

# Netherlands Tourism

Please submit a copy of this form with your visa application. This form is to be completed by VFS Global.

DOCUMENT TYPE	YES	NO (MISSING)
1. Duly Application form, signed at both sections (AVAILABLE ON THIS WEBSITE)		
2. Passport valid for three months after applicants return to South Africa. (Non –south African passport holders also to have a South African permit valid for three months after the applicants return to South Africa.		
3. 1 Recent colour passport photo – no smiling, no teeth showing, no obstructions to face, white/light background, no shadows. If applicant is wearing specs then ensure that there is no glare in it.		
4. Round trip flight reservation (MUST SHOW THE APPLICANTS NAME AND TRAVEL DATES. TRAVEL DATE CANNOT BE LESS THAN 5 WORKING DAYS FROM APPLICATION DATE)		
5. Hotel Reservations for the full stay in the Schengen state (EACH NIGHT HAS TO BE ACCOUNTED FOR)		
6. Employment letter confirming position, leave approval and salary (on company letterhead and signed) (IF SELF EMPLOYED PLEASE PROVIDE CK DOCUMENTS/LETTER FROM ACCOUNTANT/COMPANY SARS DOCUMENT). School letter (for students) confirming applicant is an enrolled student and awareness of trip but applicant will be commencing schooling after the trip. Registration letters (for tertiary education students)		
7. Most recent 3month bank statement with original bank stamp on each page. <b>No credit card/overdraft accounts will be accepted (also no internet statements accepted).</b> (34 euros per day)		
8. Travel insurance visa/embassy letter.		
<b>For minors</b>		
<ol style="list-style-type: none"> <li>1. Certified copy of unabridged birth certificate / official letter from home affairs confirming it hasn't been issued.</li> <li>2. Certified copies of both parents passport/driver's license (copies of new smart ID will also be accepted but not green barcoded ID books)</li> <li>3. For applicants travelling with one or no parents, the parental consent form (available on this website) is to be completed and certified.</li> </ol>		
<b>Applicants travelling to more than one country:</b>		
<ol style="list-style-type: none"> <li>1. If an applicant will be travelling to a non-Schengen country as part of the same trip, the non-Schengen visa must be obtained first. (example – but not limited to – UK, America, etc.)</li> </ol>		
<b>Non South African passport holders:</b>		
<ol style="list-style-type: none"> <li>1. Passport and SA permit must be valid for 90 days after their</li> </ol>		

arrival in SA		
2. Must submit a copy of valid permit with application.		
<b>Eu spouse/child:</b> <ul style="list-style-type: none"> <li>• <b>EU SPOUSE:</b> that Eu national has to be travelling with the applicant to the Netherlands. In this case the applicant will submit numbers 1-5 and 8 along with the EU spouse flight reservation, a certified copy of the Eu spouse passport and certified copy of marriage certificate.</li> <li>• <b>EU CHILD:</b> applicable to children under 21 years old who are travelling with their EU parent. In this case the applicant will submit numbers 1-5 and 8 along with the EU parents flight reservation, a certified copy of the Eu parents' passport and certified copy of unabridged birth certificate. (<i>also please refer to section for minors in this instance</i>)</li> <li>•</li> </ul>		
<ul style="list-style-type: none"> <li>• PLEASE NOTE NO APPLICANT MAY APPLY MORE THAN 3 MONTHS (90DAYS) BEFORE HIS/HER ARRIVAL IN THE SCHENGEN TERRITORY OR LESS THAN 5 WORKING DAYS FROM THE TRAVEL DATE.</li> <li>• ANY APPLICATION WHICH DOES NOT COMPLY WITH THE ABOVE REQUIREMENTS WILL NOT BE SUBMITTED – NO INCOMPLETE APPLICATIONS ARE ACCEPTED</li> <li>• PLEASE SUBMIT A COPY OF THIS FORM WITH YOUR VISA APPLICATION</li> </ul>		

Applicant signature

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Submission officer Name

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Date

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Notes

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Please use your Passport Number as Reference.

**Please Note:**

There is VFS Global South Africa service charge of ZAR 540 (inclusive of VAT 14%) applicable per application over and above the visa fees for all applicants. This needs to be paid at VFS Global application centre Only.

There is an optional Courier facility for the return of processed applications available at a fee of ZAR 150 for application delivery (inclusive of VAT) per application. This is an optional service and needs to be paid over the submission counter.

All Fees are non-refundable once the application has been submitted at VFS Visa Application Centre.

**Not Accepted**

It is important that the following methods of payment will not be accepted: Electronic Fund Transfer (EFT), Cheque payments and any methods not mentioned above are currently not accepted. Please note that NO Diners club or American express cards can be used to pay for the application.

## DOCUMENTS REQUIRED

Duly completed and signed Schengen Application Form

Checklist

One recent, good quality, passport sized, color photographs on a clear light background (grey/white)

Passport, valid for a period of at least 3 months after the applicant's last day of stay in the Schengen states. Please ensure that the passport has 2 blank pages.

If not a South African citizen, a residence permit valid for a period of at least 3 months after the applicant's last day of stay in the Schengen States.

Flight reservation (no ticket).

Travel/health/accident insurance: an insurance policy stating that the applicant is covered by a Schengen Travel Medical Insurance with Netherlands being mentioned on the Visa letter. i.e. minimum medical coverage of the Rand equivalent of €30,000.00 for all medical expenses, including repatriation dead or alive, occurring in any Schengen country. This visa letter or insurance policy must reflect applicants name, duration of cover for the full stay in the Schengen area.

Proof of sufficient funds (no cash) for duration of stay - Up to date transaction history of last three months as close to the application date as possible with each page stamped from the bank and name should reflect. Only Current, Cheque or Savings account will only be accepted. . Overdraft accounts will not be accepted.

Employment letter confirming position and leave approval for the period the applicant will be out of SA If self-employed you need to submit your companies documents (CK, CC) or a letter from your accountant confirming that the business exist. All students require letter from School/ University/ College.

Copy of hotel reservations for the entire trip (also for other Schengen countries) and flight booking (The Embassy advises you not make any payment for hotel accommodations or flight tickets before you are granted a visa). A clear itinerary showing the exact travel route and period of stay in the individual Schengen countries.

Copy of bio data page from passport.

**ADDITIONAL DOCUMENTS FOR MINORS (Children under 18):**

Unabridged birth certificate.

Certified copy of Parents passport or Identity document.

If the child is traveling alone: Permission minor child consent form signed by both parents with a copy of their passport or driver's license. If the child travels with only one parent, the other parent must sign the permission minor child consent form with a copy of their passport or driver's license. If only one parent has guardianship of the minor, court documents stating so must be presented. All these documents need to be certified copies.

**Foreign passport holders travelling with their Dutch citizen spouses to the Netherlands need to submit the following documents:**

Schengen application form fully completed and signed by the applicant.

Marriage certificate/ Unabridged birth certificate (Minors) and copy of Dutch spouse's Netherlands passport with proof of legal stay in the country (employment letter, work permit etc.)

1 Recent color photo.

Applicant( as well as Dutch spouse's) flight ticket/itinerary or provisional booking

Dutch spouse needs to fill in the standard guarantee form [click here](#) stating that he/she will be financial responsible for the spouse and proof of financial means. The form does not need to be legalised like all other guarantee forms but the Dutch spouse needs to sign the form.

Standard guarantee form needs to be completed in the Netherlands if applicant will be staying with family or friends. If staying in a hotel, a hotel reservation.

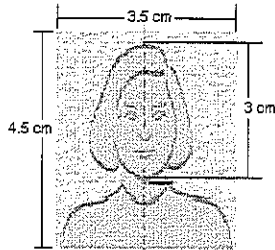
This means that this category of applicants need to submit two letters of guarantee: 1 signed by the Dutch spouse as proof of financial responsibility and 1 signed by the host in the Netherlands and legalised by the Dutch city hall that the host will be responsible for accommodation of the SA spouse.

Travel insurance

Visa fee: The visa fee should be paid in full and payable by debit/credit card at the Visa Application Centre.

Please note: Incomplete applications will not be accepted.

## PHOTO SPECIFICATIONS



Note: The photographs submitted must meet with these specifications.

Please provide One recent photograph (not more than 3 months old) of yourself. The photographs should be in colour and:

Taken against a light background (white or off-white) so that features are distinguishable and contrast against the background.

Clear sharp quality and with the face in focus.

Printed on normal photographic paper (camera print).

Full face, non-smiling [without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background].

Note: Please follow these instructions carefully. If photographs presented do not meet these requirements your application will be considered incomplete. Kindly download the Photo Specification file for more information.

## PROCESSING TIME

Applications for a Schengen visa should be lodged at the VFS Global visa service center, at least 15 working days before the intended journey.

It is advisable to submit applications well in advance before the intended journey. However, you cannot apply for a visa more than three months in advance.

Processing time varies from 5 business days to 3 weeks. This time is required to process the application and for the documents to be sent to the Embassy.

It may take considerably longer if any documents are missing or if further information is required. You are therefore advised to submit your application well before the date on which you are planning to travel.

## DOWNLOAD FORMS

Schengen visa application form – Please fill form Online and Print Copies.

Permission minor child consent form

### Important:

The Visa Application Form has 3 pages.

The form should be printed back-to-back.

You can obtain this form from VFS Global visa application centre or from the website.

### Download Instructions:

The forms are in PDF format.

You will need an Adobe Acrobat Reader to view and download these forms.

Please click here to download Adobe Acrobat Reader.