



## 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 a 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