

**Checklist for short stay Schengen visa for business visit applications**  
**Fast Track procedure**  
**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)
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	Nr				
VISA Fee (签证费)				NAME OF TRAVEL AGENT 代理名称	
Service Fee (服务费)		180		ADDRESS 地址	
Legalization Fee (公证费)					
Legalization Service Fee (公证服务费)		20		TEL/电话	
Courier Fee (If any) 快递费 (如选)				<b>T O T A L</b>	
Other Fees (其他费用)					

		Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	Legalization Fee 公证费	Legalization 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. <b>Please provide one copy of the passport</b> (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.	Two recent (no more than 6-months old) passport size photographs with light-coloured background should be affixed to the application form					
5.	Original <b>Dispatch Letter</b> from your Employer (in English) On official company paper with stamp and signature, mentioning clearly: <ul style="list-style-type: none"> <li>▪ Full address and contact persons of the company</li> <li>▪ The name and position of the countersigning officer</li> <li>▪ Name, position, salary and years of employment</li> <li>▪ The purpose of the visit</li> <li>- Confirmation of position after the return;</li> <li>- The person or the entity who will bear your travel and living costs</li> </ul>					

6.	The original of the Schengen Travel Insurance policy (should cover duration of stay + 1 day because of time difference) + 1 copy					
7.	Your e-mail address: to be mentioned on the application form					

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。

Please note that our Consulate may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

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

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Date/日期:

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Applicant's Signature (申请人签名)

Updated July 2, 2012