



# LIST OF DOCUMENTS

## COHABITATION

- 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 below list and may call the applicant for an interview
- Documents issued by local authorities must be legalized by the Ministry Foreign Affairs and afterwards by the Belgian Embassy
- 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
- Cohabitation applications should be submitted at least 90 days before the travelling date
- An incomplete file will most probably lead to a visa refusal
- Visa fees are non-refundable
- It is essential that your file contain the original documents, plus two (2) photocopies of each document. The originals will be returned along with the passport.

### Remarks

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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 FORM**YES 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.

**PHOTO**YES NO 

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

**ORIGINAL PASSPORT**YES 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 FORM**YES 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"

**CIVIL STATUS RECORD**YES NO 

- Official civil status record of the applicant, duly legalized
- Copy of divorce certificate (if applicable) , duly legalized
- Copy of death certificate of former partner/spouse (if applicable), duly legalized

**MEDICAL CERTIFICATE**YES NO 

- A medical certificate attesting that you are not carrying any of the diseases which might endanger the public health. This certificate must be no older than 6 months from the date of issuance. The certificate must be drawn and stamped by one of the Embassy's accredited doctors

**NON-CRIMINAL RECORD CERTIFICATE**YES NO 

- A certificate attesting to the lack of any convictions for crimes or offences under common law. This certificate must be no older than 3 months from date of issuance and duly legalized
- In case the applicant resided in a foreign country in the 3 months before applying, he/she should moreover submit a certificate issued by the relevant authorities of that foreign country, duly legalized by the Belgian embassy abroad

**TRAVEL INSURANCE CERTIFICATE**YES NO 

- An insurance certificate valid for 90 days - All medical expenses including emergency hospital treatment and repatriation for the period of the stay and valid for the whole Schengen territory (coverage of at least 30.000 EUR)
- It should also clearly mention that medical costs related to Covi-19 will be covered

**COPY OF ID/RESIDENCE PERMIT OF THE PERSON TO BE JOINED**YES NO 

- A copy of the identity card of the Belgian or a copy of the residence permit AND passport of the foreigner (Card A, B, C, D, F, F+ or H).

**SUFFICIENT ACCOMMODATION**YES NO 

- Proof that the party being joined has sufficient accommodation: this evidence can be done either by a copy of the property's title assigned to his/her principal residence, or by a copy of a registered lease contract concerning his/her principal residence.

**EVIDENCE OF SOLVENCY OF THE PERSON TO BE JOINED**YES NO 

- Personal bank statements from the last 12 months showing regular income (salary, pension, etc...)
- If the applicant is the owner of a company or a partner, he/she can submit the bank statement of the company with a letter from the bank proving he/she is a signatory on the bank account. Bank statements should not be credit card statements
- If there is not enough balance on the checkings account, applicants should additionally provide bank statements of the savings accounts for the last 12 months. - The bank statements must show the applicant's name, and be stamped and signed by the bank's representative
- Cash is not accepted as a proof of funds
- For retired persons: proof of pension or other regular income
- An original certificate of family composition of the person to be joined, issued by his/her municipality in Belgium
- Please highlight the regular income on the bank statements

**MUTUAL INSURANCE COMPANY**YES NO 

- Proof that the person to be joined is affiliated to a Mutual Health Insurance Company (Mutualiteit / Mutualité) covering the risks for himself/herself

**PROOF OF SUFFICIENT FINANCIAL MEANS (APPLICANT)**YES NO 

- Personal bank statements from the last three months showing regular income (salary, pension, etc...)
- If the applicant is the owner of a company or a partner, he/she can submit the bank statement of the company with a letter from the bank proving he/she is a signatory on the bank account. Bank statements should not be credit card statements
- If there is not enough balance on the checkings account, applicants should additionally provide bank statements of the savings accounts for the last 3 months. - The bank statements must show the applicant's name, and be stamped and signed by the bank's representative
- Cash is not accepted as a proof of funds
- For retired persons: proof of pension or other regular income

- For unemployed adults/unaccompanied minors/students:
  - A commitment to take charge (Annex 3 bis) <https://dofi.ibz.be/fr/themas/faq/engagement-de-prise-en-charge>
  - A copy of the guarantor's ID and/or residence permit
  - A stamped and signed employment certificate of the guarantor, mentioning the designation, date of employment and salary
  - Guarantor's personal bank statements from the last three months showing regular income
  - An original certificate of family composition of the guarantor, issued by his/her municipality in Belgium.
- Please highlight the regular income on the bank statements

#### PROOF OF THE PERMANENT AND STABLE CHARACTER OF THE RELATIONSHIP

YES

NO

- A history of the relationship and proof of the permanent and stable character of the relationship (photographs, letters, mails, telephone bills, money transfers, copies of previous visas and immigration stamps, signed declarations of friends and relatives, proof of holidays together, etc.)