



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 Palestinian Territories and re-entry document.
The 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 Document that proves accommodation in the Member State: booking of hotel reservation for whole period of stay in the Member State if accommodation is not provided by host or official form/invitation letter confirming accommodation by host. See:

<https://ind.nl/en/Forms/1310.pdf>.

- Yes
- No
- Remarks

- 5.2 Proof of solvency: copy of bank statements for the last 3 months, and/or copy of credit card with credit card statements, and/or copy of salary slips of the last 3 months, and/or letter of invitation by company/institution confirming that they bear all costs related to travel and stay. See: <https://ind.nl/en/Forms/1310.pdf>.

- Yes
- No
- Remarks

- 5.3 Information about travel arrangement: reservation of round-trip ticket with intended dates of travel.

- Yes
- No
- Remarks

- 5.4 Signed invitation from Member State's company including full name of the applicant, purpose and length of visit, who will cover costs of travel and accommodation, company's contact details;

- Yes
- No
- Remarks

- 5.5 Letter from employer stating that applicant is the employee of the company, mentioning position and salary as well as professional mission.

- 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 Palestinian Territories according to the Commission Implementing Decision of 16-3-2015 by the European Commission, in conformity with the list of supporting documents.