

	BELGIUM - CHECKLIST FOR NANNIES	
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Documents to be provided by all visa applicants must be in English, Dutch, French or German	YES	NO
☐ Application form duly completed and signed. - The application form should be fully filled in, signed (two times) and dated by the applicant. - The current KUWAIT address, local contact number and email address should be provided.		
☐ One recent passport size photograph - One passport photo not older than 6 months with the required specifications		
☐ Original passport with KUWAIT residence permit - All valid for at least three months longer than the intended stay or in the case of multiple journeys, the date on which you intend to leave the Schengen Zone for the last time. - The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages. - The applicant needs to provide a photocopy of the identity page of the passport, the KUWAIT residence permit and any previous Schengen visas with <u>enter and exit stamps</u> from the last 3 years		
☐ Language Preference Form - The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated - If you choose to complete the application in English, please choose “no preference” Language Preference Form		
☐ Original documents + Copy (Highly recommended) - <u>Employment contract</u> (minimum one year prior to the application date). The contract should include the salary and date of employment and must be sealed and signed by the General Directorate of Residence of Foreign Affairs”. Original and a copy should be presented. - A copy of the sponsor’s passport and residence permit.		
☐ Proof of sufficient financial means The sponsor should provide; - Bank statements from the last 3 months showing regular income, - Bank statements should not be “credit card statements” but bank statements of a current account where we can see regular revenues (salary, pension, etc..) - The bank statement must show the applicant’s name, and be stamped and signed by the bank’s representative (cash is not accepted as a proof of funds).		

Flight reservation Only a round-trip flight reservation is required. The original ticket might be requested at the collection of the visa		
Travel Program - if the applicant is travelling to Belgium and/or to more than one Schengen country, it is necessary to include the information on means of transport (flight reservations, train connections, etc.) and accommodation (confirmed hotel reservations);		
Confirmed hotel reservation - The hotel reservation should cover the whole duration of stay. - The confirmation needs to be issued directly by the hotel/guesthouse and clearly state the visa applicant's full name, dates of accommodation, the hotel address and contact details - In case of owning a house or renting an apartment, the contract should be provided		
Travel insurance certificate - The travel insurance should cover the whole period of stay, including the information on Terms and Conditions. It should also cover all medical expenses including emergency hospital treatment and repatriation for the period of your stay and must be valid for the whole Schengen territory (coverage at least 30.000 EUR). - The travel insurance certificate shall be <i>signed and stamped</i> (original signature and stamp, not a scan or printout!) by the insurance company representative		

Please note

- Only applications with all of the supporting documents will be accepted.
- Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. The Consulate may request additional documents during the examination of an application which are not mentioned in the above list.
- The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

Remarks: _____

Applicant's Signature: - _____

VFS Officer's Signature: - _____