

# Application for Schengen Visa



Photo

This application form is free

Stamp Embassy or Consulate

1. Surname(s) (family name(s))		<b>FOR EMBASSY / CONSULATE USE ONLY</b> Date application :  File handled by :  <b>Supporting documents:</b> <input type="checkbox"/> Valid passport <input type="checkbox"/> Financial means <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport  <input type="checkbox"/> Health insurance  <input type="checkbox"/> Other
2. Surname(s) at birth (earlier family name(s))		
3. First names		
4. Date of birth (year-month-day)	5. ID-number (optional)	
6. Place and country of birth		
7. Current nationality/ies	8. Original nationality (nationality at birth)	
9. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	10. Marital status : <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced Widow(er) <input type="checkbox"/> Other	
11. Father's name	12. Mother's name	
13. Type of passport: <input type="checkbox"/> National passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Travel document (1951 Convention) <input type="checkbox"/> Alien's passport <input type="checkbox"/> Seaman's passport <input type="checkbox"/> Other travel document (please specify):		
14. Number of passport	15. Issued by	
16. Date of issue	17. Valid until	
18. If you reside in a country other than your country of origin, have you permission to return to that country? <input type="checkbox"/> No <input type="checkbox"/> Yes, (number and validity)		
* 19. Current occupation		<b>Visa :</b> <input type="checkbox"/> Refused <input type="checkbox"/> Granted
* 20. Employer and employer's address and telephone number. For students, name and address of school.		
21. Main destination	22. Type of Visa : <input type="checkbox"/> Airport transit <input type="checkbox"/> Transit <input type="checkbox"/> Short stay <input type="checkbox"/> Long stay	23. Visa : <input type="checkbox"/> Individual <input type="checkbox"/> Collective
24. Number of entries requested <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries		25. Duration of stay Visa is requested for: _____ days
26. Other visas (issued during the past three years) and their period of validity		<b>Characteristics of Visa :</b> <input type="checkbox"/> LTV <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> D + C
27. In the case of transit, have you an entry permit for the final country of destination? <input type="checkbox"/> No <input type="checkbox"/> Yes, valid until: _____ Issuing authority: _____		Number of entries : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple
* 28. Previous stays in this or other Schengen states		Valid from To Valid for :

\* The questions marked with \* do not have to be answered by family members of EU or EEA citizens (spouse, child or dependent ascendant). Family members of EU or EEA citizens have to present documents to prove this relationship.

## SHORT STAY IN BELGIUM/LUXEMBOURG FOR BUSINESS DOCUMENTS TO BE PRODUCED

### AT THE TIME OF APPLICATION

Applicants must come and apply personally.

The applicants must produce the following original and recent documents (+ 2 sets of PHOTOCOPIES):

- 2 visa application forms duly filled and signed *-available from the Embassy*
- 2 photographs (passport size)
- passport valid for at least 3 months after the end of their stay in Belgium/Luxembourg + photocopies
- residence permit: employment pass/dependant pass/permanent resident card, valid for at least 3 months after the end of their stay in Belgium/Luxembourg
- booking for a return-flight (print-out of confirmed flight itinerary) to Belgium/Luxembourg (not the ticket itself)
- proof of their professional situation and of the trip to Belgium/Luxembourg (letter of the employer, of the university/school,...)
- a letter of invitation written by the company in Belgium/Luxembourg the applicant is going to visit, which states the reason and length (+ date) of the visit.
- a hotel reservation in which the applicant's name is clearly stated (the document must come from the hotel in Belgium/Luxembourg or a travel agent)
- travel insurance that covers medical costs, hospital and repatriation
- proofs of means of support:
  - Personal means of support
    - Letter of the employer stating how much the applicant earns per month
    - Salary slips of the last three months (no computer generated letters) or bank statements /bank book of the last three months
    - If applicable, letter of the inviting / sending company clearly stating that it is going to pay all or part of the expenses of the applicant's trip and stay in Belgium/Luxembourg
  - or
  - Support by a sponsor (a Belgian citizen or a foreigner residing in Belgium/Luxembourg):
    - A sponsorship declaration to be signed and legalised at the embassy by the sponsor himself/herself  
or, if the sponsor lives in Belgium/Luxembourg, a sponsorship declaration (*prise en charge, tenlasteneming* : annexe/bijlage 3bis) that the sponsor can obtain, sign and have legalised at the city town hall where he/she lives
    - Attestation issued by this city town hall (or the embassy) to attest the sponsor's nationality, address and family composition
    - A proof of permanent residence in Belgium/Luxembourg if the sponsor is a foreigner (photocopy of foreigner's identity card)
    - Proofs of the sponsor's personal income

## SHORT STAY IN BELGIUM/LUXEMBOURG FOR BUSINESS DOCUMENTS TO BE PRODUCED

Documents that are not in French, Dutch, German or English must be translated by a recognised translator (please contact the embassy to have a list)

Please note that e-mails are not accepted and that, based on the contents of the documents that are submitted, we may have to ask for more documents.

**Photocopy service is not available at the Embassy.**

*Without the above-mentioned documents, no visa application will be taken into consideration.*

### ***PLEASE NOTE NO VISA CAN BE ISSUED ON THE SPOT***

The processing time for issuance of Visa is 3 to 5 working days.  
However, with some nationalities, the processing time can take 4 to 6 weeks.

Please note that - cost price of Visa is S\$ 60-120  
- legalisation financial guarantee letter: S\$ 24

### **AT THE TIME OF COLLETION**

Applicants must produce a valid return air-ticket (Original + photocopy), if possible according to the flight booking that has been submitted at the time of application. Visas are valid from the first day of the trip. It is possible to leave a couple of days after this date, but not before. It is therefore advisable to inform the embassy as soon as possible in case there is a change in the dates of the trip. Once the visa has been issued, the dates cannot be changed.

#### **Visa section :**

Submission & Collection Time : 9.00am – 12.00pm (Monday to Friday)

Mode of Payment : Cash Only – to be paid at the time of application and non refundable.

*Royal Embassy of Belgium  
8 Shenton Way, 314-01 Temasek Tower  
Singapore 068811  
Tel : (65)6220.76.77 ~ Fax : (65)6222.69.76 ~ Email : [Singapore@diplobel.org](mailto:Singapore@diplobel.org)*

<b>29. Purpose of travel</b> <input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visit to Family or Friends <input type="checkbox"/> Cultural/Sports <input type="checkbox"/> Official <input type="checkbox"/> Medical reasons <input type="checkbox"/> Other (please specify):		FOR EMBASSY / CONSULATE USE ONLY
* 30. Date of arrival	* 31. Date of departure	
* 32. Border of first entry or transit route	33. Means of transport	
* 34. Name of host or company in the Schengen states and contact person in host company. If not applicable, give name of hotel or temporary address in the Schengen states		
Name	Telephone and telefax	
Full address	e-mail address	
* 35. Who is paying for your cost of travelling and for your costs of living during your stay? <input type="checkbox"/> Myself <input type="checkbox"/> Host person/s <input type="checkbox"/> Host company. (State who and how and present corresponding documentation)		
* 36. Means of support during your stay <input type="checkbox"/> Cash <input type="checkbox"/> Travellers' cheques <input type="checkbox"/> Credit cards <input type="checkbox"/> Accommodation   Other: Travel and/or health insurance. Valid until:		
37. Spouse's family name	38. Spouse's family name at birth	
39. Spouse's first name	40. Spouse's date of birth	
42. Children (Applications <u>must</u> be submitted separately for each passport)		
Name	First name	Date of birth
1		
2		
3		
43. Personal data of the EU or EEA citizen you depend on. This question should be answered only by family members of EU or EEA citizens.		
Name	First Name	
Date of Birth	Nationality	Number of passport
Family relationship : _____ of an EU or EEA citizen		
44. I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in the Schengen states and processed by those authorities, if necessary, for the purposes of a decision on my visa application. Such data may be input into, and stored in, databases accessible to the relevant authorities in the various Schengen states. At my express request, the consular authority processing 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 altered or deleted, in particular, should they be inaccurate, in accordance with the national law of the state concerned. 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 Schengen state which deals with the application. I undertake to leave the territory of the Schengen states upon 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 Schengen 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 5.1 of the Schengen Implementing Convention and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Schengen states.		
45. Applicant's home address		46. Telephone number
47. Place and date	48. Signature (for minors, signature of custodian/guardian)	