



Checklist for visa application in Cuba for official 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

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.

- 2.3 Additional document for persons under the age of 18 that are travelling alone or with only one parent: Written consent from the parent/parents not travelling with the child.

(This condition shall not apply if the travelling parent can prove that he/she is a single parent or holds the parental authority alone).

- Yes
- No
- Remarks

2.4 Additional document for persons under the age of 18 that are travelling alone or with only one parent: Proof of family ties with the host person, if applicable.

- Yes
- No
- Remarks

2.5 Additional document for persons under the age of 18 that are travelling alone or with only one parent: Letter of school confirming depending on the purpose of travel.

- Yes
- No
- Remarks

3. Evidence of legal residence

3.1 Proof of real estate property or residence, if applicable.

- 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 Return air ticket or ticket reservation.

- Yes
- No
- Remarks

5.2 Attestation of leave, if applicable.

- Yes
- No
- Remarks

5.3 Proof of family ties, if applicable: birth certificate, marriage certificate, birth certificate of children, etc.

- Yes
- No
- Remarks

- 5.4 Proof of financial means: personal or family bank statements of the last three months, if applicable.
- Yes
 - No
 - Remarks
- 5.5 Proof of professional status demonstrating the stability of employment (e.g. recent bank statements for the last three months, labour contract).
- Yes
 - No
 - Remarks
- 5.6 For students: letter of school or university confirming permitted leave.
- Yes
 - No
 - Remarks
- 5.7 Proof of financial means: personal or family bank statements, cash, travellers' cheques or credit cards in the applicant's possession.
- Yes
 - No
 - Remarks
- 5.8 Proof of travel arrangements:
If trip is booked through a travel agency or a tour operator: a certificate or voucher (original) confirming the booking of an organised tour.
- Yes
 - No
 - Remarks

Individual travellers: proof of hotel reservation and proof of travel arrangements.

- Yes
- No
- Remarks

- 5.9 Note Verbale from the related Cuban Ministry confirming that the applicant is a member of the official delegation travelling to a Member State.
- 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 Cuba according to the Commission Implementing Decision of 16-3-2015 by the European Commission, in conformity with the list of supporting documents.