



Embassy of the Kingdom of Belgium
in Sofia

Bld. James Bouchier 103
1407 Sofia
T +359 2 988 7290
E-mail: sofia.visa@diplobel.fed.be
<https://bulgaria.diplomatie.belgium.be>

GENERAL INFORMATION FOR A SCHENGEN VISA (C) WITH BELGIUM AS MAIN DESTINATION.

A. IMPORTANT:

- You have to apply **personally** at the Embassy in Sofia.
- the visa will not be issued the day of the appointment. Visa processing might take around two weeks.
- **In some exceptional cases, this deadline can be extended up to 30 or 60 days.**
- **If you submit your visa application less than 15 days before your intended date of departure, you must be aware that the final decision on your visa application might be taken after this date and that you will therefore have to postpone your travel.**
- A visa application **cannot be filed more than 6 months** before the intended date of departure.
- For more information about entry into the Schengen territory, please check <https://dofi.ibz.be/en/themes/border-control/entry-schengen-territory>

B. HANDLING/CONSULAR FEE

Handling/consular fee – When submitting your application, you must provide the proof that you have made the payment of the **handling/consular fee** PRIOR to the appointment.

On the day of the appointment, the visa application will NOT be accepted and it will therefore not be registered if the full amount of this handling/consular fee is not available in the bank account mentioned below.

The Embassy advises you therefore to transfer the fee well in advance (at least 5 working days).

The handling/consular fee is **80 €** per applicant.

Please note the following exceptions:

- The visa application **is free** and the handling/consular does not have to be paid for the following persons:
 - o Kids under 6 years old (if they are 6, the fee has to be paid);
 - o Family members of European Economic Area citizens (EU + Switzerland, Iceland, Norway, Lichtenstein) who do travel under the directive 2004/38;
 - o Spouse and children of an EU citizen + any family members of this EU citizen depending on him/her or living with him/her;
- For kids between 6 and 11 years old included, the amount to be paid is **40 €**;
- For citizens from Albania, Armenia, Azerbaïdjan, Bosnia-Herzegovina, Cap-Vert, Georgia, Kosovo, North Macedonia, Moldova, Montenegro, Serbia, Ukraine, the amount to be paid is **35 €**.

The handling/consular fee must be paid in euros (€) to the bank account of the **Embassy of Belgium in Sofia**, bld. James Bourchier n°103, 1407 Sofia:

IBAN : BG09 BUIN 9561 1000 5946 32
 BIC/SWIFT: BUINBGSF
 Banque : Allianz bank, Bld. James Bourchier n°71, 1407 Sofia

Communication of the transfer : Name-Surname-Nationality-Date of birth-
 Reason : Schengen Visa

The amount that is being paid must cover the amount of the handling/consular fee AND the possible banking/transfer fees.

C. DOCUMENTS TO BE SUBMITTED

When applying for a Schengen visa, you have to submit the following documents (the original and **one copy of each original** document) **translated in French, Dutch, German or English**, as follows:

- **Proof of payment of the handling/consular fee** (see point B above)
- **Printed version of the visa application form** filled in online on Visa On Web, signed and dated as well as **1 passport color photo** ;
- **your residence permit for Bulgaria** valid at least 3 months from the date on which you intend to leave the SCHENGEN territory;
- **International passport** valid min. 3 months after the intended date of departure from the Schengen Area; (without photocopy)
- Documents proving the **purpose of your trip** and the circumstances of the planned stay (e.g. hotel reservation, touristic program etc, family/friend visit, business and professional.....). In case of family/friend visit, please provide a letter of invitation + the Identity Card/Residence permit of the person in Belgium.

- **proof that you have at least 95 € per day of stay in case you will be staying in a hotel, or 45 € per day of stay if you are accommodated by someone in Belgium** (private bank account statements, credit card statements, work contract with mentioned monthly salary ...). It is also possible for the person that invites you in Belgium to sign a financial commitment towards you (engagement de prise en charge/verbintenis tot tenlastneming - Annex 3bis) at the municipality in Belgium. More information on <https://dofi.ibz.be/en/themes/faq/short-stay/sufficient-means-subsistence> ;
- **Documents attesting that you will be coming back to the country you are residing in after your trip to Belgium** (attest by employer, bank statements, study certificate, any proof of ownership of real estate, any proof of integration in the country of residence, return tickets ...).
- A valid travel **health insurance** covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay/s on the SCHENGEN territory. This insurance must be valid for the whole of this territory and the whole of the stay. The minimum cover is 30,000 EUR.
- If you intend to travel by car, you have to provide the photocopy of your **vehicle registration certificate**.
- If you are applying for a **multiple-entry visa**, you must in addition establish the need to travel frequently and/or regularly to Belgium, e.g. because of your job or of your family members who are resident in Belgium, and prove your integrity and reliability, inter alia by the legal use of visas issued previously, by your economic situation (proving at least 95€/per diem for all the required period), by your desire to leave the territory of the SCHENGEN States before the expiry of the visa applied for.