



## **BELGIUM VISA**

### **List of Documents**

#### **BUSINESS**

- Applicants who cannot enclose all documents from the list should consider adding alternatives or explain the reasons for not providing them.
- During the examination of the application, the Embassy may request additional documents which are not mentioned in the list below and may call the applicant for an interview.
- Any documents submitted in languages other than English, French, Dutch or German will not be considered.
- Applicant is hereby informed that submitting the above-mentioned documents does not guarantee the issuance of a visa.
- Processing time differs from case to case, therefore, to avoid delays, it is advisable that you apply at least 3 weeks before the departure date.
- Applicants have the possibility to apply for a visa six months in advance before the travelling date.
- In principle, the processing time is between 2-3 weeks. In case the visa application has to be submitted to the Home office in Brussels for decision, the processing time will be approximately 4-6 weeks and might exceed during summer time or other special occasions.
- No additional documents can be submitted to VFS or the Embassy unless the Embassy has requested them.
- An incomplete file will lead to a visa refusal.
- A complete file does not guarantee the issuance of a visa.
- The visa fee is non-refundable.

***"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."***

#### **Remarks:**

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**Date:-** \_\_\_\_\_

**Applicant's Signature: -** \_\_\_\_\_

**VFS Officer's Signature: -** \_\_\_\_\_



1) ☐ **Application form**

- Irrespective of age, each individual requires a separate application form printed from <https://visaonweb.diplomatie.be/>
- The application form should be fully filled in, signed on both pages, and dated by the applicant.
- For children under 18 years, the application form should be signed by a person with parental authority or by a legal guardian.
- The current address, local contact number and email address should be provided.

2) ☐ **Photo** - One passport photo not older than 6 months.

3) ☐ **Original passport**

- A valid international passport (the validity of the passport has to exceed the end of the proposed trip by at least three months);
- 1 copy of the used pages of the passport
- 1 copy of the national ID-card
- 1 copy of the used pages of your previous passport (if you have one)

4) ☐ **Invitation Letter** - An invitation letter from a company established in Belgium.

5) ☐ **Evidence of Employment Status** – Proof of employment and a covering letter from the employing company or organization explaining the aims of the applicant's visit to Belgium.

☐ **From a business owner / partner** – A copy of the Trade, Professional or Commercial License + partnership deed, if applicable.

6) ☐ **Flight reservation** - Only a round-trip flight reservation is required, the original ticket might be requested at the collection of the visa.

7) ☐ **Travel insurance certificate**

- Valid Int. Travel Insurance Document + 1 copy. The amount insured must be minimum 30.000 EUR (equivalent in PKR) insurance has to cover the whole Schengen territory as well as the whole duration of the sojourn in Schengen territory. If the insurance cannot be obtained in Pakistan, one should obtain insurance from Europe.

8) ☐ **Hotel reservation**

- A prepaid hotel reservation which covers the whole duration of stay in the Schengen area.
- The reservation should clearly state the visa applicant's full name, dates of accommodation, the hotel address and contact details and be guaranteed with a valid credit card.
- In case of owning a house or renting an apartment in Belgium, the contract should be provided.

9) ☐ **Proof of existing commercial relationship, if applicable.** - E.g. bill of lading, business contract.

10) ☐ **Proof of commercial activity of the Pakistani company:** FBR Income tax return from last year + E.g. bill of lading, business contract.

11) ☐ **Proof of sufficient financial means**

- **PERSONAL** – Credit Card (+ related statements) + 3 months' Salary Slips + Personal Bank account statement for 6 months + FBR Income tax return from last year

**AND**

- **If Applicable** – Bank account statement for 6 months of the company taking charge of all costs.

12) ☐ **Family Registration Certificate (FRC)**

13) ☐ **Proof of real estate property and/or rental contracts, if applicable.**

Date:- \_\_\_\_\_

Applicant's Signature: - \_\_\_\_\_

VFS Officer's Signature: - \_\_\_\_\_