



# Checklist for visa application in Cuba for business

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 requirement for minors (under 18 years): The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent.

(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 requirement for minors (under 18 years): Proof of family ties with the host person, if applicable.
- Yes
  - No
  - Remarks
- 2.5 Additional requirement for minors (under 18 years): 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 Original invitation from a firm or an authority in the Schengen State (Public Agency, Public University, etc.) to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them.
- Yes
  - No
  - Remarks
- 5.10 Other documents which show the existence of trade relations or relations for work purposes (e.g. contracts).
- Yes
  - No
  - Remarks
- 5.11 Entry tickets for fairs and/or congresses, if applicable.
- Yes
  - No
  - Remarks

5.12 Document proving the applicant's employment status in the company sending him/her and sponsorship of means of subsistence for the duration of the journey, if applicable.

- Yes
- No
- Remarks

5.13 Other documents such as a Note Verbale from the related Cuban Ministry (i.e. MINCEX, MINREX, etc.), indicating purpose and duration of stay, if applicable.

- 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.