



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.

3. Evidence of legal residence

3.1 Proof of legal residence in the USA and re-entry document.

Original of valid US alien registration card (residence permit, aka: green card) or valid US resident visa. The US residence permit or visa should be valid for at least 3 months beyond the (intended) departure from Schengen.

- 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 Proof of travel arrangements.

Flight (roundtrip)/travel reservations or other proof of intended transport and full itinerary (if several Schengen States will be visited or if the trip covers several Schengen States and non-Schengen countries).

- Yes
- No
- Remarks

5.2 Proof of accommodation - Evidence of hotel bookings or travel plans.

Evidence of hotel bookings or travel plan for the entire Schengen area:

- Individuals: confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number.
- Groups: the certificate of the travel agency mentioning same information as for individuals, or other proof of accommodation (e.g. rental agreement).

- Yes
- No
- Remarks

5.3 A letter of invitation from the business partner specifying the nature of the business;

- Yes
- No
- Remarks

5.4 Reference letter from employer;

- Yes
- No
- Remarks

5.5 Confirmed accommodation if different from hotel, stating name, address and telephone number of the lodging place.

- Yes
- No
- Remarks



5.6 Proof of sufficient means of subsistence for the intended journey.

- Bank account statement(s) during the last three months (Bank statements must show the name and address of owner(s). Electronic printouts are accepted.); proof of regular income e.g. pay slips of the last three months;

- Yes
- No
- Remarks

- Or if self-employed (tax return from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year);

- Yes
- No
- Remarks

- Or if retired (e.g. copy of pension certificate or a letter of previous employer or a pension check stub or confirmation from the responsible authority about the amount of pension);

- Yes
- No
- Remarks

- If applicable, letter stating that all expenses are fully covered by. (e.g. a written proof that the inviting employer/company pays the expenses or alternative the sending employer/company pays for all expenses)

- Yes
- No
- Remarks

- If the applicant is minor and travels without parents or with one parent: officially recognized statement from both parents (this condition shall not apply if there is only a single parent or he/she holds the parental authority alone) or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage.

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