



Checklist for **BUSINESS**

Passport + copy

A valid passport:

- should have been issued within the previous 10 years;
- should be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure;
- should contain at least 2 empty pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

Copy of ID

One copy of your Turkish identity card or of your residence permit (for foreigners).

Application form

One (1) application form fully filled in, signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant.

Please follow link to application [online](#) .

Photo

Two (2) recent (no more than 6-months old) passport size photographs (35x45) in color, preferably biometric type with white background, should be affixed to the application form.

Language Preference Form

The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated.

Please find it here: [FR](#) – [NL](#) – [DE](#)

If you choose to complete the application in English, please choose "no preference".

Proof of a valid travel insurance policy

The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.

The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of your death while in the Schengen area.

Original Dispatch Letter from your Employer (in English)

– a letter from the employer (in English, or in Turkish with English translation) on official company paper with stamp, signature, date and clearly mentioning:

- address, telephone and fax numbers of the employing company;
- the name and position in the employing company of the countersigning officer;
- the name of the applicant, position, salary and years of service;
- the purpose of the visit;
- confirmation of position after return;
- the person or the entity who will bear your travel and living costs.

– Company documents:

- Copy of signature circulars
- Registration in chamber of commerce
- Copy of trade register
- Tax board

Applicant's documents:

- Social security registration (SGK giriş bildirgesi)
- A4 history (A4 hizmet dökümü)
- Last 3 month's pay slips

Proof of solvency

- **Proof of the solvency of your (employer's) company**, if the company pays the costs of travel and living;
- or
- **Proof of your personal solvency**, in case personally covering the costs of travel and living.

Bank statements from the last 3 months, **no deposits**.

Bank statements should not be "credit card statements" but bank statements of a current account where we can see your regular revenues (salary, pension, etc.).

Invitation letter from the reference/inviter

On official company paper with stamp and signature, mentioning clearly:

- the full address and contacts of the company;
- the name and position of the countersigning officer;
- purpose + duration of the visit;
- the person or the entity who will bear your travel and living costs;
- whether the sponsor gives financial guaranty for your return to Turkey;

A scanned copy sent by email will be considered as an original.

Work Permit (if applicable)

A work permit may be needed in some cases.

Please ask the inviting company in Belgium to verify if you need a work permit.

Flight Reservation

Attention: Only a round-trip flight reservation is required. The ticket should be bought only after the visa has been issued!

Proof of accommodation

For the whole duration of the intended stay, including the full contact details of the lodging place.

NOTE

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.

Our Consulate may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.