



## TOURIST VISA

- Please submit a complete file **at least 4 weeks and maximum 6 month before the departure date.**
- Documents to submit: **the originals + 1 copy** of every original document (passport included) arranged **following the order listed below.**

N°	Documents to submit
1	<ul style="list-style-type: none"> <li>• <u>One 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>• One recent color passport photos on a white background</li> </ul>
2	A PASSEPORT: valid for at least 3 months after the end of your stay <b>AND WITH AT LEAST 2 EMPTY PAGES</b>
3	Documents proving that you have sufficient means of subsistence, covering the duration of your stay : <ol style="list-style-type: none"> <li>1. Either your own financial means (e.g. hotel reservation, credit cards accepted in Belgium, an employment contract, bank statements, proof of enrolment on the trade register and/or of professional activity);</li> <li>2. Or a sponsorship form (annexe 3bis + copy of the sponsor's identity card + last 3 payslips or any other official proof of income+ proof of sponsor's family situation)</li> </ol>
4	A detailed itinerary of your trip with confirmed hotel bookings for the whole journey within the Schengen countries.
5	Proof of reservation of return ticket. Only when your visa has been approved, will you be asked to submit your paid-for return ticket.
6	Proof of a valid Overseas Medical Insurance with a minimum cover of 30.000 euro, valid for all Schengen countries and covering all urgent medical treatments and/or urgent hospital admissions and repatriation
7	<p>Employees / civil servants</p> <ul style="list-style-type: none"> <li>• letter from the employer</li> <li>• leave authorization</li> <li>• bank statements for the last 3 months + last 3 pay slips</li> </ul> <p>Liberal professions / traders / company managers</p> <ul style="list-style-type: none"> <li>• copy of the commercial register</li> <li>• bank statements for the last 3 months</li> </ul> <p>Students/Minors of age</p> <ul style="list-style-type: none"> <li>• parental authorization</li> <li>• certificate of attendance/university registration/student card</li> <li>• school holiday certificate</li> </ul> <p>Without profession</p>

	<ul style="list-style-type: none"> <li>• proof of personal resources (bank statement for the last 3 months)</li> </ul>
8	Documents showing that you intend to leave Belgium or the Schengen area before your visa expires (e.g., proof of financial means in the country of residence, proof of employment, proof of real estate property, proof of family ties in the country of residence).

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 could also be invited for an interview.

Attention! Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance: proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.)

This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

**Name /Signature**

**Date**

**VFS agent**

***Important:***

1. Visa fee has to be paid when your file is submitted and is non-refundable even when you cancel your trip or when the visa is refused. Visa fee is equivalent in FCFA to 80 euros (for adults and children above 12 years old) or 40 euros (for children between 6 and 12 years old). The number of entries asked do not influence the prize. If the visa application has to be done via a Visa application center, additional service fees will be applicable.
2. A decision is taken within 15 days to 45 days and can be extended exceptionally to 60 days. Purpose of travel and duration cannot be changed after submission of the documents unless you make a new application.
3. A short stay visa allows a maximum stay in the Schengen area of 90 days within 6 months. Multiple entries will be given only if the necessity of such a visa has been demonstrated in the application file.



4. Applicants who are not nationals from Ivory Coast, Sierra Leone, Liberia and Ghana will have to submit a proof of residence in one of those countries. The Embassy is competent to deliver visa only to nationals from one of these 4 countries or to foreigners having a residence permit in one of those 4 countries.
5. Minors travelling alone or with persons other than their parents require a statement of authorization to travel signed by both parents or by a legal guardian. This statement must be authenticated by the local authorities.
6. When your visa has been approved you will be asked to submit a return ticket and travel insurance. Please take into account that when you submit these documents, the visa will be issued within 48 hours during the working week and not the same day.
7. Your real purpose of travel should be as stated on your form. Otherwise your visa could be refused.
8. The Embassy will not act as a mailbox. All documents should be submitted at the same time by the applicant.
9. Additional documents required by the Embassy have to be submitted to VFS. Documents sent by post will not be taken into account.
- 10. The fact that you have been issued an entry visa for Belgium or the Schengen area does not give you an absolute guarantee that you will be allowed to enter the Schengen area. The authorities involved in border control can refuse entry when for example you cannot proof your purpose of travel and/or if you do not have sufficient financial means on you.**
11. In some cases, the visa application has to be submitted to the Immigration Office of the Federal Public Service Home Affairs, who will take the decision of issuing the visa or not (Tel: 02/488.80.00 , [infodesk@ibz.fgov.be](mailto:infodesk@ibz.fgov.be), <http://www.dofi.fgov.be>). Once your file has been submitted to this department, you can follow the status of your file on the following website: <https://dofi.ibz.be/fr/themes/faq/visa/ou-en-est-ma-demande-de-visa>  
The reference number of your visa application is visible on your online application on Visa-On-Web (where you filled out the form). On top of that form, under 'General information', go to 'Visa application number'. There you will find a number that is composed as such: BELXXXX (= function code) + 0 ... 0 (a number of zero's) + 5 or 6 digits that form the official visa file number. For instance, for the number "BEL0097000000000000000000000000000080927", the visa file number is "80927".



