

# BELGIUM VISA REQUIREMENTS:



## **APPOINTMENT PROCEDURE:**

- Create New User Registration for online application form by: <https://visaonweb.diplomatie.be>
- Print the application form that comes with a reference number / bar code
- Sign pages 3 & 4 of the form
  
- **Create New User Registration for appointment**
- First Name
- Last Name
- Email ID
- Contact Number
- Password
- Confirm Password
- Enter the text shown in image
- Submit

**\*Note** that VFS Global will process Schengen visa application for Belgium, Hungary, Luxembourg, and Slovenia; and Long Stay D visa for Belgium and Luxembourg.

## **GENERAL REQUIREMENTS :**

- Visa application form dully completed and signed: <https://visaonweb.diplomatie.be/>
- Passport with validity of at least 6 months after the end of the planned journey;
- Copy of the data page of the passport together with all pages having visas and stamps;
- One (1) passport sized photo with white background and not older than 6 months;

## **SUPPORTIVE DOCUMENTS:**

### **PROOF OF TRAVEL**

Copy of the round trip airline ticket reservation with Passenger name & Registration Number (or reservation number). Do not pay for/buy the ticket until a visa has been granted.

**Note:** If the application is approved, the visa will be issued according to your round trip airline ticket reservation

### **PROOF OF TRAVEL MEDICAL INSURANCE**

Copy of the insurance issued by accredited companies only  
The insurance should:

- Have a minimum coverage of 30,000 Euros
- Be valid in all Schengen countries
- Cover the entire duration of the trip

### **PROOF OF FINANCIAL MEANS OF THE APPLICANT**

Bank certification, bank books

Personal bank statements, credit card statements or balance covering the last six months.

### **FOR MINORS:**

- Proof of economic means of parents or legal guardian
- Proof of occupation

## PROOF OF OCCUPATION

### IF EMPLOYED:

- Certificate of employment
- Certificate of leave absence



### IF SELF - EMPLOYED:

- Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
- Income Tax Return
- Business Financial Statement

### IF STUDENT:

- Proof of enrollment
- Certificate of leave absence if travelling during school year

### IF TRAVELING WITH SPOUSE AND/OR CHILDREN:

- Marriage contract issued on National Statistics Office (NSO) security paper
- Birth certificates of children issued on National Statistics Office (NSO) security paper

### FOR MINORS:

- Affidavit of support & consent of parents (specially of the non-traveling parent) or legal guardian
- Copy of passport of parents or legal guardian
- Birth certificate of the minor issued on National Statistics Office (NSO) security paper
- Department of Social Welfare and Development (DSWD) clearance

### FOR NON-FILIPINO APPLICANTS WHO HAVE VALID RESIDENCE STATUS IN THE PHILIPPINES:

- Copy of Alien Certificate Registration (ACR)
- Re-entry permit

## DOCUMENTS TO SUBMIT SPECIFICALLY FOR TRAVELING FOR THE PURPOSE OF TOURISM :

### PROOF OF ACCOMMODATION:

- Hotel confirmation or hotel voucher

### PROOF OF TRANSPORTATION:

- Copy of train ticket, domestic flight or car rental if planned to visit several Schengen countries

### TRAVEL ITINERARY:

- Detailed day-to-day planned trip

### VISA PROCESSING FEE:

**PHP 6,500.00 ( Price are subject to change)**

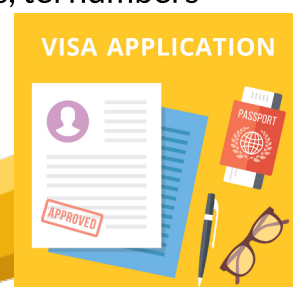
**VISA PROCESSING TIME:** Minimum 15 working days

**Belgian Visa Application Centre :** Ground Floor, Ecoplaza Bldg., Don Chino Roces Ave., Makati City

### **IMPORTANT REMINDERS:**

- o Please submit complete documents to avoid delays in processing.
- o Please do not leave any blank in the application form. Kindly put "N.A." if it's not applicable.
- o Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency.

Requirements are subject to change without prior notice.



ISSUED: JULY 2017

