

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?

Visa applicants need to check the Embassy's website for the list of required documents. Once they have collected all required documents, they can fill in and submit the visa application form online ([click here](#))

After having submitted the visa application form online, they need to stamp and sign it and send it by email together with all required documents to rome.visa@diplobel.fed.be

If the visa application is complete the embassy will contact the visa applicant to setup an appointment at the offices in Rome to register the biometric data.

NOTE: upon submitting the visa application form online the applicants will receive an automatic email asking them to book an appointment online. However, the online

booking system has been deactivated because the visa applicants need to send all required documents FIRST by email.

Documents included in your application, need to be issued less than 6 months ago and documents that are not in French, Dutch, German, Italian or English need to be translated by a sworn translator.

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

Belgian Embassy in Rome - Visa section
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

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

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 visa contribution can be found under this link on the website of the FPS Home Affairs: <https://dofi.ibz.be/fr/themes/faq/long-sejour/redevance>

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 should not need further legalization. If the Belgian authorities insist on the legalization, please send an email to rome.visa@diplobel.fed.be for the procedure to follow.

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.

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

No, you will need to organize a courier express (at your cost) to pick up your passport with visa, 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 asked to leave your passport at the embassy. If the visa can be delivered there will be a delivery time of minimum 5 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>

Italian documents don't 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 foreign worker wishing to provide services in Belgium in the framework of a work contract may be admitted to work by his employer only after obtaining a single permit, regardless of the duration of the employment. The company or organization that invites you must take the necessary steps with the competent regional authority before your arrival in Belgium. You will need to obtain a visa once your employer has obtained a single permit. You are not authorized to start your professional activity as long as you do not hold the required single permit. 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@eranova.fgov.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.