



# Schengen Visa

## Business travel

Your application must contain all supporting documents in the order indicated below.  
Please print this checklist and add it to your application file.  
Incomplete applications may result in delays or refusal. Visa fees are not refundable.

<input type="checkbox"/>	<b>1. Visa application form:</b> Duly completed <a href="#">online</a> and signed. Signature must be notarized when mailing application.
<input type="checkbox"/>	<b>2. Passport not older than 10 years:</b> Valid for at least 3 months from the date on which you leave the Schengen area. Passport must contain at least 2 empty side-by-side pages. <b>Provide a copy</b> of the picture page in addition to the passport itself.
<input type="checkbox"/>	<b>3. Proof of legal residence in the US:</b> Original + 1 copy (in person) or notarized copy (by mail) of US permanent resident card or visa. If you hold an F1-visa, you must include an I-20 endorsed within the past year.
<input type="checkbox"/>	<b>4. One recent color photo:</b> American or European passport-size, less than 6 months old with white background.
<input type="checkbox"/>	<b>5. Visa fee :</b> see <a href="#">consular fee schedule</a> under <b>consular services</b> .
<input type="checkbox"/>	<b>6. Proof of travel arrangements:</b> Full itinerary of intended travel, including to other Schengen countries if applicable. It must include all transportation reservations (flight, train, or boat) in your name.
<input type="checkbox"/>	<b>7. Proof of accommodation:</b> Bookings for the entire intended travel with complete address and contact information of the location.
<input type="checkbox"/>	<b>8. Proof of financial means:</b> You may find the minimum necessary funds needed <a href="#">here</a> . <ul style="list-style-type: none"><li>• <b>3 most recent balance sheets</b> of your personal bank account, reflecting an average ending balance equal to or greater than the necessary funds. <b>Foreign accounts</b> are not acceptable.</li><li>• <u>If insufficient funds in the bank:</u> summary page of your most recent <b>personal</b> credit card statement showing available credit equal or greater to the necessary funds.</li><li>• <u>When applicable, in addition to your bank statements :</u> letter from the employer or host company confirming that all business travel expenses will be covered.</li></ul>

□	<p><b>9. Proof of ties with the US:</b></p> <p><u>When employed:</u></p> <ul style="list-style-type: none"> <li>• Most recent pay stub with year-to-date earnings. If there is no mention of the YTD earnings, provide an employment verification letter.</li> <li>• First 2 pages of most recent tax declaration (form 1040).</li> </ul> <p><u>When self-employed:</u></p> <ul style="list-style-type: none"> <li>• Current business license;</li> <li>• First 2 pages of most recent tax declaration (form 1040);</li> <li>• Statement describing the reason for professional travel.</li> </ul>
□	<p><b>10. Proof of medical travel insurance:</b></p> <p>Do NOT submit the entire policy, nor the insurance card. The summary of benefits must clearly mention :</p> <ul style="list-style-type: none"> <li>• name of the applicant;</li> <li>• travel dates;</li> <li>• coverage in Belgium/Schengen area;</li> <li>• minimum coverage of 30.000 euros for medical emergency expenses;</li> <li>• explicit coverage for repatriation of remains.</li> </ul> <p>Suggested insurance providers can be found <a href="#">here</a>.</p>
□	<p><b>11. Prepaid and self-addressed envelope</b> (unless pickup in person):</p> <ul style="list-style-type: none"> <li>• Legal size preferred;</li> <li>• Shipments with a tracking number are highly recommended;</li> <li>• The diplomatic post is NOT responsible for lost packages;</li> <li>• Washington DC and New York posts do <b>not</b> use FedEx.</li> </ul>