



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.

Particular documents for minors (children below 18 years):

2.3 Birth certificate.

- Yes
- No
- Remarks

2.4 Minors travelling alone or with only one parent:

- original passports of both parents (unless one parent has the sole custody or residence order for the child); and



- proof of consent of parental authority or legal guardian.

- Yes
- No
- Remarks

3. Evidence of legal residence

3.1 A United Kingdom residence permit valid for at least 3 months beyond the intended departure from the Schengen area.

- 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 to leave the Schengen area

5.1 Proof of confirmed return ticket to the United Kingdom or to the country of final destination.

- Yes
- No
- Remarks

5.2 Recent (i.e. last 3 months) United Kingdom bank statement in the applicant's name and address showing details and a balance showing that he has sufficient means of subsistence both for the duration of the intended stay and for the return to the United Kingdom or his country of origin, or for the transit to a third country into which he is certain to be admitted, or that he is in a position to acquire such means lawfully, in accordance with Article 5(1)(c) and (3) of the Schengen Borders Code; or

- traveller's cheques showing the same as above.
- if the applicant is financially supported by her/his spouse (for example if the applicant does not work herself/himself), please also provide a marriage certificate and the spouse's bank statements.

- Yes
- No
- Remarks

Please note that cash is not accepted as proof of sufficient means.



5.3 If employed: recent, official and signed letter from employer (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in the United Kingdom) and/or payslips for the last 3 months.

- Yes
- No
- Remarks

5.4 If self-employed:

- recent letter from accountant, banker or solicitor (official headed letter with name, date of issue, address, recent telephone number and position of signatory and registration number in the United Kingdom) stating self-employment or business ownership in the United Kingdom.
- letter from the tax authorities.

- Yes
- No
- Remarks

5.5 If student: recent, official and signed letter from United Kingdom school, college or university stating date of issue, name of the applicant and type of studies and number of lessons (hours) per week and attendance record.

- Yes
- No
- Remarks

6. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

6.1 An invitation from a firm or an authority to attend meetings, conferences, proof of registration, or events connected with trade, industry or work.

- Yes
- No
- Remarks

6.2 Other documents which show the existence of trade relations or relations for work purposes.

- Yes
- No
- Remarks

6.3 Entry tickets or registration for fairs and congresses.

- Yes
- No
- Remarks



7. Proof of health insurance

7.1 The insurance policy has been taken out in your name.

- Yes
- No
- Remarks

7.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- Yes
- No
- Remarks

7.3 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

8. Visa

8.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

9. Payment

9.1 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 the United Kingdom according to the Commission Implementing Decision of 11-7-2012 by the European Commission, in conformity with the list of supporting documents.