# 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 Consulate 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.
- Applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.
- Processing time differs from case to case, therefore, in order to avoid delays, it is advisable that you apply a good time 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 travelling date.
- In principle, the processing time is between 1-3 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 automatic issuance of a visa.
- 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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**Applicant's Signature: -**_____ **VFS Officer's Signature: -** _____





## ➢ Application form

- Irrespective of age, each individual requires a separate application form printed from **VisaOnWeb**
- The application form should be fully filled in, signed on both pages and dated by the applicant.
- The current UAE address, local contact number and email address should be provided.

## ➢ Photo

- One passport photo not older than 6 months **specifications**

## ➢ Original passport

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

## ➢ Language preference form

- The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated.
- If you choose to complete the application in English, please choose "no preference".
  **Language preference form**

## ➢ Evidence of employment status

### From the employer

- An original singed and stamped employment letter mentioning the designation, date of employment, salary, the purpose of visit and financial arrangements. The letter should also include the intended travel dates.
- In case the employer will cover all the costs of travel (lodging, per Diem…), this information should be clearly stated in the company's letter.

### From a business owner / partner

- A copy of the Trade, Professional or Commercial License.

## ➢ From the hosting company

- 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, purpose and duration of the visit and financial arrangements
- If a training, a detailed program should be provided
- If a conference, training, exam or attending an exhibition, a proof of registration and fees are paid

## ➢ Proof of commercial relations

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

## ➢ Flight reservation

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





- **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;

- **Travel insurance certificate**

- Should cover the whole period of stay
- All medical expenses including emergency hospital treatment and repatriation for the period of your stay and must be valid for the whole Schengen territory (coverage at least 30.000 EUR).

- **Proof of sufficient financial means**

- Original stamped and signed personal bank statement for the last three months showing regular income
- If the applicant is an owner of a company he could additionally provide the company bank statement
- If no enough balance on the current account, applicant should additionally provide bank statements of “saving accounts” for the last 3 months.
- Bank statements should not be “credit card statements
- The bank statement 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).