



## Checklist for **PROFESSIONAL TRAINING**

*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.*

### **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 the 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.

### Invitation letter from the organizer of the event or the training

Written on official letterhead paper with signature, mentioning clearly:

- the full address and contacts of the company;
- the name and position of the countersigning officer;
- the purpose and the duration of the visit;
- the **detailed** program;
- person or entity who will bear the travel and living costs (if applicable).

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

### Accommodation in Schengen

Proof of accommodation booking or confirmation from the host/ organizing committee that they will arrange accommodation during the stay.

### Financial means of the applicant

- 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.).
- Proof of regular income (pay slips)

If the company covers the costs of travel and stay: Supporting letter from the company which states this.

If the applicant is personally covering the costs of travel and stay: Proof of your own financial means.

### Return guarantee

- **Everybody:** Proof of **ownership** of home or other real estate
  - \* Proof of **dependent persons** in country of origin / residence
  - \* Any **other** relevant document
- **Employee:** letter from the employer confirming the employment, title and duration, and leave authorisation
- **Student:** letter from the school / university confirming the registration and holiday
- **Self-employed:** proof of registration of the company

### Proof of travel medical insurance

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.

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.

Below are 7 companies that provide acceptable travel insurance:

Covermore: <https://www.covermore.com.au/>

Columbus direct travel insurance: <https://www.columbusdirect.com.au/>

GoInsurance: <http://www.goinsurance.com.au/>

Insure4less: <https://www.insure4less.com.au/>

Travel Insuranz: <https://quote.travelinsuranz.com.au/cover/>

Southern Cross New Zealand: <https://www.scti.co.nz/travel-insurance/international>

AXA-Schengen: <https://www.axa-schengen.com/en>

**Travel arrangements**

Reservation of return or round ticket, including a detailed itinerary. In case of an organized 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**

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.

**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.