

Netherlands - Netherlands Business Visa

Visa Application Itinerary & Document Checklist

Visa Details

Destination	Netherlands
Visa name	Netherlands Business Visa
Visa type	Business
Processing time	Minimum 7-10 working days
Available entry	Single / Multiple
Apply before	60 days PERFECTION GROWTH

Required Documents

- : Valid passport
- : Employer cover letter
- : Host invitation letter
- : Two recent photos
- : Company bank statements

Other Documents

- Trade registration details
- Business Proof Or Employment Proof.

Optional Documents

- The invitation should clearly mention:
 - Applicant's full name and passport details
 - Name and details of the Dutch company
 - Purpose of the visit
 - Business relationship between the companies
 - Exact dates/duration of visit

- Meetings/business activities planned
- Location of meetings
- Accommodation arrangements
- Who will bear travel and accommodation expenses
- Contact details and signature of the inviting company
- The Dutch authorities specifically require an invitation from the company or organisation being visited. For business travel, the invitation and employer's cover letter should explain the applicant's personal details, duration, accommodation and purpose such as meetings, conferences, training or business events.
- Cover Letter
- It should explain:
 - 1. Applicant's personal details
 - 2. Purpose of business visit
 - 3. Dutch company being visited
 - 4. Business relationship
 - 5. Dates of travel
 - 6. Proposed itinerary
 - 7. Cities/countries to be visited
 - 8. Accommodation
 - 9. Who is paying for the trip
 - 10. Employment/business background
 - 11. Previous international travel
 - 12. Confirmation of return to India
 - 13. Any other relevant circumstances
- The Netherlands officially requires a cover letter explaining the reason for travel, duration, fellow travellers where applicable, transportation and accommodation.



Application Process

1. Step-by-Step Application Process — Top to Bottom
2. STEP 1 — Determine the Correct Schengen Country
3. If the Netherlands is your main destination, proceed with the Netherlands application.
4. If visiting several Schengen countries, determine the correct country of application before submitting.
5. STEP 2 — Select Business Purpose
6. Choose the appropriate Business/Official Visit checklist rather than the tourist checklist.
7. STEP 3 — Prepare the Documents
8. Prepare the complete checklist:
9. Passport → Application form → Photograph → Invitation → Employer/business documents → Financial documents → Cover letter → Hotel → Flight reservation → Insurance → Supporting documents.



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Email: info@velotrav.com

Website: <https://www.demo.velotrav.com>

10. STEP 4 — Complete the Online Application
11. Complete the Netherlands Schengen visa application online and generate the application form with its unique code. Print and sign it.
12. STEP 5 — Book VFS Appointment
13. Book an appointment with VFS Global in India.
14. The official Netherlands guidance recommends applicants make the appointment themselves rather than paying an intermediary simply to obtain an appointment.
15. STEP 6 — Attend VFS Personally
16. Take:
 17. • Original passport
 18. • Complete document set
 19. • Printed application
 20. • Checklist
 21. • Appointment confirmation
 22. • Supporting documents
23. Applicants generally need to appear personally.
24. STEP 7 — Biometrics
25. At the appointment:
 26. ☒ Documents submitted
 27. ☒ Passport submitted
 28. ☒ Fingerprints taken where required
 29. ☒ Photograph/biometric information collected as applicable
 30. ☒ Questions about the proposed trip may be asked
 31. ☒ Visa fee and VFS service charges paid
32. The Dutch authorities state that fingerprints are taken from applicants aged 12 or older, subject to applicable rules/exemptions.
33. STEP 8 — Application Processing
34. The application is assessed by the Dutch authorities. They may request additional documents or an interview if required.
35. STEP 9 — Track the Application
36. Keep the VFS reference number and use the applicable VFS tracking facility to monitor the application.
37. STEP 10 — Passport Collection
38. Once a decision has been made, collect the passport or use the applicable return/courier service selected during the application.
39. STEP 11 — Check the Visa
40. When you receive the passport, immediately verify:
 41. • Name
 42. • Passport number



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43. • Visa type
44. • Valid-from date
45. • Valid-until date
46. • Number of entries
47. • Duration of stay
48. The Dutch authorities specifically advise checking the visa information because an error can create problems during travel.

Processing Time

Minimum 7-10 working days

Fees

Single entry visa (inclusive of GST)

Category	Total Cost
Adult	₹18,850/-
Child	₹18,850/-
Infant	₹9,425/-

Multiple entry visa (inclusive of GST)

Category	Total Cost
Adult	₹33,930/-
Child	₹33,930/-
Infant	₹16,965/-

Above cost is inclusive of GST. Embassy / VFS fees are separate unless stated.

Important Notes

- Important Notes Before Applying
- 1. Apply early: Applications can be submitted up to 6 months before travel, and the Netherlands advises applying at least 15 days before the intended journey.
- 2. Do not rely only on an invitation letter. A strong business application should establish the genuine business purpose, financial capability and ties to India.
- 3. Keep all documents consistent. Dates on the invitation, cover letter, hotel booking and flight reservation should make sense together.
- 4. If the Dutch company is paying: The invitation should clearly state which expenses it will cover.

- 5. If the applicant is self-funded: Provide convincing financial evidence and business/employment documents.
- 6. Do not submit false or altered documents. Inconsistencies can seriously affect the application.
- 7. Schengen travel rule: A short-stay Schengen visa generally allows a maximum stay of 90 days in any 180-day period, subject to the visa's specific validity and authorised duration.
- 8. The embassy/consular authorities can request additional documents or an interview, even when the standard checklist has been submitted.
- Official resources
- Netherlands Worldwide — Business Visa Checklist for India
- Netherlands Worldwide — Applying for a Schengen Visa in India
- If you are preparing this for clients of your visa consultancy, I can also turn this into a short, premium WhatsApp-style Netherlands Business Visa checklist with separate sections for Employee / Business Owner / Sponsored Applicant, which is easier to send directly to clients

Visa issuance is the sole responsibility of the embassy or consulate. We provides consultation and filing support only; fees shown are starting prices for our services and exclude official government charges unless stated.

Why Choose Velotrav

- Corporate document consistency checks



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