***[www.CEV-KIN.EU](http://www.CEV-KIN.EU)***

**Important information:**

1. Your file should be composed in two piles: 1 pile of originals + 1 pile of copies of each original. The two stacks should be arranged in the order shown below. We keep the originals (deeds, certificates, ...) if you have not provided photocopies.
2. We would remind you that this indicative list of documents is not exhaustive and that it is your responsibility to submit the supporting documents showing that you meet [the conditions](https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:243:0001:0058:FR:PDF), depending on your personal situation. More legal and additional information can be found on [the Immigration Office website](https://dofi.ibz.be/sites/dvzoe/EN/Pages/home.aspx).
3. If certain elements require clarification, please do not hesitate to attach a justification letter to your file.
4. The visa application file must be complete at the time of submission. The decision will be taken on the basis of the present and missing documents in the submitted file.
5. No further follow-up is done with the Belgian Embassy or the CEV. The applicant is contacted directly when a decision is taken.
6. The dates of the plane ticket, accommodation and insurance must correspond to the duration of your stay or first trip.
7. Proof of your personal means of subsistence is required even if the travel is paid for by the employer/organisation/guarantor in Europe/ ...
8. Always provide your personal email address and telephone numbers in the online visa application form. We are not allowed to disclose personal and confidential information to third parties.
9. A visa applications must be submitted at least 15 days before departure and no earlier than six months before departure.
10. Underage children and the spouse/legal partner (Providing proof of filiation/birth certificate) of citizens from EU, Iceland, Norway and Liechtenstein are exempted from travel insurance and Schengen visa handling fees.

**REQUIRED DOCUMENTS FOR A TRANSIT VISA APPLICATION**

|  |  |  |
| --- | --- | --- |
| 1. **Transit visa – VTA**
 | ✓ | X |
| [VISA APPLICATION FORM](https://visaonweb.diplomatie.be/) dated and signed WITH 1 RECENT **compliant** PHOTO | ☐☐ | ☐☐ |
| NATIONAL PASSPORT (signed and valid for at least 3 months after the expiry of the requested visa)+ copy of the 2 first and last pages+ copy of pages with visa + exit/entry stamps + copy of visas (Schengen and others) + exit/entry stamps of the PREVIOUS PASSPORT | ☐☐☐☐ | ☐☐☐☐ |
| PROOF OF RETURN FLIGHT RESERVATION | ☐ | ☐ |
| COPY OF THE VALID VISA OF YOUR DESTINATION OUTSIDE THE SCHENGEN AREA | ☐ | ☐ |
| JUSTIFICATIONS CONCERNING THE PURPOSE OF THE TRAVEL e.g. Order of Mission in the case of an official mission | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| 1. **Type C Visa (Airport transit with a stop)**
 | ✓ | X |
| The above mentioned documents (transit visa) + JUSTIFICATION FOR THE STOP (See the list of documents to be presented by all applicants for a type C visa e.g. for tourism on [our website](https://www.cev-kin.eu/fr/content/visa-schengen) ***LINK NAAR SCHENGEN VISA***) :* PROOF OF ACCOMMODATION
* PROOF OF MEANS OF SUBSISTENCE in the DRC
* PROOF OF MEANS OF SUBSISTENCE FOR THE TRIP
* OTHER EVIDENCE OF ATTACHEMENT in the DRC
* PROOF OF EMPLOYMENT AND A LEAVE CERTIFICATE
* TRAVEL HEALTH INSURANCE
* A SCHOOL ATTENDANCE CERTIFICATE FOR PUPILS + PARENTAL AUTHORISATION
 | ☐☐☐☐☐☐☐ | ☐☐☐☐☐☐☐ |