

Tourism

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 1st issue).

2) One application form, signed and dated by the applicant (*) along with 2 passport size photographs.

3) Documents proving the purpose of your trip (e.g. an invitation letter) and circumstances of the intended stay (e.g. proof of hotel booking or any other lodging reference).

4) Proof of sufficient and regular own financial means of subsistence to cover your intended stay and your return to the UK, e.g. recent salary sheets/ declaration of your employer concerning your monthly income/tax sheet/bank statement/.... (This should cover at least €50/day of stay).

6) A letter of leave from the applicant's employer mentioning the applicant's position in the company.

OR

A letter of the applicant's school administration confirming the holiday and if you are below the age of 18 years, parental consent from the parent/guardian not travelling with a copy of their passport and a copy of the birth certificate.

7) Travel insurance covering the intended period of stay with a minimum Coverage of €30,000 for emergency hospital and repatriation expenses.

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) In certain cases: other complementary documents might be requested to justify the merits of the visa application.

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.