



List of Documents

PROFESSIONAL CARD – ART. 9

- Applicants, who cannot enclose all documents from the list, should consider adding alternatives or explain the reasons for not providing them
- During the examination of the application, the Consulate may request additional documents which are not mentioned in below list.
- Any documents submitted in languages other than English, French, Dutch or German will not be considered
- The documents drawn up abroad in a language other than English, Dutch, French or German are to be translated in accordance with the original by a sworn translator.
- Both original and translation should be legalized or notarized in line with the procedure laid down in the country of origin, https://diplomatie.belgium.be/en/services/legalisation_of_documents/search_criteria
- Documents issued by local authorities of the UAE must be legalized by Ministry Foreign Affairs of the UAE and afterwards by the Belgian Consulate. Translations by our [recognized translators](#) can be legalized by the Belgian Consulate directly. Documents should not be older than six months.
- In principle, the processing time varies between 1-3weeks. If the visa application has to be submitted to the Home office in Brussels for decision, then the processing time will be approximately between 1-6 months.
- if the application is submitted to the Home office in Brussels, the Embassy does not interfere to expedite the process
- Applicant will be notified once the file is forwarded to the Home office in Brussels.
- No additional documents could be submitted to VFS or the Embassy if the Embassy has not requested them.
- An incomplete file will lead to a visa refusal
- A complete file does not guarantee automatic issuance of a visa.
- Visa fee is non-refundable
- Further information can be found [here](#)

It is essential that your file contain the following:

- The original documents, plus two (2) photocopies of each documents.
- The originals will be returned along with the passport.

“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.”

Remarks:

Applicant’s Signature: - _____

VFS Officer’s Signature: - _____



➤ **Application form**

- Three application forms (Original+2 copies) fully filled in, signed on both pages and dated by the applicant. [VisaOnWeb](#)
- The current UAE address, local contact number and email address should be provided. (all communication is via email)

➤ **Photo**

- Three passport photos not older than 3 months with the following [specifications](#)

➤ **Original passport**

- A passport whose duration of validity is more than 12 months
- Copy of UAE residence permit
- A copy of all pages (excluding the blank pages)
- The passport must have been issued within the last 10 years, in a good shape and have at least **2 empty pages**.
- **The passport must contain the signature of the passport holder. (mandatory)**
- Copies of previous Schengen visas (from the past 3 years only). Copies of entry and exit stamps to Schengen zone must be provided
- Copies of other respective countries' visas could be provided (UK, USA, Canada, Japan, Australia,...).

➤ **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](#)

➤ **Contribution fees**

- The applicant has to provide the proof of payment of the administrative fee at the submission of his/her visa application. If this is not the case, the visa application is not admissible. For details please visit this [guide](#).

➤ **Medical certificate**

- A medical certificate attesting that you are not carrying any of the diseases which might endanger public health. This certificate must be no older than 6 months from the date of issuance. The specific form must be signed and stamped by one of the Embassy's [accredited doctors](#).

➤ **Non-criminal record certificate**

- A legalized certificate attesting to the lack of any convictions for crimes or offences under common law, together with a translation. This certificate must be no older than 3 months from date of issuance.
- In case you resided in a foreign country the months before applying, you should moreover submit a certificate issued by the relevant authorities of that foreign country legalized by the Belgian embassy abroad or with an apostil.

➤ **Professional Card Approval**

- The authorization from the Federal Public Service Economy, SMEs, Self-Employed and Energy for an issuance of a Professional Card (mainly sent by e-mail to applicants and Embassy).