



# Netherlands Business/ Sports/ Cultural /study

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 completed 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 applicants name and travel dates. <b>TRAVEL DATE CANNOT BE IN LESS THAN 5 WORKING DAYS FROM APPLICATION DATE</b> )		
5. Hotel reservations for the Full stay in the Schengen State (EACH NIGHT HAS TO BE ACCOUNTED FOR) – must clearly reflect guest names. <i>this document is only needed if the employment letter/invitation letter does not confirm accommodation for the full stay will be covered</i>		
6. Employment letter ( <b>on company letterhead and signed</b> ) confirming position, exact travel dates and salary ( <b>IF SELF EMPLOYED PLEASE PROVIDE CK DOCUMENTS – for registered companies - /LETTER FROM ACCOUNTANT/COMPANY SARS DOCUMENT – for sole proprietorship</b> ). School letter ( <b>for students on school letterhead and signed</b> ) confirming applicant is an enrolled student and awareness of trip travel dates but applicant will be commencing schooling after the trip. Official Registration letters (for tertiary education students) ( <b>on letterhead and signed</b> ) <i>All letters must be on letterheads and signed off.</i>		
7. Invitation letter (signed and on host in Netherlands letterhead) must confirm exact dates of arrival and departure, purpose of the visit and financial responsibility if any. Or conference registration.		
8. Most recent last 3 calendar month bank statements with original bank stamp on each page/transaction lists for the last 3 calendar months with original bank stamp on each page. <b>No credit card/overdraft accounts will be accepted (also no internet statements/copies will be accepted).</b> (34 Euros per day) <i>Only needed if the employment letter/invitation letter does not confirm full financial responsibility.</i>		
9. Travel insurance visa/embassy letter. ( <b>Made out to the Dutch Embassy and specifying cover for Schengen</b> ) ensure that all applicant details are correct.		
<b>For minors</b>		
1. Certified copy of unabridged birth certificate / official letter from home affairs confirming it hasn't been issued. <b>NOTHING ELSE WILL BE ACCEPTED</b>		

<p>2. Certified copies of both parents passport/driver's license (copies of new smart ID will also be accepted but <b>not green barcoded ID books</b>)</p> <p>3. For applicants travelling with one or no parents, the parental consent form (available on this website) is to be completed and certified.</p>		
<p><b>Applicants travelling to more than one country:</b></p> <p>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.)</p>		
<p><b>Non South African passport holders:</b></p> <p>1. Passport and SA permit must be valid for 90 days after their arrival in SA</p> <p>2. Must submit a copy of valid permit with application.</p>		
<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 TRAEEL 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> <li>• PLEASE NOTE YOU APPLY WITH YOUR COUNTRY OF LONGEST STAY, IF STAYS ARE EQUAL THEN FIRST PORT OF ENTRY.</li> </ul>		

Applicant signature

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VFS Global Submission officer Name

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Date

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Notes

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