

Annex I - Visa instructions

In order to succeed the process for the visa applications, we advise that visitors hand over a self-written letter with their application with the following information. Please note that these are guidelines applicants can follow in order to maximize the chances of receiving a visa for the Netherlands. The COC is not responsible for the decision on the application and cannot influence the procedure in any way.

1. Purpose of the journey: visiting the JCI World Congress 2017 in the Netherlands

Recommended pieces of evidence

- visa letter (letter of invitation) - *will be made available by the Congress Organizing Committee*
- proof of the membership of JCI
- receipt or proof of payment of the registration fee

2. Duration of staying in the Netherlands

The duration of the stay must correspond with the duration of the congress. A margin of one or two days before of after the congress must be no problem, but we advice not to plan a longer stay.

Recommended pieces of evidence

- (return) plane ticket

3. Financial information

The applicant must have to prove that he/she has enough financial resources during his/her stay in the Netherlands.

Recommended pieces of evidence

- a copy of the bank account on the name of the applicant showing enough financial resources

4. Guarantees for return

The Dutch Immigration Services must have certainty that the applicant leaves the Netherlands shortly after the congress. This must be proven by a economic and social connection with the country of origin.

Recommended pieces of evidence

- a copy of a reserved return plane ticket by the applicant (it is not necessary that this ticket is already been paid)
- a copy of the travel insurance of the applicant
- if the applicant has a partner: a copy of the marriage or registered partnership certificate, a copy of the passport of applicant's partner and (if possible) an extract of the Civil Administration Authority to proof that applicant an his/her partner are registered on the same address
- if the applicant has children: a copy of the birth certificate and also an extract from Civil Administration Authority to proof that applicant an his/her partner are registered with their children on the same address
- if the applicant has a job: a copy of his/her employment agreement as well a leave letter from his/her employer. Notice: this is important because the congress is (partial) at the weekend!
- If applicant's partner and/or children are accompanying the applicant at his travel to the Netherlands the employment contract and leave letter from the employer of applicant's partner and/or the leave letter from the school of applicant's children must be handed over