



## Checklist for **AU PAIR** **(Article 9)**

It is essential that your file contains the following:

***You must lodge the original documents. The originals will be returned to you.***

### **Passport**

A valid passport:

- should have been issued within the previous 10 years;
- should be valid for more than 12 months;
- 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).

### **Copy of ID**

One copy of your Chinese identity card, temporary residence card (if any) or of your residence permit (for foreigner)

### **Application form**

One (1) application form duly filled in, signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant.

This form is available free of charge online or at VFS and Embassy/Consulates. You complete it in French, Dutch, German or, if you do not have a command of any of the national languages, ideally in English.

Any person appearing in your travel document must complete a separate application form. Minor children must submit an application form signed by a person with parental authority or by a legal guardian;

Please follow the link to the application form [online](#) .

### **Photo**

One (1) recent (no more than 6-months old) passport size photograph with the [following specifications](#) should be affixed to the application form.

### **Administrative fee**

The applicant has to provide the proof of payment of the [administrative fee](#) at the submission of his/her application. If this is not the case, the visa application is not admissible.

**Medical Certificate**

A medical certificate attesting that you are not carrying any of the diseases which might endanger public health. This certificate must not be older than 6 months from the date of issuance. The specific form must be signed and stamped by an [approved hospital](#) (scroll to the bottom of the page to find the pdf-document with the approved hospitals).

**Non-Criminal Record Certificate**

If you are aged over 18, a **notarized** certificate and also **provided with an apostille from the Chinese Ministry of Foreign Affairs** attesting to the lack of any convictions for crimes or offences under common law, together with a translation. This certificate must not be older than 6 months from the date of issuance.

**Work Permit**

Your original work permit obtained by the Belgium-based employer, or his representative, from the regional employment service which covers the employer's place of business.

**The documents drawn up abroad in a language other than Dutch, French or German are to be translated in accordance with the original by a sworn translator. The translation must be provided with an apostille as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.**

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in.

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province. They should not be older than six months.

Please note that our Consulate may, in 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.