



## BUSINESS VISA

- Please submit a complete file **at least 4 weeks and maximum 6 months before the departure date.**
- Documents to submit: **the originals + 1 copy** of every original document (passport included) arranged **following the order listed below.**

N°	Documents to submit
1	<ul style="list-style-type: none"> <li>• A visa application form duly completed and signed (to be completed online and printed) <a href="https://visaonweb.diplomatie.be/">https://visaonweb.diplomatie.be/</a></li> <li>• A recent color passport photo on a white background</li> </ul>
2	A PASSEPORT: valid for at least 3 months <b>AND</b> WITH AT LEAST 2 EMPTY PAGES
3	Register of trade registration (authenticated) or CNPS attest
4	<p><b>Invitation</b> from an enterprise based in a Schengen country represented by the Embassy of Belgium, in which purpose and duration of travel are clearly stated and/or which travel expenses are paid for.</p> <p>If you are going for prospection without an invitation, please provide a clear program with names of companies, contacts and proof of previous commercial business relationship with one or more companies established in Belgium or elsewhere in the Schengen Area.</p>
5	<p>For business people or independent worker: proof of sufficient means of subsistence:</p> <p>5.1. bank statement (personal + company) over the past 3 months</p> <p>5.2. invoice international credit card</p>
6	<p>For employees:</p> <p>6.1. A certificate from the employer, indicating a) the date of commencement of the contract b) the function of the employee c) his monthly salary</p> <p>6.2. Mission statement clarifying a) the purpose of travel and b) the total amount of paid travel expenses</p> <p>6.3. The bank statement of the employer over the past 3 months</p>
7	<p>If no proof of sufficient means of subsistence can be submitted, a sponsorship form needs to be included.</p> <p>This assumption of responsibility must be made by a solvent natural person, of Belgian or foreign nationality (and, in the latter case, authorized or admitted to reside in Belgium for an unlimited period of time), who is also expressly authorized by virtue of the statutes of the inviting company established in Belgium to enter into such commitments. The commitment to take charge (Annex 3bis) must be accompanied by:</p> <p>7.1. a <b>copy of the Belgian identity card or residence permit</b> in the name of the guarantor and</p>



	<p>7.2. a <b>proof of the guarantor's sufficient solvency</b> (for example, the last 3 wage slips if the guarantor is an employee, or a copy of the last warning - extract from the roll if the guarantor is a self-employed worker, accompanied, where applicable, by proof of receipt of family allowances).</p> <p>7.3. a <b>certificate of household composition in the name of the guarantor.</b></p>
8	<b>Hotel bookings</b> for the whole duration of your stay in Schengen. If staying with a friend: letter confirming accommodation + link with the applicant;
9	Proof of reservation <b>return ticket</b> . Only when your visa has been approved, will you be asked to submit your paid-for return ticket;
10	Proof of a valid Overseas Medical Insurance with a minimum cover of 30.000 euro, valid for all Schengen countries and covering all urgent medical treatments and/or urgent hospital admissions and repatriation;
11	Documents showing that <b>you intend to leave Belgium or the Schengen area before your visa expires</b> (e.g., proof of financial means in the country of residence, proof of employment, proof of real estate property, proof of family ties in the country of residence).

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.

- Applicants could also be invited for an interview.

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.

**Name /Signature**

**Date**

**VFS agent**

**Important:**

1. Visa fee has to be paid when your file is submitted and is non-refundable even when you cancel your trip or when the visa is refused. Visa fee is



equivalent in FCFA to 80 euros (for adults and children above 12 years old) or 40 euros (for children between 6 and 12 years old). The number of entries asked do not influence the prize. If the visa application has to be done via a Visa application center, additional service fees will be applicable.

2. A decision is taken within 15 days to 45 days, and can be extended exceptionally to 60 days. Purpose of travel and duration cannot be changed after submission of the documents unless you make a new application.
3. A short stay visa allows a maximum stay in the Schengen area of 90 days within 6 months. Multiple entries will be given only if the necessity of such a visa has been demonstrated in the application file.
4. Applicants who are not nationals from Ivory Coast, Sierra Leone, Liberia and Ghana will have to submit a proof of residence in one of those countries. The Embassy is competent to deliver visa only to nationals from one of these 4 countries or to foreigners having a residence permit in one of those 4 countries.
5. Minors travelling alone or with persons other than their parents require a statement of authorization to travel signed by both parents or by a legal guardian. This statement must be authenticated by the local authorities.
6. When your visa has been approved you will be asked to submit a return ticket and travel insurance. Please take into account that when you submit these documents, the visa will be issued within 48 hours during the working week and not the same day.
7. Your real purpose of travel should be as stated on your form. Otherwise your visa could be refused.
8. The Embassy will not act as a mailbox. All documents should be submitted at the same time by the applicant.
9. Additional documents required by the Embassy have to be submitted to VFS. Documents sent by post will not be taken into account.
- 10. The fact that you have been issued an entry visa for Belgium or the Schengen area does not give you an absolute guarantee that you will be allowed to enter the Schengen area. The authorities involved in border control can refuse entry when for example you cannot proof your purpose of travel and/or if you do not have sufficient financial means on you.**
11. In some cases, the visa application has to be submitted to the Immigration Office of the Federal Public Service Home Affairs, who will take the decision of issuing the visa or not (Tel: 02/488.80.00, [infodesk@ibz.fgov.be](mailto:infodesk@ibz.fgov.be),



<http://www.dofi.fgov.be>). Once your file has been submitted to this department, you can follow the status of your file on the following website: <https://dofi.ibz.be/fr/themes/faq/visa/ou-en-est-ma-demande-de-visa>

The reference number of your visa application is visible on your online application on Visa-On-Web (where you filled out the form). On top of that form, under 'General information', go to 'Visa application number'. There you will find a number that is composed as such: BELXXXX (= function code) + 0 ... 0 (a number of zero's) + 5 or 6 digits that form the official visa file number. For instance, for the number "BEL0097000000000000000000000000080927", the visa file number is "80927".

