

**AL-MIRAAJ INTERNATIONAL**  
**CALL : +91-917 615 9922**  
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## **BELGIUM VISA SERVICES**

- Passport: Original Passport with validity of minimum six months and minimum one blank page for visa stamp.
- Please note:
  - a)Passports issued beyond 10 years will not be accepted by the Embassy
  - b)Attach all your old passports (if any)
- Schengen Visa Application Form : One visa application form duly filled and signed on column 37 and main column
- Please note : Applicant mobile number should be mentioned in visa form as Embassy / Consulate can contact the applicant at any point of time during visa processing
- Photo Specification: Two recent passport size photographs with matt or semi matt finish, 80% face coverage, white background and without border (Size: 35mm x 45mm)
- For Chennai: Two recent passport size photographs with glossy finish, 80% face coverage, white background and without border (Size: 35mm x 45mm)
- Please note: Photograph should not be more than 3 months old,scanned/stapled and should not be used in any of the previous visas
- Covering-Letter: [Covering Letter](#) from applicant on business letter head mentioning name, designation, passport number,purpose and duration of visit in brief. The letter should be duly signed by authorized signatory with company stamp and addressed to – The Consulate General of Belgium, Mumbai.
- Please Note : Covering Letter on Letterhead if applicant is Self Employed or on plain paper if Employed .
- Financials
  - a)Company's and Personal ITR
  - b)Six months salary slip

- c)Company and Personal Bank Statement for last six months mentioning the applicant name and address. d)Credit Card copy/Foreign Exchange endorsement/Traveler's Cheque
- Proof Of Occupation



- a)Company Registration Certificate / Certificate of Incorporation
- b)Brief Company Profile
- c)Articles of Memorandum (Incase the applicant is MD/Director)
- d)Proof of Proprietorship / Partnership (In case applicant is Proprietor / Partner in a firm)
- e)Import / Export License (if applicable)
- Employed:
  - a)Proof of employment like Salary Slip or Appointment Letter
  - b)Leave sanction letter and NOC from Employer
- Student:
  - a)Leave Sanction Letter from school
  - b)Parents have to provide ITR, Bank statement and NOC let
- Proof of Accommodation : Hotel confirmation for the entire period of stay in Schengen area.
- Please Note: Hotel should match the ticket dates and maximum stay should be in Belgium
- Airline Reservation : Ticket Itinerary
- Medical : Copy of Medical travel Insurance for the stay duration amounting to 30,000 Euros
- Authorization Letter: Applicant will have to submit an authorization letter to submit and collect documents.

### [Visa application Form](#)

