 - purpose of stay;
 - name and position of countersigning officer.
- For business owners: the business registration document and/or TIN certificate.



- Yes
- No
- Remarks

5.2 Proof of a hotel reservation, or proof that private accommodation will be provided (letter or scanned attachment to email from the host confirming that the host will provide accommodation), or proof of sufficient financial means to cover the applicant's accommodation costs for the whole duration of his/her intended stay in the Schengen area.

- Yes
- No
- Remarks

5.3 Proof of sufficient means of subsistence for the duration of the stay, such as regular income, e.g. salary slips for at least the last three months, bank statements for at least the last three months.

- Yes
- No
- Remarks

5.4 If supported by another family member/spouse: additional proof of kinship (birth certificate/marriage certificate).

- Yes
- No
- Remarks

5.5 Flight reservation/round trip booking.

- Yes
- No
- Remarks

5.6 Letter of invitation. This must be written by a company/organisation located in the Schengen country, mentioning:

- address and contact details of the company;
- period/duration of stay;
- purpose of stay;
- name and position of countersigning officer;
- the nature of the business relationship between the host company and the applicant/applicant's company;
- proof of enrolment in seminar/conference/workshop (if applicable).

- Yes
- No
- Remarks

If attending a conference:

- name;
- location;



- contact person for that conference with a registration or invitation and proof of receipt of payment.

- Yes
- No
- Remarks

If a company is inviting the applicant: a copy of the certificate or registration/business licence of the inviting company.

- 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 Tanzania according to the Commission Implementing Decision of 23-9-2016 by the European Commission, in conformity with the list of supporting documents.