



# LIST OF DOCUMENTS

## PROFESSIONAL CARD – ART 9

- It is essential that the file contains the original documents, plus two (2) photocopies of these documents. The originals will be returned to the applicant
- 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
- In principle, the processing time varies between 1-3weeks. If the visa application has to be submitted to the Home office in Brussels for decision, then the processing time will be approximately between 1-6 months
- 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
- An incomplete file will most probably lead to a visa refusal
- Visa fees are non-refundable

### 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 (two times) 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"

**PROOF OF PAYMENT OF THE ADMINISTRATIVE FEE**YES ☐NO ☐N/A ☐

- The applicant has to provide the proof of payment of the administrative fees at the submission of his/her visa application (unless exempted). If this is not the case, the visa application is not admissible.

**MEDICAL CERTIFICATE**YES ☐NO ☐

- A medical certificate attesting that the applicant is 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 ☐N/A ☐

- 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

## PROFESSIONAL CARD APPROVAL

YES ☐

NO ☐

- The authorization from the Federal Public Service Economy, SMEs, Self-Employed and Energy for an issuance of a Professional Card (mainly sent by e-mail to applicants and Embassy).