

## **BUSINESS VISA (TYPE C – SHORT STAY)**

- A valid national passport / travel document in which a visa can be affixed.
- A visa application form correctly completed signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- A letter of invitation by a Belgian company indicating the purpose & duration of stay, mentioning which party is bearing the expenses of trip and travel arrangements.
- A covering letter from the UK Company confirming the applicant's position, the purpose & duration of stay mentioning which party is bearing the expenses of the trip and travel arrangements.
- Recent 3 months salary slips or Letter from your Accountant or Bank Manager if self employed.
- Confirmed hotel reservation / Address of stay, if not mentioned in the employer's letter.
- Confirmed Ticket for Airplane / Boat / Train / Bus, if not mentioned in the employer's letter.
- Proof of valid Overseas Medical Insurance with a minimum cover of Euros 30,000/-

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution
4. The above mentioned type 'C' visa is valid for all Schengen countries and is intended for a short stay up to 90 days.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
6. For the correct fee and more information please log on to our websites <http://www.diplomatie.be/abidjan> or <http://www.vfs-be-gh.net>

BELGIUM VISA APPLICATION CENTRE  
NO 2 LENSHE CRESENT, NORTH LABONE ACCRA  
TEL: 021 911882  
Website:- [www.vfs-be-gh.net](http://www.vfs-be-gh.net) email:- [info@vfs-be-gh.net](mailto:info@vfs-be-gh.net)