



VISA C – APPLICATION  
BUSINESS

**Submission & collection time: 9am-12pm**

Embassy check	Applicant check	Document number	Original and / or copy	Description of the document
		1.	Original	<b>This checklist</b> , with boxes ticked, signed and documents in the sequence of this checklist.
		2.	Original	<b>Print-out of the Schengen visa application form</b> properly <b>completed online</b> , signed and dated on the last page of the form + a <b>recent</b> passport-sized <b>photo</b> according to the <a href="#">ICAO regulations</a> , pasted on the application form.
		3.	Original	<b>Print-out of the confirmation email</b> of your appointment.
		4.	Original + Copy	<b>Passport</b> with at least two empty pages. Issued less than 10 years ago and valid for at least 3 months after your intended stay in the Schengen States. Copy of bio-data pages (this includes the signature page) + previous Schengen visas.
		5.	Original + Copy	<b>Singapore resident permit</b> Employment Pass / Dependant's Pass / S Pass / Student Pass / Permanent Resident Identity Card + Re-entry Permit / Recent print out of SGWorkPass ... valid for at least 3 months after the intended stay in the Schengen States. + Seaman book for seaman joining the vessel.
		6.	Original	<b>Recent attestation</b> from your Employer / School / University in Singapore. Stating the applicant's: Current position, employment date, travel period, purpose of visit... For self-employed: a recent print-out copy of the ACRA business profile (BIZ-file).
		7.	Original	<b>Official business invitation letter</b> from a company in Belgium, including: dates of the meeting/conference/training. When this is sent by email or fax, it should also be sent by the inviting company to the visa office of the embassy. In this case, include a copy in your application file. <b>If attending a conference:</b> a letter from the event organizer in Belgium confirming your attendance or payment receipt of registration.
		8.	Original	<b>Return Flight reservation/booking</b> to Belgium with confirmed travel dates. When also travelling to other Schengen States, include a full itinerary with confirmed bookings.
		9.	Original	<b>Proof of accommodation</b> in Belgium: a confirmed hotel reservation or other accommodation including the address, your name and confirmed dates of stay. When also travelling to other Schengen States, include a full itinerary with confirmed bookings.
		10.	Original	<b>Travel insurance certificate + table of benefits and area of coverage</b> from a local travel agent covering all risks and costs (incl. medical and repatriation) in the Schengen zone for at least €30 000.
		11.	Original + Copy	<b>Proof of sufficient financial means:</b> bank statements and salary slips in your name, both of at least the last three months OR letter from your employer in Singapore stating that the employer takes full responsibility for all expenses incurred while in Belgium.

I HAVE BEEN INFORMED THAT:

- my passport will be kept for the duration of the visa processing time.
- my application will only be eligible for processing when the submitted file is complete.
- additional documents may be requested.
- if I extend my business trip to a personal trip, I will need to submit personal travel insurance, confirmation of approved leave and personal proof of sufficient financial means for that part of my trip.

**Signature:**

**Visa fee:** 128 SGD, payable by Credit Card (Visa or Mastercard), nonrefundable and subject to change.

For **accompanying family members** a separate and complete file needs to be submitted with following **additional documents**:

For non-working spouse:				
		12.	Original + Copy	<b>Marriage certificate</b>
		13.	Copy	<b>Spouse's passport</b>
For child:				
		12.	Original + Copy	<b>Birth certificate</b>
		13.	Copy	<b>Passport of both parents / guardian</b>
		14.	Original	<b>Letter from school</b> confirming holiday (for children over 12 years of age).
		15.	Original	<b>Letter of consent</b> signed by both parents / legal guardian if child travels alone or with another person.