

	<p align="center">BELGIUM / LUXEMBOURG – CHECKLIST FOR BUSINESS</p>	
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Documents to be provided by all visa applicants must be in English, Dutch, French or German	YES	NO
<ul style="list-style-type: none"> • <u>Application form duly completed and signed.</u> <ul style="list-style-type: none"> ➤ Irrespective of age, each individual requires a separate application form (hand written or typed and printed). ➤ The application form should be fully filled in, signed (two times) and dated by the applicant. ➤ The current Qatar address, local contact number and email address should be provided. 		
<ul style="list-style-type: none"> • <u>One recent passport size photograph</u> <ul style="list-style-type: none"> ➤ One passport photo not older than 6 months with the required specifications 		
<ul style="list-style-type: none"> • <u>Original passport with Qatar residence permit</u> <ul style="list-style-type: none"> ➤ Should be valid for at least three months after the date of expiry of the visa .The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 blank pages facing each other. ➤ The applicant needs to provide a photocopy of the identity page of the passport; the Qatar Residence permit and any previous Schengen visas with <u>enter and exit stamps</u> from the last 3 years. 		
<ul style="list-style-type: none"> • <u>Language Preference Form</u> <ul style="list-style-type: none"> - The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated. - If you chose to complete the application in English, please choose “no preference” Language Preference Form 		
<ul style="list-style-type: none"> • <u>Letter from an employer and /or a sponsor</u> <ul style="list-style-type: none"> ➤ Employer’s name and signature ➤ Terms of employment of the applicant, including <ul style="list-style-type: none"> – the applicant’s position – the applicant’s salary and allowances – the start date of the applicant’s employ (and if applicable, the end date) – to what extent the employer will cover the cost of the planned journey and stay (if applicable) ➤ Confirmation that the applicant will resume his /her duties upon return to Qatar ➤ Employer’s endorsement of the business travel, including the exact dates 		
<ul style="list-style-type: none"> • <u>Original letter of invitation from a Belgian company or a company based in Belgium:</u> <ul style="list-style-type: none"> ➤ Indicating the purpose and dates of the planned stay ➤ Indicating the nature of the business relationship between the inviting company and the applicant or the applicant’s company ➤ Please note that the original invitation letter should be sent directly to the embassy, either via email (by the inviting company) or post 		

<ul style="list-style-type: none"> • <u>Proof of sufficient financial means:</u> <u>In case the applicant will cover personally the costs of travel:-</u> <ul style="list-style-type: none"> ➤ If the applicant's employer does not cover all the costs of the journey and stay, please provide original bank statements covering a period of at least three (3) months. Please note that any print outs of bank statements should be stamped and signed by your bank. <u>In case the Employer/Host company will cover the costs of travel :-</u> • This information should be clearly stated in the letter. 		
<ul style="list-style-type: none"> • <u>Flight reservation:</u> <ul style="list-style-type: none"> - Only a round-trip flight reservation is required. The original ticket might be requested at the collection of the visa 		
<ul style="list-style-type: none"> • <u>Confirmed hotel reservation:</u> For each night of the stay in the Schengen area OR an invitation letter of the applicant's friends or family if the applicant is going to stay with an individual. This invitation letter should include: <ul style="list-style-type: none"> ➤ Full names of the inviting party. ➤ Exact home address of the inviting party. ➤ The confirmation that the applicant will stay at this address. ➤ The dates of the applicant's stay at the inviting party's home address. 		
<ul style="list-style-type: none"> • <u>Travel insurance certificate:</u> <ul style="list-style-type: none"> ➤ Coverage of the cost of repatriation for medical reasons. ➤ Coverage of the costs of urgent medical attention and / or emergency hospital treatment. ➤ Coverage of the costs of death. ➤ Minimum coverage of € 30,000. ➤ Validity for all Schengen countries. ➤ Confirmation that the insurance company has a partner in Europe. ➤ Please, note that if the insurance certificate does not show all of the above, you are required to submit the policy documents with the relevant sections highlighted. List of Travel Insurance 		
<ul style="list-style-type: none"> ➤ <u>Important Remark:-</u> 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. 		

Please note:

AT THE TIME OF COLLECTION OF THE VISA (IF GRANTED):

- **Actual flight ticket** (nonrefundable and non-transferable).

DOCUMENTS SHOULD MEET THE FOLLOWING REQUIREMENTS:

- The documents presented must be **recent originals**, plus one (1) photocopy of each of the documents.
- Official foreign documents must be **legalized** or bear an **apostille**, unless a treaty provides for the exemption of the

legalization process.

- If the documents are not in French, Dutch, German or English, the documents must be **translated** into one of these languages by a certified translator. This translation must also be legalized as a separate document according to the procedure in place in the country where it has been made and subsequently by the Belgian embassy or consulate competent for this country/area.

Please note that, based on the content of the documents produced, **additional documents** may be required. These must be produced to the Embassy within a month. If not, the application file is definitively closed and the person concerned must introduce a new application if he/she still wishes to go. If extra documents are required, the applicant will normally be informed of this within a few days of the introduction of his/her application.

In order to let the visa section work as efficiently as possible, the Embassy would be grateful if applicants could refrain from contacting the Embassy immediately after the introduction of their file and wait for a week to do so in case they have not heard from the Embassy by then.

The Embassy may have to **refer the application to the Immigration Office in Brussels** (Chaussée d'Anvers/Antwerpsesteenweg 59B, 1000 Brussels, Tel.: +32 (0)2 793.80.00, helpdesk.dvzoe@dofi.fgov.be, <http://www.dofi.fgov.be>). Such a referral may result in a, sometimes considerable, delay in processing your application. When a file has been sent to the Immigration Office in Brussels, the applicant can follow the handling of his/her file on this administration's website, under « où en est ma demande de visa / hoe zit het met mijn visumaanvraag » by keying in the name of the town where the embassy/consulate where he/she applied is located (Doha) and his/her file number.

The **consular tax** is paid in cash in Qatari Riyals at the time of application. It covers the handling of the application and cannot be refunded in any case (i.e. refusal, withdrawal of application, file closed because applicant didn't produce the required documents within a month).

Before their departure, employees, self-employed persons and trainees who go to Belgium for professional reasons must fill in a **declaration form called "Limosa"** for the Belgian authorities. Certain categories of people are exempted of this declaration. People can fill in the declaration form online and obtain information on www.limosa.be. They can also contact the Limosa contact point (see contact details below) for information and a paper version of the declaration form. The contact point answers in French, Dutch, German and English from Monday to Friday from 7am to 8pm (Central European time):

Telephone : +32 2 788 51 57
Fax : +32 2 788 51 58
E-mail : limosa@eranova.fgov.be
Postal address : BP 224, B-1050 Brussels, Belgium

Please note that when the applicant does not stay in a hotel (but, for example, stays at a private address), the applicant is required to **report him/herself at the municipality where (s)he is staying within 8 days of his/her arrival.**

Important general notice on visas: a visa does not create a right to enter the Belgian territory. Its holder must keep with him/her all the documents that were produced in order to obtain the visa. The production of these documents may be required at the immigration control. Failing to produce them may result in a denial of entry.

Remarks: _____

Applicant's Signature: - _____

VFS Officer's Signature: - _____