



CHECKLIST FOR BUSINESS VISA

| Check Box | List of requisite documents | Remarks |
|-----------|--|---------|
| | One Visa application form which must be completed in English and signed by the applicant. | |
| | 1 recent passport photos 40 x 60 mm white background (please visit www.vfsglobal.com/Belgium/Kuwait/English/tourist.html for further info). | |
| | Original Passport valid for at least 6 months from the date of return. Copy of Passport and previous Schengen visas issued during last 3 years. The passport must have at least two blank pages (back to back). | |
| | Civil ID and residency copy (3 Months Validity after return date) | |
| | Proof of available lodging in Belgium and all other Schengen Countries (hotel booking, tourist vouchers or Offer of hospitality) valid for the entire duration of the trip to the Schengen Countries. Please note that the majority of stay will have to be in Belgium. | |
| | Air ticket booking and copy to any destination in Belgium or train tickets or Car reservation. | |
| | All Risk Health and Travel Insurance with minimum coverage of EURO 30.000,--per person valid for all Schengen Countries and for the entire duration of stay. | |
| | Invitation letter from the Belgian company Mission Order from the Employer | |
| | Financial means For visa-applicants (Non – Kuwaiti Residence): Original salary certificate (Letter from your Sponsor/Employer, addressed to the Embassy of Belgium providing the following: date of your employment, position held, monthly salary, duration of your authorized trip). Authorized Signature (اعتماد توقيع) issued by the Kuwaiti Ministry of Social Affairs & Labor with the authentication of Kuwait Chamber of Commerce & Industry. Original bank Statement: last 6 months of transactions, with the exact salary, stamped by the bank or printed on the bank paper. (Proof of economic means of support). Copy of valid Kuwaiti work permit. | |
| | Additional documents and copies might be requested in some cases. | |

Please note:

- The visa must be applied for in person
- All documentation must be submitted in English language
- Original documents must be presented along with photocopies.

Remarks _____

Declaration

I have been informed that an application without a complete set of documentation according to above mentioned checklist may result to the rejection of my visa application. The Embassy of Belgium reserves the right to ask for an additional supporting document and does not guarantee the issue of visa.

Date: _____

Applicants Signature: _____

VFS Officer Signature: _____

ATTENTION: The Embassy of Belgium has the right to ask any other additional documents it considers necessary, and may call the applicant for an interview. In all cases the visa fee is non-refundable.