

Ministry of Foreign Affairs

Checklist for a visa application

Business/sports/study/cultural event

Please select your purpose of travel:

☐ Business
☐ Sports
☐ Study
☐ Cultural event

Nan	ne:					
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				
ıA <	nd 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	☐ Yes ☐ No Remarks				

its visas.

		>	If you are applying for a Schen please submit the following d				gen visa for a minor who will be travelling alone or with only (only 1 parent) 1 parent, cuments:		
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.	Pł	noto)					
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 See: h		No //www.i	Remarks 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)	> Note: make travel reservations which you can cancel							
			Yes		No	Remarks			
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.	>		st be (cuments who is paying your travel expenses and where you will be staying during your visit. ovide 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.		you • A do • A do	kamp ecent (r coul ocum ocum ocum	declara ntry of o ent pro ent pro ent pro	origin. ving you are in e ving your childre ving you have a	mployer, an employment contract or other information proving you are employed in education or training in your country of origin. In attend school in your country of origin. The home or other immovable property in your country of origin. In your country of origin.		



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Checklist for a visa application for business Ministry of Foreign Affairs

6. Proof of health insurance An official document from your insurer proving that: 6.1 The insurance policy has ☐ Yes ☐ No Remarks been taken out in your name. 6.2 Your insurance is valid throughout $\ \square$ Yes $\ \square$ No Remarks the Schengen area and for the duration of your visit. 6.3 At least €30,000 of medical costs ☐ Yes ☐ No Remarks 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 cover for this trip with one that does. Visa 7.1 A visa, residence permit or ☐ Yes ☐ No Remarks passport which gives entry to your final destination after your visit to the Schengen area. Payment 8.1 Payment of the visa fee at the ☐ Yes ☐ No Remarks moment of application. I have been informed: That I will not have my passport in my possession during the process of my visa application. That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application. That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable. day month vear

Applicant Signature