



Short Stay Visa – C

Business trip

	Required documents	Yes	No
1.	Valid passport <ul style="list-style-type: none"> Valid for at least 6 months from the date of application Has at least two empty pages 		
2.	Copy of the first two pages of the passport and all the used pages		
3.	Copy of previously granted Schengen visas		
4.	Schengen Visa Application Form (fully completed, dated and signed)		
5.	One recent photo (not older than 6 months)		
6.	Copy of national identity card or residence card		
7.	Family booklet		
8.	Medical travel insurance (valid for all Schengen states and covering the entire period of your stay)		
9.	Proof of accommodation (covering the entire period of stay) <ul style="list-style-type: none"> Hotel reservation(s) Invitation letter from a host in Belgium 		
10.	Round trip flight reservation		
11.	Official invitation letter from the company/organization in Belgium		

	(indicating the address and contacts, nature of the business, purpose and duration of the stay, schedule of meetings and who will cover the expenses)		
12.	Proof of commercial or professional activities with the inviting company/organization (e.g. invoices)		
13.	Entrance tickets for trade fairs and congresses (if applicable)		
14.	Proof of sufficient financial means to cover the stay <ul style="list-style-type: none"> ○ Original bank account statements for the last three months (signed and stamped). ○ Sponsorship letter accompanied by the sponsor's bank statements and photocopy of the sponsor's passport or ID card. 		
15.	Evidence of employment status <ul style="list-style-type: none"> ○ For employees: <ul style="list-style-type: none"> • Employment certificate showing date of recruitment, position, salary, leave permission and contact details of employer. ○ For company owners: <ul style="list-style-type: none"> • Original of the commercial registry. • Company's annual license to operate. • Company's original bank account statements for the last three months (signed and stamped). ○ For independent professionals: <ul style="list-style-type: none"> • Copy of the professional card issued by the union. • Certificate of practicing the profession. 		
16.	Handling fee: see website TLS Contact		

- On this checklist, all submitted documents supporting the visa application were ticked. The Embassy of Belgium will take into account only these documents when processing the application.
- 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. This information is **essential** to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

- In some cases, the Consulate may require extra documents from the applicant, also documents that do not feature on this list at all.