



## Employment Visa Checklist

**FORMS LIST:** The following forms must be completed, signed and dated.

- Online Regular Visa Application Form (Note: please select **REGULAR VISA APPLICATION**):**  
<https://indianvisaonline.gov.in>
- Declaration form: <https://visa.vfsglobal.com/one-pager/india/belgium/english/pdf/Declaration.pdf>
- 2<sup>nd</sup> Declaration Form: [https://visa.vfsglobal.com/one-pager/india/belgium/english/pdf/New\\_Declaration.pdf](https://visa.vfsglobal.com/one-pager/india/belgium/english/pdf/New_Declaration.pdf)

### IMPORTANT POINTS TO BE NOTED :

- Complete the [Application form Online](#) Please click **REGULAR VISA** after the application has been completed, you must print and sign the application form.
- Please ensure before printing the form that the following fields are filled up **accurately**. In case of **incorrect** entries of fields mentioned below, the form has to be **filled up again and reprinted**.  
1. **Full Name as on International Passport** ( Prefixes like Dr, Er etc. should not be written)  
2. **Passport Number** (Example: EI200023, EH1000901) should be correct  
3. **Date of issue and date of expiry of passport**  
4. **Full Parents' Names** (Father and Mother), their current and previous nationalities to be indicated (even if deceased). A parent's name may not be written as "Not Applicable".  
5. **Complete Reference** address along with telephone number in INDIA and in Belgium/ country whatever it comes on form.

### DOCUMENT LIST:

- Passport:** Passport must have a validity of 6Months (180 days) from the date of application with at least **2 blank pages**. International Passport is needed with application.
- Photocopy of the information page (Bio Page) of your valid passport and photocopy of last Indian visa (if any).**
- Photocopy of ID card:** All applicants, residing within the territory of Belgium/Luxembourg are required to submit a photocopy of ID card issued by Belgian/Luxembourg authorities.
- Photocopy residence proof:** recent utility bill (i.e. telephone, gas, electric, mobile phone, local authority tax bill,...) , with the name and address of applicant, if minor or child or spouse can attach the residence proof of parents or husband.



- **For Non Belgian/Luxembourg nationals, proof of domicile in Belgium/Luxembourg for a minimum of two years is needed. The visa is granted after the clearance from the country of origin.**  
Proof of domicile is as indicated at “Photocopy of ID Card” and “Photocopy Residence Proof” above.  
If the ID card shows less than 2 years of validity (date of issue), please attach some residence proof of last 2 years which shows that applicant is staying in Belgium/Luxembourg since 2 years.
- **2 Photographs:** Two recent color size **(50mm x 50mm)** photographs, showing full frontal face with white background, conforming to Indian Government norms as per specifications mentioned on our website.
  - Please note photographs available in photo booths in Belgium/Luxembourg are not compatible with Indian norms.
  - Photos should be glued to the application form: the first on page 1 in the box provided and the second on the bottom right hand corner of page 2.
  - **Photo booths complying with the Indian norms are available in our Brussels and Antwerp offices at nominal price of 8 € (4 Pics).**
- **Employment Contract:** indicating terms and condition, salary, perks various allowances, taxes, insurance, accommodation and period of employment.
- **Certificate of Incorporation of Indian Company/Registration certificate of Indian Company** with Government needs to be attached with application.
- **Applicants applying for work with NGO/ Voluntary work needs to attach FCRA clearance** from Indian NGO/Voluntary organization (Foreign Contribution Registration Act). It takes time to get the NGO Employment visa approved by Ministry. It may take approx. 45 days or more to get approval and granting the visa. Please don't book flight ticket before getting the visa.
- **Tax liability letter** from Indian company is needed.
- **If the applicant has been transferred from Belgium/Luxembourg**, letter from company in Belgium/Luxembourg needed stating the transfer.
- **Appointment / Request Letter from the Indian company/employer.** The letter should mention the registration details of the Indian company and should be on the letter head.

- Letter from the Indian Company, Certificate of Non Availability Skill (NAS), stating that **NO TALENT was found in India** for the existing position on which applicant has been appointed. **Copy of advertisement** in India needs to be attached.
  
- The applicant should attach copy of **Education qualification certificates, CV** suitable for the position in Indian company along with documentary evidence of professional expertise.
  
- For applicants on employment visa if accompanied by:
  - a) **Spouse**, a marriage certificate duly apostilled by the Belgian Foreign Ministry. (The spouse would be given an **Employment visa and select as dependent while filling application form**). The **Employment visa** for dependent can be applied after getting the Employment visa. Please attach all documents of Employment visa of Spouse (means Employment contract, Tax Liability, CV etc of Spouse)
  - b) **Children**, their birth certificates mentioning names of parents, duly apostil by the Belgian Foreign Ministry. (The children would be given **Employment visa and please select as dependent while filling the application form**).

**Note:**

All of the above documents are basic documents. The Embassy of India, Brussels, Belgium may request for additional documents and /or could call the applicant for an interview also. Please don't Book flight Ticket before getting the visa.

For more information please visit our website <http://in.vfsglobal.be>