



## VISA D APPLICATION – AIESEC TRAINEESHIP

Embassy check	Applicant check	Document number	Original and/or copy	Description of the document
		1.	1 original	This checklist, with boxes 'applicant check' ticked and documents in the sequence of this checklist..
		2.	1 original	<a href="#">visa application form</a> duly completed. Signed and dated in field 36+37 as well as on the last page of the form.
		3.	2 originals	<b>Recent passport-sized photo (no more than 6 months old)</b> according to the <a href="#">ICAO regulations</a> .
		4.	1 copy	<b>Copy of the first three pages of your valid passport/travel document</b> , including the page with your name and the expiry date and a copy of all the pages containing visa and entry-exit stamps. Empty pages don't need to be copied. A valid passport/travel document: - must be issued less than 10 years ago; - contains at least two facing empty visa pages; - is valid for at least 12 more months at the moment your visa can be issued.
		5.	1 copy	<b>Copy of your German resident permit</b> (Aufenthaltstitel/Fiktionsbescheinigung/Blue Card or equivalent), when applicable a copy of the front and back side and any extra paper provided with your residence permit (Zusatzblatt). The German residence permit must be valid till at least the date your visa can be issued (in general: date of application + at least one month).
		6.	Original + 1 copy	<b>Original certificate of good conduct</b> , issued less than 6 months ago and covering the past 12 months. If necessary from different countries where you lived the past 12 months. The German certificate of good conduct ( <i>Führungszeugnis</i> ) can be applied for at the local German town hall of your place of residence or at the Federal Office of Justice ( <i>Bundesamt für Justiz</i> ). German documents don't need to be translated, nor legalized/bear an apostille.
		7.	Original + 1 copy	<b>Original medical certificate</b> , issued less than 6 months ago, attesting that you are not carrying any of the diseases which might endanger public health. The specific form must be properly completed, signed and stamped by a doctor of your choice in Germany OR a copy of your <b>medical certificate for work permit</b> .
		8.	1 copy	<b>Proof of AIESEC Traineeship</b>  - visa request letter from AIESEC, clearly stating the name of the company, starting and end date, duration and payment; -letter from employer confirming the traineeship
		9.	1 copy	<b>Proof of payment of the contribution fee</b> to be transferred to the account of the Ministry of Interior in Brussels , before sending your visa application. The amount paid must cover both the administrative fee and <u>any bank charges</u> (please check with your

			<p>banking institution before paying the fee). The Immigration office will check whether the amount received fully covers the administrative fee. This contribution is to be paid on top of the handling fee.</p> <p>For information, procedure and exceptions : click <a href="#">here</a>.</p> <p>Bank details: Bank: Bpost n.v., Muntcentrum, B-1000 Brussel.  Beneficiary: FOD Binnenlandse zaken, Dienst Vreemdelingenzaken, Antwerpsesteenweg 59B, B-100 Brussel.  Account Information: IBAN: BE57 6792 0060 9235 BIC: PCHQBEBB,  Reference: Family name &amp; First name of applicant (as mentioned in the passport), nationality, date of birth: day (DD)-month (MM)-year (YYYY).</p>
		10.	<p>1 copy</p> <p>Proof of payment of the <b>visa handling fee of 180 €</b> to be transferred to the account of the Belgian Embassy in Berlin, before sending your visa application. The amount paid must cover both the handling fee and <u>any bank charges</u> (please check with your banking institution before paying the fee). The Belgian embassy will check whether the amount received fully covers the administrative fee.</p> <p>Bank Details: Berliner bank. Beneficiary: Belgian Embassy Berlin, Jägerstraße 52-53, 10117 Berlin.  Account Information: IBAN: DE57 1007 0848 0512630500 BIC: DEUTDEDB110,  Reference: Family name and first name of applicant, nationality.</p>

**I HAVE BEEN INFORMED THAT:**

- The visa processing time (as from date of receipt of the application) is at least 10 working days.
- My application will only be eligible for processing when the submitted file is complete.
- Additional documents may be requested.
- Visa applications can only be submitted via regular registered post.
- ALL documents included cannot be older than 6 months.
- Official documents issued abroad must be legalized or bear an apostille, depending on the country whence they originated, unless a treaty provides for exemption from this process. More information on the legalization of documents, can be found under [here](#). Documents issued abroad in a language other than Dutch, English, French or German must be translated by a sworn translator.
- For accompanying family members a separate and complete file needs to be submitted. Please refer to the list of requirements for a family reunion visa.
- All applicants aged 6 and more, applying for a long-term visa (D) to stay in Belgium, will need to have their biometric data (10 fingerprints + digital picture) registered at the Belgian embassy in Berlin before the visa can be issued.

**Applicant's signature:**