



D-Visa

Family members of the holder of a work authorization.

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.

If the family member's visa application is not submitted within 6 months from the day on which the "single permit" visa is issued to the worker, the application must be forwarded to the Immigration Office and the processing time can take up to 9 months. In that case, provide a **separate set of copies of all required documents** (#1-#14), except for the sealed FBI report.

<input type="checkbox"/>	1. Visa application form: Duly completed online and signed. Signature must be notarized when mailing application.
<input type="checkbox"/>	2. Passport not older than 10 years: Valid for at least 15 months from the intended date of departure to Belgium. Passport must contain at least 2 empty side-by-side pages. Provide 1 copy of the picture page in addition to the passport itself.
	3. If applicable, proof of legal residence in the US: Original + 1 copy (in person) or notarized copy (by mail) of US permanent resident card or visa. If you hold an F1-visa, you must include an I-20 endorsed within the past year.
<input type="checkbox"/>	4. One recent color photo: American or European passport-size, less than 6 months old with white background.
<input type="checkbox"/>	5. Visa fee : see consular fee schedule under consular services
<input type="checkbox"/>	6. Proof of payment of the administrative fee : Must be paid through international wire transfer to the Immigration Office in Belgium. For instructions and amounts, see: Fee IBZ (bosa.be) . The applicant's name and the net euro amount received must be mentioned.
<input type="checkbox"/>	7. Copy of the sponsor's work authorization.
<input type="checkbox"/>	8. Nationwide FBI criminal history record: 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 they come in a sealed envelope . If you lived outside of the US during the entire past year: a criminal history record with the same conditions from that country.
<input type="checkbox"/>	9. Medical certificate (PDF): original + 1 copy Only the official model enclosed is accepted. It cannot be older than 6 months. For a list of affiliated physicians, click here . If you choose an unaffiliated physician, the doctor's signature must be notarized and the document must thereafter be apostilled .

□	<p>10. Proof of health insurance : The summary of benefits must clearly mention :</p> <ul style="list-style-type: none"> • name of the applicant; • travel dates (minimum of 90 days); • a minimum coverage of 30.000 euros for medical emergency expenses and explicit coverage for repatriation of remains; • coverage in the Schengen area <p>Notes:</p> <ul style="list-style-type: none"> • Suggested insurance providers can be found here. • Do NOT submit the entire policy, nor the insurance card, only the summary. • If you cannot provide proof of health insurance, the visa will be limited to four months. <p>Upon arrival in Belgium, registration with a Belgian health insurance fund is required and proof thereof must be provided to the local city hall.</p>
□	<p>11. Proof of sufficient lodging: e.g. lease agreement or letter from the employer confirming housing arrangements. Temporary lodging of minimum 30 days is acceptable.</p>
	<p>12. Proof of financial means:</p> <ul style="list-style-type: none"> • Copy of the principal visa applicant's work contract mentioning the salary
□	<p>13. Proof of relationship:</p> <ul style="list-style-type: none"> • For a spouse: an extract (no older than 6 months) of the marriage certificate with an apostille + 1 copy. • For a child: an extract (no older than 6 months) of birth certificate with an apostille + 1 copy.
□	<p>14. If applicable, proof of Belgian residence permit of the sponsor.</p>
□	<p>15. Prepaid and self-addressed envelope (unless pickup in person):</p> <ul style="list-style-type: none"> • Legal size preferred; • Shipments with a tracking number are highly recommended; • The diplomatic post is NOT responsible for lost packages; • Washington DC and New York posts do not use FedEx.