



# LIST OF DOCUMENTS

## SINGLE PERMIT (WORK PERMIT)

- It is essential that the file contains the **original** documents (not certified copies), 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
- Students may be called for an interview
- Documents issued by local authorities must be legalized by the Ministry of 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
- The Embassy shall send an acknowledgement of receipt in accordance with Annex 33b to the Royal Decree of 8 October 1981 to applicants who have submitted all the documents listed below. The decision to grant or refuse the visa must be taken within 90 days of the date on which the acknowledgement of receipt is issued.
- Due to the large number of visa applications to be processed in a few weeks, the Immigration Office cannot guarantee that **visa applications submitted less than 90 days before the deadline set by the issuing institution will be processed on time.**
- 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,...)

**COPY OF ANNEX 46 OR 47**YES NO 

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