

INFORMATION
FOR PERSONS APPLYING FOR SHORT-TERM BELGIUM VISA
(Not more than 90 days) for a business trip

DOCUMENTS REQUIRED

For a short-term visa to travel to Belgium (when the term of stay is not more than 90 days), the following documents should be submitted to the Embassy or an authorized Consular institution in your place of residence:

1. Valid travel document (for example national passport) for visa. Validity of the document has to be 3 months longer than the validity of visa.

<p>In case of child travelling with you, it is necessary to submit his/her travel document. Otherwise, the Embassy will not accept the visa application irrespective of child's age.</p>

2. Visa application form duly filled and signed; as well as 2 recent identical photos of an applicant.
3. Invitation letter. This letter sent by the Belgian company or company located in Belgium must indicate the purpose, the term of the trip and type of relations between Belgian company and the applicant or the applicant's company (proof of business relations).
4. Documents confirming sufficient solvency of the applicant's stay in Belgium and his return to Ukraine:
 - Proof of personal sufficient financial means, or
 - Letter from inviting party which takes all financial obligations concerning your stay etc.
5. Proof of the fact that the period of applicant's travel will be covered for an individual or collective medical insurance that covers probable expenses concerning repatriation caused by medical factors, as well as expenses for urgent medical treatment. This insurance can be obtained in Ukraine personally or by the inviting party in the corresponding foreign state. The insurance has to be valid in the whole territory of Schengen area and must cover the entire period of stay abroad. The applicant has to refer to the Embassy of Belgium or authorized Consular institution for more detailed information concerning insurances which are accepted to apply for visa application. The minimum insurance coverage is 30 000 euros.
6. Reference letter from the employer or company giving consent that the applicant is allowed to travel to Belgium.

In case an applicant is a private entrepreneur, the copy of state registration certificate of private entrepreneurship should be submitted.

7. Booking of return tickets. Post issuance of Visa, Embassy may ask for the proof of travel ticket purchased by the applicant (Ticket should be clearly state the name of the applicant and should be non-refundable).
8. Hotel reservation (indicating full name and address of hotel, as well as booking period).

The above mentioned documents are basic documents for visa application. The Embassy of Belgium or the authorized Consular institution reserves the right to demand for additional documents from the applicant.

NOTES

Access on territory

The presence of visa gives no absolute right of entrance to the territory of Belgium or Schengen area. At the time of arrival at the border and presenting the visa you may be refused access to the territory of Belgium if you do not have obvious proof of financial means or if you have no opportunity to receive financial means in a lawful way. You can present proof of sufficient financial means by presenting cash, traveler's cheques, credit cards, original of official invitation, working contract, bank extracts, and certificate of private entrepreneurship and proofs of professional work.

- *All the documents prepared in Ukrainian or Russian should be translated into English, Netherlands, German or French (self-translation is acceptable).*
- *Persons submitting false documents to the Embassy will bear the responsibility according to current legislation.*