



TLSCONTACT VISA APPLICATION CENTRE – CHINA
LIST OF DOCUMENTS
BUSINESS AND SHORT PROFESSIONAL TRAINING

A short-stay Schengen visa with ‘Business’ as the purpose of travel is for visiting the Netherlands to take part in commercial activities. This includes attending meetings, conferences or training courses.

Such visas can only be issued to applicants not being paid for work by an entity within the Netherlands. If you intend to undertake paid work in the Netherlands, you will need to [obtain a work permit](#).

A short-stay Schengen visa lets you visit the Netherlands for a maximum of 90 days within a 180-day period. It is also valid in the other Schengen countries.

TRAVELLING ON A VISA

Even if you have a visa you may still be subject to checks during your trip. You must at all times meet the [requirements for travelling without a visa](#). If you do not meet these requirements you may be refused entry to a Schengen country or the Schengen area.

DOCUMENTS REQUIRED

- Complete the [online application form](#), print it out and take it to your appointment;
- Get all the documents required for your application. The [checklist](#) explains which documents you need to provide and which requirements they must meet;
- If you submit your application by post, you also need to provide an original of the following documents:
 - [Postal address & Invoice title](#)
 - [Statement of consent](#)
 - [Courier delivery service discharge](#)
- If you choose to submit your application through a representative, the following also needs to be provided:
 - [Letter of authorization for visa application/passport return](#). The signature on the letter of authorization needs to be the same as the one in the applicant’s passport and Visa application form;
 - Representative’s ID Card or passport.