



Belgium



- Belgium is a member of the Schengen agreement.
- The country of your longest stay will issue your Schengen visa. Only if your stay in the Schengen states is the same number of days in each country would you apply through the country of the first port of entry.
- Schengen visas are free of charge to spouses & children (under 18) of EU passport holders. A copy of the EU passport & marriage certificate (spouse) or full birth certificate (child) is required
- Belgium Visas appointments are made through TLS Visa Centre and the application is lodged at TLS. <https://be.tlscontact.com/za/splash.php>

**ALL APPLICANTS : Please ensure that question 37 on the application form is signed!!**

**FROM 6 JUNE 2013 ALL APPLICANTS OVER THE AGE OF 12 MUST APPEAR IN PERSON FOR BIOMETRIC DATA COLLECTION (FINGER PRINTING AND DIGITAL PHOTOGRAPHS). ELITE VISAS CAN ASSIST WITH A MEET AND GREET SERVICE**

IF YOU HAVE HAD A BELGIUM VISA ISSUED AFTER 6<sup>TH</sup> JUNE 2013, YOU DO NOT NEED TO GO FOR BIOMETRICS AGAIN.

Please note : Exclusive Global Visas are not obliged to obtain visas or any documentation related thereto on behalf of the applicant or any company representative. The service offered by Elite Visas is purely that of a visa courier service. Any discrepancies should be directed to the High Commission, Consulate or Embassy concerned.

All visa and courier fees are the responsibility of the applicant or company representative irrespective of the outcome of the visa application. Any fees charged are non-refundable. Application fees are paid in advance.

Service/Courier fee charges are payable regardless of the outcome of the application once the application has been collected from the said offices.

IMPORTANT : The onus is on the applicant to read and check the details on the visa : Country of validity, number of entries, passport number, period of validity, duration of stay, name and surname.



Belgium



<b>TOURIST VISA REQUIREMENTS</b>	
One application form and One Copy, signed on question 37 and the declaration at the end of the form. The application form must be completed online at <a href="https://visaonweb.diplomatie.be/">https://visaonweb.diplomatie.be/</a> as you need your VOW number to schedule your appointment with TLS ( <a href="https://be.tlscontact.com/za/splash.php">https://be.tlscontact.com/za/splash.php</a> )	✓
Passport must be valid for at least 6 months after return date. Passports MUST be signed at the back (on page 32). Not applicable to the NEW SA Passports as there is no place to sign.	
<b>Temporary SA Passports are NO LONGER accepted.</b>	
Two <b>COLOUR</b> passport size photo's per application, on a white background.	
Proof of confirmed, pre-paid accommodation if faxed from hotel or hotel voucher if booked locally is required or certified letter of invitation by fax if staying privately with family and friends, with a copy of their passport or ID card.	
Copy of ticket is required. If e-ticket, confirmation of e-ticket with ticket number.	
<b>Travel/health/accident insurance</b> with minimum medical coverage of the Rand equivalent of Euro 30.000,00. Applicants MUST present insurance policy that states <b>policy number, name of insured person, validity and schedule of benefits</b> . The insurance must cover medical attention, emergency hospital treatment and repatriation for medical reasons "on the spot". The dates on the certificate / document must cover the full trip. The certificate including name of the insured person and schedule of benefits MUST be included in the documentation.	
Proof of funds. <b>A Bank Statement for the last three months is required. Internet bank statements are NOT accepted.</b> The statement must be recent, up to date and reflect the available balance. The minimum amount required is R400 per person, per day with pre-paid accommodation or R700 per person, per day without pre-paid accommodation	
If employed or self-employed an original company letter is required stating your position held, period of employment, exact dates of your leave & expected date of return. Self employed applicants must provide a copy of their company CC/CK documents.	
In the case of scholars or students a letter from the school is required stating the applicant is enrolled, will be returning & expected date of return	
Minors travelling with one parent require a <b>certified</b> letter of consent from the parent not travelling, minors travelling alone require a <b>certified</b> letter of consent from BOTH parents. <b>NOTE : ALL minors must provide an unabridged birth certificate.</b>	

#### **PROCESSING TIME**

Up to two weeks.

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**IMPORTANT :** The onus is on the applicant to read and check the details on the visa : Country of validity, number of entries, passport number, period of validity, duration of stay, name and surname.



Belgium



<b>BUSINESS VISA REQUIREMENTS</b>	
One application form and One Copy, signed on question 37 and the declaration at the end of the form. The application form must be completed online at <a href="https://visaonweb.diplomatie.be/">https://visaonweb.diplomatie.be/</a> as you need your VOW number to schedule your appointment with TLS ( <a href="https://be.tlscontact.com/za/splash.php">https://be.tlscontact.com/za/splash.php</a> )	✓
Passport must be valid for at least 6 months after return date. Passport must be signed at the back (Page 32). Not applicable to the NEW SA passports as there is no place to sign.	
Temporary passports are NOT accepted for travel to Belgium	
Two COLOUR passport size photo's per application, on a white background.	
Copy of return air ticket is required	
<b>Travel/health/accident insurance</b> with minimum medical coverage of the Rand equivalent of Euro 30.000,00. Applicants <b>MUST</b> present insurance policy that states <b>policy number, name of insured person, validity and schedule of benefits</b> . The insurance must cover medical attention, emergency hospital treatment and repatriation for medical reasons "on the spot". The dates on the certificate / document must cover the full trip. The certificate including name of the insured person and schedule of benefits <b>MUST</b> be included in the documentation. Company insurance policies are not accepted unless they are in the format above.	
A company letter on an original letterhead is required stating the nature of the business to be conducted in Belgium, and that the company will be responsible for all expenses including medical.	
Three months up to date <b>BANK STATEMENTS (PERSONAL CAPACITY) IS REQUIRED</b> even for <b>BUSINESS</b> .	
A faxed letter of invitation from the Belgian company to be visited is required.	
Proof of hotel voucher is required.	

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