



Schengen visa application checklist

Visit to family/friends

Name

Nationality

- > Applications must be submitted in person, together with the documents listed below.
- > For every document, you must provide the original and one photocopy.
- > All documents must be drawn up in or translated into 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 No Remarks

Please note

- > Your passport or travel document must be valid for at least 3 months from the date on which you will 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.

> And a photocopy of:

2.2 The personal details page. Yes No Remarks

2.3 Previously issued visas and all entry/exit stamps. Yes No Remarks

2.4 The personal details pages of all your previous passports and the visas in those passports. Yes No Remarks

> **If you are applying for a Schengen visa for a minor who will be travelling alone or with only 1 parent, please submit the following documents:**

- 2.5 An extract of the minor's birth certificate. Yes No Remarks | _____
- 2.6 The parents' identity documents bearing their signatures. Yes No Remarks | _____
- 2.7 A declaration of consent from each parent, stating that the minor has permission to travel. Yes No Remarks | _____
- 2.8 If relevant: a court judgment stating which parent has been granted 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. Proof of legal residence

- 3.1 Proof of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a photocopy of the document. Residence permits must be valid for at least 3 months from the date on which you will leave the Schengen area. Yes No Remarks | _____
- 3.2 Work permit (if applicable). Yes No Remarks | _____

4. Photo

- 4.1 A photo that meets Dutch requirements. The photo must have been taken within the last 6 months and be a true likeness of you. Yes No Remarks | _____
- > See: <https://www.government.nl/documents/leaflets/2015/01/21/photomatrix-guidelines-2007>

5. Proof of travel

- > Please note: we recommend that you make travel reservations you can cancel.
- 5.1 Travel itinerary (travel reservations in your name to and from the Schengen area. Not a ticket.) Yes No Remarks | _____
- 5.2 A completed proof of sponsorship and/or private accommodation form, signed by your host, i.e. the person you intend to visit. Your host must then submit this form to the Dutch municipality where they are registered. Yes No Remarks | _____
- > See: <https://ind.nl/en/Pages/forms-and-brochures.aspx>
- > If your family and/or friends are not providing you with accommodation, please submit other documents proving that you intend to visit them.
- > **If your host is paying for your visit:**
- 5.3 A photocopy of your host's employment contract, valid for at least 12 months from the date of the visa application. Yes No Remarks | _____
- AND
Your host's 3 most recent payslips or other proof of income. Yes No Remarks | _____
- > **If you are paying for your visit yourself:**
- 5.4 Your 3 most recent bank statements or payslips. Yes No Remarks | _____
- > If relevant: proof of the nature of your relationship with the person you intend to visit, e.g. a birth or marriage certificate or certificate of registered partnership.

- 5.5 Documents proving that you will return to your country of residence after your trip. Yes No Remarks | _____
- > **For example:**
- An employment contract, a declaration from your employer or other documentation proving you are employed in your country of origin.
 - A document proving you are in education or training in your country of origin.
 - A document proving your children attend school in your country of origin.
 - A document proving you have a home or other immovable property in your country of origin.
 - A document proving you are a caregiver in your country of origin.

6. Proof of medical cover

- > **An official document from your insurer proving that:**
- 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 visit. Yes No Remarks | _____
- 6.3 At least €30,000 of medical costs are covered, including hospital care, emergency treatment and repatriation (including in the event of death). Yes No Remarks | _____
- > *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 an insurer that does.*

7. Visa

- 7.1 A visa, residence permit or passport which gives entry to your final destination after your trip to the Schengen area. Yes No Remarks | _____

8. Payment

- 8.1 Payment of the visa fee at the moment of application. Yes No Remarks | _____

Please be aware of the following:

- You will not have your passport while your visa application is being processed.
- If you do not submit the documents listed above your application may be rejected.
- The competent authorities may request additional supporting documents.
- Visa fees are not refundable, even if your application is rejected.