



# THE KINGDOM OF BELGIUM VISA INFORMATION PACK

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# 1. GENERAL INFORMATION

- An appointment with an authorized visa center or agency is required to apply for a Belgium Schengen visa.
- Following an appointment, all documents must be completely prepared in accordance with the visa type.
- Consultancy services are available from visa centers in order to avoid document issues during the appointment.
- The passport required to travel to Belgium **must be valid for three months after the trip ends.**
- The passport must have been obtained **within the last 10 years.** At least **two pages** of the passport **must be blank** for the Belgium visa stamp.
- The fingerprint issued for the Schengen visa has a **5-year validity period.** Those who have not provided fingerprints for Schengen visas in the last five years must do so again before traveling to Belgium.

## 2. ENTRY REQUIREMENTS FOR BELGIUM

- If you are a national from a non-European Union country, you may need a visa to enter Belgian territory. For questions regarding visa and related matters, you should contact the Belgian embassy or Belgian consulate in your country or a neighbouring country.
- All the information concerning visa applications for Belgium is available on the website of the Foreigners Department of the FPS Home Affairs, which is the competent Belgian authority for access to the territory, stay, residence and removal of foreigners in Belgium.
- Once you have arrived in Belgium, details of your country's embassy or consulate may also be useful.

### 3. REQUIRED DOCUMENTS FOR THE VISA APPLICATIONS

- Passport (at least 2 blank pages, valid for 3 more months after the date of return from Belgium)
- 2 biometric photographs (on a white background, 3.5x4.4 cm, taken within the last 6 months, without any accessories or hair to cover the face and not used in a previous visa)
- Full certificate of birth registration sample
- Photocopy of identify card
- Visa application form (must be filled in English, German, French or Flemish)
- Visa petition (Employer: Travel plan signed and stamped on the letterhead of the institution, position of the company.  
Employee: The position of the person who made the application, signed and stamped on the letterhead of the institution, the duty of the person in the institution, who financed the trip, the dates of the leave in the company due to the trip. Both petitions must also be written in English or the languages valid in Belgium)

\*This page has been prepared to provide general information about the Belgium Visa application documents; however, the information may vary. It is therefore advised that you conduct your own research for up-to-date information.

- Sponsor petition (Proof of income, degree of relationship, photocopy of marriage certificate for married people. Valid for unemployed people)
- Travel health insurance (covering the duration of the trip)
- Student ID card and original letter from the school
- Travel permit (from parents for under 18s)
- Accommodation and flight information (Flight and hotel reservation documents proving the itinerary)
- Bank statement and proof of financial adequacy (Bank signed and stamped bank statement/passbook for the last 3 months and sufficient amount of money in the account. At least 45 euros per person per day if staying with friends, family or relatives, again per person if staying at a hotel at least 95 euro per day) (March 2020)
- Income documents, if any (Vehicle license, title deed, lease agreements, etc.)
- Company activity certificate, registry gazette, signature circular, tax plate (valid for employers)
- Salary slip (Insured employees must receive stamped and signed from the institution they work for)
- SSI service breakdown and employment statement (valid for insured employees)

\*This page has been prepared to provide general information about the Belgium Visa application documents; however, the information may vary. It is therefore advised that you conduct your own research for up-to-date information.

# 4. SHORT STAY VISA

## *The Visa Information System – VIS*

1. The Visa Information System (VIS) is an IT system that allows Schengen States to exchange visa data. The main purpose of the VIS is to simplify the visa issuance process, facilitate checks at external borders and to enhance security for everyone involved, including applicants.
2. The Schengen States' Visa Information System has been operational since 11 October 2011. A phased rollout is underway, connecting more of these States' visa sections to the VIS at each stage. The VIS will be operational in our region on 25/09/2014.
3. The VIS works by linking Schengen States' consulates and external border crossing points to the central VIS database. The introduction of the VIS has necessitated various changes to the visa application process:
4. As from 25/09/2014, people applying for a short-stay visa (max. 90 days) for the first time must apply in person, so that the necessary biometric data – ten fingerprints and a digital photo – can be collected.
5. Finger scans stored in the VIS can be reused for further visa applications within the following five years.
6. When travelers enter the Schengen area, the border authorities are thus able to verify their identity by accessing the VIS.

## 5. WHERE SHOULD I APPLY FOR THE VISA?



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Visa applications for the Belgium can be made through VFS Global.

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<https://visa.vfsglobal.com/tur/tr/bel>



# 6. BELGIUM IN TURKIYE

## EMBASSY OF BELGIUM IN ANKARA, TURKIYE

**Address:** Vista 312 Office Building, Eskisehir Road, 2176. Street No: 9, Floor: 10-11, Söğütözü 06530, Çankaya, Ankara

**Telephone:** +90 312 544 30 58

**Fax:** +90 312 446 82 51

**Email:** [ankara@diplobel.fed.be](mailto:ankara@diplobel.fed.be)



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## HONORARY CONSULATE OF BELGIUM IN ISTANBUL, TURKIYE

**Address:** Sıraselviler Caddesi, No:39, 34433 Taksim, Istanbul

**Telephone:** +90 212 243 20 68 , +90 212 243 33 01

**Fax:** +90 212 243 33 00

**E-mail:** [Istanbul@diplobel.fed.be](mailto:Istanbul@diplobel.fed.be) , [visa.istanbul@diplobel.fed.be](mailto:visa.istanbul@diplobel.fed.be) (E-mail address used for visa-related issues only)

**Important Note:** To see Official website of Belgium In Turkiye, please [click here](#).

# 7. USEFUL LINKS



- [Home | Belgium.be](#)
- <https://diplomatie.belgium.be/en>
- <https://turkey.diplomatie.belgium.be>
- <https://dofi.ibz.be/en>
- <https://turkey.diplomatie.belgium.be/en/embassy-and-consulates/consulate-general-istanbul>

# FOR YOUR INFORMATION,

This general information package has been put together to help you with your visa applications.

It is, however, the applicants' responsibility to keep up with **current information and to carry out his/her process.**

If you have any questions, please contact us at the email address listed below:

[vize@altinbas.edu.tr](mailto:vize@altinbas.edu.tr)

<https://global.altinbas.edu.tr/>

