

Checklist for short stay Schengen visa for business visit or short professional training applications
商务签证申请审核表

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|---|---|
| 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) | | | | T O T A L | |
| 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. 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. | Two recent (no more than 6-months old) passport size photographs with light-coloured background should be affixed to the application form | | | | | |
| 5. | Original Invitation Letter from the Organiser of the Event or the Training On official company paper with stamp and signature, mentioning clearly: <ul style="list-style-type: none"> ▪ The full address and contacts of the company ▪ The name and position of the countersigning officer ▪ Purpose + duration of the visit ▪ Detailed program ▪ The person or the entity who will bear your travel and living costs; ▪ Whether the sponsor gives financial guaranty for your return to China; ▪ Proof of registration from a Chamber of Commerce if applicable | | | | | |

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|-----|--|--|--|--|--|--|
| 6. | Original Dispatch Letter from your Employer (in English) On official company paper with stamp and signature, mentioning clearly: <ul style="list-style-type: none"> ▪ Full address and contact persons of the company ▪ The name and position of the countersigning officer ▪ Name, position, salary and years of employment ▪ The purpose of the visit - Confirmation of position after the return; - The person or the entity who will bear your travel and living costs | | | | | |
| 7. | Chopped copy of the Chinese Business License+ full translation | | | | | |
| 8. | Proof of existing commercial relationship (bill of lading, business contract, etc) | | | | | |
| 9. | Proof of your personal solvency in case personally covering the costs of travel and living | | | | | |
| 10. | Flight Reservation: When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued! | | | | | |
| 11. | Proof of accommodation: For the whole duration of the intended stay in the territory of the member states of the Schengen area. | | | | | |
| 12. | The original of the Schengen Travel Insurance policy (should cover duration of stay + 1 day because of time difference) + 1 copy | | | | | |
| 13. | 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.

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

Date/日期:

Applicant's Signature (申请人签名)

Updated July 2, 2012