



Embassy of the Kingdom of Belgium  
in Kuala Lumpur, Malaysia

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**Submission & collection time: 9am-12pm**

VISA D – APPLICATION  
Luxembourg

Prior to the visa application an authorization to stay needs to be issued. You can submit your application with the Immigration Directorate of the Ministry of Foreign Affairs of Luxembourg.

Visa application are done in person, after you have received the original 'authorization de séjour temporaire'.

Embassy check	Applicant check	Document number	Original and/or copy	Description of the document
		1.	Original	<b>This checklist</b> , 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 <a href="#">Schengen visa application form</a> , properly completed. Signed and dated in field 36 + 37 as well as on the last page of the form.
		4.	Original	A <b>recent</b> passport-sized <b>photo</b> (3,5cm x 4,5cm) in colour with a white background. To be pasted on the application form.
		5.	Original + Copy	<b>Passport</b> with at least three empty pages. Issued less than 10 years ago and valid for at least 12 months when your visa application is submitted. Copy of bio-data pages (this includes the signature page).
		6.	Original + Copy	<b>Malaysia resident permit</b> 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. + Seaman book for seaman joining the vessel
		7.	Original + Copy	<b>Letter from the MFA in Luxembourg</b> : Autorisation de séjour temporaire pour le Grand-Duché de Luxembourg. Present yourself with the letter, before the expiration date mentioned.
		13.		<b>Visa fee: RM 900</b> payable by Debit/Credit card or instant transfer (not refundable and subject to change).

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.
- if I extend my business trip to a personal trip, I will need to submit personal travel insurance and proof of sufficient financial means as my company will not sponsor that part of my trip.

<b>Signature:</b>  
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For accompanying family members a **separate and complete file** needs to be submitted.