



CHECKLIST – Business visa

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**General documents:**

- Valid **travel document** (international passport) valid for a minimum of 3 months after scheduled return to the Russian Federation.
- Visa application form** correctly completed and signed.
- Photographs:** two recent colour passport photographs, not older than 6 months, bearing a true likeness to the applicant (3,5 by 4,5 cm.).
- Valid **travel-medical-insurance** policy, either individual or group, with a minimum cover of 30,000 euro and valid for all Schengen countries.
- Non-Russian citizens** have to present: Russian visa or residence permit + registration valid 3 months after scheduled return to the Russian Federation. Exception to this rule are citizens of Belorussia.
- Option:** Provide old passport(s) with previous EU Schengen visa(s).

**For this purpose:**

- Original **letter of invitation** by a Dutch company indicating the purpose, duration of stay, mentioning which party is bearing the expenses of the trip.
- Covering letter** from the Russian company confirming the applicant's position, notification of salary and bearing of the expenses of the trip if the Netherlands host does not cover the costs (original employment statement).

**Minors:**

- Invitation:** Minors need to be mentioned on the business invitation to be able to apply for a visa. Validity visa not longer then parent(s).
- Application form:** minors without their own passport: per minor a visa application form and 2 colour passport photographs need to be submitted.
- Parental consent:**
  - A) Minors that are accompanied by one of the two parents need to show the original notarized parental consent and leave a copy. The original is to be shown at the Russian border.
  - B) Minors that are not accompanied by any parent need to show the original notarized parental consent of both parents and leave a copy. The original is to be shown at the Russian border.
  - C) Minors with one parent need to show official original documentation and leave a copy. The original is to be shown at the Russian border.

**Other evidence:**

The foregoing is not an exhaustive list. Each applicant may be asked to provide additional documentation if the Embassy or Consulate General deems necessary.