

Royal Netherlands Embassy
P.O. Box 94307
Riyadh 11693
Diplomatic Quarter
www.holland.org.sa
Tel : 966 - 1 - 488-0011
Fax: 966 - 1 - 488-0544

*For visa appointment please visit our website at
<http://riyadh.embassytools.com>
For consular inquiries please call between
14.00 – 15.00 hr. any working day on
extension 3-6
Email: riy-visa@minbuza.nl*

The Schengen-States include the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

To obtain a visa for the Schengen-States, the following standard documents are required:

A) For applicants going on a business trip:

- 1- One visa application form completed and signed by the applicant.
- 2- One recent passport size photograph on a white background. Hair should be uncovered, unless covering hair is for religious or medical reasons.
- 3- Passport valid for three months after the expiry date of the requested visa.
- 4- A print-out of the flight booking and if visa application is approved, the original confirmed return ticket and a copy of the ticket .
- 5- Invitation letter from a Dutch company send by mail, email or faxed directly to the Embassy and a copy with the application.
- 6- Job certificate legalised by the Chamber of Commerce, mentioning monthly salary, length of contract, job title, and information whether the company will be responsible for expenses and accommodation of traveller during his/her stay in the Netherlands.
- 7- Bankstatements (in English) for the last three months, mentioning the receipt of the monthly salary.
- 8- Comprehensive health/travel insurance with a minimum coverage of € 30,000.- per person per year.

And if applicable:

- 9- Exit re-entry visa valid for minimum two months.
- 10- Copy of iqama which must be valid for minimum three months after the expiry date of the requested visa.

B) For applicants going for tourism the same mentioned documents are required with the following modification:

- Instead of an invitation letter from a Dutch company a Hotel voucher is required and proof of payment or credit card guaranteed reservation.

C) For applicants going for a visit to family or friends the same documents, mentioned in paragraph A), are required with the following modifications:

- Instead of an invitation letter from a Dutch company an original invitation form is required legalised by the municipality of the host residence.
- 11- A copy of the host Dutch passport or Residence Permit.
 - 12- A copy of the host job contract.
 - 13- A copy of the host's bank-account or salary statements for the last 3 months.

D) For applicants applying for an airport transit visa the following documents are required:

- 1- One visa application form completed and signed by the applicant.
- 2- One recent passport size photograph on a white background. Hair should be uncovered, unless covering hair is for religious or medical reasons.
- 3- Passport valid for three months after the expiry date of the requested visa.
- 4- The original confirmed return ticket and a copy.
- 5- A valid visa for the main destination in the applicant's passport.
- 6- Job certificate legalised by the Chamber of Commerce, mentioning monthly salary, length of contract and job title.

And if applicable:

- 7- Exit re-entry visa valid for minimum two months.
- 8- Copy of iqama which must be valid for minimum three months after the expiry date of the requested visa.

Important notes:

- 1- According to the judgement of the consular officer additional documents might be required.
- 2- The visa applicant has to present him/herself at the Embassy.
- 3- Passports submitted for visa purposes must bear the signature of the holder.
- 4- Passports submitted for visa purposes will be returned the following working day. Some nationalities, however, require more time to process their applications. The applicants are thus advised to submit their applications in advance.