



LIST OF DOCUMENTS

AIRPORT TRANSIT – VISA A

- Any documents submitted in languages other than English, French, Dutch or German will not be considered
- Applicants are hereby informed that submission of the below-mentioned documents doesn't guarantee automatic issuance of a visa
- Processing time differs from case to case. Therefore, in order to avoid delays, it is advisable to apply well in advance before the departure date
- Applicants have the possibility to apply for a visa already 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 Foreigner's Office in Brussels, the processing time will be approximately 4-6 weeks and might exceed this duration during summer time or other special occasions
- An incomplete file will most probably lead to a visa refusal
- Visa fees are non-refundable

Remarks

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.

Applicant's signature: _____

VFS Officer's signature: _____

APPLICATION FORMYES NO

- 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.

PHOTOYES NO

- One passport photo not older than 6 months, compliant to ICAO standards

ORIGINAL PASSPORTYES NO

- The residence permit and the passport should be valid for at least three months longer than the intended stay or, in case of multiple journeys, the date on which the applicant intends to leave for the last time
- The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages
- Copies of previous Schengen visas (from the past 3 years only)
- Copies of entry and exit stamps to Schengen zone (from the past 3 years only)
- Copies of other respective countries' visas could be provided (UK, USA, Canada, Japan, Australia,...).

LANGUAGE PREFERENCE FORMYES NO

- The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated
- If it chooses to complete the application in English, he/she must choose "no preference"

TRAVEL PLANYES NO

- Documents relating to the continuation of the journey onwards to the final destination after the intended airport transits, including visa copy if needed.