



Checklist for visa application | Tourism, business or study

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.

Additional requirements for minors (under 18 years)

2.3 The minor's birth certificate.

- ☐ Yes
- ☐ No
- ☐ Remarks



2.4 Certified copies of ID/passport of both parents.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.5 If the minor travels alone: certified parental consent by both parents.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.6 If the minor travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents must be presented.

- ☐ Yes
- ☐ No
- ☐ Remarks

3. Evidence of legal residence

3.1 Non-South Africa nationals: South African residence permit or temporary residence permit valid at least three months beyond the planned stay in the territory of the Member States.

- ☐ 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 Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member State.

- ☐ Yes
- ☐ No
- ☐ Remarks



- 5.2 Proof of sufficient means of subsistence during the intended stay: bank statement for the past three months, unless all the expenses are covered by the employer of the host.
- ☐ Yes
 - ☐ No
 - ☐ Remarks
- 5.3 If the applicant does not intend to return to South Africa but go either to his country of origin or another third country, a reasonable proof of their intention is needed e.g. work contract in the new destination, or proof of enrolment in university/school or a rental agreement.
- ☐ Yes
 - ☐ No
 - ☐ Remarks
- 5.4 Proof of accommodation for the duration of the intended stay. If accommodation costs are covered by another entity, this must be clearly stated in the invitation letter.
- ☐ Yes
 - ☐ No
 - ☐ Remarks
- 5.5 If applicant is staying with a relative or friend, an invitation letter mentioning this must be submitted. The invitation letter must clearly identify the host and the invitee (name, address, birthdate, official identification number, occupation and permanent residence), the purpose of the visit, length of stay and accommodation status (where will the invitee stay and who pays for it). See specific form: <https://ind.nl/en/Forms/1310.pdf>
- ☐ Yes
 - ☐ No
 - ☐ Remarks
- 5.6 In case of a pre-paid tour, details of the tour with a proof of payment to the tour operator should be provided.
- ☐ Yes
 - ☐ No
 - ☐ Remarks
- 5.7 Proof of employment: a letter from company stating monthly wages, continuing employment after period of leave and duration of vacation, etc.
- ☐ Yes
 - ☐ No
 - ☐ Remarks
- 5.8 If employed: a certification from SA Companies and Intellectual Property Commission or SA Revenue Service is required.
- ☐ Yes
 - ☐ No



☐ Remarks

5.9 If student: letter from school/college/university in South Africa certifying the student status of the applicant.

☐ 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 South Africa States according to the Commission Implementing Decision of 30-08-2017 by the European Commission, in conformity with the list of supporting documents.