



## Checklist for **BUSINESS/CONFERENCE/FAIR**

*Australian and New Zealand citizens do not need a visa when they travel to Belgium for business or for personal travel. The stay in the Schengen area should not exceed 90 days in a 6-month period. Please note that Australian and New Zealand visitors will need to present a valid Australian or New Zealand passport (validity at least 3 months on the day they leave Belgium), proof of sufficient funds and a return airline ticket.*

It is essential that your file contains the following:

### **Application form**

One application form duly filled in, signed and dated by the applicant.

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

### **Photo**

One passport photo not older than 6 months (dimensions: 35 by 45 mm).

### **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 case of several visits, after the last intended date of departure;
- should contain at least 2 empty facing pages when applying for the visa.

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

### **Copy of visa status**

Proof of your visa for Australia/New Zealand. Submit your up to date (no older than 1 month) VEVO details for Australia or VisaView details for New Zealand. For another country, submit a copy of your residence permit.

### **Letter from the employer**

An official signed letter on letterhead, from your employer, stating your position and providing all details regarding the upcoming business trip.

### **Original invitation letter from inviting entity**

Written on official letterhead paper with signature, mentioning clearly:

- the full address and contacts of the company;

<ul style="list-style-type: none"> <li>the name and position of the countersigning officer;</li> <li>the purpose and the duration of the visit;</li> <li>the <b>detailed</b> program;</li> <li>person or entity who will bear the travel and living costs (if applicable).</li> </ul> <p>A scanned copy of the invitation letter from the inviting entity sent by email to the applicant will be considered as an original.</p>
<p><b>Accommodation in Schengen</b></p> <p>Proof of accommodation booking or confirmation from the host/ organizing committee that they will arrange accommodation during the stay.</p>
<p><b>Financial means of the applicant</b></p> <ul style="list-style-type: none"> <li>Bank statements from the last 3 months. These should be bank statements of a current account where we can see your regular income (salary, pension, etc.).</li> <li>Proof of regular income (pay slips)</li> </ul> <p><u>If the company covers the costs of travel and stay:</u> Supporting letter from the company which states this.</p> <p><u>If the applicant is personally covering the costs of travel and stay:</u> Proof of your own financial means.</p>
<p><b>Return guarantee</b></p> <ul style="list-style-type: none"> <li><b>Everybody:</b> Proof of <b>ownership</b> of home or other real estate <ul style="list-style-type: none"> <li>* Proof of <b>dependent persons</b> in country of origin / residence</li> <li>* Any <b>other</b> relevant document</li> </ul> </li> <li><b>Employee:</b> letter from the employer confirming the employment, title and duration, and leave authorisation</li> <li><b>Student:</b> letter from the school / university confirming the registration and holiday</li> <li><b>Self-employed:</b> proof of registration of the company</li> </ul>
<p><b>Proof of travel medical insurance</b></p> <p>The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.</p> <p>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. Only providers from Australia, New Zealand or a Schengen country are acceptable.</p> <p>Below are 7 companies that provide acceptable travel insurance:</p> <p>Covermore: <a href="https://www.covermore.com.au/">https://www.covermore.com.au/</a>  Columbus direct travel insurance: <a href="https://www.columbusdirect.com.au/">https://www.columbusdirect.com.au/</a>  GoInsurance: <a href="http://www.goinsurance.com.au/">http://www.goinsurance.com.au/</a>  Insure4less: <a href="https://www.insure4less.com.au/">https://www.insure4less.com.au/</a>  Travel Insuranz: <a href="https://quote.travelinsuranz.com.au/cover/">https://quote.travelinsuranz.com.au/cover/</a>  Southern Cross New Zealand: <a href="https://www.scti.co.nz/travel-insurance/international">https://www.scti.co.nz/travel-insurance/international</a>  AXA-Schengen: <a href="https://www.axa-schengen.com/en">https://www.axa-schengen.com/en</a></p>
<p><b>Travel arrangements</b></p> <p>Reservation of a return or round ticket, including a detailed itinerary. In case of an organized</p>

trip, include confirmation of the booking.  
In the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey.

**Work Permit (where applicable)**

A work permit may be needed 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.

**NOTE**

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

**The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.**

Disclaimer

This checklist comprises all documents that are part of my visa application. I understand that the Embassy will decide on my visa application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.