



Embassy of the Kingdom of Belgium  
in Moscow

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## C (Schengen) Visa for business or professional purpose

The applicant must produce all the following documents in the order given and in the following form:

- A folder containing the originals
- A folder containing a photocopy of each document in the same order. Photocopies must be A4 size and single-sided only.

The original documents will be returned to you at the end of the procedure.

### DOCUMENTS TO SUBMIT

1. Visa application form duly completed on [visa-on-web](#) then printed, dated and signed
  - a) With one recent passport sized colour photograph
2. Original of passport
  - Valid for at least three months after the intended date of departure from the Schengen area
  - Containing at least two blank pages

**Copy of passport**

  - Copy of the data page and all pages of the passport that are used (with visa stickers or stamps) in sequential order (page number)
3. Original and copy of the document proving legal residence in Russia or in the jurisdiction of the Embassy:
  - Russian citizens: *internal passport*
  - Third-country Nationals: *residence permit, long-term visa, FMS, valid at least 3 months after the intended date of departure from the Schengen area.*
4. Minors (under the age of 18)
  - a) Original and copy of birth certificate **and**
  - b) Power of attorney for travel consent. The notarized consent must be signed by the parent or guardian who is not travelling with the minor, or by both parents or guardians if the minor is traveling alone. In the latter case, the document must include the details of the adult who will accompany the child during their stay in the Schengen state.
  - c) Confirmation of exclusive custody rights, if applicable.
  - d) Copy of a valid visa of an accompanying parent.

- e) If the current name of a parent/parents is different from the name indicated on the birth certificate, the parents must provide additional documents (marriage certificate, court decision, or any other official document confirming the name change and the relationship to the child).

## 5. Travel purpose

- a) Letter of the employer confirming the current job description and providing all details regarding the upcoming business trip **and**
- b) Invitation letter from a company in Belgium/Schengen area, confirming business ties with the applicant's employer. An official invitation letter must include the following information:
- Personal details of the invited person (full name as shown on their passport, date of birth);
  - Purpose and duration of the trip;
  - Type of business activity;
  - Full address of the inviting company and a contact list;
  - Name and position of the person signing the invitation;
  - Name of the person or organization that will cover the applicant's expenses during the stay in the Schengen state.
- c) Other confirmation of the purpose of travel (e.g. participation in a conference, an entry ticket to a fair, business correspondence, program of a business trip).

## 6. Accommodation in Schengen

- Proof of reservation, signed rental agreement or any other document related to the planned accommodation in Schengen area **or**
- Confirmation of the host/organizing committee that they will arrange accommodation during the stay (if not already stated in the invitation letter).

## 7. Financial means of the applicant

- Proof of permanent income (payslips for the last 6 months), proof of funds (bank account statement for the last 3 months);
- Information on work activity provided from the information resources of the Pension and Social Insurance Fund of the Russian Federation. The document must contain an electronic signature.

## 8. Financial means of the guarantor (if applicable)

- a) Annex 3bis (**Formal obligation** - official document from a Belgian city hall stating that the host will cover all costs of the stay) **and**
- b) Payslips, tax return form or any other proof of income of the guarantor **and**
- c) Identity card or residence permit of the guarantor.

## 9. Return guarantee

- **Employee:** letter from the employer confirming the employment, title and duration, and leave authorisation

- **Student:** letter from the school / university confirming the registration and holiday
- **Self-employed:** confirmation of registration as an individual entrepreneur, extract from the commercial/tax register, confirmation of economic activity (for example, Personal Income Tax Return (form 3-NDFL))
- **Pensioners:** pension certificate (original and copy)
- Proof of **ownership** of home or other real estate
- Proof of **dependent persons** in country of origin / residence
- Any **other** relevant document

#### 10. Travel medical Insurance

- Valid for all Schengen countries and which covers any repatriation costs for medical reasons, emergency medical and hospital care. The amount of coverage will be €30,000. It is imperative that the dates of the insurance correspond at least to the dates of travel.

#### 11. Travel ticket

- Reservation of a return ticket

#### 12. Other

- Any other document that cannot be put under the above categories

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**This checklist comprises all documents that are part of my visa-application. I understand that the Embassy will decide on my visa-application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.**

**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.**

**The impossibility of producing an official document must be established by the applicant. The applicant's explanations must be serious, objective and concordant and accompanied by any document supporting the explanations.**