

Checklist for short stay Schengen visa for business visit applications

商务签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)
--	---

	Nr			
VISA Fee (签证费)		522		NAME OF TRAVEL AGENT 代理名称
Service Fee (服务费)		180		ADDRESS 地址
Legalization Fee (公证费)		87		
Legalization Service Fee (公证服务费)		20		TEL/电话
Courier Fee (If any) 快递费 (如选)				TOTAL
Other Fees (其他费用)				

	Yes /有?	No/ If not, why not? 没有? 如没有, 注明原因	Legali- zation Fee 公证费	Legali- zation Service Fee 公证服务费	For official use: dox present ?
1. A valid passport: should have been issued within the previous ten years and be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure and should contain at least 2 empty pages when applying for the visa. Please provide one copy of the passport (the empty pages don't need to be copied).					
2. One copy of your Chinese identity card and temporary residence card (if any) or of your residence permit (for foreigner)					
3. One application form signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant					
4. A 2-inch recent (no more than 6-months old) passport size photograph should be affixed					
5. The original of the medical insurance policy + 1 copy					
6. An original invitation letter + 1 copy from the inviting company in Belgium, mentioning the name, profession and passport number of person(s) invited, the purpose and duration of the visit, which party will bear the travelling and lodging expenses, telephone/fax number/e-mail address of the inviting company in Belgium, name, position and signature of the legal representative of the legal representative of the inviting business relation.					

7.	An official dispatch letter + 1 copy from the work unit in China, stating that the company agrees that the visa-applicant goes on a business trip to Belgium. The letter should mention the position/occupation, passport number, identity of the applicant(s) and duration and specific business purpose of the visit.					
8.	Proof of sufficient solvency: bank statement/deposit/salary sheet (In case all/some of the expenses are NOT borne by the inviting or dispatching company)					
9.	Return plane ticket reservation					
10.	Official copy of the Chinese business license+ full translation					
11.	Documents in relation to accommodation (hotel reservation), or proof of sufficient means to cover his accommodation.					
12.	Proof of existing commercial relationship (i.e. bill of lading, business contract,..)					
13.	Two envelopes with family name, first name, address and ZIP code in Chinese and your telephone number.					

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province before being authenticated by the Embassy / Consulate General of Belgium. They should not be older than six months.

The applicant acknowledges that he has provided the documents here above marked as submitted and that he has been informed that some other documents might be requested by the Belgian Embassy / Consulate General.

申请人知道他已递交以上标记出的材料并已被通知比利时大使馆或领事馆可能还需要其他材料。

Name & Signature of Inquiry Officer (资料审核员签名)

Date/日期:

Applicant's Signature (申请人签名)