VISA REQUIREMENTS

Embassy of the Kingdom of the Netherlands

Only Emirati nationals residing in Abu Dhabi can apply from Monday till Wednesday between 10.00-12.00 hours at the Embassy of the Kingdom of The Netherlands in Abu Dhabi.

All other residents in the United Arab Emirates should apply for a Schengen visa for the Netherlands at the Consulate-General in Dubai according the procedures mentioned on the website.

As of July 2013 all visa applications will be accessed and processed by the Netherlands Regional Support Office Middle East in Amman, Jordan.

This means that, while the visa application is pending, passports can NOT be returned until after the visa proces has been finished. Processing applications will take up to 15 working days.

Applications must be submitted in person and the following documents should be handed in:

1. **One fully completed and signed application form per applicant.** Please mention your daytime phone number with your full address.
   For minors (under 18) written approval by both parents and legal guardians with a copy of each parent’s / guardian’s passport is required.

2. **Passport or official travel document** accepted by the *Schengen countries. All passports should be valid for at least three months after departure from the territory of the *Schengen countries and must contain two blank visa pages opposite each other. A passport cannot be issued more than ten years before the travel date. Please also submit a copy of the holder page of the passport.
   **Children travelling on their parent’s passport will have their own visa.** Applicants should complete a separate visa application form and submit a recent passport photograph for every child travelling.

3. **Two recent standard-size passport colour photographs** not older than 3 months. Photos must be taken against a light background with good contrast, clear and of good quality, printed on normal photographic paper, not mounted and full face (without sunglasses or head covering, unless for religious believes).

4. **Proof of the intention to return to the country of residence or to travel onwards.** In addition to the reservation of a return ticket, an employer’s declaration or a residence permit can also serve as proof of the applicant’s intention to return. The confirmed airline ticket can be requested to be shown after the visa has been approved.

5. **Evidence of sufficient funds** to cover the costs of your intended stay, e.g. original recent bank statements plus copies:
   - for private visits recent original private bank statements up to six months ago plus copies;
   - for business trips the last three monthly original bank statements both from company and private bank plus photocopies;
   - in case you do not have a bank account, please provide the last six official pay slips from your employer plus photocopies.

6. **Recent and original letter from employer or sponsor,** stating the position and start date of your employment contract and your last payslip. If you are self-employed an original company trade licence, plus a photocopy, is required.
7. **Proof establishing the purpose of the journey:**

**When visiting relatives or friends,** please submit:
- an official invitation letter issued and certified by the City Hall in the Netherlands;
- a copy of the relatives’ or friends’ Dutch passport or valid Dutch residence card;
- proof of financial means from the referent (e.g. salary statements, recent bank statements, etc.).

**For tourism,** please submit proof of hotel reservations for the full period of stay in the *Schengen area.*

**If the purpose of your trip is business,** please present:
- a letter of support from the company concerned in the Netherlands;
- a letter from your employer stating your position within the company and the reason for your business.
Either letter should clarify who is responsible for expenses and where you will be staying (such as hotel reservations).

8. **Medical health/travel insurance policy plus a photocopy.** The policy must contain and state the following criteria:
- valid throughout the *Schengen territory;*
- valid during the entire period of your stay in the *Schengen territory;*
- minimum cover should be €30,000;
The cover must also include repatriation for medical reasons, urgent medical care and/or emergency treatment at the hospital.

9. **Payment for visa must be made cash** and preferably in exact change. Please note that the fee can fluctuate due to the exchange rates. The rate is a handling fee and therefore non-refundable.

Please be advised that the requirements might change without prior notice. The Visa Section has full authority to evaluate and request more documents than those submitted by the applicant. The latter is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

**Travellers must be in possession of copies of all documents submitted in support of their application when they enter the *Schengen Area.* The Embassy will not be able to provide copies so please ensure you have your own copies made before submitting the application.

**An issued visa does not automatically entitle you to enter the Schengen Area.** The relevant immigration authorities take the final decision about your access.

For remaining inquiries regarding visa please call 02 695 8080 between 13.30-14.30 hours or send your inquiry via email to: abu-ca@minbuza.nl

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