

Belgium Checklist for Researchers with hosting agreement (gastovereenkomst/convention d'accueil)

It is essential that your file contains the following:
The original documents + 2 copies of the following documents (the originals will be returned to you).

Documents to be provided by all visa applicants	Yes	No
☐ Two long stay Application Forms D Visa Application form correctly completed in English, picture and signature included		
☐ Two Recent Biometric Size Photograph (35mm*45mm) not older than three months with a light background (not stapled)		
☐ Original Passport valid for at least 1 year, 1 copy of the relevant passport pages (data page and, if applicable, pages containing previous visas). The passport must contain at least two blank pages and must be issued within the previous 10 years		
☐ Copy of Saudi National ID Card or Saudi Resident ID (Iqama)		
☐ Hosting Agreement (gastovereenkomst/convention d'accueil) A copy of the hosting agreement signed by the research organization and approved by the Belgian Science Policy and detailing the amount of the compensation as well as the start and end date		
☐ Administrative fees The applicant must provide the proof of payment of the administrative fees at the submission of his/her application. If this is not the case, the visa application is not admissible		
☐ Medical Certificate A filled in medical certificate form attesting that you are not carrying any of the diseases which might endanger public health. This certificate must not be older than 6 months from the date of issuance. The form must be stamped by the ministry of foreign affairs and then legalized by the Belgian embassy in Riyadh		
☐ Non-Criminal Record Certificate (the form is obtained from the Belgian embassy) If you are aged over 21, a legalized certificate attesting the lack of any convictions for crimes or offences under common law, together with a translation (not older than 6 months from date of issuance) to be stamped by the ministry of foreign affairs and then legalized by the Belgian embassy in Riyadh		

Note:

Legalization of the documents can be submitted at Belgium Embassy in Riyadh on every Monday between 13:00 – 15:00 hrs. and the legalized documents can be collected on the following Thursday between 13:00 – 14:00 hrs.

Applicant's Signature: _____ **Date:** _____ **VFS Officer's Signature:** _____

Attention:

The Embassy of Belgium has the right to ask for any other additional document it considers necessary and may call the applicant for an interview. In all cases, the visa fee is non-refundable.