



Checklist for **PROFESSIONAL TRAINING**

Application form

One application form

- duly filled in,
- signed (two times: at the point nr 37 **AND** on the last page!) **AND**
- dated by the applicant.

Please follow the link to the application [online \(ENG-NL-FR-DE\)](#).

Photo

One passport photo not older than 6 months with the [following specifications](#).

Passport + copy

A valid passport:

- should have been issued within the previous 10 years;
- should be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure;
- should contain at least 2 empty pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

Copy of ID

One copy of your Chinese identity card, temporary residence card (if any) or of your residence permit (for foreigners). Furthermore, this residence permit must be **valid for at least 6 months after your return**.

Invitation letter from the organizer of the event or the training

Written on official letterhead paper with stamp and signature, mentioning clearly:

- the full address and contacts of the company;
- the name and position of the countersigning officer;
- the purpose + duration of the visit;
- the **detailed** program;
- whether the inviting entity or the applicant is covering the cost of travel and stay and;
- that inviting entity guaranties the return of the applicant to China.

A scanned copy of the invitation letter from the inviting entity sent by email to the applicant will be considered as an original.

Work Permit

A work permit is needed even if one works less than 3 months and even in case of unpaid training, except in some cases.

The applicant should ask the inviting entity in Belgium to contact the competent authority in Belgium to check whether a work permit is needed or if the applicant is exempted.

Original Dispatch Letter from your Employer

- Letter from the employer (in English/French/Dutch, or in Chinese with English/French/Dutch translation) on official company paper with stamp, signature, date and clearly mentioning:
 - The address, telephone and fax numbers of the employing company;
 - the name and position in the employing company of the countersigning officer;
 - the name of the applicant, position, salary and years of service;
 - the purpose of the visit;
 - the confirmation of position after return;
 - the person or the entity who will bear your travel and living costs.
- Sealed copy of the Chinese business license of the employing company + full translation in English/French/Dutch.

Proof of solvency

Bank statements from the last 3 months, **no deposits**.

Bank statements should not be « credit card statements » but bank statements of a current account where we can see your regular revenues (salary, pension, etc.).

If the company covers the costs of travel and stay: Proof of the solvency of the (employer's) company;

If the applicant is personally covering the costs of travel and stay Proof of your personal solvency.

Proof of a valid travel insurance policy

The insurance must be valid throughout all the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.

The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of death while in the Schengen area.

NOTE

Attention! Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance: proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.). This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

Applicants who cannot enclose all documents from the list should consider adding alternative documents or explain the reason for not handing them in.

The Embassy/Consulate may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.