



Step-by-Step Guide: Traveling from India to Belgium (C-Visa – Short Stay)

STEP 1: Determine the Purpose of Travel

1. Is Belgium your (a) sole country of visit on this trip, (b) first country of entry or (c) **MAIN** destination on this trip within the Schengen Zone?

Yes: Proceed to the next step

No: Consider applying for a Schengen visa from the country that is, otherwise you run the risk of your application getting rejected.

2. **Choose your main reason for travel to Belgium:**

- Business trip
- Accompanying your employer
- Family visit
- Tourism
- Education (short-term)

STEP 2: Check Basic Eligibility

Ensure the following conditions are met:

- Your passport is valid for at least **3 months beyond your return date** from the Schengen area
- Your passport has at least 2 blank pages
- You are applying at least 15 days before your travel date (30 days recommended)
- Your application date is within 6 months of your planned departure
- If this is not your first Schengen visa, you must have complied with the terms of your previous visa

STEP 3: Gather Required Documents

There are 2 types:

Type 1: Business-related visa

Type 2: Family visit / Tourist / Education visa

Documents vary slightly by purpose, but generally include the following:



1. **Travel itinerary**

- Detailed travel plan with dates, locations, and purpose
- Indicate Belgium as:
 - Sole country of visit
 - First point of entry
 - Or main purpose of travel

2. **Accommodation Proof:** Hotel reservation(s) or host residential address in Belgium/Schengen

3. **Travel & Return Tickets:** Round-trip flight bookings or reservation proof

4. **Travel Medical Insurance:** Minimum coverage: €30,000, valid across the entire Schengen area

5. **Proof of Financial Means**

Option A:

- Last 3 months' bank statements
- 3 recent salary slips
- Financial requirements 45€/day (with host) or 95€/day (hotel stay)
- Income Tax Return (ITR)

Option B: Letter of guarantee from Belgian sponsor (Form 3BIS, income docs, notarization required)

6. **Proof of Employment or Education**

- Employment contract or attestation letter
- If accompanying the employer/family business, proof of company position and responsibility

7. **Invitation/Supporting Letters (if applicable)**

- Business: LOI (Letter of Invitation), trade show proof, business communication or Known Customer Declaration (KCD only available as tender clients)
- Family: Invitation letter with proof of relationship

STEP 4: Apply Online & Book Appointment

- Visit VFS Belgium Visa Application <https://visa.vfsglobal.com/ind/en/bel>
- Fill out the online application form
- Book an appointment at your local **VFS center** or **Belgian Consulate**
- Pay the visa fee: €90 for adults, €45 children aged 6-12 , €0 children under 6 years

⇒ **Common mistakes filling out the application which cause delays:**

- Ensure to have all the required documents on hand (digital, so you can upload)
- Fill out the application completely; no blanks (use "N/A" if not applicable)
- Sign and date the form(s)



STEP 5: Attend Appointment *(with the following documents)*

- Printed application form (signed & dated)
- Two passport-sized photographs
- All supporting documents

Note: Biometric data (fingerprints) will be collected. All applicants must be present.

STEP 6: Track Your Application

VFS tracking tools or:

- [Belgian Immigration Contact](#)
- VFS Helpline: +91 022 – 67 86 60 36

If your application is referred to the **Belgian Immigration Office (DVZ)**:

- You'll receive an email with a reference number
- Track using: DVZ Visa Tracking

STEP 7: Await Decision

Decisions are sent via email or post

- If **approved**: You may travel during the visa validity.
- If **refused**: You'll receive written reasons and instructions for appeal. Do note, your embassy or consulate has no involvement in this matter.

STEP 8: Entry & Stay

- Enter Schengen via **Belgium**, as stated in your visa
- Respect duration and validity limits: max 90 days within any 180-day period

Optional: Request Visa Extension (in emergencies only)

If unable to return due to serious circumstances, notify the Immigration Office **before** visa expiry to request an extension. In some cases, they can prolong your stay and help you avoid penalties.



Most common mistakes when applying for a C-Visa – Short stay:

1. Never leave space blank (if nothing to state then write N/A) on your application.
2. Ensure that all the required documents are saved digitally before starting the online application.
3. If you're visiting multiple countries in the Schengen area and have more than one host or contact, please list them all on your application.
4. Sign & date the form.
5. Always indicate place and date: Write the date of completion, regardless of whether it was submitted later.
6. Recheck the e-mail address and telephone number you provided. If there is an issue, the embassy or consulate will contact you through these channels; if they are unable to do so, your application may be denied.



Document Checklist – Business-Related Visa Application (C-Visa – Short Stay)

Use this checklist if you are applying for a **short-stay visa to Belgium for business purposes**. All documents must be submitted in the required format and, where applicable, translated and legalized.

1. Letter of Invitation or Proof of Business Activity

Submit **at least one** of the following:

- **Known Customer Declaration:** New: available if you are attending a Tender
OR
- **Letter from Tender House:** Must state: company address, tender dates, and a confirmed appointment in the applicant's name
OR
- **Trade Show Registration:** Must include the applicant's name and event dates
OR
- **Proof of Business Relationship**
 - Examples:
 - HAWB (House Air Waybill)
 - Commercial invoice
 - Email chain referencing purchase, trade, or processing of rough/polished/synthetic diamonds

2. Proof of Sufficient Financial Means

Choose **one of the following options** based on your financial situation:

a) Self-Funded Traveler

- Last 3 salary slips
- Last 3 months' bank statements supporting the salary income
- Most recent **Income Tax Return (ITR)**
- Required financial balance:
 - €45/day if staying with a host
 - €95/day if staying in a hotel

b) Sponsored by a Belgian Guarantor

- Letter of Guarantee (Form 3BIS) by a:
 - Belgian citizen **OR**
 - Foreigner with **unlimited right to stay** in Belgium
- Minimum monthly net income to act as guarantor: **€2131.28**
- Required documents from sponsor:
 - Previous year's tax assessment
 - Last 3 salary slips
 - Official proof of gross and net income



- Legalized signature on Form 3BIS (obtained from Belgian Internal Affairs/DVZ)

c) Company-Sponsored Trip

- Official company letter stating it will bear **all travel expenses**
- Financial proof of company:
 - Recent bank statements
 - Company's Income Tax Return (ITR) or financial reports

3. Proof of Employment

Valid **employment contract** stating:

- Employer's name and address
- Employee's name, position, and start date

If accompanying the employer without a written contract:

Attestation letter specifying:

- Role in the company, start date, responsibilities
- Written guarantee that all costs will be covered by the company

If the employee is a family member paid in cash:

- Signed proof of receipts with payment dates
- Copy of the passport of the family member who is the company head

4. Accommodation Details

Confirmed **hotel booking** or **residence address** in Belgium or Schengen for the **entire duration** of the stay

5. Travel and Flight Tickets

Round-trip flight bookings

6. Travel Medical Insurance

- Must cover **minimum €30,000**
- Valid throughout the entire Schengen area

7. Travel Itinerary

Provide a detailed plan including:

- All **Schengen destinations**
- Purpose of each visit
- Clearly indicate which stop is the **main reason for the trip**

Example format:

From ...until ... date visit Belgium tender/client (add proof)

From ... until ... date Travel France visit family

From ... until ... date Tourist holiday Spain



Document Checklist – Family Visit / Tourist / Educational Visa Application (C-Visa – Short Stay)

Use this checklist if you are applying for a **short-stay visa to Belgium** for the purpose of visiting family, tourism, or short-term education. Ensure all documents are accurate, complete, and (if required) translated/legalized.

1. Travel Itinerary

Provide a document outlining your full travel plan across the Schengen Zone.

- Clearly list all **destinations, dates**, and the **purpose** of each segment.
- Indicate which stop is the **main reason** for your trip.

Example format:

From ... until ... date Travel Belgium visit family

From ... until ... date Tourist holiday Italy

2. Accommodation or Educational Institution Details

Submit proof of your stay for the **entire duration** in the Schengen area:

- Hotel bookings
- Address of residence (if staying with host/family)
- Letter of acceptance from a recognized educational institution (if applicable)

3. Proof of Employment or Enrollment

For employees:

- Valid employment contract showing:
 - Employer name and address
 - Job title
 - Start date

For students (if applicable):

- Proof of current enrollment in an educational institution in India
- Leave approval letter from the institution (if traveling during term)

4. Proof of Sufficient Financial Means

Submit **one of the following** based on your funding arrangement:

a) Self-Funded Traveler

- Last 3 **salary slips**
- Last 3 months' **bank statements** matching the salary income
- 💡 Required financial balance:
 - €45/day if staying with family or a host
 - €95/day if staying in a hotel

b) Sponsored by a Belgian Host/Guarantor

- **Letter of Guarantee (3BIS Form)** issued by:



- A Belgian national or a foreigner with **unlimited right to stay** in Belgium
- Sponsor must earn a **net monthly income of €2131.28** (for one person)
- Required documents from sponsor:
 - Latest **tax assessment**
 - Last 3 **salary slips**
 - Official document stating **gross and net income**
 - **Legalized signature** on the 3BIS form

c) Organization-Funded Trip

- Official **letter from the organization** confirming full financial sponsorship for the trip
- Supporting **financial documents** of the sponsoring organization (e.g., bank statements, tax filings)

5. Travel Tickets

Confirmed round-trip flight reservations

6. Travel Medical Insurance

- Insurance policy with **minimum coverage of €30,000**
- Valid for the **entire Schengen zone** and **entire stay duration**