

BUSINESS

Required documents:

1. National passport with validity of at least 3 months after the end of the planned journey
2. Completed and signed application form with 1 recent color photograph (5x3cm) with white background glued on the application form [Welcome to VFS Global | vfsglobal](#)
3. Copy of the identity page of your passport and copy of the most recent Schengen visa with stamps
4. Invitation letter from the Belgian Company stating the exact purpose and period of the visit
5. Hotel reservation for the total duration of the stay in Belgium
6. Confirmation letter of the company in India explaining the purpose and duration of the journey and the guarantee to cover all costs that may arise during the stay in Belgium
7. Proof of financial means like: recent 3 month bank statements, income tax papers, 3 last salary slips
8. Copy of travel insurance valid in Belgium (and other Schengen countries), coverage minimum 30.000 Euro or equivalent amount in Rupees. Please find the list of recognized local insurance companies via following link: [Updated list Insurance Companies-Mar-26](#)
9. Copy of flight ticket reservation

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.

Remarks:

1. Submission of your old passport with previous trips can be useful for decision (maximum of 2 passports in total).
2. Additional documents, even if not featured in the list above, may be required by the Embassy.
3. You should submit your application minimum 1 month before the foreseen travel date.
4. You can submit your application at the earliest three months before your planned visit.
5. The visa fee is non-refundable if the visa is denied.
6. A later change to the purpose of the visit is not admissible. A prolongation of the visa is not possible. In both cases, a new application has to be entered.
7. More information about scheduling an appointment can be obtained from website of [Welcome to VFS Global | vfsglobal](#)