



Immigration and Naturalisation  
Service  
*Ministry of Security and Justice*

# Short stay visa for the Netherlands



# 1.

## Why this publication?

This publication tells you how to apply for a visa. It also describes what you can do to ensure that your visa application is correctly processed.

Foreigners intending to travel to the Netherlands for a short stay (maximum 90 days) may require a visa, depending on their nationality. Having a visa is one of the conditions for being granted access to the Netherlands and the other Schengen countries (Belgium, Czech Republic, Denmark, Estonia, Germany, Finland, France, Greece, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Austria, Poland, Portugal, Slovakia, Slovenia, Spain, Iceland, Sweden and Switzerland). A visa may also be limited to one or several Schengen countries (visa with territorial restrictions). In such cases the stay is only permitted in the territory of one or more designated Schengen countries.

The Dutch government checks whether you are eligible for a short stay visa. You can find the admission criteria in the Visumcode (Visum Code) and the related Praktisch Handboek (Practical Manual), the Schengen Border Code and in the Aliens Act of the Netherlands.

Bear in mind that the application procedure may take some time. Apply for your visa in good time, and never make a definitive booking for your trip to the Netherlands until you are sure the visa will be granted. You can submit an application 3 months before the planned trip at the earliest.

This publication describes what you have to do to ensure your visa application is correctly processed.

## 2. Who is this publication intended for?

This publication is intended for foreigners who want to come to the Netherlands for a maximum period of 90 days? who originate from a country for which there is a visa requirement. Countries for which there is a visa requirement are listed on the website [www.ind.nl](http://www.ind.nl) > Individuals > Short stay in the Netherlands. All persons with the nationality of one of these countries require a visa for all Schengen countries. This does not apply however, if these persons hold a residence document that has been issued by another Schengen country and that is included in appendix 2 of the Practical Manual, or if these persons have a long-stay visa (D visa) issued by another Schengen country. The most recent information is to be found at [www.government.nl](http://www.government.nl). If you have the nationality of a country for which there is no visa requirement ([www.ind.nl](http://www.ind.nl) > Individuals > Short stay in the Netherlands), you are free to stay in the Schengen area, which includes the Netherlands, for a maximum period of 90 days. Chapter 7 describes what you have to do when you arrive in the Netherlands. In that case you do not need to read the other chapters of this publication.

This publication tells you about the rules that apply to obtaining a short stay visa, the steps you have to take, and the necessary documents. Read the publication carefully, so you will know exactly what steps to take and whether or not you have the correct documents. The documents required will depend on the purpose and duration of your stay. Do you not have the right documents? This may cause delays in the processing of your application. It may also lead to your application being rejected.

**Please note!** *If you have several nationalities (and passports), the visa requirement is determined by the travel document with which you want to travel.*

You may decide for yourself which travel document you want to travel with. As far as the Dutch government is concerned, it does not matter whether you travel using the passport of the country where you live. If you have a travel document for foreigners or refugees that has been issued by a third country, you will need a visa if you have the nationality of a country of which the nationals require a visa. An exception applies here with respect to persons with a travel document for refugees issued by one of the EU member states, one of the EEA member states (Liechtenstein, Norway and Iceland) or Switzerland. In these cases no visa is required.

Do you want to stay in the Netherlands for longer than 90 days? In that case this publication does not apply to you. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND.

### 3.

## What is a short stay visa?

A visa is a sticker which is attached inside your travel document (a passport for example). A visa indicates that at the moment of issue there is no objection to your entering the country for a short stay. The visa is valid for a fixed period (maximum 90 days). Possessing a visa is no guarantee that you will actually be admitted to the Netherlands. At Schiphol Airport or some other border crossing-point, your purpose of travel and financial means may also be checked. Always take the necessary information and documents with you on your journey to the Netherlands. This avoids delays and other inconvenience at the border. Examples in this regard are a copy of the legalised proof of private non-rented accommodation and where applicable, a copy of the sponsor declaration of the referent or sponsor. Chapter 7 describes what else you are required to do when you arrive in the Netherlands.

There are two types of short stay visa.

#### **A-visa: transit visa for airports**

For some nationalities a transit visa obligation for airports applies. This visa is needed if you make a stopover at a Schengen airport (such as Schiphol) during an international flight to a country outside the Schengen area. You may not leave the international zone of the airport during such a stopover. The transit visa for airports does not therefore give the right to enter the Schengen area. In Appendix IV of the Visa Code and Appendix 7A of the Practical Manual, you will find the list of countries whose subjects require a transit visa for all Schengen countries. In Appendix 7B of the Practical Manual, you will find a list of several countries whose subjects require a transit visa for in any case Belgium, the Netherlands and Luxembourg. If you have the nationality of a country of which nationals require a transit visa for airports and you have a valid visa for the EU, the EEA, Canada, Japan or the United States of America, you will be exempt from this transit-visa requirement.

#### **Country of continuous residence**

A country of continuous residence is a country in which a person is permitted to reside for a period of more than 90 days, by reason of entitlement to temporary residence or pending entitlement to temporary residence.

#### **C-visa: short stay visa for a maximum of 90 days**

A short stay visa may be applied for in relation to various purposes, such as: vacation, tourism, business trip, visit to friends or family, participation in conferences or sporting events, or for transit purposes.

*Please note! You may not exceed 90 days in the Schengen area per period of 180 days. 180 days preceding every day of the planned stay are considered. On the website of The European Commission [http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/border-crossing/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/border-crossing/index_en.htm) you can determine, with the 'short-stay calculator', how many days you can stay after entry into the Schengen area, if you still have a valid visa and you have not used the indicated amount of days. No rights can be derived from the 'short-stay calculator'. Meeting the (other) conditions for admission is required, and will always be checked at the border.*

*Please note! If you entered the Netherlands by means of a short stay visa, you cannot use it to obtain a residence permit. To obtain a residence permit you must return to your country of origin or your country of continuous residence to apply for an mvv at the Dutch embassy or consulate.*

## 4. General conditions

If you wish to apply for a short stay visa, the following general conditions apply:

- Your passport (travel document) must be valid. At the time of application, the passport must be valid for a further 3 months beyond the date on which the visa period ends. In addition, the passport should not be older than 10 years.
- There may be no risk of illegal immigration (risk of settlement, where there is insufficient guarantee that the person in question will return to the country of origin or country of continuous residence in time). Several factors play a role in the assessment as to whether there is a risk of illegal immigration. One aspect considered is for example whether or not you have strong social and/or economic ties with your country of origin or the country of continuous residence.
- You will have to be able to make a plausible case for your travel purposes. More information on this is to be found in chapter 5.
- You must have sufficient means of support. More information on this is to be found in chapter 5.
- You must not constitute a danger to public order, domestic security, public health, or the international relations of one of the Schengen countries. Constituting a danger to public order means, for example, that you have been sentenced for, or are suspected of, committing an offence.
- Your name must not be on the list of persons to be refused.
- You must have adequate and valid travel medical insurance coverage. More information on this is to be found in chapter 6.

## 5. What documents do you need?

When applying for a short stay visa, you need a number of documents. You must show these documents when submitting your application. The documents required include the following:

- Valid passport (travel document).
- Documentary evidence in support of the purpose of your trip. That may be a proof of private non-rented accommodation with friends or relatives, legalised by the relevant municipality in the Netherlands. Always use the standard form 'Proof of Sponsorship and/or private accommodation'. This form can be downloaded from [www.ind.nl](http://www.ind.nl) or [www.government.nl](http://www.government.nl).

**Please note!** The signature(s) on the form must be legalised by the municipality.

Other possible examples are: a hotel reservation (if no referent has been indicated), an invitation from a company established in the Netherlands (for a business visit for example), or a work permit. Artists do not need a work permit if they are staying in the Netherlands for less than 4 weeks.

- Evidence showing that you have sufficient means of support for your stay in the Netherlands, transit journey, and/or return journey. Showing you have at least € 34 per person per day at your disposal for the duration of your visa, by means of bank statements, traveller's cheques or cash for example.
- A sponsor declaration. This is a statement that a family member or some other relation is sponsoring your stay in the Netherlands. This is only required if you do not have sufficient means of support. In that case the inviting party (referent in the Netherlands) or a third party must complete and sign a sponsor declaration. Always use the standard form 'Proof of Sponsorship and/or private accommodation'. This form can be downloaded from [www.ind.nl](http://www.ind.nl) or [www.government.nl](http://www.government.nl).

**Please note!** The signature(s) on the form must be legalised by the municipality.

This sponsor declaration with accompanying documents (such as recent wages slips or a copy of the employment contract) must show that the sponsor has sufficient and durable means of support. You must show this declaration at the embassy or consulate. Sufficient means of support is understood to mean at least minimum wage according to the Minimum Wage and Minimum Holiday Allowance Act (Wml). For more information see [www.st-ab.nl](http://www.st-ab.nl). In the event of sponsor declarations for several persons, additional conditions may be asked for.

- Documents showing you have adequate medical travel insurance (see also chapter 6).  
**Please note!** No compulsory medical travel insurance applies in the case of a transit visa for airports (A-visa)
- Proof of reservations for the journey.
- Documents which make the return to your country of origin or country of continuous residence plausible. Such as an employer's statement, records of children attending school, proof of ownership of your own house and/or other immovable property.
- Two passport photographs.

**Please note!** Visit the website of the embassy for a current list of the documents which need to support your application.

## 6. Application procedure

You can apply for a short stay visa at the Dutch embassy or consulate in your country of origin or country of continuous residence. If there is no Dutch representation in your country, you may have to submit the application at the embassy or consulate of another Schengen country. This depends on whether the Netherlands has representation arrangements with another Schengen country for short stay visa applications in the country concerned. For a list of embassies that can handle visa applications for the Netherlands, please go to [www.government.nl](http://www.government.nl).  
[www.government.nl/documents-and-publications/publications/2014/02/20/embassies-responsible-for-short-stay-visa-for-the-netherlands.html](http://www.government.nl/documents-and-publications/publications/2014/02/20/embassies-responsible-for-short-stay-visa-for-the-netherlands.html)

If no Dutch representation is available and there are no representation arrangements, then you should turn to the nearest Dutch representation in a surrounding country.

**Please note!** *If the main destination of your journey is a Schengen country other than the Netherlands, you must submit your visa application at the embassy of that other Schengen country. For example: you want to travel to Germany for 2 months, but you would also like to visit the Netherlands for 2 days. The main destination in this case is Germany. You therefore have to apply for your visa from the German representation. If it is not possible to determine which country is the main destination (in which respect both the purpose and duration of the visit may be checked), the embassy of the country to which you will travel first is authorised to deal with your application.*

You must submit an application for a short stay visa at the embassy or consulate in person. Do not forget to take the items and documents referred to in chapter 5 with you.

Do not make a definitive booking for your trip until you have received a positive answer from the embassy or consulate. Before you receive the actual visa, the validity of your passport and proof that your return journey has been booked will be checked.

You are obliged to take out adequate medical travel insurance. This must cover any expenditure for repatriation on medical grounds or urgent medical care (such as urgent treatment in a hospital). You must take out the insurance in the country where you have your (permanent) place of residence. The medical health insurance must be valid for the entire Schengen area and provide minimal coverage of € 30,000. The medical travel insurance must be valid for the entire duration of your stay. You have to submit proof of the original insurance policy either when you file the application or when the visa is issued. This depends on the possibilities in your country of origin of reimbursement of the cost incurred for insurance taken out if the visa application is denied. You can obtain information on the situation applicable in your country at the Dutch embassy or consulate.

### Period of validity of the visa

In principle the visa is issued for the period you applied for. The dates of the incoming and outgoing flights on your airline ticket are also checked. The number of days you may stay in the Schengen area is stated on the visa sticker in the section 'duur verblijf' (duration of stay). The date on which the visa first becomes valid is stated in the section 'vanaf' (from). You may travel in the Schengen area from this date onwards. The visa is not valid before this date. The date on which the visa ceases to be valid is stated in the section 'tot' (to). After this date the visa is no longer valid. The number of days indicated in the section 'duur verblijf' are counted from the moment you set foot on Dutch soil.

The visa may also state the country or countries for which it is valid. The term 'Schengenstaten' (Schengen States) means that your visa is valid for the entire Schengen area. If the visa states: 'BE, NL, LU', the visa is valid for the Benelux countries only.

## 7. Costs

Every application for a visa costs money. If you are not granted a visa, you will not get any money back. Usually you pay for your visa in euros or in the local currency. In special cases (if the local currency is not convertible) you may pay in a different currency. Information on this matter can be obtained from the Dutch embassy or consulate. You may also be charged for any extra costs incurred by the embassy or consulate in connection with your visa application.

### The costs

This publication does not provide any information on the fee for a visa. If you want to know in advance about the specific amounts charged, please go to [www.ind.nl](http://www.ind.nl).  
[www.ind.nl/en/individuals/short-stay/costs-income-requirements/Costs](http://www.ind.nl/en/individuals/short-stay/costs-income-requirements/Costs)

### Exceptions

The following categories of applicant may obtain a short stay visa free of charge, provided that they meet the conditions:

- children under the age of 6
- pupils, students, post-academic students and accompanying teachers who are undertaking a journey for a course of study or vocational training
- scientific researcher traveling to carry out scientific research
- representatives of any not-for-profit organisation, who are aged 25 or under and take part in events organised by that not-for-profit organisation
- family members, who are required to hold a visa, of the following:
  - a citizen of the Union;
  - citizens of the EEA;
  - citizens of the Swiss Confederation.

**Please note!** Family members of Dutch citizens are not exempt from paying costs, except where the Dutch citizen is exercising his or her right to free movement. Family members of a person of Dutch nationality who has not taken advantage of his or her right to free movement are therefore also not eligible to receive a visa free of charge.

### Nationalities to which the reduced fee applies

The reduced fee applies to nationals of countries with which the EU has concluded or will conclude a visa agreement.

Please visit [www.ind.nl](http://www.ind.nl) for the current fees.

The European Union concluded an agreement with these countries: Albania, Armenia, Azerbeidzjan, Bosnia, Macedonia, Moldavia, Montenegro, The Ukraine, Russia and Serbia. The visa agreement is only of importance for Armenia, Azerbeidzjan, The Ukraine and Russia.

Nationals of the other 6 countries mentioned above do not require a visa if they have a biometric passport.

## 8. Visa extension due to exceptional circumstances

Exceptional circumstances may arise which make it necessary to extend the duration of your stay in the Netherlands. These may be personal or humanitarian reasons (serious illness for example). In these cases, it may be permitted to extend the duration of the validity of the visa, up to a maximum duration of stay of 90 days. Extending the duration of the validity from 90 days to 180 days is only permitted in very exceptional circumstances. If the duration of the validity of your visa is extended and results in exceeding the maximum period of 90 days, this extension is only valid for the countries Belgium, the Netherlands and Luxembourg, or for the Netherlands alone. In that case the total duration of your stay may not exceed 180 days. The validity of your visa may be extended free of charge if you apply for an extension on humanitarian grounds or on account of force majeure for which you have made a plausible case. If you extend the visa because of serious personal circumstances, you will have to pay a fee (see [www.ind.nl/en/individuals/short-stay/costs-income-requirements/Costs](http://www.ind.nl/en/individuals/short-stay/costs-income-requirements/Costs)).

If you think you are eligible for an extension, you should contact the IND. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND. The official will inform you immediately as to the likelihood of your request being granted. If the official is of the opinion that you are (possibly) eligible for an extension, an appointment will be scheduled in consultation with you. A decision will be taken as to whether you must come to the IND desk depending on your place of abode. If the official has explained to you that you are not eligible for an extension and you have indicated that you do not agree with this explanation, the official in question will make an appointment at the IND desk for you to submit an application for an extension. You can lodge an application for review against a final refusal. For more information on this subject see chapter 10.

**Please note!** You will not be assisted at the IND desk if you do not have an appointment. If you have an appointment, this does not necessarily mean that the duration of the validity of your visa will be extended.

## 9. Do you disagree with the decision?

If your application is rejected by the Dutch government, you may lodge an objection. Your legal representative, or a person with special power of attorney, or lawyer, may do this on your behalf. If your referent submits an objection on your behalf, he must be able to show a written authorisation signed by you. The decision on your visa application will include a description of how you can submit an objection against the decision. Read the decision carefully, and note in particular the periods within which your objection must be submitted. Usually an objection must be submitted in writing, complete with arguments, within 4 weeks of the day on which the decision was made known to you. It is recommended that you send a copy of the decision together with your objection.

For comprehensive information in this regard, you may consult a lawyer or a legal assistance counsellor.

*Please note! If another country has taken a negative decision on your visa application on behalf of the Netherlands, you must send your objection or appeal to the authorities of that country. This is also described in the negative decision on your visa application. If you object to the Dutch authorities, this objection will not be taken into consideration.*

## 10. Which authorities do you have to deal with?

The bodies you may have to deal with when you apply for a visa are listed below.

### **Dutch embassy or consulate**

The official representation of the Dutch government in your country.

### **Immigration and Naturalisation Service (IND), Short Stay Visa Service**

The Short Stay Visa Service advises on short stay visa applications presented to her by embassies or consulates. The Short Stay Visa Service also decides on objections files against the refusal of a visum application.

### **Aliens Police**

The task of the Aliens Police is to supervise foreigners in the Netherlands.

### **Royal Netherlands Military Constabulary (KMar)**

This service is responsible for border control. At Schiphol airport for example, the KMar checks your travel document and the visa attached inside it. The KMar may ask you questions about the purpose of your trip and your financial resources. The KMar has the authority to refuse you access to the Netherlands, even if you have a valid visa. It does this in consultation with the Immigration and Naturalisation Service.

# 11.

## Explanation of concepts

### Decision

This is a (written) decision of the government. A foreigner who has submitted an application for a visa is notified of the result in the form of a decision.

### Sponsor declaration

A sponsor declaration is requested if it is not clear whether the foreigner in question has sufficient means of support during the stay in the Netherlands. A sponsor declaration may also be requested during a visa procedure, to obtain greater certainty about the timely return of the visa applicant. The sponsor declaration states that costs incurred by the State or by government institutions will be recovered from the sponsor of the foreigner. Always, a template/standard form must be used for the sponsor declaration. The signature of the sponsor must then be legalised at the Civil Affairs Department of the municipality where the sponsor lives. See in this context also 'Proof of Sponsorship and/or private accommodation'.

### Sponsor

The sponsor is the person who sponsors the foreigner staying in the Netherlands. If the Dutch government is obliged to incur costs for this foreigner, these costs may be recovered from the sponsor.

### Referent

The referent is the person or organisation in the Netherlands who invited you, and with whom you wish to stay. The referent acts as contact person and may be asked to provide further information about the background of the visa application. The referent may also be the sponsor.

### Schengen

In 1985 and 1990 several member states of the European Union signed the Schengen Convention and the Schengen Implementation Agreement. Among other things this agreement provided for the free movement of persons in the so-called Schengen area, consisting of Belgium, Czech Republic, Denmark, Estonia, Germany, Finland, France, Greece, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Austria, Poland, Portugal, Slovakia, Slovenia, Spain, Iceland, Sweden and Switzerland.

### Schengen visa

With the coming into force of the Schengen Convention, a Schengen visa was also introduced. With this short stay visa or C-visa, a foreigner may travel freely inside the territory of all the Schengen countries. In principle a Schengen visa is valid for a maximum of 90 days.

### Proof of Sponsorship and/or private accommodation

Standard form that must be used as Sponsor Declaration and as evidence of accommodation with friends or family. This form can be downloaded from [www.ind.nl](http://www.ind.nl). Some municipalities have the form on their website. The sponsor in the Netherlands completes the form and has his signature (and that of his partner in the case of a sponsor declaration) on the form legalised by the municipality. This form can be used as document to support the visa application.

## 12. More information

Do you still have questions after reading this publication? Please visit [www.ind.nl](http://www.ind.nl) or turn to the Dutch embassy or consulate in the country where you live. You can contact the IND in the following ways.

### Internet

You can indicate your specific situation on [www.ind.nl](http://www.ind.nl). You will then be provided with the information that you need to prepare your application.

### Twitter

You can ask general questions on Twitter via @IND\_NL. The IND responds on working days from 09:00 to 17:00 hours. Because of privacy reasons do not mention your V-number and other personal information. The IND does not respond to file-specific questions and remarks.

### Letter or email

*Questions about a visa and general questions*  
Immigratie- en Naturalisatiedienst  
Postbus 3002  
7600 EA Almelo

*E-mail:* [klantinformatiecentrum@ind.minvenj.nl](mailto:klantinformatiecentrum@ind.minvenj.nl)  
(or use the e-mail form on [www.ind.nl](http://www.ind.nl) > Contact)

### Telephone

The IND is available on 088 043 04 30 (normal charges apply). From abroad, please call +31 88 043 04 30.

Do you have a question about the progress of an ongoing application? Please have the following details to hand:

- V-number, if known
- Surname and first name (and maiden name if applicable)
- Place of birth and date of birth
- Nationality

### Visit

You can also go to one of the IND desks. You have to make an appointment for an extension of a visa or to apply for a return visa. Visit [www.ind.nl](http://www.ind.nl) for information about the IND desks.

### Complaints

If you have a complaint about the way in which the IND treated you, we advise you to visit [www.ind.nl](http://www.ind.nl) > Customer Service Information > Contact > Complaints and notice of default. You will find a complaints form here.

Please complete this form, print it and send it by post to:  
Immigratie- en Naturalisatiedienst  
Postbus 10  
7600 AA Almelo

Do you prefer to write a letter yourself? You can also send this letter to the above-mentioned postal address.

For complaints you can also call +31 88 043 04 70.

### Questions about legalisation?

For information about the legalisation of documents (birth certificate, marriage certificate), you can call number 1400 (Central government Information). Via internet: [www.government.nl](http://www.government.nl).

### Data Protection Act

The Data Protection Act obliges the IND to inform you that the IND is the organisation that processes the data in your application or request. The IND does this in order to evaluate your request or application. Questions you may have about this data processing can be asked via a letter sent to the IND, Postbus 287, 7600 AG Almelo. You may also ask for a summary of the data processed about you. On the basis of this request, you may ask for your personal data to be amended, deleted or protected.



This publication is an expenditure of:  
Immigration and Naturalisation Service  
[www.ind.nl](http://www.ind.nl)

No rights can be derived from the contents  
of the publication. The text of this publication  
may be used if the source is mentioned.

January 2016 | Publication-no. 8022D