



Embassy of the Kingdom of Belgium  
in Kuala Lumpur, Malaysia

VISA C – APPLICATION –  
BUSINESS/CONFERENCE/TRAINING

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**Submission & collection time: 9am-12pm**

Embassy check	Applicant check	Document number	Original and/or copy	Description of the document
		1.	Original	<b>This checklist</b> , 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 <a href="#">Schengen visa application form</a> , properly completed. Signed and dated in field 36 + 37 as well as on the last page of the form.
		4.	Original	A <b>recent</b> passport-sized <b>photo</b> (3,5cm x 4,5cm) in colour with a white background. To be pasted on the application form.
		5.	Original + Copy	<b>Passport</b> 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	<b>Malaysia resident permit</b> Employment pass/Dependant's Pass/Work permit/Student pass/Permanent Resident card + Re-entry Permit/ ... Valid for at least 6 months after the intended stay in the Schengen States. + Seaman book for seaman joining the vessel
		7.	Original	Recent <b>attestation</b> from the <b>Employer/School/University</b> in Malaysia. Stating the applicant's: Current position, employment date, travel period, purpose of visit... For self-employed: a recent print-out copy of the SSM business profile.
		8.	Original	<b>Official business invitation letter</b> from a company in Belgium, including: dates of the meeting/conference/training. When this is sent 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. <b>If attending a conference:</b> a letter from the event organizer in Belgium confirming your attendance or payment receipt of registration.
		9.	Original	Return <b>Flight reservation/booking</b> to Belgium with confirmed travel dates. When also travelling to other Schengen States include full itinerary with confirmed bookings.
		10.	Original	<b>Proof of accommodation</b> A confirmed hotel reservation or other confirmed accommodation including the address, your name and confirmed dates of stay. When also travelling to other Schengen States include full itinerary with confirmed bookings.
		11.	Original	<b>Travel insurance certificate + policy</b> from a local travel agent covering all risks and costs (incl. medical and repatriation) in the Schengen zone for at least 30 000 EUR (or its equivalent). Or employment letter stating that you are insured under the group travel insurance of the company. A policy also needs to be included.
		12.	Original	<b>Proof of sufficient financial means</b> bank statements and salary slips, both of at least the last six months and employment letter stating that the employer takes full responsibility for all expenses incurred while in Belgium.
				<a href="#">Accepted proof of vaccination</a> : You are fully vaccinated 2 weeks after your last vaccination dose with an EMA approved vaccine or Covishield.
		13.		<a href="#">Visa fee</a> – Please refer to the link

I HAVE BEEN INFORMED THAT:

- my passport will be kept for the duration of the visa processing time, which is up to three weeks.
- my application will only be eligible for processing when the submitted file is complete.
- additional documents may be requested.
- if I extend my business trip to a personal trip, I will need to submit personal travel insurance and proof of sufficient financial means as my company will not sponsor that part of my trip.

Signature:



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

FOR NON-WORKING SPOUSE				
		13.	Original + Copy	<b>Marriage certificate</b>
		14.	Copy	<b>Spouse's passport</b>
		15.	Original + copy	<b>Letter from the spouse (takes full responsibility for all expenses incurred while in Belgium)</b>
FOR CHILD				
		13.	Original	An extra <b>photo</b> , according to the <a href="#">ICAO-regulations</a> (for children until 6 years old)
		14.	Original + Copy	<b>Birth certificate</b>
		15.	Copy	<b>Passports from both parents or guardian</b>
		16.	Original	<b>Letter from school</b> confirming vacation (for children over 12 years of age)
		17.	Original	<b>Letter of consent</b> signed by both parents or legal guardian if child travels alone or with another person.