



Project 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/visa/>
- ☐ **Declaration form :** <http://in.vfsglobal.be/pdf/Declaration.pdf>
- ☐ **2nd Declaration Form :** http://in.vfsglobal.be/pdf/New_Declaration.pdf
- ☐ **Parental Declaration (for students/children) :**
http://in.vfsglobal.be/pdf/PARENTS_DECLARATION_FOR_TOURISM_20apr.pdf
- ☐ **FAX Form:** http://in.vfsglobal.be/pdf/Fax_Form_310314.pdf
If not residing in Belgium for +2years **or/and** not holding the Belgian Resident Card.
- ☐ **Additional Form for Pakistani Nationals/Origin**
<http://in.vfsglobal.be/pdf/AdditionalformtobefilledbyPakoriginvisaapplicants.pdf>
- ☐ **Authorization to submit the application on behalf of applicant**
http://in.vfsglobal.be/pdf/authorization_to_submit_the_application_on_behalf_of_applicant_310314.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.

Eligibility Criteria :

Project visa is applicable only for Power and Steel Industry.

DOCUMENT LIST:

- ☐ **Passport:** Passport must have a validity of 6 Months (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 3 € (4 Pics).**
- ☐ **Project Contract:** indicating terms and condition, salary, perks various allowances, taxes, insurance, accommodation and period of employment. The location (complete address) of project, indication sector (Power or Steel).
- ☐ **Certificate of Incorporation of Indian Company/Registration certificate of Indian Company** with Government needs to be attached with application.
- ☐ **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.
Number of Foreigners employed in the company and their visa status.
- ☐ 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 **Entry visa**). The Entry visa can be applied after getting the Employment visa.
 - b) **Children**, their birth certificates mentioning names of parents, duly apostilled by the Belgian Foreign Ministry. (The children would be given **Entry visas**).

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.

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