



LIST OF DOCUMENTS TO BE SUBMITTED - VISA WITH PROFESIONAL CARD

1. **Printed version of the visa application form** filled-in online on the application Visa On Web, signed and dated (2 originals) as well as **2 passport color photos** ;
2. **International travel document/passport**, in which the visa can be issued and which is valid for at least 12 months (for ex. biometrical passport) (original document) ;
3. **Proof of payment of the administrative tax** (2 copies); the administrative tax is payable per person and per application. The amount to be paid is **229 €**.

The administrative tax must be paid in euros (€) to the following bank account of the Federal Public Service (FPS) Interior, Immigration Office:

Beneficiary: **SPF Intérieur, Office des étrangers**, Boulevard Pacheco 44 - 1000 Bruxelles :

IBAN: BE57 6792 0060 9235

BIC: PCHQBEBB

Bank: BPOST SA, Centrum Monnaie (with no number), 1000 Bruxelles

The communication of the transfer must mandatorily mention the name, surname, date of birth and nationality of the applicant, according to the following structure: NameSurnameNationalityDDMMYYYY.

The amount that is being paid must cover the amount of the administrative tax AND the possible banking/transfer fees.

4. **Proof of payment of the handling fee** (2 copies): the applicant must provide the proof that he/she has made the payment of the **handling fee** prior to the appointment. The handling fee is **180 €** per applicant.

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

IBAN : BG09 BUIN 9561 1000 5946 32

BIC/SWIFT: BUINBGSF

Banque : Allianz bank, Bld. James Bouchier n°71, 1407 Sofia

Communication of the transfer : Name-Surname-Nationality-Date of birth-Reason :
Visa Article 9 Loi15.12.1980

The amount that is being paid must cover the amount of the administrative tax AND the possible banking/transfer fees.

On the day of the appointment, the visa application will NOT be accepted and it will therefore not be registered if the full amount is not visible in the bank account mentioned above. A new appointment will have to be fixed for the applicant to come back and file his/her visa application again at the Embassy.

5. **Decision of the competent Region granting the professional card** (2 copies)
6. **Medical certificate** in accordance with the template available on the web site of the Immigration Office ([Medical Certificate.pdf \(ibz.be\)](#)) (1 original + 2 copies);

For Albania and North Macedonia: the Embassy of Belgium does not have a list of accredited doctors. Applicant may choose a doctor of his/her choice, and have then the documents legalized by relevant Albanian/North Macedonia authorities.

Kosovo: the medical certificate has to be filled in by one of the doctors approved by the Embassy; please contact the Embassy of Belgium in Pristina in order to receive the contact details of the accredited doctors (pristina@diplobel.fed.be; +383 38 518 918). The medical certificate shall then have to be legalized by the Embassy of Belgium in Pristina (20 € per document). No need for legalization by Kosovar Authorities.

7. **Certificate of no previous criminal convictions** (excerpt of the criminal record or certificate of good conduct) (1 original and 2 copies);

Important remarks:

- a) Unless stated otherwise above, all official documents (including medical certificate except for Kosovo) are to be legalized/apostilled by the relevant official authority.

For Albania: Ministry of Foreign Affairs; more information on <https://www.hcch.net/en/states/authorities/details3/?aid=305>.

For North Macedonia: First Instance Courts of North Macedonia; more information on <https://www.hcch.net/en/states/authorities/details3/?aid=320>

For Kosovo: Ministry of Foreign Affairs; more information on <https://www.hcch.net/en/states/authorities/details3/?aid=1040>

For Bulgaria: Ministry of Foreign Affairs; more information on <https://www.hcch.net/en/states/authorities/details3/?aid=312>

- b) All official documents have to be translated into French, Dutch, or German by a sworn translator, then both the original and the translation have to be legalized/apostilled by a separate apostille each. A translation of an apostille is not considered as a separate apostille.
- c) In case of multilingual form (for instance Albanian/English), this document does not need to be translated.

- d) Official documents (from your country of origin or from Belgium) submitted with the visa application **cannot be older than 6 months** as from the date of the appointment for the submission of the visa application.
- e) Documents listed above should be submitted according to the listing order. Originals have to be provided when requested, together with the indicated number of copies. Copies must immediately follow the originals.