

## Business Visa (Schengen Short Stay Visa)

**For people who wish to visit Belgium due to professional reasons (e.g. Business / Research / Conference/ Fairs).**

### IMPORTANT INFORMATION:

The duration of the presented flight reservation and insurance must always correspond.

In case of different or contradictory information, the embassy will issue a visa with a validity based on the shortest period of these 2 documents.

Starting date of the validity of the visa will always be the starting date of the initially press ended flight reservation.

Documents in Farsi language only are not accepted for the treatment of your visa file; only translated documents will be taken into account.

The Farsi documents need to be translated by a sworn translator into one of our national languages or into English.

In case the authorization to issue the visa arrives after the initially planned departure date, you will be contacted by the embassy.

Documents	Description	Remarks
<b>Main documents</b>		
<b>Original of passport</b>	-Passport which must be valid for at least 1Year from the date on which you intend to leave the SCHENGEN territory, or, in the case of multiple journeys, the date on which you intend to leave it for the last time.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Issued within the previous 10 years. It is advisable that your passport contains at least one double blank page reserved for visas (blank front and back) for each. Passport should be signed by the applicant.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Schengen application form</b>	Duly completed (in German, Dutch, French or English), dated and signed by the applicant in person. The form with a bar code is available once the registration on <a href="#">Visa-On-Web</a> is completed online. Print out the form and add it to your documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	For family members or group applications each individual must have a separate VOW application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	In case of minors (below the age of 18), the application form needs to be signed by parents or person exercising legal guardianship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2 photos</b>	2 recent photographs in accordance to the Schengen photo requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Birth Certificate</b>	Translated Of Shenaname	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<b>Proof of purpose of stay and accommodation</b>	
<b>Invitation letter</b>	Signed invitation letter from a business or an authority indicating purpose and trip dates (and requested period in case of multiple entries), other documents indicate the	
	existence of commercial or professional relationships, entry tickets/registration confirmation to fairs and congresses etc. If host organization will be covering the costs involved with the trip, this must be indicated as well.	<b>Yes No</b>
<b>Travel Documents</b>	Copy of the flight and hotel reservation, the dates of the hotel and flight reservation need to correspond.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Evidence of employment and solvency proof</b>	<u>For employees:</u> -Work certificate: a signed, dated and stamped certificate on company letterhead with contact information. Must state applicant's name, position, salary and years of employment.	<b>Yes No</b>
	-Holiday authorization from employer	<b>Yes No</b>
	-Salary slips of last 3 months	<b>Yes No</b>
	-Proof of payment of Social Security (list-e-bimeh)	<b>Yes No</b>
	-Personal bank account statement of the applicant for the last 6 months : underline the transfer of salary on the account statement	<b>Yes No</b>
	<u>For business owners, liberal professions, self-employed</u> -Valid business registration certificate / exploitation permit	<b>Yes No</b>
	-Gazette of the company	<b>Yes No</b>
	-Proof of payment of Social Security (list-e-bimeh)	<b>Yes No</b>
-Personal bank account statements of the applicant for the last 6 months: underline the transfer of income on the account statement	<b>Yes No</b>	
-Last tax payment receipt	<b>Yes No</b>	

<p><u>For retired persons:</u></p> <p>-Receipt of retirement issued by the competent authorities</p>	<p><b>Yes</b>   <b>No</b></p>
<p>-Personal bank account statements of the applicant for the last 6 months: underline the transfer of income on the account statement</p>	<p><b>Yes</b>   <b>No</b></p>
<p><u>For accompanying persons, if unemployed:</u></p> <p>-Spouse: translated shenasnameh</p>	<p><b>Yes</b>   <b>No</b></p>
<p><u>Children:</u></p> <p>-Proof of family relationship by birth certificate (translated shenasnameh – of the father is sufficient for the whole family)</p>	<p><b>Yes</b>   <b>No</b></p>

	<p>-School attestation (depending of the age of the child)</p> <p>-Minor travelling alone: authorization by both parents</p> <p>- Minor travelling with one of the parents: authorization from the other parent</p>	<p><input type="checkbox"/> <b>Yes</b>   <input type="checkbox"/> <b>No</b></p> <p><input type="checkbox"/>   <input type="checkbox"/> <b>No</b></p> <p><b>Yes</b></p> <p><input type="checkbox"/>   <input type="checkbox"/> <b>No</b></p> <p><b>Yes</b></p>
<b>Other documents</b>		
<b>Attachment to Iran</b>	Proof of attachment to Iran	<p><input type="checkbox"/> <b>Yes</b>   <input type="checkbox"/> <b>No</b></p> <p><input type="checkbox"/>   <input type="checkbox"/></p>
<b>Medical insurance policy</b>	<p>-The travel insurance should be valid for Schengen area if you apply for short stay visa.</p> <p>-The insurance must cover the minimum amount of 30,000.00 Euro (coverage: repatriation for medical reasons, urgent medical attention, emergency hospital treatment and transportation of the body in case of death).</p> <p>-The insurance should cover the whole period of your stay in Schengen area. If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip.</p>	<p><b>Yes</b>   <b>No</b></p> <p><input type="checkbox"/>   <input type="checkbox"/></p> <p><b>Yes</b>   <b>No</b></p> <p><input type="checkbox"/>   <input type="checkbox"/></p> <p><b>Yes</b>   <b>No</b></p>

<b>Copy of old passport</b>	If you have Schengen visas for last 5 years in the old passport, it is recommended to submit copies Schengen visas and the page with the personal data of that passport with your application. Also we request the copy of the current passport: 1 <sup>st</sup> page with personal information + all the pages that have stamps and/or visa on it.	<input type="checkbox"/> <input type="checkbox"/> <b>Yes</b> <b>No</b>
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