

- **Copies** : Always submit a copy for each original document you submit. We are not responsible for making copies, and originals will only be returned to you if a copy is provided for the file. Copies are to be kept for application archives of the Embassy. Each applicant must have his/her own copies of each required document (even when travelling as a family or group).
- **Documents** : The Embassy will evaluate the documentation and has the right to request additional documents where necessary at any point in time. Presentation of fraudulent documents is punishable by law.
- **Payment slip & application form** : Make sure to take your proof of payment (printed) and application form (printed) with you to your appointment. Otherwise, your appointment cannot go forward, and you will have to rebook.
- **Submitting a complete application** : applicants are solely responsible for their application submission. Submitting an incomplete application will lead to a delay in the processing of your application as the Embassy will have to ask for the missing documents. In the worst case, it can lead to a refusal by the Immigration Office.

Checklist of required documents for a visa application

BUSINESS TRAVEL

- 1. Schengen visa application form duly completed, dated and signed by the applicant (print out of online form).
- 2. A recent passport size photograph.
- 3. Valid passport (must be valid for at least 3 months after validity of the visa). Where the passport has been issued less than one year prior to Schengen Visa application submission, the applicant must also present the previous passport. If you are not a citizen of the country where you reside, please present proof of legal residence.
- 4. Photocopy of passport data page and all used pages of the passport (in the right order).
- 5. Proof of your financial means: last 3 pay slips, bank statements of the last three months, ... and/or any other documents that show you have a regular income.
- 6. Original job letter indicating date of employment, duration of contract, post in company, salary and confirmation of travel on behalf of the company. Letter should be dated and signed. If company is responsible for all expenses this should be mentioned. If self-employed, original of the certificate of registration of the business.
- 7. If travelling on the invitation of a company, letter of invitation issued by the company in the country of destination stating the purpose of travel, the length of stay, place of abode and specifying who is covering the cost of the trip (dated and signed).
- 8. Proof of accommodation such as hotel reservation; must include address and dates of stay reserved in the name of applicant.
- 9. Travel itinerary showing the planned travel dates and full route (do not purchase ticket prior to the issuance of the visa unless we specifically instruct you to do so).
- 10. Travel Health Insurance in the name of the applicant, with a minimum coverage of thirty thousand (30,000) EUR for emergency medical treatment. There should be additional coverage for repatriation of mortal remains. The insurance company should have at least an office in a Schengen State and should cover all costs (the insured should not have to make



any up-front payments). Ensure your insurance can be cancelled in case the visa is not granted.

- 11. Proof of vaccination (if applicable depending on the regulations of the country you are travelling to, which you need to verify before applying).
- 12. Proof payment of the visa fee: see [Payment | Belgium in Jamaica](#).

