



Checklist for visa application in Georgia for representatives of civil society organizations

(For the purpose of educational training, seminars, conferences, including in the framework of exchange programmes)

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 Specific requirements for minors: The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Obviously exceptions should be made to this, if the single parent with whom the minor is to travel holds the parental authority alone.
- Yes
 - No
 - Remarks

- 2.4 Specific requirements for minors: Proof that a single parent holds parental authority alone.
- Yes
 - No
 - Remarks
- 2.5 Specific requirements for minors: Copy of ID-card for passport of the parent(s) or the guardian(s).
- Yes
 - No
 - Remarks
- 2.6 Specific requirements for minors: Birth certificate of minor (translated and certified by a notary).
- Yes
 - No
 - Remarks

3. Evidence of legal residence

- 3.1 Proof of legal residence in Georgia.
- 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 Flight ticket reservation.
- Yes
 - No
 - Remarks
- 5.2 A written request issued by the host organization, a confirmation that the person is representing the civil society organization and certificate on establishment of such organization from the relevant register issued by a state authority in accordance with the national legislation.
- Yes
 - No
 - Remarks

- 5.3 The written request must specify details of accommodation. If accommodation is not arranged by the host organization: hotel reservation or any other document indicating envisaged accommodation.
- Yes
 - No
 - Remarks
- 5.4 Applicant's bank statement demonstrating the last three months' movements or written declaration of host institution that all expenses are covered and its bank statements demonstrating the last three months' movements.
- Yes
 - No
 - Remarks
- 5.5 Recent employment certificate (in case of company owners – registration of the company indicating that the applicant is the owner) and/or title of property ownership in Georgia.
- 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 Georgia according to the Commission Implementing Decision of 29-04-2014 by the European Commission, in conformity with the list of supporting documents.