



Embassy of the Kingdom of Belgium
in Kuala Lumpur

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<http://diplomatie.belgium.be/malaysia>

VISA C – APPLICATION

BUSINESS/CONFERENCE/TRAINING

Submission & collection time: 9am-12pm
(by appointment only)

| Embassy check | Applicant check | Document number | Original and/or copy | Description of the document |
|------------------|--------------------|--------------------|----------------------------|--|
| | | 1. | Original | This checklist , with boxes ticked and documents in the sequence of this checklist. |
| | | 2. | Original | Print-out confirmation email, that you have an appointment for your visa application. |
| | | 3. | Original | Belgian Schengen visa application form , properly completed. Signed and dated on the last page of the form. |
| | | 4. | Original | A recent passport-sized photo (3,5cm x 4,5cm) in colour with a white background, pasted on the application form . |
| | | 5. | Original + Copy | Passport with at least two empty pages. Issued less than 10 years ago and valid for at least 6 months after your intended stay in the Schengen States. Copy of bio-data pages (this includes the signature page) + previous Schengen visas. |
| | | 6. | Original + Copy | Malaysia Resident Permit (Multiple entry) Employment pass/Dependant's Pass/Work permit/Student pass/Permanent Resident card + Re-entry Permit/... Valid for at least 3 months after the intended stay in the Schengen States. |
| | | 7. | Original | Recent attestation from your Employer / School / University in Malaysia. Stating the applicant's: Current position, employment date, annual salary and period of approved leave. When this is received by email, it should also be sent by the issuer to the visa office of the embassy. In this case, include a copy in your application file. For self-employed: a recent print-out copy of the SSM/business profile. |
| | | 8. | Original | Official business invitation letter from a company in Belgium, including: dates of the meeting/conference/training. When this is received by email, 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. If attending a conference: a letter from the event organizer in Belgium confirming your attendance or payment receipt of registration. |
| | | 8. | Original | Return Flight reservation/booking to Belgium with confirmed travel dates. When also travelling to other Schengen States, include a full itinerary with confirmed bookings. |
| | | 9. | Original | Proof of accommodation 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. | Copy | Travel insurance certificate + table of benefits and area of coverage from a local travel agent covering all risks and costs (incl. medical and repatriation) in the Schengen zone for at least EUR30,000. |
| | | 11. | Original + Copy | Proof of sufficient financial means: <ul style="list-style-type: none"> For employed: bank statements from an account in your name in Malaysia and salary slips, both of at least the last 3 months. For self-employed: bank statements from an account in your name in Malaysia of at least the last 3 months + SSM/business profile. OR letter from your employer in Malaysia stating that the employer takes full responsibility for all expenses incurred while in Belgium. |
| | | 13. | | Visa fee: RM416 (payable by Credit/Debit card) and non-refundable. |

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.

- 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.
- Documents not issued in Dutch, French, German or English must be translated by an approved translator of the Belgian Embassy after the legalization. Translations must then be legalized.
- additional documents may be requested.

Signature:



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

| <u>FOR NON-WORKING SPOUSE</u> | | | | |
|--------------------------------------|--|-----|--------------------|--|
| | | 13. | Original + Copy | Marriage certificate |
| | | 14. | Copy | Spouse's passport |
| <u>FOR CHILD</u> | | | | |
| | | 15. | Original + Copy | Birth certificate |
| | | 16. | Copy | Passports from both parents or guardian |
| | | 17. | Original | Letter from school confirming vacation (for children over 12 years of age) |
| | | 18. | Original | Letter of consent signed by both parents / legal guardian when child travels with one parent OR when child travels alone OR when child travels with another person. |