

Kingdom of Belgium

Embassy of Belgium

50 N, Shantipath

Chanakyapuri

New Delhi-110021

9.00 A.M. to 1.00 P.M.

2.00 P.M. to 5. 00 P.M

Visa Note & Fees

Work Permit

When applying for a visa, you need to present the following documents at the embassy or consulate responsible for your place of residence:

- ✓ A valid passport: The passport should be valid at least 18 months when applying should contain at least one double blank page reserved for visas (blank front and back). Passports valid for more than 10 years will not be accepted as the main required travel document. It is mandatory to have two blank pages opposite to each other.
- ✓ Four photographs of size 3.5 cm x 4.5 cm against a white background with 70-80 % face coverage, the photo needs to be printed on high-quality paper with at least 600 dpi resolution. It should be glued to the form and not stapled; one additional photograph has to be attached to the application form with a paper clip.
- ✓ Two application forms, signed and dated by the applicant.
- ✓ Your original work permit/training permit obtained by the Belgium-based employer, or his representative, from the regional employment service which covers the employer's place of business (VDAB, FOREM or ORBEM). If the applicant is exempt from the work permit/training permit the relevant certificate should be provided. Researchers at a Belgian university are advised to take up this matter with their tutor beforehand.
- ✓ A Police Clearance Certificate for the past 1 year. This document is valid only 6 months from the date of issue. In case you resided in a foreign country during the past 1 year, you should moreover submit a Police Clearance Certificate issued by the relevant authorities of that foreign country .
- ✓ Depending on circumstances, complementary documents, such an invitation letter from the Belgian company or a dispatch letter from the company in India providing additional information about the goal of the trip, may be demanded.

- ✓ An authority letter duly signed by the applicant is required for submission and collection.
All documents have to be produced in 1 original and 1 copy.

Submitting false documents may be followed by legal action.

All official documents must be recent i.e. not older than 6 months, attested by local, competent authorities and then legalized by The Ministry for External Affairs, Consular Division, Patiala House, New Delhi (more details). In case the original certificates are in any of the local languages, then an official translation in English must be attached which must also be duly attested and legalized by Indian Authorities.

Visa Category	Visa Fee
VFS Service Charge	Rs. 1000
VFS Service Charge for Legalization	Rs. 392
Visa fee for 3 Years is	Rs. 15660
Legalization fee	Rs. 1740

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Tourist

- ✓ The Applicant should have a passport valid for at least 3 months after the expiry date of your visa and should contain at least one double blank page reserved for visas (blank front and back). Passports valid for more than 10 years will not be accepted as the main required travel document. It is mandatory to have two blank pages opposite to each other.
- ✓ Photocopy of the valid passport (first and last page) is required. If there are any valid visa for USA/UK/Canada/Australia and any Schengen visa (issued in last three years), if the visa is in old/cancelled passport than photocopy of those pages are also required.
- ✓ One visa form completely filled and signed by the applicant.
- ✓ Two photographs of size 3.5 cm x 4.5 cm against a white background with 70-80 % face coverage, the photo needs to be printed on high-quality paper with at least 600 dpi resolution. It should be glued to the form and not stapled; one additional photograph has to be attached to the application form with a paper clip.

- ✓ Covering letter explaining the purpose of the visit with complete and full address and contacts of host/relative/hotel in Belgium.
- ✓ Proof of accommodation (confirmation of reservation of hotel/apartment).
- ✓ Proof of the booking of an organized trip or any other appropriate document indicating the envisaged travel plans (e.g. ticket reservation).
- ✓ Proof of sufficient funds to cover all expenses while in Belgium:
 - Bank Statements for the last 3 months.
 - Copy Income Tax Returns for the last 3 years.
 - Copy Salary Slips (if working).
- ✓ Foreign nationals residing in India must submit valid permit to return to India.
- ✓ Minors below 18 years travelling alone must submit the written consent of their parents/ guardian.
- ✓ A letter of leave from the applicants employer mentioning the applicants position in the company. OR A letter of the applicants school administration confirming the holiday and if you are below the age of 21 years, parental consent (from both parents/guardian) sworn before the Magistrate Court.
- ✓ Overseas travel medical insurance valid for all Schengen-countries . The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure. Please note that the Travel Insurance policy needs to be duly signed by the applicant before submitting the same with the application.
 1. Apollo Munich Health Insurance Company for the age group of 6 months to 70 years.
 2. Bajaj Allianz General Insurance Company for the age group of 6 months to 70 years.
 3. Cholamandalam MS General Insurance Company for the age group of 0 month to 70 years.
 4. Future Generali India insurance Company for the age group of 6 months to 70 years.
 5. HDFC ERGO General Insurance Company for the age group of 3 months to 70 years.
 6. ICICI Lombard General Insurance Company for the age group of 3 months to 85 years (Policies for Schengen Countries).
 7. IFFCO - Tokio General Insurance Company for the age group of 3 months to 70 years.
 8. National Insurance Company for the age group of 6 months to 60 years (Schengen Plan 61 to 80 years).
 9. Reliance General Insurance Company for the age group of 3 months to 70 years.

10. Royal Sundaram Alliance Insurance Company for the age group of 3 months to 70 years.
11. Star Health & Allied Insurance Company for the age group of 6 months to 70 years.
12. Tata AIG General Insurance Company for the age group of 6 months to 55 years (Silver Schengen Plan 56 to 70 years and Senior Schengen Plan 71 to 79 years).
13. The New India Assurance Company for the age group of 0 month to 60 years.
14. The Oriental Insurance Company for the age group of 6 months to 60 years.
15. United India Insurance Company for the age group of 0 month to 65 years.
16. Universal Sompo General Insurance Company for the age group of 0 month to 70 years.

In certain cases: other complementary documents might be requested to justify the merits of the visa application.

You should apply 3 weeks before the scheduled date of departure.

An authority letter duly signed by the applicant is required for submission and collection.

Visa Category	Visa Fee
VFS Service Charge for Legalization	Rs. 392
VFS Service Charge	Rs. 1000
Children 0 to 6 years	Rs. 0
Children 6 to 12 years	Rs. 3045
1 Year (Multiple Entry)	Rs. 5220
Legalization fee	Rs. 1740
3 Months	Rs. 5220
One month	Rs. 5220

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Business

- ✓ The Applicant should have a passport valid for at least 3 months after the expiry date of your visa and should contain at least one double blank page reserved for visas (blank front and back). Passports valid for more than 10 years will not be accepted as the main required travel document. It is mandatory to have two blank pages opposite to each other. Two photocopy of passport's front and last page is required.
- ✓ Photocopy of the valid passport (first and last page) is required. If there are any valid visa for USA/UK/Canada/Australia and any Schengen visa (issued in last three years), if the visa is in old/cancelled passport than photocopy of those pages are also required.
- ✓ One visa form completely filled and signed by the applicant.
- ✓ Two photographs of size 3.5 cm x 4.5 cm against a white background with 70-80 % face coverage, the photo needs to be printed on high-quality paper with at least 600 dpi resolution. It should be glued to the form and not stapled; one additional photograph has to be attached to the application form with a paper clip.
- ✓ A Covering letter from the Indian organization or company mentioning the designation and current profile of the applicant, purpose of the visit, itinerary, name & contacts of the company in Belgium.
- ✓ Reservation of onward/return travel ticket.
- ✓ An invitation letter from the Belgium Company/University/Fair and congresses.
- ✓ Proof of accommodation (confirmation of reservation of hotel/apartment).
- ✓ Proof of Financial support such as:
 - ✓ Copy of Bank statement for last three months.
 - ✓ Copy of Income Tax Returns for the last three years.
 - ✓ Copy of Salary Slips for the last three months.
- ✓ Overseas travel medical insurance valid for all Schengen-countries . The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure. Please note that the Travel Insurance policy needs to be duly signed by the applicant before submitting the same with the application.
 1. Apollo Munich Health Insurance Company for the age group of 6 months to 70 years.
 2. Bajaj Allianz General Insurance Company for the age group of 6 months to 70 years.
 3. Cholamandalam MS General Insurance Company for the age group of 0 month to 70 years.

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14. The Oriental Insurance Company for the age group of 6 months to 60 years.
15. United India Insurance Company for the age group of 0 month to 65 years.
16. Universal Sompo General Insurance Company for the age group of 0 month to 70 years.

We recommend that you provide recent and official financial information of the Indian company or Indian organization and the proof of an existing commercial relationship, if you have already done business with the inviting company in Belgium (i.e. bill of lading, business contract.).

Minors below 18 years travelling alone must submit the written consent of their parents/ guardian.

For journeys undertaken for political, scientific, cultural, sports or religious events or other reasons: Invitation, entry tickets, enrolments or programs stating (wherever possible) the name of the host organization and the length of stay or any other appropriate document indicating the purpose of the journey.

The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy or Consulate General. Also, the applicant may be invited in person for an interview.

An authority letter duly signed by the applicant is required for submission and collection.

You should apply 3 weeks before the scheduled date of departure.

All submitted documents must be recent.

All documents have to be produced in 1 original and 1 copy.

The present short stay visa doesn't exempt you from a work permit which might be required depending on the type of activity you intend to do in Belgium. Please check with your employer or client in Belgium before departure.

The above mentioned visa is valid for all Schengen countries and is intended for a short stay up to 90 days.

Multiple entries are required in case the Schengen-area is re-entered after e.g. travelling to USA/UK. If further applications for other countries are to be made, the passport can stay in possession of the applicant until the day preceding the date of issue.

AS A RULE ? and provided the relevant authorities do not object or no additional documents are required ? the visa will be issued after 3 working days.

NOTE: NEW PROCEDURE: Most common are certificates of civil status (Birth/ Marriage/ Death Certificates), diplomas, police clearance certificate and affidavits. These documents only require a single legalization (Apostle) issued by the Ministry of External Affairs in New Delhi. Additional legalization by the Belgian Consulate/Embassy is not required anymore.

[Coordinates of the Ministry of External Affairs of the Government of India](#)

Joint Secretary (Consular),

CPV Division, Patiala House Annexe

Tilak Marg

New Delhi

Phone: 11 2338 8015

Fax: 11 2338 8385

E-mail: jscons@mea.gov.in / dcpf@mea.gov.in

Website: <http://mea.gov.in> , <http://mea.gov.in/apostille.htm>

Visa Category	Visa Fee
VFS Service Charge for Legalization	Rs. 392
VFS Service Charge	Rs. 1000
Children 0 to 6 years	Rs. 0
Children 6 to 12 years	Rs. 3045
Legalization fee	Rs. 1740
1 Year (Multiple Entry)	Rs. 5220
3 Months	Rs. 5220
One month	Rs. 5220

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Student

For a study-related stay in Belgium, temporary residence permit is required (Autorisation de Séjour Provisoire pour Études/Machtiging tot Voorlopig Verblijf voor studies) from the Belgian Embassy or Consulate responsible for the concerned place of residence.

- ✓ A valid passport: The passport should be valid at least 12 months when applying and should contain at least one double blank page reserved for visas (blank front and back). Passports valid for more than 10 years will not be accepted as the main required travel document. It is mandatory to have two blank pages opposite to each other.
- ✓ Four photographs of size 3.5 cm x 4.5 cm against a white background with 70-80 % face coverage, the photo needs to be printed on high-quality paper with at least 600 dpi resolution. It should be glued to the form and not stapled; one additional photograph has to be attached to the application form with a paper clip.

- ✓ Two application forms, signed and dated by the applicant.
- ✓ A medical certificate (this is valid only 6 months from date of issue). The specific form (available here) must be signed and stamped by one of the designated hospitals/doctors.
- ✓ If you are over 21 years old (or 18 if you are going to study at a private educational establishment), a Police Clearance Certificate for the past 1 year. This document is valid only 6 months from the date of issue. In case you resided in a foreign country during the past 1 year, you should moreover submit a Police Clearance Certificate issued by the relevant authorities of that foreign country.
- ✓ Proof of registration or a registration permit for a full course in a higher education establishment in Belgium, or proof of application for an equivalence certificate for diplomas or certificates issued abroad, or proof of registration for an admission test or entrance exam.
- ✓ A notarized certificate of your diploma / degree, or proof of study at an Indian university or institution of higher education in the notarized form.
- ✓ Proof of your financial support. It can be done by:
- ✓ Proper proof of the scholarship you have been or will be granted. OR
- ✓ Proof that a guarantor supports you: - If the guarantor is a Belgian national or has a permanent residence permit in Belgium, he has to provide:
- ✓ A letter of guarantee (in the prescribed form - annex 32 - French/English version - Flemish/English version), signed by your guarantor. This document can be obtained from the guarantors municipality in Belgium and has to be certified by the municipality. This document is valid for 6 months after issue.
- ✓ A certificate of registration issued to the guarantor by the municipality in Belgium; a photocopy of the guarantors identity card / passport.
- ✓ Proof of the solvency of the guarantor (bank account statement / salary sheet / tax paper). Proven monthly income should be at least ₹750 + ₹569 for the student (for the academic year 2010-2011) + ₹150 for each dependant family member.
- ✓ It's recommended to provide a certificate of the composition of the guarantors family.
- ✓ If the guarantor is residing in India or in a foreign country, he has to provide:
- ✓ A letter of guarantee (in the prescribed form - annex 32 - French/English version - Flemish/English version) by your guarantor. If the guarantor is residing in India, he is required to present himself at the Embassy / Consulate General to sign the letter of guarantee and have his signature legalized. If the guarantor is residing in a foreign country, this document can be obtained from the diplomatic or consular mission of Belgium in this country and has to be certified by that mission. This document is valid for 6 months
- ✓ A photocopy of the guarantors identity card.

- ✓ Proof of the solvency of the guarantor: bank account statement for the last 3 months / salary sheet / tax paper ? translated and notarized (*). The monthly income should be at least (the equivalent of) ?750 + ?569 for the student (for the academic year 2010-2011) + ?150 for each dependant family member.
- ✓ (If possible) Certificates of foreign language studies. The certificates should be submitted in the notarized form
- ✓ In certain cases: other complementary documents might be requested to justify the merits of the visa application.
- ✓ An authority letter duly signed by the applicant is required for submission and collection.
All documents have to be produced in 1 original and 1 copy.

Submitting false documents may be followed by legal action.

All official documents must be recent i.e. not older than 6 months, attested by local, competent authorities and then legalized by The Ministry for External Affairs, Consular Division, Patiala House, New Delhi (more details). [Legalization.doc] In case the original certificates are in any of the local languages, then an official translation in English must be attached which must also be duly attested and legalized by Indian Authorities..

Visa Category	Visa Fee
VFS Service Charge	Rs. 1000
Visa fee for 1 Year is	Rs. 15660
Legalisation fee	Rs. 1740
VFS Service Charge for Legalization	Rs. 392

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Transit

The documents to be produced when applying for a transit visa (maximum 5 days) valid for the Schengen Countries, with Belgium as the main destination, are:

- ✓ A valid passport. The passport should be valid at least 3 months after the expiry date of your visa and should contain at least one double blank page reserved for visas (blank front and back) when applying for the visa. Passports valid for more than 10 years will not be accepted as the main required travel document. It is mandatory to have two blank pages opposite to each other.
- ✓ Two photographs of size 3.5 cm x 4.5 cm against a white background with 70-80 % face coverage, the photo needs to be printed on high-quality paper with at least 600 dpi resolution. It should be glued to the form and not stapled; one additional photograph has to be attached to the application form with a paper clip.
- ✓ One application form, signed and dated by the applicant
- ✓ A valid visa for the country of final destination (outside the Schengen area).
- ✓ Your plane ticket reservation with all flights confirmed proving the transit port of entry is Belgium.
- ✓ Depending on circumstances, other documents may be demanded.
- ✓ An authority letter duly signed by the applicant is required for submission and collection. You should apply 3 weeks before the scheduled date of departure.

All submitted documents must be recent.

All documents have to be produced in 1 original and 1 copy.

Submitting false documents may be followed by legal action.

Visa Category	Visa Fee
VFS Service Charge for Legalization	Rs. 392
VFS Service Charge	Rs. 1000
Visa fee is	Rs. 5220
Legalization fee	Rs. 1740

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Seamen

Seamen transit visa allows a maximum stay of five days in the Schengen area, prior to traveling onwards to a country located outside the borders of the Schengen area.

- ✓ The Applicant should have a passport valid for at least 3 months after the expiry date of your visa and should contain at least one double blank page reserved for visas (blank front and back). One photocopy of your passport (the blank pages don't need to be copied). Passports valid for more than 10 years will not be accepted as the main required travel document. It is mandatory to have two blank pages opposite to each other.
 - ✓ One legible, fully completed application form.
 - ✓ Two photographs of size 3.5 cm x 4.5 cm against a white background with 70-80% face coverage, the photo needs to be printed on high-quality paper with at least 600 dpi resolution. It should be glued to the form and not stapled; one additional photograph has to be attached to the application form with a paper clip.
 - ✓ A covering letter from the Applicant/ Company.
 - ✓ A valid visa for the country of final destination.
 - ✓ Proof of transport (confirmed air or train ticket).
 - ✓ Proof of financial status and hotel reservation.
 - ✓ A Continuous Discharge Certificate must be attached with the passport (Seamen's Booklet).
 - ✓ A letter of Contract (in original) with the shipping company explaining the nature of employment, duration of the contract etc.
 - ✓ An authority letter duly signed by the applicant is required for submission and collection.
- Important** : The visa fee mentioned above excludes Kibria service charge for visa processing.

Download Visa Forms

- ✓ [Business](#)
- ✓ [Tourist](#)
- ✓ [Transit](#)
- ✓ [Work Permit](#)

