



# Short Stay Schengen Visa

## Purpose of Travel: Business

Your application must contain all following supporting documents, in the order indicated below | An incomplete application may result in delays or refusal | If you are not a resident of Canada or if Belgium is not your main destination your application can be refused | Print this "checklist" and add it to your application file | Visa fees are not refundable.

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <b>Supporting documents</b>  |
| <input type="checkbox"/>            | <b>1. Visa application form</b><br>Fill in your <a href="#">visa application form</a> online, print it, sign it and include it in your application file.   |
| <input type="checkbox"/>            | <b>2. Passport</b><br>Your passport must be valid for at least 3 months from the date on which you leave the Schengen area. Your passport must contain at least 2 empty pages (double-sided) and cannot be older than 10 years.  |
| <input type="checkbox"/>            | <b>3. Proof of legal residence in Canada</b><br>Copy of Canada permanent resident card or Canadian visa/permit (should be valid for at least 3 months after the date of re-entry).   |
| <input type="checkbox"/>            | <b>4. Photo</b><br>2 ID photos: Canadian passport-size, recent (less than 6 months), in colour, white background.  |
| <input type="checkbox"/>            | <b>5. Biometrics</b><br>We will need to take your fingerprints and photo (biometrics) at your appointment.<br>N.B.: If you have given your fingerprints for a Schengen visa less than 59 months ago, it is not necessary to make an appointment as you are in principle exempt from submitting your fingerprints. You can therefore send your application by post.   |
| <input type="checkbox"/>            | <b>6. Visa fee</b><br>A visa fee of CAD 135,00 needs to be paid.<br>Following <a href="#">payment methods</a> are available: <ul style="list-style-type: none"><li>• By Postal Money Order (<i>Canada Post</i>) or a bank draft or certified cheque (issued by a Canadian financial institution) issued to the order of "Consulate General of Belgium"</li><li>• Credit or debit card at the counter during your appointment</li></ul> Kindly note that personal cheques and international cheques are NOT accepted. |

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p><b>7. Travel arrangements</b></p> <p>Flight reservation (return) or other evidence of planned travel. Include your full itinerary if you intend to travel to more than one Member State of the Schengen area (in this case also indicate the means of transport used to travel between each country).</p>   |
| <input type="checkbox"/> | <p><b>8. Confirmed accommodation/hotel reservations</b></p> <p>Proof of confirmed accommodation in Belgium (and in other Schengen countries if you intend to travel to other countries besides Belgium). Mentioning the name, address, telephone number of the hotel, as well as the confirmation number of the reservation, or other proof of accommodation.</p>  |
| <input type="checkbox"/> | <p><b>9. Reference letter from your employer</b></p> <p>A dated and signed letter on your employer's letterhead stating the purpose of your stay in Belgium.</p>   |
| <input type="checkbox"/> | <p><b>10. Invitation of the business partner in Belgium</b></p> <p>A dated and signed letter, on the letterhead of the business partner in Belgium, stating the type of activity, the purpose of your stay in Belgium and the desired duration of the visa.</p>  |
| <input type="checkbox"/> | <p><b>11. Proof of financial means covering travel expenses</b></p> <ul style="list-style-type: none"> <li>• Either proof your own income ;</li> <li>• Or a certificate from your employer or the company in Belgium guaranteeing that all the costs related to the travel will be covered.</li> </ul>   |
| <input type="checkbox"/> | <p><b>12. Proof of health insurance</b></p> <p>A health insurance certificate from a Canadian insurance company, valid for the Schengen area, clearly indicating the traveller's name, the period of coverage, the geographical area and the amounts covered (min. €30.000), including hospital care, emergency treatment and repatriation (including in the event of death). Please provide a CLEAR AND CONCISE document from your insurer that includes ALL of these elements.</p> |
| <input type="checkbox"/> | <p><b>13. Return envelope</b></p> <p>Provide a pre-addressed, stamped return envelope (express mail with tracking number, e.g. Xpresspost regional or national, UPS, FedEx, DHL, Purolator), in order to return your passport with your visa, if applicable.</p>   |