Schengen visa application documents

What documents do the applicants for a Schengen visa have to submit?

Anyone wishing to apply for a short-stay Schengen visa at an embassy or consulate must submit the following documents.

- A passport (or other travel document) that is valid for at least three months after the end of the visa period. The passport must not be more than 10 years old.
- One passport photograph, which must meet Dutch specifications.
- Documentary evidence that the applicant will return to the country of origin — important in order to minimise the risk that the applicant may settle in the Netherlands illegally. Documents suitable for this purpose include:
  - an employer's declaration, an employment contract, or other documents showing that the applicant has a job in the country of origin;
  - proof of enrolment at an educational institution in the country of origin;
  - a document showing that the applicant has children enrolled in school in the country of origin;
  - documents showing that the applicant owns a dwelling and/or other real estate in the country of origin;
  - documents showing that the applicant contributes to the care of other persons in the country of origin.
- It is up to the applicant to demonstrate that he/she has good reason to return to the country of origin. In this connection, the IND and the Ministry of Foreign Affairs can only offer advice. The embassy ultimately decides whether the documentary evidence is sufficient. If the embassy considers it insufficient, the application may be refused owing to the risk that the applicant may try to settle in the Netherlands illegally.
- Documents showing the purpose of the journey, such as a letter of invitation from a Dutch company (in the case of a business trip) or a hotel reservation.
- If the applicant wishes to visit family or friends, the form 'Proof of sponsorship and/or private accommodation' ('Bewijs van garantstelling en/of particuliere logiesverstrekking') and a copy of the sponsor's passport or European identity card.
- Documents showing that the applicant has sufficient means to cover accommodation, a transit journey, and/or the return journey. The minimum amount is €34 per person per day for the duration of the stay. For instance, if the applicant wishes to visit the Netherlands for 90 days, he/she must have €3,060 (€34 x 90). An applicant can show that he/she has enough money by presenting one or more bank statements, traveller's cheques, or cash.
- A document showing that the applicant has booked the journey.
- A document showing that the applicant has adequate travel medical insurance, which must cover the cost of repatriation for medical reasons or emergency medical care (such as emergency treatment in a hospital). The travel medical insurance must be valid for the whole Schengen Area and provide minimum coverage of €30,000. It must also be valid for the entire duration of the stay. NB: Travel medical insurance is not required for an airport transit visa.

A person in the Netherlands may sponsor the applicant, acting as a host, a guarantor, or a combination of both.
What documents does the sponsoring host have to submit?

To substantiate the purpose of the journey, the host may, on presentation of his/her passport, collect the form ‘Proof of sponsorship and/or private accommodation’ (‘Bewijs van garantstelling en/of particuliere logiesverstrekking’) from the offices of the municipality in which he/she resides. By completing the form, he/she indicates that he has invited the applicant for a short visit. The municipality legalises the host’s signature on the form, for which a small fee must be paid. The host then sends the form, with a copy of his/her passport or European identity card, to the applicant abroad. The host need not enclose any proof of income, since he/she is only inviting the applicant to visit him/her, not acting as a financial guarantor.

What documents does the sponsoring guarantor have to submit?

If the applicant does not have enough money for his/her visit to the Netherlands, someone in the Netherlands may act as the applicant’s guarantor. To do so, the guarantor must show that he/she has sufficient regular income. For the minimum monthly amount of a guarantor’s income, go to www.ind.nl/Klant-informatie/Normbedragen.

The guarantor does not necessarily have to be the same person as the host who signed the form ‘Proof of sponsorship and/or private accommodation’ (‘Bewijs van garantstelling en/of particuliere logiesverstrekking’). If the guarantor and the host are two different persons, both of them must enclose a copy of their passport or European identity card with the form sent to the applicant. The applicant then takes these documents to the embassy and submits them with his/her visa application.

If the guarantor is in paid employment in the Netherlands, he/she must send the following documents to the applicant abroad:
- the completed, signed, and legalised form ‘Proof of sponsorship and/or private accommodation’ (‘Bewijs van garantstelling en/of particuliere logiesverstrekking’); and
- a copy of an employment contract that is valid for at least 12 months from the date of the visa application; and
- a copy of his/her last three salary statements; and
- a copy of his/her passport or European identity card.

If the guarantor is self-employed in the Netherlands, he/she must send the following documents to the applicant abroad:
- a recent extract showing his/her registration in the Chamber of Commerce commercial register; and
- his/her most recent final income tax assessment from the Tax and Customs Administration; and
- a recent profit and loss account, showing his/her net profit; and
- a copy of his/her passport or European identity card.

The embassy will ultimately decide which documents it wants to see. Embassy staff may ask to see more or fewer documents than those mentioned above. The embassy website itself may contain a list of documents that have to be submitted for a short-stay visa. Once an application has been received, the embassy may still ask for additional documents.