



## BELGIUM VISA

### List of Documents

#### AIRPORT TRANSIT

- Applicants who cannot enclose all documents from the list should consider adding alternatives or explain the reasons for not providing them.
- During the examination of the application, the Embassy may request additional documents which are not mentioned in the list below and may call the applicant for an interview.
- Any documents submitted in languages other than English, French, Dutch or German will not be considered.
- Applicant is hereby informed that submitting the above-mentioned documents does not guarantee the issuance of a visa.
- Processing time differs from case to case, therefore, to avoid delays, it is advisable that you apply at least 3 weeks before the departure date.
- Applicants have the possibility to apply for a visa six months in advance before the travelling date.
- In principle, the processing time is between 2-3 weeks. In case the visa application has to be submitted to the Home office in Brussels for decision, the processing time will be approximately 4-6 weeks and might exceed during summer time or other special occasions.
- No additional documents can be submitted to VFS or the Embassy unless the Embassy has requested them.
- An incomplete file will lead to a visa refusal.
- A complete file does not guarantee the issuance of a visa.
- The visa fee is non-refundable.

***"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."***

#### Remarks:

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Date: - \_\_\_\_\_

Applicant's Signature: - \_\_\_\_\_

VFS Officer's Signature: - \_\_\_\_\_



**1) ☐ Application form**

- Irrespective of age, each individual requires a separate application form printed from <https://visaonweb.diplomatie.be/>
- The application form should be fully filled in, signed on both pages, and dated by the applicant.
- For children under 18 years, the application form should be signed by a person with parental authority or by a legal guardian.
- The current address, local contact number and email address should be provided.

**2) ☐ Photo**

- One passport photo not older than 6 months.

**3) ☐ Original passport**

- A valid international passport (the validity of the passport has to exceed the end of the proposed trip by at least three months);
- 1 copy of the used pages of the passport
- 1 copy of national ID-card
- 1 copy of the used pages of your previous passport (if you have one)

**4) ☐ Valid visa for the country of destination + copy**

**5) ☐ Flight ticket**

Date: - \_\_\_\_\_

Applicant's Signature: - \_\_\_\_\_

VFS Officer's Signature: - \_\_\_\_\_