



BENCHMARK VISA SERVICES

Belgium Short term Visa Checklist

1. Visa Application Form
 - Fully completed and signed Schengen visa application form.
2. Passport Photos
 - Two recent passport-sized photos (35x45mm), adhering to Schengen visa photo requirements.
3. Passport
 - Valid for at least three months beyond the planned departure date from the Schengen area.
 - At least two blank pages.
 - Copies of previous visas, if applicable.
4. Cover Letter
 - Explaining the purpose of the visit, travel itinerary, and details of the stay.
5. Flight Itinerary
 - Round trip reservation or flight itinerary with dates and flight numbers specifying entry and exit from Belgium.
6. Proof of Accommodation
 - Hotel bookings, rental agreement, or an invitation letter from a host in Belgium if staying with friends or relatives.
7. Travel Health Insurance
 - Coverage of at least €30,000.
 - Valid for all Schengen countries.
 - Covering the entire duration of the stay.
8. Proof of Financial Means
 - Bank statements for the last three months.
 - Proof of sponsorship, if applicable.
 - Salary slips (if employed).

Additional Requirements (Based on Applicant's Status):

For Employed Applicants:

1. Employment Contract
2. Leave Permission from Employer
3. Income Tax Return (ITR) or Form 16

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For Self-Employed Applicants:

1. Business License
2. Company's Bank Statements (last three months)
3. Income Tax Return (ITR)

Specific Purpose-Based Requirements:

For Tourism:

1. Detailed Itinerary
 - Including the purpose of visit, places to be visited, and duration of stay.

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