



Checklist for visa application | Business

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

2.3 Travelling with minors (under 18)

The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Obviously exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone.

- ☐ 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.

3. Other documents



3.1 Documents to be submitted by persons of specific categories of persons:

- Member of the Government, Parliament or a Constitutional body: Verbal Note, certificate of tenure or some other official document;
- Staff of an embassy, consulate, UN Agency representation office or official body of a Member State: certificate of tenure from the relevant embassy, consulate or representation office;
- Notary: appointing decree;
- Members of a profession, organised by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, and members of their family): certificate from the professional body;
- Judges: certificate of tenure from the Judiciary;
- High-ranking officials: Verbal Note or certificate of tenure from the relevant body;
- Academic (assistant, lecturer, senior lecturer, director, dean of faculty, rector): certificate of tenure from the higher education establishment;
- Officers of the Iranian army, Iranian police or other military bodies: Verbal Note or certificate of tenure from the relevant Administration;
- Journalists: Journalists' ID Card; certificate of employment from the publication or broadcaster;
- Sportsmen/sportswomen: certificate of the official Iranian sports organisation specifying date of enrolment and category (i.e. professional/amateur) and/or evidence of participation to national or international official competitions.

- ☐ Yes
- ☐ No
- ☐ Remarks

4. Evidence of legal residence

4.1 Non-Iranian nationals residing in Iran: Iranian residence permit, valid for at least three months after expiry of the requested visa.

- ☐ Yes
- ☐ No
- ☐ Remarks

5. Photo

5.1 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

6. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

6.1 Travel reservation: flight tickets or flight reservations.

- ☐ Yes
- ☐ No



☐ Remarks

6.2 Evidence of accommodation and means of subsistence during the visit(s) to the territory of the Member States:

- A hotel reservation, or
- Confirmation of accommodation and/or coverage of costs by the inviting/ sending entity or private individual [see proof of sponsorship form](#), or
- Account statement from a bank in Iran for the last three months, or
- Other proof of financial means available during the visit (international credit card, traveller's cheques, etc.)

☐ Yes

☐ No

☐ Remarks

6.3 Evidence of socio-economic stability (enabling assessment of the applicant's intention to leave the territory of the Member States area before expiry of the requested visa):

- All applicants: bank statements for the last three months and proof of ownership of property in Iran, if applicable;
- Shenاسنامه (identity document with family record from the register office).
- Officials: act of appointment or certificate of tenure and last payslip;
- Employees: certificate of employment or recent employment contract + payslips for the last three months, certificate of affiliation to Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, or letter of the employer explaining why this certificate is missing;
- Traders: proof of entry in the trade register (e.g. trade licence or declaration from official trade organisation) and proof of membership of Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, if applicable;
- Directors or shareholders of Iranian companies: introduction letter signed by a legal representative of the company confirming the office or status of the applicant; proof of existence of the company in Iran (e.g. notice published on the Official Journal); proof of appointment if not mentioned on the Official Journal;
- Artists: proof of membership to one of the artist's official professional associations (e.g. House of Cinema, House of Photography, etc.) and/or proof of previous engagement in professional artistic activity (exhibitions, festivals, etc.) and certificate of affiliation to Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, if applicable;
- Pensioners: proof of receipt of a retirement pension;
- Students or minors: evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card;
- Un-employed persons: proof of adequate socio-economic status (e.g.: marriage certificate, family record book, documents confirming ownership of a property).



6.4 Purpose of travel: business

- Invitation letter from a firm in the Member State of primary destination, specifying the reason for the visit and the date(s), along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.) [See proof of sponsorship form](#).

- ☐ Yes
☐ No
☐ Remarks

7. Proof of health insurance

7.1 The insurance policy has been taken out in your name.

- ☐ Yes
☐ No
☐ Remarks

7.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- ☐ Yes
☐ No
☐ Remarks

7.3 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

8. Visa

8.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- ☐ Yes
☐ No
☐ Remarks

9. Payment

9.1 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 Iran according to the Commission Implementing Decision of 06-06-2016 by the European Commission, in conformity with the list of supporting documents.