



KINGDOM OF BELGIUM  
Federal Public Service  
Foreign Affairs,  
Foreign Trade and  
Development Cooperation

## Checklist for **Working Holiday Visas**

*Limited to nationals of Australia and New Zealand, aged between 18 and 30, and first time applicants*

It is essential that your file contains the following:

***Two sets of your entire visa application (application form and supporting documents), plus any original documents that are to be returned to you, such as your original police and medical certificate.***

### **Application form**

Two (2) application forms duly filled in, signed and dated by the applicant.

This form is available free of charge online or at VFS and the Embassy. You complete it in English, French, Dutch, or German.

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

### **Photo**

Two (2) recent (no more than 6-months old) passport size photographs (dimensions: 35 by 45 mm) should be affixed to the application form (but not glued).

### **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 facing empty pages when applying for the visa.

### **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. The administrative fee needs to be paid directly to the Home Affairs Office in Brussels.

### **Explanatory letter**

Explanatory letter describing in detail your plans for your long stay in Belgium, indicating your intention to prioritize holiday over work.

### **Medical Certificate**

An original [medical certificate](#) attesting that you are not carrying any of the diseases which might endanger public health. This certificate must be no older than 6 months from the date of issuance. The specific form must be signed and stamped by an [approved doctor](#).

### **Non-Criminal Record Certificate**

For applicants aged 18 and over, an original National Police Certificate:

In Australia: "National Police Clearance Certificate-Name Check", issued by the AFP.

Use this link:

<https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>

You need to opt for a hard copy police check (name check only-no fingerprints).

In New Zealand: "Criminal Conviction Information" issued by the Ministry of Justice. Use this link: <https://www.justice.govt.nz/criminal-records/get-your-own/>

This certificate must be no older than 6 months from date of issuance.

This document has to be legalized by means of an [Apostille](#).

The police check is not to be notarized by a Notary Public.

In Australia you can obtain the Apostille from the Department of Foreign Affairs and Trade.

Please note that in Australia the apostille can only be placed on a hard copy police check.

In New Zealand you obtain the Apostille from the Department of Internal Affairs in Wellington.

### **Proof of sufficient funds**

Bank statements in your name proving that you have sufficient means to cover your needs (food, accommodation, transport, ...) during your time in Belgium. A minimum amount of the equivalent of €2500 is required.

### **Proof of medical travel insurance**

Proof that you have sufficient travel insurance for the duration of your stay in Belgium.

The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.

The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of death while in the Schengen area.

For residents of Australia we accept a copy of their Medicare card.

### **Proof of itinerary**

A flight itinerary for a return flight;

OR

Proof of a one way flight plus proof that the applicant has sufficient funds to purchase the return leg (on top of the proof of sufficient funds as listed above).

**The documents drawn up abroad in a language other than English, Dutch, French or German are to be translated by an official translator. The translation must be legalized 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. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

If you have any questions regarding this checklist please email the Embassy at [canberra@diplobel.fed.be](mailto:canberra@diplobel.fed.be).

**Disclaimer**

This checklist comprises all documents that are part of my visa application. I understand that the Embassy will decide on my visa application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.