

Business

You are welcome at the Belgian diplomatic missions and / or at the new Visa Application Centers of your jurisdiction. For more details [click here](#).

The documents to be produced when applying for a business visa valid for the Schengen countries, with Belgium or the Grand Duchy of Luxembourg as the main destination, are:

- 1) A valid passport. The passport should be valid at least 3 months after the expiry date of your visa and should contain at least one double blank page reserved for visas (blank front and back) when applying for the visa.
- 2) One [application form](#), signed and dated by the applicant (*).
- 3) An original invitation letter from the inviting company in Belgium or the Grand Duchy of Luxembourg, mentioning the name, profession and passport number of the 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 or the Grand Duchy of Luxembourg, name, position and signature of the legal representative of the inviting business relation. This letter should be made on official letter head paper used by the company.
- 4) A covering letter from the Indian company (or an official organisation in India) confirming the applicant's position within the company. The letter should also mention which party is bearing the expenses related to the trip of the applicant. This letter should be made on official letter head paper used by the company.
- 5) Your return plane ticket with confirmed reservations.
- 6) Your original medical insurance policy ([more details](#)).
- 7) We recommend that you provide recent and official financial information of the Indian company or Indian organization and the proof of an existing commercial relationship, if you have already done business with the inviting company in Belgium or the Grand Duchy of Luxembourg (i.e. bill of lading, business contract,..)
- 8) The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy or Consulate General. Also, the applicant may be invited in person for an interview.

Notes:

1. You should apply 3 weeks before the scheduled date of departure.
2. All submitted documents must be recent.
3. All documents have to be produced in 1 original and 1 copy.
4. The present short stay visa doesn't exempt you from a work permit which might be required depending on the type of activity you intend to do in Belgium. Please check with your employer or client in Belgium before departure.
5. With regards to financial documents, the Consulate may ask for verification from the bank.
6. Submitting false documents may be followed by legal action.
7. The above mentioned visa is valid for all Schengen countries and is intended for a short stay up to 90 days.
8. The visa-handling fee: € 60 - to be paid by Bank draft, in Rupees ([more details](#)).

The visa-handling fee is non-refundable.

(*) Multiple entries are required in case the Schengen-area is re-entered after e.g. travelling to USA/UK. If further applications for other countries are to be made, the passport can stay in possession of the applicant until the day preceding the date of issue.

AS A RULE – and provided the relevant authorities do not object or no additional documents are required – the visa will be issued after 3 working days.