



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.

2.3 If the applicant is a minor:

- If the minor travels with only parent only, written consent of the other parent or guardian, except in cases of a parent having the care or custody alone*;
 - ☐ Yes
 - ☐ No
 - ☐ Remarks

Official documents marked with * must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the embassy or consulate where the application is lodged or in another language accepted by the embassy or consulate.



- If the minor travels alone (without parents), written consent of both parents or guardians having the care and custody of the applicant*;

- ☐ Yes
- ☐ No
- ☐ Remarks

- Birth certificate of the applicant*;

- ☐ Yes
- ☐ No
- ☐ Remarks

- Copies of the ID cards of the parents*.

- ☐ 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 of work permit (if applicable). Residence permit should be valid for at least 3 months after 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 lodging: hotel reservations, rental of holiday home, campus residence reservation or if stay with a family member or friend, proof of private accommodation (invitation) from the host.

- ☐ Yes
- ☐ No
- ☐ Remarks

Official documents marked with * must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the embassy or consulate where the application is lodged or in another language accepted by the embassy or consulate.



5.2 Flight reservation of return or round ticket. The applicant will have to show proof of return travel when entering the Schengen Area.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.3 An invitation from a firm or an authority to attend meetings, conferences or events connected with trade, industry or work;

- ☐ Yes
- ☐ No
- ☐ Remarks

5.4 Other documents which show the existence of trade or work relations;

- ☐ Yes
- ☐ No
- ☐ Remarks

5.5 Entry tickets for fairs and congresses, if applicable;

- ☐ Yes
- ☐ No
- ☐ Remarks

5.6 Documents proving the business activities of the company (for example import-export license, proof of prior businesses, certificate of registration of the company*...);

- ☐ Yes
- ☐ No
- ☐ Remarks

5.7 Certificate of the employment with stamp signed by a senior manager indicating the status of the applicant in the company.

- ☐ Yes
- ☐ No
- ☐ Remarks

6 Proof of financial means

6.1 Original bank account statements (company or individual) on the turnover during the last three months. In addition:

If the applicant is employed:

- The last three payslips;
- Labour contract or recent employer statement;
- Approval for holidays.

- ☐ Yes
- ☐ No
- ☐ Remarks

Official documents marked with * must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the embassy or consulate where the application is lodged or in another language accepted by the embassy or consulate.



If the applicant is a company owner or self-employed:

- Certificate of registration of the company* ;
- Statement of taxes payment.

- ☐ Yes
- ☐ No
- ☐ Remarks

If the applicant is retired:

- Pension statements.

- ☐ Yes
- ☐ No
- ☐ Remarks

Other means:

- Remittances;
- Credit cards;
- Regular incomes generated by property.

- ☐ Yes
- ☐ No
- ☐ Remarks

If the applicant is sponsored and /or hosted in a private accommodation

- Applicants' proof of sponsorship / private accommodation by means of national form.
[See proof of sponsorship form](#)
- Original invitation/guarantee letter;
- Copy of the passport or national identification card of the sponsor/host;
- Copy of the residence permit, if the sponsor/host is foreigner (not a national of the Netherlands);
- Bank account statements on the turnover during the last three months of the sponsor/host when its/his/her financial means are not proven otherwise.

- ☐ Yes
- ☐ No
- ☐ Remarks

7 Proof integration

Proof of integration into the country of residence: Household registration record (Hộ khẩu Gia đình)*.

- ☐ Yes
- ☐ No
- ☐ Remarks



8. Proof of health insurance

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

- ☐ Yes
- ☐ No
- ☐ Remarks

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

- ☐ Yes
- ☐ No
- ☐ Remarks

8.3 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

9. Visa

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

- ☐ Yes
- ☐ No
- ☐ Remarks

10. Payment

10.1 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 Vietnam according to the Commission Implementing Decision of 4-8-2011 by the European Commission, in conformity with the list of supporting documents.

Official documents marked with * must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the embassy or consulate where the application is lodged or in another language accepted by the embassy or consulate.