



# D-Visa

## Dependents of Employees, researchers, independents, etc.

Your application must contain all supporting documents in the order indicated below. Please print this “checklist” and add it to your application file. Incomplete applications may result in delays or refusal. Visa fees are not refundable.

<input type="checkbox"/>	<p><b>1. Visa application form + 1 copy:</b> Duly completed and signed <a href="#">online</a>. Signature must be notarized when mailing application.</p>
<input type="checkbox"/>	<p><b>2. Passport not older than 10 years:</b> Valid for at least 15 months from the date of departure from Belgium. Passport must contain at least 2 empty side-by-side pages. + 2 copies of the passport picture page.</p>
<input type="checkbox"/>	<p><b>3. If applicable, proof of legal residence in the US:</b> Original + 1 copy (in person) or notarized copy (by mail) of US permanent resident card or visa. Applicants with an F1-visa, must include an updated I-20, endorsed within the last year.</p>
<input type="checkbox"/>	<p><b>4. Two recent color photos:</b> American or European passport-size, less than 6 months old with white background.</p>
	<p><b>5. Visa fee : see consular fee schedule under consular services.</b></p>
<input type="checkbox"/>	<p><b>6. Proof of payment of the administrative fee + 1 copy:</b> Must be paid through international wire transfer to the Immigration Office in Belgium. For instructions and amounts, see: <a href="#">Fee   IBZ (bosa.be)</a>. Note that the applicant’s name must be mentioned in addition to the exchange rate if the euro amount is not included.</p>
<input type="checkbox"/>	<p><b>7. If dependent of a student or researcher:</b> Acceptance or enrolment letter of the principal visa applicant on official letterhead from Belgian institution. Please provide <u>two copies</u>. <b>If dependent of an employee or independent:</b> Single permit approval or professional card approval of principal visa applicant. Please provide <u>two copies</u>.</p>
<input type="checkbox"/>	<p><b>8. <a href="#">Nationwide FBI criminal history record</a>:</b> Required for all students over the age of 18. Records must remain in sealed envelope and cannot be older than six months. Criminal history records from FBI-approved channelers are accepted. If you lived outside of the US during the entire past year : a criminal history record with the same conditions from that country.</p>
<input type="checkbox"/>	<p><b>9. Medical certificate (<a href="#">PDF</a>) + 1 copy:</b> Only the official model enclosed is accepted. It cannot be older than 6 months. For a list of affiliated physicians, click <a href="#">here</a>. If you choose an unaffiliated physician, the doctor's signature must be notarized. The document must thereafter be <a href="#">apostilled</a>.</p>
<input type="checkbox"/>	<p><b>10. Proof of health insurance + 1 copy</b> with a minimum coverage of 30.000 euros for medical emergency expenses and explicit coverage for repatriation of remains. The summary of benefits must clearly mention the name of the applicant as well as the dates and area of validity. Suggested insurance providers can be found <a href="#">here</a>. Do NOT submit the entire policy, nor the insurance card. Provide <u>an additional copy</u> with the proof of health</p>

	insurance. Upon arrival in Belgium, registration with a Belgian health insurance fund is required and proof thereof must be provided to the local city hall.
<input type="checkbox"/>	<b>11. Proof of sufficient lodging + 1 copy:</b> e.g. lease agreement or letter from the employer confirming housing arrangements.
<input type="checkbox"/>	<b>12. Proof of financial means + 1 copy:</b> A financial attestation on official letterhead from the university in the US or in Belgium stating that all study related expenses including accommodation have been paid for the principal visa applicant. Provide an <u>additional copy</u> with the financial attestation, <b>OR</b> A financial aid statement indicating that sufficient scholarships and/or student loans to study in Belgium have been awarded to the principal visa applicant. Provide an <u>additional copy</u> with the financial attestation, <b>OR</b> Copy of the principal visa applicant's work contract mentioning the salary. Provide an <u>additional copy</u> with the work contract, <b>OR</b> A duly completed <u>affidavit of support</u> .
<input type="checkbox"/>	<b>13. Proof of relationship:</b> <b>If dependent spouse:</b> an extract (not older than 6 months) of the marriage certificate with an <u>apostille</u> + <u>2 copies</u> . <b>If dependent child:</b> an extract (not older than 6 months) of birth certificates with an <u>apostille</u> + <u>2 copies</u> .
<input type="checkbox"/>	<b>14. If applicable, proof of authorized residence permit or Belgian ID card + 2 copies.</b>
<input type="checkbox"/>	<b>15. Prepaid and pre-addressed envelope (optional)</b> to return your passport. Shipments with a tracking number are highly recommended. The diplomatic post is NOT responsible for lost packages. Note that Washington and New York do not use FedEx.