

CHECKLIST - THE NETHERLANDS

Visa Application Centre in Makati



This checklist is only applicable if you are fully vaccinated against Covid-19!

VISA TYPE	TOURIST VISA	
Please submit the documents in the exact order given below, please do not staple any documents		
DETAILED REQUIREMENTS		NOTES
1	Original valid passport - Including old passport with the previous visa *if any	
2	Visa application form	
3	2 Pcs Passport size photographs	
4	Round trip flight reservation	
5	International travel insurance: With Covid Coverage with 15 days allowance during the intended travel.	
6	Proof of accommodation in The Netherlands / Schengen member states	
7	Travel Itinerary	
8	Proof of financial status: All documents have to be originals, in format A4, with the stamp and signature of the Bank. <ul style="list-style-type: none">• If employed:<ul style="list-style-type: none"><input type="checkbox"/> Certificate of employment (position, date of hiring, salary)<input type="checkbox"/> Certificate of approved leave of absence (dates must be clearly mentioned)<input type="checkbox"/> Income tax return or Form 2316• If self-employed and/or company owner:<ul style="list-style-type: none"><input type="checkbox"/> Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business Income tax return<input type="checkbox"/> Business financial statement• If student:<ul style="list-style-type: none"><input type="checkbox"/> Proof of enrolment<input type="checkbox"/> Copy of the student IDs<input type="checkbox"/> Certificate of leave of absence if traveling during the school year (dates must be clearly mentioned)	
9	Evidence of Funds <ul style="list-style-type: none"><input type="checkbox"/> Bank certification, bank books<input type="checkbox"/> Personal bank statements, credit card statements, or balances covering the last six months	
10	Other proof of rootedness: <ul style="list-style-type: none">• If you own any land, cars, properties, land titles, etc. bring the original documents as well as their photocopies.	
11	PSA (Formerly NSO) Birth Certificate - APOSTILLE	

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12	Traveling with spouse and/or child/children: <ul style="list-style-type: none">• Marriage contract and birth certificate(s) of the child/children, must be certified	
13	Minors <ul style="list-style-type: none">• Affidavit of support and consent of parents (legal guardians)	
14	Proof of Vaccination <ul style="list-style-type: none">• Vaccination Certificate• Vaccination Card	
15	Other documents needed <ul style="list-style-type: none">• Birth certificate• Government issued IDs	
16	FOR BUSINESS TRIP ONLY <ul style="list-style-type: none">• Basic requirements for tourist visa plus the Endorsement letter from the employer and invitation from counterpart abroad.	
17	Embassy Visa Fee: PHP 6,670.00 VFS service fees PHP 2,100 Processing and Reservation Fees PHP 5,730	

Important Note/s:

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of the Netherlands reserves the right to ask for additional documents and/or for a personal interview as well as to verify the content and truth of the documentation presented.
- Please note as per instructions received from the Embassy of The Netherlands, personal Bank statements (last 3 months) with stamp/signature of Bank in original need to be submitted on A4 size only.
- "Applicants and travel agents are requested not to bind two or more passports with a stapler to avoid getting it damaged. Instead, you may bind them together using rubber bands."
- Personal appearance by appointment, with biometrics.

Processing Time:

- Applications shall be lodged no more than three months before the intended visit starts.
- Applications shall be decided on within 10 to 15 working days after the embassy scheduled appearance.
- Please be guided by the agency policy: No agent will accompany the applicant/s at the embassy.
- Grandson travel and tours will only schedule the biometrics appointment of the applicant

Visa Application Centre

VFS Global - Embassy of The Netherlands

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