



**BELGIUM - CHECKLIST FOR
COMMERCIAL/PROFESSIONAL REASONS
(business/training/conference/trade fairs)**

Documents to be provided by all visa applicants must be in English, Dutch, French or German.

Documents in Arabic have to be submitted with a translation

Document	Description
Application form	<ul style="list-style-type: none">- Duly completed and signed- Irrespective of age, each individual requires a separate application form printed from VisaOnWeb- The application form should be fully filled in, signed (two times) and dated by the applicant- For children under 18 years, the application form signed by a person with parental authority or by a legal guardian.
2 recent passport size photographs	<ul style="list-style-type: none">- Size 3.5cm X 4.5cm- White plain background- Taken less than 3 months ago
Original passport	<ul style="list-style-type: none">+ A copy of all pages (excluding the blank pages)- The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages in front of each other- Must be valid at least three months longer than the intended stay or in the case of multiple journeys, the date on which you intend to leave the Schengen Zone for the last time- For foreigners: copy of your Lebanese/Syrian residence permit (should be valid at least 3 months after your return)
Travel insurance certificate	<ul style="list-style-type: none">- Should cover the whole period of stay. It should also cover 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)
Certificate of employment/proof of professional activity	<p>In English or in Arabic + translation, mentioning :</p> <ul style="list-style-type: none">-The full address and contacts of the company, the designation, date of employment, CNSS number, salary, the purpose of visit and financial arrangements. The letter must have an original signature (the name and position of the countersigning officer) and a stamp- <p>The approval for absence mentioning the intended travel dates. In case the employer will cover all costs if the travel (lodging, per diem, flight tickets), this information should be clearly stated in the company's letter.</p>

	- If the applicant is an owner of a company or a partner, copy of the commercial register and tax registration (Arabic + translation)
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Invitation letter from Belgium	- 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, detailed program and financial arrangements. If conference or training: proof that conference/training fees have been paid)
Proof of commercial relations (for commercial or business visas)	- Proof of commercial relations with the inviting company (original bills of lading with the corresponding invoices, swift, related customs clearance documents etc.) Please note that these documents have to be very recent, i.e. last 12 to 18 months. Bills of lading on their own will not be considered as sufficient proof.
Proof of sufficient financial means	- Personal (on the applicants' name) bank statements (<u>preferably</u> from a fresh euro/dollar account= useable abroad) from the last 6 months showing regular income - If the applicant is an owner of a company or a partner, he can submit the bank statements of the company with a letter from the bank proving he's a signatory on this bank account - Bank statements should <u>not</u> be "credit card statements" but bank statements of a current account where we can see regular incomes (salary, pension, etc...) - Please highlight your regular income (salary, pension, etc...) on the bank statement - All bank statements must be in English (or translated) and must show the applicant's name, and be stamped and signed. - For retired persons: proof of pension or other regular income. -For unaccompanied minors/students: any other proof of regular income or letter of sponsorship in English from parent with their proof of sufficient regular income (bank statement showing a salary/pension) + birth certificate + copy of the parents' passport
Flight reservation	- Only a round-trip flight reservation is required - The original ticket might be requested at the collection of the visa
Hotel reservation	- The hotel reservation should cover the whole duration of stay in the Schengen area 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.

Important remark :

Attention ! Guarantees for return (assessment of migration risk): 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 (for instance : proof of family bonds with

his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.)

This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

ATTENTION!

Any Arabic document provided without translation will not be considered.

Since the processing time differs from case to case, it is advisable to apply in advance, up to 180 days before departure. In any event, the processing time will be at least 2 weeks. In case the visa application has to be submitted to the Home Office in Brussels for decision, the processing time will be approximately an additional 4 weeks.

The verification of the submitted documents can delay or impede the issuance of the requested visa. These delays depend exclusively upon the instance that issued the documents. Any false statements or documents will lead to your application being rejected.

Please note that the application will be processed with the documents handed over at the submission. No additional documents can be submitted at TLS or at the Embassy if the Embassy has not requested them. An incomplete file will often lead to a visa refusal. A complete file does not either guarantee the issuance of a visa. Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. Additional documents not indicated on the list may be required to substantiate your visa request.

The visa-fee is non refundable if the visa is denied.

A later change to the purpose of the visit is not possible. It is not possible to extend a visa.

In case you have submitted your fingerprints for a previous visa application in the last 59 months, you are not required to submit them again. However if you are uncertain whether your fingerprints have been captured within this period, you are advised to have your fingerprints be taken again.