



VISA Information sheet

Short Stay - Business

Netherlands, Belgium, Luxembourg

How to apply for a visa

The visa department is open from Monday to Friday from 8.30 am to 11.30 am. The visa department is closed on local and Dutch public holidays. All visa applicants have to make an appointment by internet or telephone. Without an appointment you are unfortunately not able to introduce your visa request! It is advisable to apply in time (at least 2 weeks to 1 month in advance) in order to have your visa application processed. After your application has been registered the process takes at least 3 working days. Please note that you have to apply for a visa in person.

Visa information line and online appointments

Via our website (www.nlembassy.org.mk) you can gather all information and make an appointment for your visa request. You can also reach the visa department by telephone: Monday –Thursday from 1pm to 2pm and on Friday from 12 a.m. to 1 p.m. Telephone number: (+389) 2 3109250

Schengen Visas

The Schengen visa is valid for the following countries:

Austria, Belgium, Denmark, Finland, France, Germany, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, Iceland and Norway, Estonia, Lithuania, Latvia, Poland, Czech Republic, Slovakia, Hungary, Slovenia and Malta

A Schengen visa issued by an Embassy or Consulate of one of the Schengen countries allows the holder to travel freely in these countries. However, please note that a holder of a Schengen visa is still subject to immigration control and is *not guaranteed* entry into any of the Schengen countries; a visa is not in itself a right to enter a country. Please check the information sheet 'Traveling with a valid Schengen Visa' that you will receive while picking up your visa, very carefully!

Where should I apply?

- If you intend to visit only one of the Schengen countries, you *must* apply for a visa at the Embassy or Consulate of that country.
- If you intend to visit several of the Schengen countries, you must apply for a visa at the Embassy or Consulate of the country in which your **main** destination will be, or, in case there is no main destination, the first Schengen country of entry.

General requirements

General requirements + Identity

- a passport valid for at least three months longer than the validity of the visa, with at least two blank visa pages.
- one application form duly completed and signed by the applicant
- one passport size photograph in colour, with a light background
- Handling fee for visa application (if applicable)

Means of support

- evidence of sufficient funds to cover the cost of your intended stay (e.g. traveller cheques, credit cards with credit limit statement, or bank statement).
- A letter from your employer or, if self-employed, proof of registration of your company (+ M1/M2 form)
- upon approval of the visa application, proof of travel insurance (including international health coverage) which is valid for all Schengen-countries has to be presented.

Proof accommodation

- Hotel reservation (or specification in invitation from inviting party – see purpose of journey)

Proof of intention to return

- evidence of your onward journey (if you are travelling by airplane or bus a valid confirmed ticket reservation is required). After the visa has been approved the original ticket may be required.

Purpose of the journey (*facilitation*)

- Original letter of invitation of the inviting party

Depending on the circumstance of your application, you may be required to produce further documentation. It is essential to apply for a visa well in advance (2 weeks to 1 month) of your trip, as it may take some time to process an application.