



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.

Additional documents for minors travelling alone or with only one parent/legal guardian:

2.3 The consent of the parents/legal guardians should be required only if the minor travels alone or with only one parent. Exceptions should be made to this if a single parent/legal guardian with whom the minor is to travel, holds sole custody.

- Yes
- No
- Remarks



3. Evidence of legal residence

3.1 Proof of residence rights stay in Israel valid for a minimum of three months after the intended departure from the territory of the Member States should be presented.

- 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 accommodation in the Member State of destination: hotel booking for whole duration of the stay in the Member State if accommodation is not provided by host or official form/invitation letter confirming accommodation by the host.

- Yes
- No
- Remarks

5.2 Proof of solvency or any evidence of income confirming that they cover all costs related to travel and stay: bank statements for the last three months, and/or copies of salary slips of the last three months and/or a letter of invitation by the company/institution.

- Yes
- No
- Remarks

5.3 Information about travel arrangements: return flight booking with intended dates of travel.

- Yes
- No
- Remarks

5.4 Proof of studies/retirement/employment with a confirmation of the possibility to return to work. The person signing the proof should be identified by name and surname, position and contact details.

- Yes
- No
- Remarks

5.5 Signed invitation from company in the Member State including the full name of the applicant, the purpose of the visit, who will cover travel and accommodation costs, the company's contact details. Job description and dates of the visits should be explicitly stated in the letter from the sponsor company.



- 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 Israel according to the Commission Implementing Decision of 06-05-2019 by the European Commission, in conformity with the list of supporting documents.