

## Business

The documents to be produced when applying for a business visa valid for the Schengen countries, with Belgium as the main destination, are:

- 1) A valid passport. The passport should be valid at least 3 months from the date of departure of the Schengen area and should contain at least one double blank page reserved for visas (blank front and back) when applying for the visa. A copy of the bio-page and UK residence permit need to be provided. The passport cannot be older than 10 years (from the date of 1<sup>st</sup> issue).
- 2) One application form, signed and dated by the applicant (\*) along with 2 passport size photographs.
- 3) An original invitation letter from the inviting company in Belgium, mentioning the name, profession and passport number of the person(s) invited the purpose and duration of the visit, which party will bear the travelling and lodging expenses, telephone/fax number/email address of the inviting company in Belgium. This letter should be made on official letter head paper used by the company.
- 4) A covering letter from the UK company confirming the applicant's position within the company. The letter should also mention which party is bearing the expenses related to the trip of the applicant. This letter should be made on official letter head paper used by the company.
- 6) Travel insurance covering the intended period of stay with a minimum Coverage of €30,000 for emergency hospital and repatriation expenses.
- 7) Proof of financial means i.e. bank statements or pay slips.
- 8) Once the visa will be delivered, the return tickets to Belgium non-exchangeable and non-refundable may be requested by the Embassy. They do not need to be submitted at the time of submission to avoid unnecessary costs however bookings can be requested.
- 9) The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy or Consulate General. Also, the applicant may be invited in person for an interview.

### Notes:

1. You should apply 3 weeks before the scheduled date of departure.
2. All submitted documents must be recent.
3. All documents have to be produced in 1 original and 1 copy.
4. With regards to financial documents, the Consulate may ask for verification from the bank.
6. Submitting false documents may be followed by legal action.
7. The above mentioned visa is valid for all Schengen countries and is intended for a short stay up to 90 days.
8. The fees are non-refundable.