

## **PROFESSIONAL VISA – REQUIRED DOCUMENTS**

### **Internship/Conference/Commercial fairs etc.**

**Important:** do not wait for the last minute to apply for your visa.

**Good Practices:** Apply for your visa within 180 and 15 days preceding the intended departure date. If you have a multiple entry visa, you can apply for a new visa before your current one expires.

**Every file has to be composed of a set of original documents. It is your responsibility to submit a photocopy of those documents of which you need the original copy back. The Embassy will only return documents of which it received a photocopy.**

#### **DOCUMENTS TO BE SUBMITTED IN THE FOLLOWING ORDER**

1. Valid passport containing at least 2 blank pages and with a validity superior to at least 3 months from your intended date of departure from the Schengen territory.
2. Copy of your passport and copies of all the visas with entry and exit stamps from the visited countries.
3. One signed Schengen visa application form filled out on the website Visa On Web: <https://visaonweb.diplomatie.be/>
4. One recent picture (35 x 45 mm - white background).
5. For the non-Rwandese citizens, long stay visas or residence cards are required.
6. Letter of introduction from your company/organization explaining its professional activities, your position in the company/organization, the purpose of your trip and who is financing it.
7. Invitation letter from the inviting company or organization. The invitation letter must state the purpose of your visit and who is financing it. The letter needs to be written in French, Dutch, German or English.
8. If applicable proof that the costs related to the purpose of your trip (e.g. conference, commercial fair, internship or other) have been paid.
9. Proof of your professional situation/social-economic situation
  - **employee:** service certificate + mission order or leave attestation + last 3 pay slips + proof of social security fund (ex. RSSB), personal bank statement of the last 3 months (if you have one) recent certified copy by RDB/RRA of registration of the company (RDB/RRA) of the employer + bank statement of the company of the last 3 months.
  - **independent (self-employed) :** recent certified copy by RDB/RRA of registration of the company (RDB/RRA) + bank statement of the company of the last 3 months + personal bank statement of the last 3 months.

## 10. Flight reservation

## 11. Proof of **paid** Schengen medical travel insurance

**Important: Submit a complete file.** All information is available on the website of the [Embassy of Belgium Kigali](#), on the website of the [Belgian Immigration Office](#) and on the website of our service provider [TLScontakt](#). For that matter the Belgian authorities in charge of the examination of visa applications consider that the submission of an incomplete visa application means that the person asking for the visa is not taking the application seriously or that the person is incapable of submitting the necessary documents.

*Attention ! **Guarantees for return** (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance : proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.)*

*This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.*

Being in possession of a visa does not necessarily **guarantee a right of entry**. When you arrive at external border controls of the Schengen territory, the authorities verify if you are still respecting the conditions of entry. If not the case, you risk being sent back and the annulment of your visa.

**For more detailed visa information (different types of visas, which documents to submit, conditions, exceptions, periods of treatment, etc. ) check the website of the Federal Public Service Home Affairs – Immigration Office : [www.dofi.ibz.be](http://www.dofi.ibz.be)**