



Embassy of the Kingdom of Belgium  
in Abidjan

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### RESEARCHER WITH GUEST AGREEMENT

- Documents to be submitted: **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/fr/legalisation-de-documents>.

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

N°	Required documents
1	<ul style="list-style-type: none"> <li>• <u>Two visa application forms</u> duly completed and signed (to be completed online and printed) <a href="https://visaonweb.diplomatie.be/">https://visaonweb.diplomatie.be/</a></li> <li>• <u>Two recent color passport photos</u> on a white background.</li> </ul>
2	<p>A PASSPORT: valid for at least 12 MONTHS AND HAS AT LEAST 1 EMPTY SHEET.</p> <ul style="list-style-type: none"> <li>• A copy of the identity page + every previous visa and stamp.</li> </ul>
3	Your original Guest Agreement
4	<p>Proof of payment of the administrative fee to Home Office Brussels or exemption certificate. More information on:</p> <p><a href="https://dofi.ibz.be/en/themes/faq/fee">https://dofi.ibz.be/en/themes/faq/fee</a></p>
5	<p>Police Clearance issued less than six months prior to the date of application <b>legalized</b> by the Ministry of foreign affairs of the issuing country.</p>
6	<p>A medical certificate issued less than six months prior to the date of application by a doctor approved by the Belgian Embassy.</p>

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. Submitting false documents may lead to visa refusal.
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 to register in person to the municipality** of your place of residence **within eight days after your arrival in Belgium**.
5. For correct fee and more information, please log on to our websites: <https://cotedivoire.diplomatie.belgium.be/en> or [www.dofi.fgov.be](http://www.dofi.fgov.be)

**Name /Signature**

**Date**

**VFS agent**

### **RECOMMENDATION**

Please visit the website of the competent authorities for any additional information relating to the professional card (procedure to obtain a professional card, etc.):

International.socialsecurity.be / Working in Belgium: [www.limosabe.be](http://www.limosabe.be)

The Walloon Region: <https://www.wallonie.be/en>

The Brussels-Capital Region: [https://be.brussels/brussels?set\\_language=en](https://be.brussels/brussels?set_language=en)

The Flemish Region: <https://www.vlaanderen.be/>

**For more information and details concerning visas (different types of visas, documents to be produced, conditions, exceptions, processing times, etc.) consult the website of the Federal Public Service - Foreigners' Office: [www.dofi.fgov.be](http://www.dofi.fgov.be)**