



BELGIUM VISA
List of Documents
WORK PERMIT

- 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:

Date: - _____

Applicant's Signature: - _____

VFS Officer's Signature: - _____



- 1) ☐ **Application form** - per applicant, dated and signed and printed from <https://visaonweb.diplomatie.be/>
- 2) ☐ **Photo** – not older than 6 months.
- 3) ☐ **Original Passport** (the validity of the passport must be at least 3 months after the visa expires)
- 4) ☐ **Single Permit (Annex 46 or Annex 47)**

**** An administrative fee has to be paid in Belgium before submitting your visa application.**

Date:- _____

Applicant's Signature: - _____

VFS Officer's Signature: - _____