



Au Pair visa

Embassy Check	Applicant Check	Doc. N°	Original / Copy	Description of the document
		1	Original	This checklist , with boxes ticked and documents in the sequence of this checklist.
		2	Copy	Print-out confirmation email , that you have an appointment for your visa application.
		3	Original + copy	Visa application form properly completed. Signed and dated on the last page of the form. The form can be printed after filling in the data on https://visaonweb.diplomatie.be/ .
		4	Original	Two recent passport-sized photos (3,5 * 4,5 cm with white background)
		5	2 sets of copies	Proof of contribution fee payment : check correct amount that is to be transferred to the Immigration Office in Brussels: IBAN: BE57 6792 0060 9235 BIC: PCHQBEBB Bank: BPOST NV, Muntcentrum (zonder nr.), 1000 Brussels Beneficiary: FOD Home Affaires Payment reference: Last Name_First Name_Nationality_Birthday (DDMMYYYY), (= birthday of the applicant)
		6	Original + copy	A passport with a validity of at least 12 months. Please make sure your passport has at least 2 double spare pages to affix the visa. Copy of bio-data pages (this includes the signature page), and copy of previous visa Schengen (if applicable)
		7	2 sets of copies	For Indonesian/Timor Leste nationals: copy of ID card For foreigners : residence permit: KITAS, KITAP, Visa Sosial Budaya.
		8	Original + copy	Work Permit B for au pair issued by the competent region in Belgium
		9	2 sets of copies	Au Pair contract , signed by all parties
		10	2 sets of copies	Proof of enrollment in a language course in Belgium.
		11	Original + copy	Police record (with Apostille) only for applicants > 18 years See here for police record in Indonesia . See here for police record in Timor Leste . See here for Apostille.
		12	Original + copy	Medical certificate attesting absence of diseases that might endanger public health. The form must be signed and stamped by one of the

				designated doctors and is valid only 6 months from date of issue. See list of doctors . If signed by an non designated doctor, then has to be legalized .
		13	Original	Handling fee for Visa D: see the pdf in consular tariffs (handling fee is not refundable in case of withdrawing application or refusal)

I HAVE BEEN INFORMED THAT:

- All copies has to be printed on A4 papers;
- My passport will be kept for the duration of the visa processing time;
- The documents have to be presented in either Dutch, French, German, or English. If in another language, they have to be translated by a sworn translator;
- Additional documents may be requested;
- My application will only be eligible for processing when the submitted file is complete;
- The visa processing time normally takes about 3 weeks;
- Original documents will be restituted at end of procedure.

Signature:

