

BELGIUM VISA REQUIREMENTS

BUSINESS, CULTURAL OR SPORT EVENT, OFFICIAL PURPOSE (Visa C)

- **Visa application form** (duly completed and signed).
- **Passport with validity of at least 3 months** (after the end of the planned journey).
- **Copy of the data page of the passport** (together with all pages having visas and stamps).
- **One (1) passport sized photo** (with white background and not older than 6 months).
- **Proof of ties in the Philippines :**
 - a) **Proof of social security contributions**, if relevant
 - b) **Copy of real estate property – title-deed**, if relevant
 - c) **Proof of family ties in the Philippines** (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).

- **Travel Itinerary**
- **Ticket Reservation**
- **Hotel Booking Reservation**
- **Birth Certificate** (original issued PSA issued within 1 year).
- **Travel Insurance** (covering the entire duration of the trip (only accredited insurance companies are accepted; minimum coverage of 30,000 euros, non-deductible must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death, Validity in all Schengen countries).

- **For Company's Sponsorship**

Invitation Letter (Signed invitation letter (on proper letterhead) of the host company or organization in Switzerland. The invitation letter must contain the following: Name and contact details such as email and phone number of the signatory (inviting person), name and passport number of the applicant, nature and duration of the visit/business, guarantee to cover all expenses during the stay (if applicable).

The invitation letter must be signed by persons authorized to do so according to the commercial register. Please attach a current copy of the extract from the Swiss Commercial Register of the company in Switzerland.

Letter from the employer (Letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.).

Guarantee Letter (must be notarized).

Original Bank Certificate (must be addressed to the Embassy).

Bank Statements (showing account activity for the past six months).

Income Tax Return

- **For Employees**

Certificate of Employment (in original with contact details including email and phone numbers, duly stamped and with the name and position of the signatory (**scanned or electronic signatures are not accepted**)).

The letter must contain the following information about the visa applicant: Position, date of hiring, salary and dates of the approved leave. The company has to confirm the continuation of the employment relationship after the requested stay abroad.

Original Bank Certificate (must be addressed to the Embassy).

Bank Statements (showing account activity for the past six months).

Income Tax Return

Company ID (photocopy - back-to-back)

If professional

- Photocopy of PRC/IBP ID)

If Self Employed:

- Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
- Latest Income Tax Return
- Business Financial Statement

If pupil or student:

- Proof of enrollment
- Certificate of leave absence if travelling during school year

For non-Filipino applicants who have valid residence status in the Philippines

- Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States

Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at documentations@inflightmenuph.com for queries and/or information in submitting the requirements.