



TLSCONTACT VISA APPLICATION CENTRE – CHINA

LIST OF DOCUMENTS

VISITING FAMILY/FRIENDS

A short-stay Schengen visa with ‘Visiting family/friends’ as the purpose of travel is for visiting family and/or friends in the Netherlands.

A short-stay 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.

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.

You are not required to submit a photo for short-stay Schengen visa applications. Your photo will be taken at the Visa Application Centre itself.

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.

In most cases, you will be informed within 15 calendar days whether your application has been successful. Sometimes it can take up to 30 days if more time is needed, and up to 60 days in exceptional cases, for example if extra documents are required.

Some Schengen member states want to exchange information on visa applicants. This check (known as ‘consultation’) is mandatory for [certain nationalities](#) and can take up to 7 days.

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.