



BELGIUM VISA
List of Documents
PROFESSIONAL CARD

- 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 Consulate 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 automatic issuance of a visa.
- Processing time differs from case to case, therefore, to avoid delays, it is advisable that you apply a good time in advance before the departure date.
- Applicants have the possibility to apply for a visa six months in advance and at least 15 days before the travelling date.
- In principle, the processing time is between 1-3 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 automatic issuance of a visa.
- 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:

Date: - _____

Applicant's Signature: - _____

VFS Officer's Signature: - _____



- 1) ☐ **Application form** - Two standard visa forms, per applicant, dated and signed and printed from <https://visaonweb.diplomatie.be/>
- 2) ☐ **Photo** - Three passport photo not older than 6 months.
- 3) ☐ **Proof of payment of the administrative fee in Belgium.**
- 4) ☐ **A photocopy of the used pages of the passport. The validity of the passport must be at least a year after the visa expires.**
- 5) ☐ **A photocopy of the national identity card.**
- 6) ☐ **A valid professional card. The professional card must be obtained before the visa application is submitted.**
- 7) ☐ **If this document has not been produced with the application for a professional card, a medical certificate, from a doctor accredited by the Embassy, attesting that applicant is not suffering from any disease putting public health at risk. The medical certificate will be handed over by the doctor to the visa applicant in a sealed envelope and should be submitted along with the other supporting documents at the Visa Application Centre.**
- 8) ☐ **Police character certificate (for applicants older than 18 years), which must be apostilled by the competent Pakistani authority. Documents written entirely into English do not need to be translated. Translation into French concerns only Pakistani documents. Translations must still be legalized by the Embassy of Belgium.**

**** A visa fee of 180 euro has to be paid.**

Date: - _____

Applicant's Signature: - _____

VFS Officer's Signature: - _____