

FREQUENTLY ASKED QUESTIONS (FAQ) ON BELGIAN VISA APPLICATION

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1) I live in Italy and would like to visit Belgium for 90 days or less. Do I need to apply for a short term visa (Schengen Visa, Type C)?

If you have a valid passport and a valid Italian residence permit, you can enter Belgium without a visa for a period of up to 90 days within a 180 day period. Here you can check which Italian residence permits (always in combination with a valid travel document) allow a visa-free entry: https://sif-gid.ibz.be/NL/lijst_italie.aspx

2) I will work or study in Belgium for more than 90 days. Do I need to apply for a long term visa (Type D)?

A type D visa is required for non-European Union nationals.

Type D visa is a national visa for a stay in Belgium, exceeding 90 days. It also entitles the bearer to stay in or transit through one or more other Schengen countries for a total of up to 90 days within a 180 days period.

3) What are the conditions to apply for a visa at the Belgian Embassy in Rome?

To apply, you need a valid Italian residence permit and a passport/travel document which is valid for at least another 12 months, and contains at least two blank visa pages. Your Italian residence permit needs to be valid until at least the day we can issue your visa.

4) I am not residing in Italy. Can I still submit a visa application to the Belgian Embassy in Rome?

No. The Belgian Embassy in Rome can only process visa applications from applicants holding a valid residence permit in Italy.

5) Can I apply after my Italian residence permit has expired?

No. If your Italian residence permit has expired, you cannot apply anymore.

6) What is the procedure for submitting a visa application?

Check the Embassy's website for the [list of required documents](#). Once you have collected all requested documents you need to send them by email to rome.visa@diplobel.fed.be and book an appointment online [here](#). To book an appointment you will need to mention the date of your email with your complete visa application.

7) What's the address where I have to present myself during the appointment?

Belgian Embassy in Rome
Via Giuseppe de Notaris 6
00197 Roma

E-mail: rome.visa@diplobel.fed.be

8) Do I really need to come in person to register my biometric data?

Yes, but by appointment only. Visa applicants presenting themselves without appointment will not be granted access to the desk office and will be asked to leave.

9) Can I submit a visa application even though I do not have all the required documents?

No, visa applications will only be accepted if they are complete

10) Can I contact you by telephone if I have questions?

We kindly ask you to refrain from calling, as this will inevitably cause longer delays for all applications/e-mails. No information will be given over the phone. Please use email only (rome.visa@diplobel.fed.be).

11) Is there an online procedure?

YES. You have to fill in and submit the visa application form online [here](#). After having submitted your visa application online you need to send it by email to rome.visa@diplobel.fed.be **together with all required documents**. Please make sure your email remains under 5MB, otherwise we will not receive it.

12) How can I pay?

Payment is only possible via bank transfer. Please send us a proof of payment for all the bank transfers together with your application.

Handling fee to be paid to the Embassy

Payment information:

Bank: UNICREDIT S.p.A.

Beneficiary: Ambasciata del Belgio (recettes consulaires)

IBAN: IT72L0200805170000030066859

BIC : UNCRITM1113

Communication :

- Name and surname of the applicant (exactly as mentioned on the passport)
- Nationality
- Date of birth: DD-MM-YYYY

For exemptions, click [here](#)

Administrative fee to be paid to Immigration office

On top of the handling fee, you must first pay an administrative fee **to the Immigration Office**, mandatory since March 2nd 2015.
The amount of the administrative fee may vary according to your visa type.

Payment information:

Bank: BPOST

Beneficiary: FPS Interior, Immigration Office, Chaussée d'Anvers 59B, 1000
Bruxelles

IBAN: BE57 6792 0060 9235

BIC : PCHQBEBB

Communication :

- Name and surname of the applicant (exactly as mentioned on the passport)
- Nationality
- Date of birth: DD-MM-YYYY

More information on the administration fee and exemptions can be found [here](#).

If your application concerns multiple applicants, each one will have to pay the applicable visa fees.

In the event of a refusal, the handling fee nor the administration fee will not be refunded.

13) For my medical certificate, I need to consult a doctor. Where can I find the list of medical doctors appointed by the Embassy?

Click [here](#)

14) How can I legalize the medical certificate which will be used to apply for a work permit?

The medical certificate filled in and signed by one of our recognized doctor does not need further legalization. The embassy does not legalize medical certificates delivered by a non-recognized doctor.

15) What is the Certificate of good conduct and how can I get it?

Certificate of good conduct (over the age of 18 years of age)= 'Certificato Generale del Casellario Giudiziale, delivered by the Italian court ('Tribunale'), issued less than 6 months ago. This certificate does not need to be translated nor legalized.

16) Can I apply for a visa in one of the Belgian consulates in Italy?

No. The Belgian consulates in Italy are Honorary Consulates. They don't have the authority to deal with visa. Your application needs to be sent to the Belgian Embassy in Rome.

17) Can I fetch my visa in one of the Belgian consulates in Italy?

No. The Belgian consulates in Italy are Honorary Consulates. They don't have the authority to deal with visa. After your visa has been released we will contact you and you will need to organize a pick up by courier express (at your own organization and cost). You can also make an appointment to pick up your passport in person.

18) Can someone else pick up the visa on my behalf?

Yes, you will need to write a delegation letter and the delegated person will need to contact us by email: rome.visa@diplobel.fed.be to obtain an appointment to pick up your passport. This procedure is ONLY to pick up the visa it's NOT to introduce the visa request!

19) Can I receive my visa by post/e-mail?

No, you will need to organize a courier express (at your cost and organization) to pick up your passport. You can also pick it up in person or by delegation (both after having made an appointment).

20) Do I have to leave my passport during the appointment?

Depending on the type of visa you will be able to leave your passport at the embassy. If the visa can be delivered there will be a delivery time of around 10 working days. During high visa season the delivery time of the visa can take up to 15 working days! For the time being, the passport will need to remain at the embassy.

21) Do I need to legalize my supporting documents?

The foreign official documents must be legalized or carry an apostille, unless an exemption is granted in a treaty. All the relevant information on this formality is available on the website of the SPF Foreign Affairs: [http://diplomatie.belgium.be>services>legalization of documents](http://diplomatie.belgium.be/services/legalization_of_documents)

Documents delivered by the Italian authorities do not need to be legalized nor carry an apostille.

22) Do I need to have a translation done if the document is not in French, Dutch, German, Italian or English?

Documents that are not in French, Dutch, German, Italian or English are to be translated in accordance with the original by a sworn translator. The translation must be legalized as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.

**23) I will be staying in Belgium for professional reasons (work as an employee)
Do I need a work permit?**

As a general rule, a foreigner wishing to work in Belgium with a work contract needs a work permit (=single permit).

The company or organization in Belgium that offers the work contract must take the necessary steps with the competent regional authority to obtain this single permit. For more information about the single permit and the procedure, please click [here](#). You will need to introduce a visa once your employer has obtained the single permit on your name.

You are not authorized to start working in Belgium as long as you do not hold the required single permit and visa.

To introduce a visa request with a single permit at our embassy, please check the information on our website [here](#).

If you live in Italy and you want to work as an **independent** in Belgium you will need to introduce the request for a **professional card**. For more information, click [here](#) English, click [here](#) for French, click [here](#) for Dutch

24) What is the mandatory Limosa Declaration?

As of 1 April 2007, some categories of foreign apprentices, self-employed apprentices, foreign employees and self-employed persons (EU citizens as well) must declare their activities in Belgium, before starting to work or doing their internship in Belgium.

You will find more information about the mandatory declaration on the website of LIMOSA or with the Limosa Contact center:

http://www.limosa.be/
Limosa Contact Center , Postfach 224, 1050 Brüssel
Tel.: 0032 (0) 2 788 51 57
E-Mail: limosa@eranovalimosa.be
Opening Hours: Monday till Friday, 7.00 A.M. till 8.00 P.M.
Languages: Dutch, French, English, German

25) I am a Belgian citizen, living in Italy and want to travel to a non EU-country. What documents do I need?

All required information can be found here:

http://diplomatie.belgium.be/nl/Diensten/Op_reis_in_het_buitenland/reisdocumenten
http://diplomatie.belgium.be/fr/Services/voyager_a_letranger/documents_de_voyage

For further information please consult the Embassy/Consulate of the country of your destination. If you are travelling to Turkey for example, you should contact the Turkish Embassy/Consulate in Italy. The Belgian Embassy only deals with visa applications for non-EU citizens going to Belgium.