



Contact us on 8010700700 for more details

Personal Documents

- Valid passport
- Passport must not be older than 10 years also it must be valid for at least THREE MONTHS longer than the intended stay. The passport must also have at least TWO BLANK PAGES to affix the visa and should be along with all old passport booklets. Handwritten passports, Passports with observation and passports of 20-year validity are NOT acceptable.
- Passport Copy
- 2 clear copies of passport first and last page.
- Signed Visa Form
- Should be filled online. (<https://visaonweb.diplomatie.be/Account/Login?ReturnUrl=%2Fen>) Handwritten visa application forms are not accepted.
- Passport Size Photos
- 2 Photographs 35x45 mm white background (without glasses, cap/hat or any other head covering).
- Signed Cover letter
- Addressed to The Embassy Of Belgium.
- Language form
- Original filled passenger should keep with himself and the copy of the same to be sent to us) with signature.
- Previous visa copies (US, UK, Schengen, Canada, Australia)
- Soft copies of all valid and expired visas mentioned above.



Travel Documents

Confirmed Hotel bookings

The hotel voucher should include hotel Name, Address, Telephone no and Email. Id of the hotel.

Confirmed Air Tickets

The PNR should be live. It should include all the sectors.

Travel Insurance

It should be as per Schengen specification, matching with ticket dates with risk coverage of Euro 30,000. For downloading the list of Approved Insurance Companies and detailed information on Travel Insurance please visit our visa forms section of our website.



Proof of Funds

Bank Statement

Original Bank statement of last 6 months Stamped from Bank (Personal)

Income Tax Returns

Last 3 years ITR (Personal)



Occupation Proof

If you are an employee Last 3 months salary slips

NOC from Company

If you are proprietor/owner of the company

Original Bank statement of last 6 months Stamped from Bank (Company) ITR of Last 3 years (Company)

Company proof (GST/ Incorporation certificate/Partnership Deed etc) Cover letter on company's Letterhead

If you are a student

Leave letter issued from School School ID

If you are retired

Proof of retirement

Pension statements for the last three months

Proof of regular income generated by ownership of property or business.

If you are sponsored

Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination) **For honeymooners**

Marriage certificate or Marriage Card Copy of marriage certificate is required. Engagement /Marriage Photograph

2-3 photographs of the bride and groom together are required.

If bride or groom is not employed, then the Financials of the parents are required (Check According to the above-mentioned occupations).

BIOMETRIC MANDATORY for all Applicants



Note

Note

The Visa Application need to be submitted in 2 copies (i.e. 1 original and 1 photocopy). Belgium Language Choice Form to be filled with every visa application (Please download the form from the Form Section of website).

Detailed itinerary mandatory for applying for visa.

All Schengen Embassies have stopped accepting the passports which are handwritten or have any observations on the front data page. Hence, such passport holders are requested to get a fresh passport booklet to apply for Visa.

The Embassy reserves the right to ask for additional documents and/or for a personal interview.



IMPORTANT INSTRUCTIONS FOR BIOMETRIC

Personal appearance for visa application submission mandatory for every traveller.



Harmonized application form
Application for Schengen Visa
This application form is free¹

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Family members of EU, EEA or CH citizens or of UK nationals who are Withdrawal Agreement beneficiaries shall not fill in fields no 21, 22, 30, 31 and 32 (marked with *) Fields 1-3 shall be filled in in accordance with the data in the travel document

1. Surname (Family name):			FOR OFFICIAL USE ONLY
2. Surname at birth (Former family name(s)):			
3. First name (s) (Given name (s)):			
4. Date of birth (day-month - year):	5. Place of birth: 6. Country of birth:	7. Current nationality: Nationality at birth: Other nationalities:	Date of application: Application number: Application lodged at: <input type="checkbox"/> Embassy/consulate <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border (Name): <input type="checkbox"/> Other: File handled by:
8. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	9. Civil status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Registered partnership <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify):		Supporting documents: <input type="checkbox"/> Travel documents <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> TMI <input type="checkbox"/> Means of transport <input type="checkbox"/> Other:
10. Parental authority (in case of minors) / legal guardian (surname, first name, address, if different from applicant's, telephone no., e-mail address, and nationality):			Visa decision: <input type="checkbox"/> Refused <input type="checkbox"/> Issued: <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> LTV
11. National identity number where applicable:			<input type="checkbox"/> Valid: From:

12. Type of travel document:			To:
<input type="checkbox"/> Ordinary passport	<input type="checkbox"/> Diplomatic passport	<input type="checkbox"/> Service passport	Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Mult
<input type="checkbox"/> Official passport	<input type="checkbox"/> Special passport	<input type="checkbox"/> Other travel document (please specify):	Number of days:

¹ No logo is required for Norway, Iceland, Liechtenstein and Switzerland

13. Number of travel document:	14. Date of issue:	15. Valid until:	16. Issued by (country):
17. Personal data of the family member who is an EU, EEA or CH citizen or an UK national who is a Withdrawal Agreement beneficiary, if applicable:			
Surname (Family name):		First name (s) (Given name (s)):	
Date of birth (day-month-year):	Nationality:	Number of travel document or ID card:	
18. Family relationship with an EU, EEA or CH citizen ,or an UK national who is a Withdrawal Agreement beneficiary, if applicable: <input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascendant <input type="checkbox"/> registered partnership <input type="checkbox"/> other			
19. Applicant's home address and e-mail address:			Telephone no:
20. Residence in a country other than the country of current nationality: <input type="checkbox"/> No <input type="checkbox"/> Yes Residence permit or equivalent... No... Valid until...			
*21. Current occupation:			
*22. Employer and employer's address and telephone number. For students, name and address of educational establishment:			
23. Purpose(s) of journey: <input type="checkbox"/> tourism <input type="checkbox"/> business <input type="checkbox"/> visiting family or friends <input type="checkbox"/> culture <input type="checkbox"/> sport <input type="checkbox"/> official visit <input type="checkbox"/> medical reason <input type="checkbox"/> study <input type="checkbox"/> airport transit <input type="checkbox"/> other (please specify):			
24. Additional information on purpose of stay:			
25. Member State of main destination (and other Member States of destination, if applicable): 			26. Member State of first entry:
27. Number of entries requested: <input type="checkbox"/> single entry <input type="checkbox"/> two entries <input type="checkbox"/> multiple entries Intended date of arrival of the first intended stay in the Schengen area: Intended date of departure from the Schengen area after the first intended stay:			

28. Fingerprints collected previously for the purpose of applying for a Schengen visa: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> No <input type="checkbox"/> Yes </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Date, if known ... Visa sticker number, if known ..*.... </div>	
29. Entry permit for the final country of destination, where applicable: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Issued by ... Valid from... until... </div>	
* 30. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s):	
Address and e-mail address of inviting person(s)/hotel(s) temporary accommodation(s):	Telephone no:
*31. Name and address of inviting company/organization:	
Surname, first name, address, telephone no, and e-mail address of contact person in company/organisation:	Telephone no of company/organisation:
*32. Cost of travelling and living during the applicant's stay is covered:	
<input type="checkbox"/> by the applicant himself/herself Means of support <input type="checkbox"/> cash <input type="checkbox"/> traveller's cheques <input type="checkbox"/> credit card <input type="checkbox"/> pre-paid accomodation/ <input type="checkbox"/> pre-paid transport/ <input type="checkbox"/> other (please specify)	<input type="checkbox"/> by a sponsor (host, company, organisation), please specify: <input type="checkbox"/> referred to in field 30 or 31 <input type="checkbox"/> other (please specify):... Means of support <input type="checkbox"/> cash <input type="checkbox"/> accomodation provided <input type="checkbox"/> all expenses covered during the stay <input type="checkbox"/> pre-paid transport <input type="checkbox"/> other (please specify)
33. Surname and first name of the person filling in the application form, if different from the applicant:	
Address and email address of the person filling in the application form:	Telephone No:

<p>I am aware that the visa fee is not refunded if the visa is refused.</p> <p>Applicable in case a multiple-entry visa is applied for:</p> <p>I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.</p> <p>I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the application; and any personal data concerning me which appear on the application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my application.</p> <p>Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the <u>prevention</u>, detection and investigation of terrorist offences and of other serious criminal offences. The authority responsible for processing the data is: Ministry of Foreign Affairs, 1st Vasilissis Sofias Avenue, 10671, Athens, Tel.: +30 210 3681000, Fax: +30 210 3681717, www.mfa.gr, e-mail: dc4@mfa.gr, dst2@mfa.gr.</p> <p>I am aware that I have the right to obtain, in any of the Member States, notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the Member State concerned. The national supervisory authority, Hellenic Data Protection Authority, 1-3 Kifisias Street, 1st floor, 11523, Athens, tel.: +30 210 6475600, fax +30 2106475628, e-mail: contact@dpa.gr, will hear claims concerning the protection of personal data.</p> <p>I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.</p> <p>I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 6(1) of Regulation (EU) No 2016/399 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.</p>	
Place and date:	Signature (signature of parental authority/legal guardian, if applicable):

