

Checklist for a Schengen Visa

This document will highlight the requirements for the visa if you go to the Netherlands directly. These requirements do not take into consideration if you stay longer than the conference in the Netherlands or if you visit other nations that requires a Schengen Visa.

If you do not go directly to the Netherlands, you need to inquire as to the process to apply for your first port of arrival. You can still request some of these documents for the duration of the conference.

Be advised that most of the agencies or embassies require that you do not apply before six (6) months to your travel date and not less than 45 days to your travel date. In some instances, the appointment list is already full now. So please check immediately and make an appointment, even if it is closer to the date.

YFCI does not take responsibility for any applications other than for the duration of the conference.

This list is a standard list. Please check the agent or embassy where you have to apply for a more detailed list.

Requirement	To do	✓
Schengen Visa Application form	Completed and signed	
Travel document #1	Passport valid for 3 months beyond visit and have at least 2 empty visa pages.	
Travel document #2	Copy of photo page of passport.	
Photo (check website)	For requirements check this website .	
Proof of travel #1	Confirm flight reservation with fixed dates (Do not book ticket yet. It needs to be travel itinerary.)	
Proof of travel #2	An invitation from a company or authority to participate in a meeting, conference or a business/commercial event including all details (date of arrival and departure from the country of final destination).	
Proof of travel #3	A letter from the employer signed by a director and his/her identification document, outlining the applicant's job status, the reason for the trip and who is responsible for the cost of the stay and the return to your country.	
Proof of travel #4	If the applicant does not work for a third party, and/or has his/her own sources of income, he/she must present a letter to the Embassy or Consulate-General specifying the activity he/she practices and the reason for the journey.	

Proof of travel #5	Hotel reservation or other proof of accommodation.	
Proof of travel #6	Bank statements or salary slips, for the last three months, for persons who intend to cover the costs of the journey themselves. (<i>This is a requirement even if you have all the letters.</i>)	
Proof of travel #7	If the company/authority who issued the invitation also takes responsibility for all the costs of the trip, he/she will also have sign a declaration in that sense.	
Proof of health insurance #1	The insurance policy has been taken out in your name.	
Proof of health insurance #2	Your insurance is valid throughout the Schengen area and for the duration of your stay.	
Proof of health insurance #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.	
Payment	€ 80 plus application and SMS costs. (Total cost can be about \$115. Therefore, check at the agent or embassy where you apply, for costs.)	

Extras if you are traveling with children

Requirement	To do	✓
Additional documents #1	Birth certificate of the child or valid identity card (with the mention of parents' names) and application form signed by one parent or legal guardian.	
Additional documents #2	If the minor(s) is/are travelling with only one parent, you also have to present: a photocopy of the authorization* of the other parent not travelling, stating that the minor is authorized to undertake the journey, indicating the full itinerary and the person who will accompany the minor, and be accompanied by a photocopy of a valid visa or document that will enable that person to travel.	