



Embassy of the Kingdom of Belgium
in Abidjan

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Abidjan
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www.diplomatie.belgium.be/cote_d_ivoire

HUMANITARIAN VISA

IMPORTANT

- **Documents to submit** : the originals + **2 copies** of every original document (passport included) arranged following the order listed below
- Documents issued by foreign authorities **must be legalized** by the Belgian Embassy / Belgian Consulate **BEFORE the submission of the file** : legalization procedure is detailed on <https://cotedivoire.diplomatie.belgium.be/en/legalisation-documents>

Please note that legalization processing time is at least 15 days.

N°	Documents to submit
1	<ul style="list-style-type: none"> • <u>Two visa application forms</u> duly completed and signed (to be completed online and printed) https://visaonweb.diplomatie.be/ • <u>Two</u> recent color passport photos on a white background.
2	A PASSEPORT : valid for at least 12 MONTHS AND HAS AT LEAST 1 EMPTY SHEET <ul style="list-style-type: none"> • A copy of the identity page + every previous visa and stamps.
3	A copy of the Belgian Passport /Identity Card/Residence permit of sponsor residing in Belgium.
4	Proof of payment of the additional fee to Home Office Brussels (Redevance) unless you are exempted: https://dofi.ibz.be/en/themes/faq/fee
5	Criminal records certificate

6	Medical certificate issued by a recognized physician by the Embassy
7	Proof of personal sufficient financial means or annexe 3 bis + proof that the sponsor has sufficient, stable and regular income i.e. pay slips, tax documents etc.: https://dofi.ibz.be/en/themes/faq/short-stay/sufficient-means-subsistence/formal-obligation
8	Proof of sufficient Accommodation of the sponsor (registered lease contract or proof of ownership).
9	Proof of applicant's insolvency or proof that applicant lives in precarious circumstances
10	Proof that the sponsor has a Health insurance which covers the applicant.
11	Ties/connections with Belgium

Important:

1. 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
- Applicants may also be invited to submit an interview.
2. All submitted documents must be recent (issued within the last 6 months) Submitting false documents can lead to the refusal of the visa.
3. Official documents issued abroad must be legalized or bear an apostil, depending on the country whence they originated, unless a treaty provides for exemption from this process.
4. If the visa is issued, you must go in person to the municipal authority in your place of residence within eight days of your arrival in Belgium for registration.
5. For correct fee and more information, please log on to our websites: <https://cotedivoire.diplomatie.belgium.be/en> or www.dofi.fgov.be

Name /Signature

Date

VFS agent