



Checklist for visa application | Participants in official exchange programmes organized by twin cities and other municipal entities

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 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.



Additional documents for persons under the age of 18 that are travelling alone or with only one parent:

2.3 Written consent from the parent/parents not travelling with the child. The written consent must have a stamp of a Notary public and has to be presented in original. If there is only one custodian this must be proved through a birth certificate, the court decision on sole custody or the death certificate of the other parent.

- Yes
- No
- Remarks

2.4 Original or copy of the international or national passport of the parents.

- Yes
- No
- Remarks

2.5 Birth certificate - original and copy.

- Yes
- No
- Remarks

3. Evidence of legal residence

3.1 Proof of legal residence in Ukraine.

- 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 activity and income as evidence of financial ties with Ukraine.

Employed persons:

- Employment certificate confirming the position of employee, the date of employment, and the duration of the leave of absence. The letter must give the name and position of the person signing, contact information for the company and registration information for the company.
- The salary gained within the previous period of 6 months.

Private entrepreneurs:

- License/registration with relevant Ukrainian authorities of the individual company, or;
- Most recent tax statement

Unemployed persons:

- A written and signed statement explaining the financial situation of the traveler.

Pensioners:

- Pension certificate.

Students and pupils:

- Confirmation from educational establishment with confirmation of leave of absence.

Alternatively, as appropriate:

- Proof of ownership of property (land, house, car, others if relevant), or;
- Most recent tax statements (for first time travelers).

- Yes
- No
- Remarks

5.2 Proof of sufficient financial means to cover expenses to travel the Schengen area. All applicants must document that they have the necessary financial means to cover the cost of the planned travel and the return to the home country by one of the following:

a) Sponsorship.

- Guarantee by sponsor. Expenses may be covered by the host, if this possibility is permitted by the national legislation of the Member State of destination. The document that shows the host covering such expenses shall be made in accordance with national legislation. See <https://ind.nl/en/Forms/1310.pdf>.
- Guarantee by third party in Ukraine. The guarantee must document that the third party has the financial means to give such a guarantee.

b) By own means.

- Bank account showing sufficient funds and activity over the last three months, or;
- Traveler checks under the name of the applicant, duly signed, presented in original and copy.

- Yes
- No
- Remarks



5.3 Proof of accommodation:

- As guaranteed by host, or;
- Hotel booking or other proof of accommodation.
- Documents regarding the purpose of the visit.

- Yes
- No
- Remarks

5.4 A written request of the Head of Administration/Mayor of these cities or other municipal entities.

The written request shall contain the following items:

- For the invited person: name and surname, date of birth, sex, citizenship, number of the identity document, time and purpose of the journey, number of entries and name of minor children accompanying the invited person;
- For the inviting person: name and surname and address; or;
- For the inviting legal person, company or organization: full name and address and:
 - If the request is issued by an organization, the name and position of the person who signs the request.
 - If the inviting person is a legal person or company or an office or a branch of such legal person or company established in the territory of a Member State, the registration number as required by the national law of the Member State concerned.

- 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 Ukraine according to the Commission Implementing Decision of 29-04-2014 by the European Commission, in conformity with the list of supporting documents.