



# 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 below list and may call the applicant for an interview
- Any documents submitted in languages other than English, French, Dutch or German will not be considered
- Applicants are hereby informed that submission of the below-mentioned documents doesn't guarantee automatic issuance of a visa
- Processing time differs from case to case. Therefore, in order to avoid delays, it is advisable to apply well in advance before the departure date
- Applicants have the possibility to apply for a visa already six months in advance and at least 15 days before the travelling date
- In principle, the processing time is between 1-3 weeks. In case the visa application has to be submitted to the Foreigner's Office in Brussels, the processing time will be approximately 4-6 weeks and might exceed this duration during summer time or other special occasions
- An incomplete file will most probably lead to a visa refusal
- Visa fees are non-refundable

### Remarks

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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.

Applicant's signature: \_\_\_\_\_

VFS Officer's signature: \_\_\_\_\_

**APPLICATION FORM**YES NO 

- 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.

**PHOTO**YES NO 

- One passport photo not older than 6 months, compliant to ICAO standards

**ORIGINAL PASSPORT**YES NO 

- The residence permit and the passport should be valid for at least three months longer than the intended stay or, in case of multiple journeys, the date on which the applicant intends to leave for the last time
- The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages
- Copies of previous Schengen visas (from the past 3 years only)
- Copies of entry and exit stamps to Schengen zone (from the past 3 years only)
- Copies of other respective countries' visas could be provided (UK, USA, Canada, Japan, Australia,...).

**LANGUAGE PREFERENCE FORM**YES NO 

- The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated
- If it chooses to complete the application in English, he/she must choose "no preference"

**EVIDENCE OF EMPLOYMENT STATUS**YES NO 

- For an employee
  - A stamped and signed employment certificate mentioning the designation, date of employment, salary, the purpose of visit and financial arrangements. The letter should also include the intended travel dates
- For a business owner / partner
  - A copy of the Trade, Professional or Commercial License

**INVITATION FROM THE HOSTING COMPANY**YES NO 

- An official company letter issued by a Belgian firm/organization with stamp and signature, mentioning clearly the full address and the contacts of the company, the purpose and duration of the visit and the financial arrangements
- In case of training, a detailed program should be provided
- In case of conference, training, exam or exhibition, proof of registration and proof of payment of the fees

**PROOF OF COMMERCIAL RELATIONS**YES NO 

- Proof of commercial relations with the inviting company for example: bills of lading with the corresponding invoices, swift, related customs clearance documents etc.

**FLIGHT RESERVATION**YES NO 

- Only a round-trip flight reservation is required, the original ticket might be requested at the collection of the visa

**HOTEL RESERVATION**YES NO 

- A 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
- If the traveler's owns a house or rents an apartment in Belgium, a copy of the contract should be provided

**TRAVEL PLAN**YES NO 

- A detailed daily program of the stay, taking into consideration that if the applicant is travelling to Belgium and/or more than one Schengen country, it is necessary to include the information on means of transportation (flight reservations, train connections, etc.) and accommodation (hotel reservations)

**TRAVEL INSURANCE CERTIFICATE**YES NO 

- An insurance certificate covering the whole period of stay - All medical expenses including emergency hospital treatment and repatriation for the period of the stay and valid for the whole Schengen territory (coverage of at least 30.000 EUR)
- It should also clearly mention that medical costs related to Covi-19 will be covered

**PROOF OF SUFFICIENT FINANCIAL MEANS**YES NO 

- Personal bank statements from the last three months showing regular income (salary, pension, etc...)
- If the applicant is the owner of a company or a partner, he/she can submit the bank statement of the company with a letter from the bank proving he/she is a signatory on the bank account. Bank statements should not be credit card statements
- If there is not enough balance on the checkings account, applicants should additionally provide bank statements of the savings accounts for the last 3 months. - The bank statements must show the applicant's name, and be stamped and signed by the bank's representative.
- Cash is not accepted as a proof of funds
- Please highlight your regular income on the bank statements