



## 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; The application form has to be signed by the applicant. Minor applicant under the age of 18: The application form must be signed by both parents or by a legal guardian. Please DO NOT sign the name of an underage applicant.
- 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 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.

For every document submitted, you must provide the original (to show at the counter) and a photocopy (to be attached to the visa file). The documents must have been drawn up in (or translated into) Dutch, English, French or Spanish.

Your [biometric data](#) (fingerprints and a digital photograph) will be collected during your appointment. This will remain valid for 5 years. Some applicants, such as children under the age of 12, do not need to provide this data.

If you apply for a [subsequent visa](#) within these 5 years, you do not have to provide fingerprints again.

Please be aware, when applying for a visa at an external service provider, it cannot be checked at the desk whether your fingerprints have been stored in the systems in the past 5 years. If it turns out the Ministry of Foreign Affairs does not have your fingerprints, you will be asked to return to the External Service Provider for a second time to register your fingerprints.

Incomplete applications may not be accepted.

### PROCESSING TIME

The earliest you can apply is 6 months before you intend to travel. You should apply no later than 15 working days before your trip.

You can track the status of your application using your track & trace code. If you have any questions about the status of your application, please visit "Contact us" page on the Visa Application Centre website.