



Checklist for visa application in Albania for private visit

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 Minors: 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 sponsorship, an accommodation commitment from the host and/or private accommodation by means of an official national form (required by some Member States).
- Yes
 - No
 - Remarks
- 5.5 Invitation letter, if relevant, containing the following information:
- the length of the stay;
 - details on the relation between the inviting person and the applicant;
 - the inviting person's ID number and personal identification code of the relevant Member State concerned (if applicable);
 - date and signature.
- 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.