



Embassy of the Kingdom of Belgium
in Kuala Lumpur

Suite 10-02, 10th Floor, Menara Tan & Tan
207 Jalan Tun Razak
50400 Kuala Lumpur
T +60 3 2162 0025
F +60 3 2162 0023

VISA C – APPLICATION – TOURISM/VISIT FAMILY OR
FRIENDS

E-mail: kualalumpur@diplobel.fed.be
<http://diplomatie.belgium.be/malaysia>
Submission & collection time: 9am-12pm

Embassy check	Applicant check	Document number	Original and/or copy	Description of the document
		1.	Original	This checklist , with boxes ticked and documents in the sequence of this checklist.
		2.	Original	Print-out confirmation email, that you have an appointment for your visa application.
		3.	Original	Belgian Schengen visa application form , properly completed. Signed and dated in field 36 + 37 as well as on the last page of the form.
		4.	Original	A recent passport-sized photo (3,5cm x 4,5cm) in colour with a white background. To be pasted on the application form.
		5.	Original + Copy	Passport with at least two empty pages. Issued less than 10 years ago and valid for at least 6 months after your intended stay in the Schengen States. Copy of bio-data pages (this includes the signature page) + previous Schengen visas.
		6.	Original + Copy	Malaysia resident permit Employment pass/Dependant's Pass/Work permit/Student pass/Permanent Resident card + Re-entry Permit/... Valid for at least 6 months after the intended stay in the Schengen States.
		7.	Original	Recent attestation from the Employer/School/University in Malaysia. Stating the applicant's: Current position, employment date, annual salary and period of approved leave. For self-employed: a recent print-out copy of the SSM/business profile.
		8.	Original	Return Flight reservation/booking to Belgium with confirmed travel dates. When also travelling to other Schengen States include full itinerary with confirmed bookings.
		9.	Original	Proof of accommodation When also travelling to other Schengen States include full itinerary with confirmed bookings. A <u>confirmed hotel reservation</u> or other confirmed accommodation including the address, your name and confirmed dates of stay. Or an invitation letter from the host in Belgium stating their name, your name, address and period of stay + copy of their resident permit (Belgian eID or resident permit for foreigners)
		10.	Original + Copy	Proof of sufficient financial means Self-support: For employed: bank statements from your account in Malaysia and salary slips, both of at least the last 3 months (latest), Income tax papers, credit card copy (latest statement), travellers cheque. For self-employed: bank statements from an account in your name in Malaysia of the last 3 months (latest) + Income tax papers. By a guarantor: who resides and domiciles in Belgium, present the following: <ul style="list-style-type: none"> - Original <i>pledge of financial support</i> (available in Dutch or French) issued no more than 6 months ago. Completed, signed by the guarantor and legalized by the municipality where he/she is residing in Belgium - Copy of an <i>attestation of family composition</i> issued by the same municipality, - Copy of the guarantor's <i>resident permit</i> (Belgian eID or resident permit for foreigners) - Copy of the <i>salary slips</i> of the last 3 months of the guarantor - Copy of guarantor's Income tax papers
		11.	Original	Travel insurance certificate + policy from a local travel agent covering all risks and costs (incl. medical and repatriation) in the Schengen zone for at least 30 000 EUR (or its equivalent).
		12.		Accepted proof of vaccination : You are fully vaccinated 2 weeks after your last vaccination dose with an EMA approved vaccine or Covishield.
		13.		Visa fee – Please refer to the link

I HAVE BEEN INFORMED THAT:

- my passport will be kept for the duration of the visa processing time, which is up to three weeks.
- my application will only be eligible for processing when the submitted file is complete.
- additional documents may be requested.

For accompanying family members a **separate and complete file** needs to be submitted with the following **extra documents**:

Signature:

FOR NON-WORKING SPOUSE

		13.	Original + Copy	Marriage certificate
		14.	Copy	Spouse's passport

FOR CHILD

		13.	Original	An extra photo , according to the ICAO-regulations (for children until 6 years old)
		14.	Original + Copy	Birth certificate
		15.	Copy	Passports from both parents or guardian
		16.	Original	Letter from school confirming vacation (for children over 12 years of age)
		17.	Original	Letter of consent signed by both parents or legal guardian if child travels alone or with another person.