



LIST OF DOCUMENTS

SINGLE PERMIT (WORK PERMIT)

- 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

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 (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.

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,...)

COPY OF ANNEX 46 OR 47YES ☐NO ☐

- Copy of the e-mail received by the concerned Belgian authorities granting the work permit..