



Schengen checklist medical reasons

- The applicant and front office employee must sign this checklist. The front office employee then needs to upload the checklist to the CSO together with all documents.
- If the applicant insists on submitting documents that are not mentioned on this checklist, these document must be accepted and uploaded to the CSO.
- All copies submitted must be in colour.

Original or copy required	For the front office: Mark all relevant checkboxes below to indicate if all documents and their requirements are included or not.
Original	☐ An online completed and signed application form for a Schengen visa.
Original	☐ A valid travel document. Please note the following: • The travel document may not be older than 10 years. • There must be at least 2 empty (visa) pages. • The travel document must be valid for at least 3 months after the applicant's departure from the Schengen area. • The applicant's signature is included in the travel document.
Original	☐ A photo that meets Dutch requirements (<i>Not required when the applicant will have their live photo taken at VAC</i>): • Colour photo. • No more than 6 months old. • 3.5cm by 4.5cm. • White or light-coloured background.
Original needs to be shown. Copy must be submitted.	Valid proof of legal residence in the country where the applicant is applying for the visa. The applicant must prove that they are legally residing in the country where they are submitting this visa application. Mark one or more of the below: ☐ A passport or other travel document. ☐ A residence permit. This must be valid for at least 3 months after you leave the Schengen area. ☐ A visa. ☐ A work permit. ☐ If the applicant is not a resident of the country where they are submitting this application, an explanation why the applicant cannot apply in their country of residence. (<i>Not required when there is no Dutch representation in the country where the applicant resides and the applicant needs to apply in a neighboring country</i>)
Copy	Proof of social or economic ties to the country where the applicant lives. Mark one or more of the below: ☐ If the applicant is employed: a recent statement from the applicant's employer stating the job title, contract duration and salary or a certificate of employment. Plus bank statements or pay slips from the previous 3 months. ☐ If the applicant is self-employed: a business permit or a photocopy of their income tax return, plus bank statements from the previous 3 months.

	☐ If the applicant is a student: a document proving they are enrolled in a study programme in their country of residence. The document must state the area of study and the duration of the programme. ☐ A document proving that the applicant is a caregiver in their country of residence. ☐ A document showing that the applicant has a home or other immovable property in their country of residence. ☐ A document showing that the applicant's children attend school in their country of residence.
Copy	☐ A medical certificate or report from a doctor or medical institution in the country where the applicant lives. ☐ A declaration from a medical institution in the Netherlands stating the necessity of the medical treatment in that institution, including an overview of the costs charged. ☐ If applicable, any other communication between the referring doctor and the medical institution in the Netherlands.
Copy	☐ Documents that show who will pay for their travel costs and the costs of stay in the Netherlands. If the applicant will pay these costs themselves, they must provide their bank statements for the previous 3 months and, if they are employed, 3 recent payslips. ☐ Proof of advance payment of the costs of the medical treatment in the Netherlands. ☐ Proof of sufficient financial resources to pay for the medical treatment in the Netherlands.
Hotel reservation/ rental agreement/ Declaration from medical institution: Copy Proof or sponsorship form: Original needs to be shown. Copy must be submitted.	The applicant will need proof of where they will be staying in the Netherlands. Mark one or more of the below: ☐ Hotel reservation or rental agreement for the entire duration of the trip. ☐ A declaration from the medical institution mentioning that the applicant will be staying in a medical institution. ☐ When staying with a friend or family member, a completed proof of sponsorship and/or private accommodation form. This form must be signed by the person the applicant will be staying with and must be legalised by the Dutch municipality where that person is registered.
Copy	☐ A reservation in the applicant's name of their outward and return trip to and from the Schengen area or another document showing the intended travel plans. A paid transportation ticket is not required.
Copy	☐ Proof of travel medical insurance in the applicant's name. (<i>Not required when the applicant has a diplomatic passport</i>) The document must state that: • The insurance provides cover in all Schengen area countries for the entire duration of the applicant's stay. • The insurance covers at least €30,000 in medical expenses. This includes the costs of a hospital stay and treatment, emergency care, prescription

	medication and repatriation to the applicant's country of residence (including in the event of death).
Extract: Original needs to be shown. Copy must be submitted.	Is the visa application for a minor child (under 18) who will be travelling without 1 or both of their parents or guardians? Then the following documents are required: ☐ A recent extract of the child's birth certificate. ☐ A consent form signed by the parents or guardians not travelling with the minor. ☐ A signed valid travel document (such as a passport) of the parents or guardians not travelling with the child. ☐ If 1 of the parents or guardians has a valid Schengen visa: a colour photocopy of the biographical data page of their passport and of their valid Schengen visa. The biographical data page contains the passport holder's details and photo. ☐ If 1 of the parents or guardians has died: a photocopy of the death certificate of the deceased parent or guardian. ☐ If a guardian has been appointed: a photocopy of official proof of guardianship. ☐ If there is a court order in place: a photocopy of permission from the court for the minor to travel.
Consent form: Original needs to be shown. Copy must be submitted.	
Travel document parent/guardian: Copy	
	If someone will be accompanying the applicant, they will also need to provide all documents on this checklist, with the exception of a medical certificate or declaration, and proof of sufficient financial resources for the medical treatment.

For the applicant to read and sign

By signing this checklist, I understand that I (or my authorized representative) must submit all of the above documents for the processing of my visa application.

I accept that my visa application may be denied and I will not receive a refund of the visa fee if I do not submit all the requested documents.

While submitting my application, I was informed that if any documents from the checklist are missing, I may return within 2 business days without an appointment to submit a complete set of documents. I understand that I must make a new appointment online if I cannot bring the missing documents within 2 business days.

Applicant's signature:

Signature of visa intake site employee:

.....

.....