

VISA C - Commercial Visa

This visa allows you to stay and travel within the Schengen territory as stated on your visa. You may enter the Schengen territory as a visitor, but you are not allowed to take up work. To avoid any disappointment, applicants are advised to submit their complete files at least 14 working days before the intended date of departure.

Required documents:

1. A valid travel document (passport) in which a visa can be affixed. This travel document must be valid for 15 months minimum. *Additionally, for non-Ugandans/non South Sudanese, a valid residence permit for Uganda valid for a minimum of 12 months .*
2. An online VOW visa application form correctly filled in and signed together with two recent color passport photos bearing a true likeness to the applicant.
<https://visaonweb.diplomatie.be/>
3. Copy of the identity page of your passport
4. Introductory letter from your company explaining its business activities, your position in the company, the purpose of travel and how the expenses of the trip will be covered
5. Proof of employment/income of the applicant:
 - if employee: letter of appointment, leave letter, salary slips of the last 3 months+ bank statements of the account of the last 3 months where your salary is deposited
 - if retired: proof of retirement + bank statements of the account of the last 3 months of the account where your pension is deposited
 - if you are an owner of a business: all documents relating to the company (URA tax clearance of the last fiscal year /Memorandum of Articles of Association/Certificate of Incorporation of a Company), letter of introduction and bank statements of the last 3 months (personal & business).
6. A signed invitation letter from a company in Belgium. This letter should state clearly the purpose and duration of the trip.
7. Proof of commercial relations with the inviting company (ex. original bills of lading with the corresponding invoices, related customs clearance documents etc.) Please note that these documents have to be very recent, i.e. last 12 to 18 months. Bills of lading on their own will not be considered as sufficient proof. It is also advisable to present hotel bills, money exchange receipts, boarding passes etc. as proof of your previous trips to Belgium.
8. Flight booking/reservation.
9. A hotel booking for the period of your stay.
10. Copy of private travel insurance of the visa applicant and covering a minimum of 30.000€ medical costs for a minimum period of 3 months. Please refer to the list of recognized local insurance companies via following link:
https://uganda.diplomatie.belgium.be/sites/default/files/content/insurance_companies_and_contacts_1.pdf

REMARKS:

Since the processing time differs from case to case, it is advisable to apply in advance. In any event, the processing time will be at least 14 working days. In case the visa application has to be submitted to the Home Office in Brussels, the processing time will be approximately an **additional** four (4) working weeks.

The verification of the submitted documents can delay or impede the issuance of the requested visa. These delays depend exclusively upon the organization that issued the documents and how responsive they are to queries.

When entering the Schengen territory, the Immigration Authorities may want to see any of the above-mentioned documents and/or proof of sufficient funds. If you cannot provide these, you risk being sent back with the next flight, since you do not meet the conditions to enter the Schengen territory any more.

Any false statements or documents will lead to your application being rejected. Please note that an incomplete file may lead to a visa refusal.

If you stay at a hotel, a legally required daily provision of at least **95 Euros per day** should be at your disposal (on top of the daily hotel charges).

If you stay at a private residence/house a legally required daily provision of at least **45 Euros per day** should be at your disposal

You must report your arrival to the municipal administration of your place of residence within 3 days of your arrival in Belgium, **unless you are staying in a hotel**. The municipal administration will give you an arrival declaration form (Annex 3). This document indicates the date on which you must leave the SCHENGEN territory.

A complete file does not either guarantee the issuance of a visa. Additional documents may be required to substantiate your visa request.