

## **DOCUMENTS FOR APPLICATION VISA – BELGIAN EMBASSY**

### **1) Ordinary Passport**

A passport at least valid 6 months

A letter from the Coordination Office addressed to the Belgian Embassy

Two visa application forms signed by the applicant

Two ID passport photos in color with white background

Copy of the passport and of the previous Schengen visas if any

Invitation from the partner + commitment declaration

Travel insurance

Print out of the round trip ticket reservation

Work certificate, leave authorization or mission order

Authorization issued by MINEDUC for students and directors when the visit has to be effected during the scholar period

Extract from the contribution to the Social Security Fund of Rwanda (last three months)

Bank statement for the last three weeks or documents showing the financial condition: bank statement of the last 3 months, house, parcel etc.

Salary certificate

### **For children between 18 et 21 old**

Birth certificate

Certificate of good conduct

Documents showing the financial condition of the parents, bank statement of the last 3 months, house, parcel etc.

### **For the minors (less than 18 years)**

Parental permissions notarized by the district notary

Identity copy of both parents.

Permission of the school direction

Documents showing the financial condition of the parents: bank statement of the last 3 months, house, parcel etc.

**N.B.** Each document must be provided in two copies (original & copy)

In case of visa refusal, visa fees are not refunded.

The submission of the visa application documents must be made at least 1.5 month before the scheduled date of departure

## 2) Service Passport

A passport at least valid 6 months

A letter from the Coordination Office addressed to the Belgian Embassy

Two visa application forms signed by the applicant

Two ID passport photos in color with white background

Copy of the passport + previous Schengen visas if any

Invitation from the partner + commitment declaration

Travel insurance

Print out of the round trip ticket reservation

Work certificate, leave authorization or mission order

Extract from the contribution to the Social Security Fund of Rwanda (last three months)

Bank statement for the last three weeks or any document showing the financial condition

Salary certificate

“Note verbale” from MINAFFET

**N.B.** The transmission of the documents at the Embassy must be done at least **5 days before** the scheduled date of departure.

The physical presence physique is always necessary

Each document must be transmitted in two exemplars (original + copy)

A lack of one of the documents can cause a refusal of a visa