



## List of Documents

### Researcher

- 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 and may call the applicant for an interview.
- 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.
- The document along with its translation must be [legalized](#) in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.
- 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.
- 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.
- More information can be found on the following [link](#)

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:

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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.

➤ **Photo**

- One passport photo not older than 6 months with the following [specifications](#)

➤ **Original passport**

- The UAE residence permit and the passport should be at least three months longer than the intended stay or in case of multiple journeys, the date on which you intend to leave for the last time.
- 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](#)

➤ **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.

➤ **Administrative fees**

- The applicant has to provide the proof of payment of the administrative fees at the submission of his/her visa application. If this is not the case, the visa application is not admissible.

➤ **Admission or invitation letter**

- An invitation letter from the University/the inviting organization in Belgium which states the purpose of stay and the duration of the research.

➤ **Work permit**

- The original work permit obtained by the Belgium-based employer, or his representative, from the regional employment service which covers the employer's place of business (VDAB, FOREM or ORBEM).

➤ **The work permit is waived in the following cases:**

1. The researcher signs hosting agreement.

Attach a copy of the hosting agreement signed by the research organization and approved by the Belgian Science Policy and detailing the amount of the compensation

2. Post doctorates who:

- are titleholders of a PhD or an equivalent qualification and
- are the beneficiaries of a scientific grant and
- are carrying out fundamental scientific research in the host university in Belgium, within the framework of international mobility in order to promote the scientific competence gained through the doctorate.

**The researcher needs to add the documentation which proves he/she falls under these exceptions.**