



BELGIUM - CHECKLIST FOR RESEARCHER

Documents to be provided by all visa applicants must be in English, Dutch, French or German.

Documents in Arabic have to be submitted with a translation (by a [sworn translator](#))

AND legalized by the Embassy : <https://legalization-be.tlscontact.com/service/lb/lbBEY2be/home>

The documents to be legalized can be introduced at the same time than the visa application, it is not necessary to ask for a separate appointment at the legalization department of TLS.

It is essential that your file contains the following: The original documents, plus two (2) photocopies of these documents. The originals will be returned to you.

Document	Description
2 application forms	<ul style="list-style-type: none"> - Duly completed and signed - Irrespective of age, each individual requires a separate application form printed from VisaOnWeb - The application forms should be fully filled in, signed (two times) and dated by the applicant - For children under 18 years, the application form signed by a person with parental authority or by a legal guardian.
2 recent passport size photographs	<ul style="list-style-type: none"> - Size 3.5cm X 4.5cm - White plain background - Taken less than 3 months ago
Original passport	<ul style="list-style-type: none"> + A copy of all pages (excluding the blank pages) - The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages in front of each other - Must be valid at least 15 months at the time of the application - For foreigners: copy of your Lebanese/Syrian residence permit
Proof of payment of the contribution fees	<p>The proof of full payment has to be submitted, if applicable, along with the application at the time of the application. If this is not the case, the visa application is not admissible.</p> <p>For information, please check this https://dofi.ibz.be/en/themes/faq/fee</p>
Medical certificate	<p>A medical certificate attesting that you are not carrying any of the diseases which might endanger public health. This certificate must be no older than 6 months from the date of issuance. The specific form must be issued, signed and stamped by one of the Embassy's agreed physicians, see section 6 on this page https://lebanon.diplomatie.belgium.be/en/travel-belgium/visa-belgium-or-luxembourg</p> <p>All the analysis, reports and X-rays undergone by the applicant must be provided along with the medical certificate at the time of the application.</p>

<p>Non-criminal record certificate</p>	<p>A legalized certificate attesting to the lack of any convictions for crimes or offences under common law for the last 5 years:</p> <ul style="list-style-type: none"> - Must be no older than 6 months from date of issuance. - Must be translated by a sworn translator - Must be legalized by the Embassy <p>Legalizations are introduced through TLScontact.</p> <p>In case you resided in a foreign country the months before applying, you should moreover submit a certificate issued by the relevant authorities of that foreign country legalized by the Belgian embassy abroad or with an apostil.</p>
<p>Hosting agreement</p>	<p>Copy of the hosting agreement signed by the research organization and approved by the Belgian Scientific Policy and detailing the amount of the compensation signed by the researcher and the research organization</p>

If spouse and children want to join the researcher, **please refer to [family reunion art.10 checklist](#).**

If the family wants to join **within the 6 months** of arrival or introduce his visa application at the same time than the researcher:

- instead of the salary slips of the last 12 months, the applicant will submit a copy of the hosting agreement signed by the researcher and the research organization
- instead of a property lease Hotel or Airbnb reservation covering your stay upon arrival
- instead of social insurance: Schengen travel insurance must be submitted for the family members.

All other documents indicated in the [family reunion art.10 checklist](#) should be introduced (contribution fees, proof of relationship, medical certificate, non-criminal record etc.)

NOTE: This facilitation is not applicable any more if the family members apply 6 months after the researcher, then the usual procedure of art 10 family reunion will be applied.

ATTENTION!

Any Arabic document provided without translation will not be considered.

The verification of the submitted documents can delay or impede the issuance of the requested visa. These delays depend exclusively upon the instance that issued the documents. Any false statements or documents will lead to your application being rejected.

Please note that the application will be processed with the documents handed over at the submission. No additional documents can be submitted at TLS or at the Embassy if the Embassy has not requested them. An incomplete file will often lead to a visa refusal. A complete file does not either guarantee the issuance of a visa. Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. Additional documents not indicated on the list may be required to substantiate your visa request.