



Checklist for visa application in Albania for business

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

- 1.1 A completed and signed Schengen [visa application form](#).
- Yes
 - No
 - Remarks

2. Travel Documents

- 2.1 A passport or other travel document.
- Yes
 - No
 - Remarks
- 2.2 A copy of all pages of the passport.
- Yes
 - No
 - Remarks
- 2.3 Minors, if traveling alone: notarised consent from holders of the parental authority (both parents) or of the legal guardian.
- Yes
 - No
 - Remarks
- 2.4 Minors, if traveling with one parent or legal guardian, only: notarised consent of the other holder of parental authority.
- Yes
 - No
 - Remarks
- 2.5 If the parent with whom the minor is to travel holds parental authority alone: document that proves he or she is the only parental authority, e.g. birth certificate of the minor (indicating one parent), death certificate, divorce or custody agreement.
- Yes
 - No
 - Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

3. Evidence of legal residence

3.1 Albanian residence permit, valid for at least 3 months from the date of intended departure from the territory of the Member States.

- Yes
- No
- Remarks

4. Photo

4.1 A passport photo that meets Dutch passport requirements.

This photo cannot have been taken more than 6 months ago and must bear a clear resemblance. See: [photo guidelines](#).

- Yes
- No
- Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Proof of sufficient means of subsistence for the intended journey:

- Bank statement (covering the last three months) including bank account movements and final balance. This does not apply to pupils.
 - Employees: employment contract or certificate of employment.
 - Company owners: copy of company registration in the National Business Register, bank statement(s) for the company including bank account movements covering the last 3 months and balance sheet from the previous financial year.
 - Students: proof of financial solvency of parents, or proof of sufficient funds for entire stay.
 - Retired people: pension payment for the last three months.
 - People who cannot prove financial means of subsistence of their own: proof of sponsorship signed by the host in the Member State of destination, covering the expenses of the stay.
- Yes
 - No
 - Remarks

- 5.2 Proof of travel arrangements: a reservation for a return air, train or bus ticket or registration details of a vehicle.
- Yes
 - No
 - Remarks
- 5.3 Proof of accommodation or proof of sufficient financial means to cover accommodation expenses.
- Yes
 - No
 - Remarks
- 5.4 Proof of accommodation, if not covered by the inviting party.
- Yes
 - No
 - Remarks
- 5.5 Written invitation from the inviting party containing the following information:
- the name and address of the inviting party;
 - the name and position of the person signing the invitation;
 - the registration number of the inviting party;
 - detailed information on the purpose of the visit.
- Yes
 - No
 - Remarks
- 5.6 Written proof that the inviting party will cover all expenses or that the sending company will cover all expenses.
- Yes
 - No
 - Remarks

6. Proof of health insurance

- 6.1 The insurance policy has been taken out in your name.
- Yes
 - No
 - Remarks
- 6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.
- Yes
 - No
 - Remarks
- 6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).
- If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.
- Yes
 - No
 - Remarks

7. Visa

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

8. Payment

8.1 Payment of the visa fee.

- Yes
- No
- Remarks

Please be aware of the following

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Albania according to the Commission Implementing Decision of 3-12-2021 by the European Commission, in conformity with the list of supporting documents.