



NETHERLANDS TOURIST CHECKLIST

Note –The Netherland Embassy has no Jurisdiction to Apply visa.

Embassy of Netherland in New Delhi, India Address: 6/50 F, Shantipath, Chanakyapuri,

New Delhi, Delhi 110021 (011 2419 7600)

IMPORTANT INFORMATION

Please read the following instructions carefully and ensure that you meet all legal and procedural requirements before applying.

About the Tourist Visa

A **Tourist Visa** allows an individual to enter a country for leisure or tourism purposes for a temporary period. In the context of **Europe**, a Schengen Tourist Visa permits foreign nationals to visit the Schengen Zone for tourism, sightseeing, or short stays. **Note:** This visa does **not** authorize employment or any business activity during the stay.

General Guidelines :

- Please visit our website for detailed information: www.shreeswaminarayantourism.com/visa
- The list of required documents is provided below. Please note that this is a **general checklist** — documents must be submitted as applicable to your personal or professional profile.
- Each applicant must individually complete and sign the **Visa Questionnaire Form**. This form assists us in preparing your online visa application.
- The **Visa Application Form** will be completed by SHREE SWAMINARAYAN TOURISM. (SST) and sent to you for review. Once you confirm all details, SST will proceed with your visa file submission at the VFS Centre.
- Visa fees are to be paid **in cash at the respective VFS Centre**; details are provided in the fee section below.
- Applicants must submit a **Cover Letter** explaining the purpose of travel:
 - On official letterhead (if self-employed or representing a company); or
 - On plain paper signed by the main applicant (for individuals). *A sample cover letter format is attached for reference.*

H.O. : A-315, Advance Business Park Complex, Opp. BAPS Shree Swaminarayan Temple, Shahibaug, Ahmedabad – 380004

CONTACT NO. : 9510110029/7359100028/9723527690

NIKOL B.O. : 206, SAROVAR PLAZA, ABOVE SALES INDIA, GANGOTRI CIRCLE. MO. : 7359100039/7359100029

Branch office : Surat ,Rajkot, Vadodara, Mumbai



Important Note:

- ❖ Please note that for **Netherlands visa applications**, it is **mandatory to submit all supporting documents in colour copies**. **Black and white photocopies will not be accepted** under any circumstances.

All submitted documents must be **clear, legible, and in true colour reproduction** to ensure proper verification and processing by the Embassy/Consulate.

	<u>YES</u>	<u>NO</u>
In case of travel to more than one Schengen country, please submit your application to the Embassy/Consulate where you will be staying for the maximum number of days. In case of equal stay, one has to apply at the Schengen country which is the first port of entry. Schengen Countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.		
➤ Original Passport: The travel document must be valid for a minimum of 3 months from the date of departure from the Schengen area. Issued within the previous 10 years and have at least 2 blank pages. If available, a copy of entry/exit stamps of the Schengen area from previous passports.		
➤ Schengen Visa Application: Printed and signed by the applicant, along with one photograph (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.)		
➤ Travel medical insurance: (Insurance card is NOT sufficient) valid for all Schengen countries. The insurance must cover the applicant for at least 30,000 USD (30,000 EUR), for all risks e.g., accident, illness, medical emergency evacuation etc. The policy must clearly specify the period of validity, the coverage area and the entire duration of the trip including the date of arrival and departure.		

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<p>➤ Proof of Transportation Roundtrip flight reservation with PNR number and the name of traveler. If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.</p> <p>➤ Proof of accommodation Hotel reservations, rental of holiday home or campus residence reservation. If you intend to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If you are travelling to several Schengen states, proof of accommodation in each of them.</p>		
<p>➤ Cover letter From the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.</p>		
<p>➤ Proof of employment/sponsorship/retired Employed:</p> <ul style="list-style-type: none"> • Pay slips for the last three months. • Employment contract and holiday approved/leave letter from employer. <p>Self-employed:</p> <ul style="list-style-type: none"> • Certificate of registration of the company. Including its goods and services tax (GST) registration number for companies based in India. • Business bank account statement and proof of income tax return (barcode verifiable). <p>Students:</p> <ul style="list-style-type: none"> • Certificate of the establishment at which the applicant is enrolled 		



<p>Sponsored:</p> <ul style="list-style-type: none"> • Proof of sponsorship and a letter from the sponsor as well as copy of the sponsor's photo ID (e.g., passport, residence permit card). • If sponsored by spouse, please provide marriage certificate. <p>Retired:</p> <ul style="list-style-type: none"> • Pension statements for the last three months. • Proof of regular income generated by ownership of property or business. 		
<p>➤ Proof of sufficient funds</p> <p>Original personal bank statement with applicant's name showing movements in the last three months, all pages must be duly stamped, and signed by the bank:</p> <ul style="list-style-type: none"> • Should be provided by all applicants regardless of sponsorship. <p>The account should be in the name of the applicant or the sponsor of the trip. In case of a sponsor, the bank statement should be accompanied by a signed sponsorship letter and a signed copy of the sponsor's passport.</p> <p>The statements must show that you - during the entire trip - have 8000 ISK per day for staying in a hotel or 4000 ISK per day if the expenses connected with the stay are borne by a third party.</p> <p>Indian income tax return (ITR) acknowledgment:</p> <ul style="list-style-type: none"> • Provide ITR for the last two assessment years. 		
<p>➤ In case of minors (< 18 years) traveling</p> <p>If the minor is traveling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided.</p> <p>If the minor travels alone (without parents), written consent, certified by a public notary of both parents and guardians having custody of the minor.</p> <p>A photocopy of both parents' passports. If not, copies of the photo ID card of the parents, if not applicable a photocopy of a birth certificate of the applicant and copies of the ID cards of the parents</p>		

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Processing Information

- The **European Schengen Visa** is a **sticker visa** affixed to your passport. Once approved, it will be dispatched by courier to the SHREE SWAMINARAYAN TOURISM **office**, and you will be notified accordingly.
- **Processing Time:** Approximately **15 working days**, subject to the discretion of the respective Embassy/Consulate.
- **Visa Fee Payment:** Required in advance prior to file submission. SST will issue an invoice as per your preference (personal or company name).
- **Disclaimer:** Visa approval or rejection is solely at the discretion of the Embassy/Consulate. SHREE SWAMINARAYAN TOURISM shall not be held liable for any delay, refusal, or rejection.
- For Schengen visa applications, **all documents must be photocopies** unless specifically instructed to submit originals.

Biometric and VFS Procedures

- All applicants (regardless of nationality) must appear **in person** at their nearest **VFS Global Centre** for biometric submission. **Available Centres:** Ahmedabad, Bangalore, Chennai, Chandigarh, Goa, Hyderabad, Kolkata, Kochi, Mumbai, New Delhi, and Pune.
- During peak travel seasons, biometric appointments may take longer than usual.
- Ensure that fingers are **free from henna (mehndi), cuts, or injuries** on the day of submission.
- **Biometrics are valid for 5 years.** However, in case of visa rejection, a fresh biometric submission will be required for reapplication.
- **No documents** will be returned by the Embassy or Consulate after processing.
- Applicants must **declare any visa rejections** (from any country in the last 10 years) with full details — year, country, and category of visa.
- If the passport contains **data page observations**, an **affidavit** and a **public notice (in English)** are mandatory.

VFS Global Services

VFS Global is the official outsourced partner of the respective Embassy or Consulate. Applicants may optionally avail of the **Premium Lounge Service** for an enhanced experience.

Premium Lounge Service Includes:

- Direct access to a **dedicated premium counter** for document verification and payment.
- Assistance by a **dedicated VFS team member** throughout the submission process.
- Complimentary **photocopying (up to 10 pages)**, **SMS updates**, and **courier return** services.

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Important: The Premium Lounge Service does **not** influence visa approval, expedite processing, or guarantee visa success. It is an **optional value-added service** for applicant convenience only.

Payment Instructions

All applicants must pay: **Visa Fee, VFS Service Charges, Courier Charges**, These payments are accepted **in cash at the local VFS Centre**. For **online VFS appointments**, the VFS fee must be paid online. For **group submissions**, payment will be collected at the VFS Centre directly.

Submission & Return of Passport

- All documents are to be submitted at your **local VFS Centre**.
- Post-decision, passports will be returned to:

SHREE SWAMINARAYAN TOURISM

A-316, ADVANCE BUSINESS PARK,
OPP. BAPS SWAMINARAYAN TEMPLE,
SHAHIBAUG, AHMEDABAD- 380004

Visa Submission Process at VFS

1. Upon arrival, collect a **token number** from the reception after specifying your destination country.
2. When your token is called, proceed to the counter for **document verification**.
(SST will provide a fully prepared file containing your visa form, cover letter, courier form, tour vouchers, flight tickets, and financial documents.)
3. After verification, proceed to **fee payment** and obtain an **official receipt**.
4. Continue to the **biometric and digital photograph section** as directed by VFS staff.

Note: VFS staff may offer **optional paid services** such as:

- Premium Lounge
- Form Filling Assistance
- Courier Assurance

These services are **not included** in SHREE SWAMINARAYAN TOURISM's standard service charges and are payable separately.

Applicant Signature: _____

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