

## **ORDINARY TRANSIT (TYPE B – TRANSIT)**

- A valid national passport / travel document in which a visa can be affixed.
- A visa application form duly filled in a signed together with two recent photographs bearing a true likeness to the applicant.
- Valid entry visas for the country of transit / destination.
- Proof of transport arrangements via Belgium only. (Confirmed Airplane / ferry tickets).
- Proof of a Hotel Reservation or a Letter of Invitation.
- Proof of sufficient and regular personal financial means (recent 3 months salary slips, bank statements and /or income tax papers, if applicable).
- Declaration Consent for Minor children from both Parents.
- Proof of a valid Overseas Medical insurance with a minimum cover of Euros 30,000/-

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution. The above type B visa is valid for maximum 5 days and valid for all Schengen countries.
4. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
5. For the correct fee and more information, please log on to our websites:  
<http://www.diplomatie.be/Abidjan> or <http://www.vfs-be-gh.net>

BELGIUM VISA APPLICATION CENTRE  
NO 2 LENSHE CRESCENT, NORTH LABONE ACCRA  
TEL: 021 911882  
Website:- [www.vfs-be-gh.net](http://www.vfs-be-gh.net) email:- [info@vfs-be-gh.net](mailto:info@vfs-be-gh.net)

## **AIRPORT TRANSIT (TYPE A – TRANSIT)**

- A valid national passport / travel document in which a visa can be affixed.
- A visa application form duly completed signed and accompanied by two recent photos bearing a true likeness to the applicant.
- A valid entry visa for the country of destination.
- A proof of transport arrangements (confirmed Airplane ticket or bookings).
- Declaration of Consent for Minor children to travel from both parents.

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution.
4. The above mentioned type 'A' visa is for Airport Transit in the International area in Belgium for 5 hours only and not valid for any other Schengen countries.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
6. For the correct fee and more information please log on to our websites:  
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## **TOURIST VISA (TYPE C – SHORT STAY)**

- A valid national passport / travel document in which a visa can be affixed.
- A visa application form correctly completed signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- A detailed itinerary with confirmed hotel bookings for the whole journey within the schengen countries.
- Employment letter or leave letter from the School/University, as applicable.
- Proof of sufficient and regular personal financial means (recent 03 months salary slips, bank statements and /or income tax papers).
- Letter from your Accountant or Bank Manager if self employed.
- Proof of a valid Overseas Medical Insurance with a minimum cover of Euros 30.000/-
- Proof of transport arrangements (Confirmed Return Airplane/Train/Ferry Bus tickets or bookings).
- Declaration Consent for Minor Children needs to be signed by both Parents.

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution
4. The above mentioned type 'C' visa is valid for all Schengen countries and is intended for a short stay up to 90 days.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
6. For the correct fee and more information please log on to our websites <http://www.diplomatie.be/abidjan> or <http://www.vfs-be-gh.net>

## **FAMILY REUNIFICATION TO JOIN PARENTS (TYPE D – LONG STAY)**

### *Child of a Belgian citizen or an European Economic Area (EEA) National who resides in Belgium*

- A valid national passport / travel document in which a visa can be affixed.
- A visa application form correctly completed signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- A legalized birth certificate.
- A divorce certificate of your parents or death certificate of your parent must be legalized.
- Declaration Consent from parent or Guardian to leave home country.
- A certified copy of the Belgian Passport /Identity Card or Residence Permit of your Parent residing in Belgium.
- A prosecution / Conviction History document or Police Clearance not more than six months prior to the date of application and covering the last five years if you are above 21 years

### *If you are the child of an individual who is not a national of a country in the European Economic Area (EEA). The following documents must be added*

- A copy of the Belgian Identity Card, Confirmation of Registration (attestation d'immatriculation / attest van immatriculatie) or residence permit of your Parent residence in Belgium who is a non-Belgian citizen or an EEA national.
- A Prosecution / Conviction History document or Police Clearance not more than six months Prior to the date of application and covering the last five years if you are above **18 years**.

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided form the corresponding bank/financial institution.
4. The above mentioned type D visa is a one entry national visa and requires registration in the Belgian population registers on arrival.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre
6. Applicants are requested to carry 2 sets of photocopies along with all the documents in original.
7. Please take 2 sets of photocopies of the first and last pages of passport.
8. For correct fee and more information, please log on to our websites:  
<http://www.diplomatie.be/abidjan> or <http://www.vfs-be-gh.net>

## **BUSINESS VISA (TYPE C – SHORT STAY)**

- A valid national passport / travel document in which a visa can be affixed.
- A visa application form correctly completed signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- A letter of invitation by a Belgian company indicating the purpose & duration of stay, mentioning which party is bearing the expenses of trip and travel arrangements.
- A covering letter from the UK Company confirming the applicant's position, the purpose & duration of stay mentioning which party is bearing the expenses of the trip and travel arrangements.
- Recent 3 months salary slips or Letter from your Accountant or Bank Manager if self employed.
- Confirmed hotel reservation / Address of stay, if not mentioned in the employer's letter.
- Confirmed Ticket for Airplane / Boat / Train / Bus, if not mentioned in the employer's letter.
- Proof of valid Overseas Medical Insurance with a minimum cover of Euros 30,000/-

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution
4. The above mentioned type 'C' visa is valid for all Schengen countries and is intended for a short stay up to 90 days.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
6. For the correct fee and more information please log on to our websites <http://www.diplomatie.be/abidjan> or <http://www.vfs-be-gh.net>

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## **VISIT FAMILY OR FRIEND (TYPE C – SHORT STAY)**

- A valid national passport / travel document in which a visa can be affixed.
- A visa application form correctly completed signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- A letter of invitation from Family or Friend stating relationship and inviting you to Belgium.
- Employment letter and / or leave letter from School / University.
- Proof of Professional Activity (Business or Self Employed People).
- Proof of sufficient and regular personal financial means like: recent salary Slips, Bank Statements, Income Tax papers.
- Letters from your Accountant or Bank Manager if self employed.
- Proof of Sponsor's Residency and family situation.
- Copy of Sponsor's Identity card.
- Proof of financial means from the Sponsor like: Salary Slips, Tax papers -3 month.
- Certified Sponsorship Form (3Bis) from the Town Hall in Belgium.
- Proof of transport arrangements (Confirmed Return Airplane/Train/Ferry Bus Tickets or bookings).
- Proof of a valid Overseas Medical insurance with a minimum cover of Euros 30,000/-
- Declaration Consent for Minor Children needs to be signed by both Parents.

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution
4. The above mentioned type 'C' visa is valid for all Schengen countries and is intended for a short stay up to 90 days.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
6. For the correct fee and more information please log on to our websites  
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## **MEDICAL VISA (TYPE C - SHORT STAY)**

- A valid national passport / travel document in which a visa can be affixed.
- A visa application form correctly completed signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- Original medical certificate authenticated by the relevant local authorities proving that you cannot receive the necessary treatment in Ghana.
- Confirmation of an appointment with your doctor & hospital in Belgium.
- Documents proving sufficient means of subsistence, covering both the duration of stay and return journey: either your own financial means or a Sponsor's financial means.
- Sponsor's Belgian Residence proof, if applicable, along with certified Sponsorship form and additional documents.
- Proof of transport arrangements (return ticket).
- Insurance from a Belgian Insurance Company.
- Proof of a valid Overseas Medical Insurance with a minimum cover of Euros 30,000/-
- Declaration Consent for Minor Children needs to be signed by both parents.

**Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution
4. The above mentioned type 'C' visa is valid for all Schengen countries and is intended for a short stay up to 90 days.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
6. For the correct fee and more information please log on to our websites <http://www.diplomatie.be/abidjan> or <http://www.vfs-be-gh.net>

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## **VISA TO MARY IN BELGIUM (TYPE C – SHORT STAY)**

- A valid national passport / travel document in which a visa can be affixed.
- A **visa application form** duly completed, signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- A certified copy of the marriage notice form( acte de declaration de marriage / akte van aangifte van het huwelijk) drawn up by the relevant registrar in Belgium, no more than six months prior to the date of application.
- Documents proving that the applicant is not married.
- One copy of the Belgian Passport / Identity Card or residence / settlement permit issued to the partner residing in Belgium.
- A medical certificate filled out by a doctor approved by the Belgian Embassy, not more than six months prior to the date of application.
- A prosecution / Conviction history document or Police Clearance not more than six months prior to the date of application, covering the last five years.
- Documents proving sufficient means of subsistence, covering both the duration of stay and return journey: either your own financial means or the guarantor's financial means like Sponsorship form (3Bis) and additional documents.
- Proof of a valid Overseas Medical Insurance with a minimum cover of Euros 30,000/-

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All submitted documents must be recent (within the last 6 months) Submitting false documents may be followed by legal action.
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution
4. The above mentioned type 'C' visa is valid for all Schengen countries and is intended for a short stay up to 90 days.
5. The applicant has to get married within the validity of his / her visa.
6. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
7. For the correct fee and more information please log on to our websites <http://www.diplomatie.be/abidjan> or <http://www.vfs-be-gh.net>

## **TYPE B WORK PERMIT (TYPE D - LONG STAY)**

- A valid national passport / travel document in which a visa can be affixed.
- Two visa application forms duly completed, signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- Your original work Permit Card or Exemption from Work Permit.
- A Prosecution / Conviction History document or Police Clearance not more than six months prior to the date of application and covering the last five years.
- A medical certificate filled out by the doctor approved by the Belgian original if you qualify for work permit exemptions.

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All copies of official documents should be certified and not more than 6months older than the date of application for visa
3. The Embassy may ask for verification of financial documents provided form the corresponding bank/financial institution.
4. The above mentioned type 'D' visa is a one entry national visa and required registration in the Belgian population registers on arrival.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
6. Applicants are requested to carry 2 sets of photocopies along with all the documents in original.
7. Please take 2 sets of photocopies of the first and last pages of the passport as well as those pages containing Home address and the UK visa.
8. For correct fee and more information please log on to our websites:  
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## **AU PAIRS (TYPE D – LONG STAY)**

- A valid national passport / travel document in which a visa can be affixed.
- Two visa application forms duly completed, signed and accompanied by two recent photographs bearing a true likeness to the applicant.
- Original Type B Work Permit Card which must be applied for by the host family.
- A Prosecution / Conviction History document or Police Clearance not more than six months prior to the date of application and covering the last five years.
- A medical certificate filled out by a doctor approved by the Belgian Embassy not more than six months prior to the date of application (the original certificate if you qualify for work permit exemptions).

### **Important:**

1. The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the Embassy and applicants could also be invited for an interview.
2. All copies of official documents should be certified and not more than 6 months older than the date of application for visa
3. The Embassy may ask for verification of financial documents provided from the corresponding bank/financial institution.
4. The above mentioned type 'D' visa is a one entry national visa and required registration in the Belgian population registers on arrival.
5. Please take a photocopy of the first page of your passport prior to your submission at the Belgium Visa Application Centre.
6. Applicants are requested to carry 2 sets of photocopies along with all the documents in original.
7. Please take 2 sets of photocopies of the first and last pages of the passport as well as those pages containing Home address and the UK visa.
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