

## Au pair (Take part in program of «Au pair»)

- Documents should be submitted in original + 2 photocopies (A-4 size). All originals are returned.
- Documents in Farsi language only are not accepted for the treatment of your visa file; only translated documents will be taken into account.
- The Farsi documents need to be translated by a sworn translator into one of our national languages or into English.

		Original	Copy	Legalized and translated
<b>Main documents</b>				
<b>Original of passport</b>	Passport Which must be valid for at least 1 Year When Applying for the visa	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	previous 10 years. It is advisable that your passport contains at least one double blank page reserved for visas (blank front and back) for each. Passport should be signed by the applicant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Two Long stay visa application forms</b>	-Duly completed (in German, Dutch, French or English), dated and signed by the applicant in person. The form with a bar code is available once the registration on <a href="#">Visa-On-Web</a> is completed online. Print out the form and add it to your documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-For family members or group applications each individual must have a separate VOW application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-In case of minors (below the age of 18), the application form needs to be signed by parents or person exercising legal guardianship.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Confirmation of administrative fees payment</b>	A contribution for administrative cost (administrative fee) must be paid directly to the Ministry of Interior prior to submitting an application, please check the following website to find all the information on the cost, how to proceed and the exemptions : <a href="https://dofi.ibz.be/sites/dvzoe/EN/Pages/home.aspx">https://dofi.ibz.be/sites/dvzoe/EN/Pages/home.aspx</a> Without the proof of this payment (2 Copies), the visa application cannot be accepted.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Two identity photos</b>	2 identical, recent passport photographs, meeting Schengen photo requirements (two glued on each of application form).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Proof of purpose of stay and accommodation</b>				
<b>B work permit</b>	Your original valid type B work permit (permis de			

	travail B/arbeidskaart B) (that your employer in Belgium must request)/authorization for professional card issuance. (2 Copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Copy of your work contract</b>	2 copies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other documents</b>				
<b>Medical certificate</b>	A medical certificate by an accredited doctor of the Belgian Embassy. (2 Copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Police Clearance</b>	An extract from your judicial record (Police clearance), not more than six months prior to the date of application and covering the last 5 years (2 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Shenasnameh</b>	Translated (2 copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No