Instructions VISA-ON-WEB

Each applicant must fill in the visa application form in advance via the internet.

How to proceed?

1. Go to the following website: https://visaonweb.diplomatie.be

2. Create a user account by filling in all fields (first name, last name, email), choose the language of your choice, tick the box 'I am not a robot' and follow the instructions;

3. Choose (and confirm) a password to access this secure site;

4. Once the user account has been created and the password has been confirmed, log in to continue browse this secure site (which starts with a screen and a welcome word);

5. Go to the left column (in the black margin) and click on the third icon,

6. By clicking on the third icon you can choose between 'Request', 'New application'and 'List of requests'; click on 'New request'

7. By clicking on 'New application', the online visa application form (which

matches the paper form);

8. Fill out the online form, making sure to complete all sections (especially those marked with a asterisk) and click on the question mark if you do not understand the field to fill in (note, some sections do not apply to all applications);

9. When the form has been completed, click on 'submit the application';

10. If the form is not completed correctly, an explanation at the top of the form will draw your attention draw on the incomplete or poorly completed fields that you need to fill in again; as soon as the improvements have been made, resubmit the application;

11. When the application is submitted, print and sign the completed form.

A file number will appear on the form ("Vow ... 111").

12. Send an email to rome.visa@diplobel.fed.be with the visa application form and all required documents for your visa application and book your appointment online here