



Application for a visa for a long stay in Belgium

This application form is free

Basic guidance to fill out this form.

The instructions to fill out this form are in blue. One application form needs to be filled out per person applying, no matter what age the applicant has.

PHOTO

Please glue 1 photo here and include a second one with your name written on the back of the photograph

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| 1. Surname (Family name) (x) Family name as mentioned in the passport. | | | | FOR OFFICIAL USE ONLY TO BE FILLED OUT BY EMBASSY | | |
| 2. Surname at birth (Former family name(s)) (x) Name at birth when different than the one indicated in question n° 1. Leave blank when not applicable. | | | | | | |
| 3. First name(s) (Given name(s)) (x): First name(s) as mentioned in the passport. If more than one, please indicate all names. | | | | Date of application: Visa application number: Application lodged at X Embassy/consulate - Ambabel <input type="checkbox"/> CAC <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border Name: <input type="checkbox"/> Other | | |
| 4. Date of birth (day-month-year) Date of birth in day-month-year order (dd-mm-yyyy), e.g. example 11-01-1991. | 5. Place of birth Write your place of birth, as mentioned in the passport. Add the name of your place of birth even when not specified in the passport. | 7. Current nationality Current nationality as mentioned in your passport. Nationality at birth, if different: To fill out only when different from your current nationality. Leave it blank when not applicable. | | | | File handled by: Supporting documents: <input type="checkbox"/> Travel document <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> Travel medical insurance <input type="checkbox"/> Other: |
| 6. Country of birth Add the name of the country, even when not specified in the passport. | | 8. Sex Please tick the right box. <input type="checkbox"/> Male <input type="checkbox"/> Female | | 9. Marital status Please tick the right box. <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify) | | |
| 10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian Needs to be filled out by the parents/legal guardian(s) who sign this application form in question 37 and on the last page. In other cases (no minors involved): leave it blank. | | | | | | |
| 11. National identity number, where applicable The national identity number which you have in your country of origin, if any. Sometimes this number is indicated in your national passport and/or on your national identity card. But it is not the same number as a passport number. If you are unsure, then leave this blank. | | | | | | |
| 12. Type of travel document. Please tick the right box. For most applicants the answer is 'ordinary passport'. In case of refugee passport, please tick 'other travel document- travel document for refugees'. <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify): | | | | | | |
| 13. Number of travel document Passport number (e.g. A1234567). | 14. Date of issue Date of issue of the passport, e.g. 28-02-2012 | 15. Valid until Expiry date of the passport e.g. 27-02-2022 | 16. Issued by Which authority issued the passport? e.g. "regional passport office Rawalpindi" | | | Visa decision: <input type="checkbox"/> Refused <input type="checkbox"/> Delivered: visa D <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> LTV |
| Valid: From Until | | | | | | |
| Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 X Multiple | | | | | | |
| Number of days: | | | | | | |

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| <p>17. Applicant's home address and e-mail address</p> <p>Current address in country of residence (Germany): street + number, postal code, city</p> <p>E-mail address: important to be able to communicate with you, please write legible in your own interest.</p> | <p>Telephone number(s)</p> <p>Current telephone in country of residence (= telephone number where we can reach you if necessary)</p> |
| <p>18. Residence in a country other than the country of current nationality</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes. Residence permit or equivalent No. Valid until</p> <p>Tick "yes", and write down the number indicated on your German residence permit/Fiktionsbescheinigung (e.g. Y0234567) and the expiry date</p> | |
| <p>* 19. Current occupation</p> <p>Indicate your current occupation, e.g. employed, self-employed, student, housewife/houseman, job search/unemployed, trainee.</p> | |

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| <p>* 20. Employer and employer's address and telephone number. For students, name and address of educational establishment.</p> <p>Name and complete address (street + number, postal code, city) of the employer/educational establishment where you are currently working/studying in Germany.</p> <p>If not working/unemployed/housewife-man, write NA (not applicable).</p> | |
| <p>21. Objet(s) principal(aux) du voyage Main purpose of visiting. In case of employment or traineeship, please indicate 'other: employment or traineeship. In case of family reunion, indicate 'other: family reunion.</p> <p><input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Official visit <input type="checkbox"/> Medical reasons <input type="checkbox"/> Study <input type="checkbox"/> Transit <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify)</p> | |
| <p>22. Member State(s) of destination</p> <p>Belgium</p> | <p>23. Member State of first entry</p> <p>In most cases Germany</p> |
| <p>24. Number of entries requested</p> <p><input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries</p> <p>For long stay: multiple entries</p> | <p>25. Duration of the intended stay or transit Indicate number of days</p> <p>Number of days you are planning to stay in Belgium, according to your contract, studies, This doesn't influence the number of days granted to you in your visa.</p> |

* The fields marked with * shall not be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields no 34 and 35.

(x) Fields 1-3 shall be filled in in accordance with the data in the travel document.

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| <p>26. Schengen visas issued during the past three years</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity from _____ to _____</p> <p>Specify the number of Schengen Visa (= Short stay) you received. Please include copies of those visa in your visa application.</p> | |
| <p>27. Fingerprints collected previously for the purpose of applying for a Schengen visa</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. Date, if known: _____</p> <p>Indicate the date your fingerprints have been taken for a visa application.</p> | |
| <p>28. Entry permit for the final country of destination, where applicable</p> <p>Issued by _____ Valid from _____ until _____</p> <p>Leave it blank if your final destination is inside the Schengen area.</p> | |
| <p>29. Intended date of arrival in the Schengen area</p> <p>Write NA (not applicable), since you're already in the Schengen area.</p> | <p>30. Intended date of departure from the Schengen area</p> <p>If you don't know yet, please write DK (don't know) or leave it blank.</p> |
| <p>*31. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s)</p> <p>If you already have accommodation in Belgium, please write down the name of this accommodation (Hotel, student accommodation, ...), specifying all the details (street, postal code, city, telephone number) below.</p> | |
| <p>Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s)</p> <p>See above: person mentioned in Q31 or address of your (temporary) accommodation in Belgium</p> | <p>Telephone and telefax</p> <p>See above: person mentioned in Q31 or telephone belonging to the address of your (temporary) accommodation in Belgium</p> |

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| <p>*32. Name and address of inviting company/organisation</p> <p>For students or researchers: please write down the name and full address of the university/school/research institution in Belgium where you will be studying or doing your research.</p> <p>For employees/trainees: please write down the name and full address of the company or organisation where you will be working or doing your traineeship in Belgium.</p> | | <p>Telephone and telefax of company/organisation</p> <p>Telephone number is sufficient</p> |
| <p>Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organisation</p> <p>For students or researchers: please write down the name of your student administrator/promotor + full address, e-mail and telephone number.</p> <p>For employees/trainees: please write down the name of your contact person in the firm, for example from HR and the full address, e-mail and telephone number.</p> | | |
| <p>*33. Cost of travelling and living during the applicant's stay is covered</p> | | |
| <p><input type="checkbox"/> by the applicant himself/herself</p> <p>Means of support</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Traveller's cheques</p> <p><input type="checkbox"/> Credit card</p> <p><input type="checkbox"/> Pre-paid accommodation</p> <p><input type="checkbox"/> Pre-paid transport</p> <p><input type="checkbox"/> Other (please specify)</p> | | <p><input type="checkbox"/> by a sponsor (host, company, organisation), please specify</p> <p><input type="checkbox"/> referred to in field 31 or 32</p> <p><input type="checkbox"/> other (please specify):</p> <p>Please tick 'by a sponsor' if you are going as an employee, student or for family reunion.</p> <p>Means of support</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Accommodation provided</p> <p><input type="checkbox"/> All expenses covered during the stay</p> <p><input type="checkbox"/> Pre-paid transport</p> <p><input type="checkbox"/> Other (please specify)</p> <p>Please tick 'other' and specify which in case of scholarship, wage, pledge of financial support or a combination.</p> |
| <p>34. Personal data of the family member who is an EU, EEA or CH citizen</p> <p>Write NA (not applicable) and continue with question 36 and 37 if you don't have a family member who is a citizen of the EU (European Union), EEA (European Economic Area) or CH (Switzerland).</p> | | |
| Surname | | First name(s) |
| Date of birth | Nationality | Number of travel document or ID card |
| <p>35. Family relationship with an EU, EEA or CH citizen</p> <p><input type="checkbox"/> spouse</p> <p><input type="checkbox"/> child</p> <p><input type="checkbox"/> grandchild</p> <p><input type="checkbox"/> dependent ascendant</p> | | |

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| <p>36. Place and date</p> <p>Fill out place and date</p> | <p>37. Signature (for minors, signature of parental authority/legal guardian)</p> <p>Sign</p> <p>For minors: signature of mother and father or of legal guardian (s).</p> |
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VISA FEES AND CHARGES

I am informed that the visa fees and charges, aimed at covering the administrative costs associated with the processing of my application, will not be refunded in case my application is refused.

RECORDING OF BIOMETRIC DATA

I have understood that the photograph of my face and my fingerprints (ten fingers) must be taken, according to Article 30bis of the Law of 15/12/1980 regarding the access to the territory, residence, settlement and removal of aliens.

INFORMATION ON THE PROCESSING OF PERSONAL DATA PROVIDED IN ACCORDANCE WITH ARTICLE 13 OF THE GENERAL DATA PROTECTION REGULATION (HEREINAFTER "GDPR")

1. THE CONTROLLER

The controller of personal data collected within the frame of your application is the Minister who is competent for the access to the territory, residence, settlement and removal of aliens, and is represented by the Director-General of the Immigration Office.

2. DATA PROTECTION OFFICER AND EXERCISE OF YOUR RIGHTS

The data protection officer (hereinafter "DPO") is the person at the Immigration Office that you can contact with regard to all questions or issues related to the processing of your personal data and to the exercise of your rights under the GDPR.

The DPO's contact details are:

Federal Public Service Interior - General Directorate Immigration Office
For the attention of the Data Protection Officer
Boulevard Pacheco 44, 1000 Brussels, Belgium
Email: dpo.dvzoe@ibz.fgov.be
Telephone: +32 2 793 80 00

Form available on the website of the FPS Interior : <https://ibz.be/>

The rights under the GDPR are the rights of access, to rectification, restriction, erasure, objection and portability.

- Right of access

You have the right to ask the Immigration Office if they are processing personal data concerning you. If so, you have the right to ask a copy of those data and to obtain information about the purposes of the data processing, the categories of recipients to whom the data have been disclosed, the period for which the data are stored and the data sources (when such information has not been collected from you).

- Right to rectification

The Immigration Office has the obligation to process accurate data and to take the appropriate measures to rectify, if necessary. In relation to this obligation, you have the right to ask and obtain from the Immigration Office the rectification of your personal data if inaccurate.

- Right to restriction

In the following cases, you have the right to request and obtain from the Immigration Office restriction of processing your personal data:

- a) when you challenge the accuracy of your personal data, this being for a period enabling the Immigration Office to verify the data's accuracy; or
- b) when the processing is unlawful and you object to the erasure of your personal data and you request, instead, the restriction of the processing of these data; or
- c) when the Immigration Office no longer needs your personal data for the purposes of the processing, however you still require these data for the establishment, exercise or defence of your legal claims.

Where processing has been restricted, your data, except for their storage, can only be processed with your consent or for the establishment, exercise or defence of legal claims, or for the protection of the rights of another natural or legal person, or on important grounds of public interest for the European Union or one of its Member States.

- Right to erasure ("right to be forgotten")

Since the processing of your personal data is required for the performance of a task in the framework of the exercise of official authority vested in the Immigration Office, you do not have the right to request and obtain the erasure of your personal data.

- *Right to object*

You have the right to object to the processing of your personal data by the Immigration Office, at any time and for reasons relating to your particular situation. However, the Immigration Office may oppose this if there are compelling legitimate grounds for the processing which override your interests, rights and freedoms or that are related to the establishment, exercise or defence of legal claims.

- *Right to portability*

Since processing of your personal data by the Immigration Office does not rely on your consent or on the performance of a contract, the right to portability is not to be applicable. Therefore, you are not entitled to obtain from the Immigration Office your personal data in a structured, commonly used and machine-readable format to be transferred to another controller.

The exercise of the above-mentioned rights is in principle free of charge. However, in cases of obviously unfounded or excessive requests, the Immigration Office can claim compensation for reasonable costs or refuse to follow up your request.

3. *PURPOSES OF THE PROCESSING*

The personal data collected in the context of your application are not only necessary for compliance with a legal obligation to which the Immigration Office is subject but also, in general, for the purpose of carrying out a task in the public interest or of performing a task in the context of the exercise of official authority vested in the Immigration Office, namely the enforcement of the legislation regarding the access to the territory, residence, settlement and removal of aliens. These data are more precisely processed for the following purposes:

- to establish your identity ;
- to ensure the processing of your application for residence ;
- to control your access to the Schengen Area and the Kingdom of Belgium ;
- to ensure the follow-up of your stay in the Kingdom of Belgium including your possible removal from the territory;
- to ensure the defence of the Immigration Office before the courts and tribunals where an appeal may be lodged against the decisions enforced upon you;
- to investigate, detect and ensure the follow-up of criminal and administrative offences set out under the legislation regarding the access to the territory, residence, settlement and removal of aliens, and under the legislation on the employment of foreign workers.

4. *RECIPIENTS*

The personal data collected and processed by the Immigration Office can be disclosed to the following categories of recipients:

- the Belgian diplomatic and consular missions abroad in order to establish your identity and to ensure the processing of your application for residence;
- the Belgian local authorities in order to establish your identity, to ensure the processing of your application for residence, to monitor your access to the Schengen Area and to the Kingdom of Belgium and to ensure the follow-up of your stay (including your possible removal from the Kingdom's territory);
- the lawyers designated by the Immigration Office to ensure its defence before the courts and tribunals where you can lodge an appeal against the decisions enforced upon you by the Immigration Office;
- the Aliens Litigation Council and the Belgian Council of State, to ensure the defence of the Immigration Office before the courts and tribunals where you can lodge an appeal against the decisions enforced upon you by the Immigration Office;
- the Belgian FPS Economy, SMEs, Self-Employed and Energy, the Belgian FPS Labour and Social Dialogue, the Walloon Region, the Flemish Region, the Brussels-Capital Region and the German-Speaking Community to ensure that you have the necessary authorisations (or that you are exempted from having them) to work on the Kingdom's territory;
- the social security authorities to ensure that the conditions are met concerning, on the one hand, having sufficient resources so as not to be or become a burden on the Kingdom's welfare system and, on the other hand, concerning a medical insurance covering all the risks on the Kingdom's territory;
- educational and research institutions to ensure that you are indeed registered as a student with them.

5. *RETENTION PERIOD*

With regard to the retention period of personal data, a difference needs to be made between biometric data and other data collected. The biometric data are stored for 10 years¹. Except for specific provisions, the other personal data are kept for 75 years after collection.

6. *TRANSFER TO THIRD COUNTRIES*

Within the framework of its missions, the Immigration Office may be required to transfer parts of your personal data to countries outside of the European Union. Taking particular care to ensure the respect and protection of your personal data, the Immigration Office shall ensure, where possible, to include clauses allowing a level of appropriate protection of your personal data in the agreements with third countries. Those agreements can be requested from the Immigration Office's DPO.

7. *LOGGING A COMPLAINT WITH THE DATA PROTECTION AUTHORITY*

If you believe that the Immigration Office has not processed your personal data in accordance with the provisions of the GDPR, you can lodge a complaint with the Data Protection Authority (DPA). The contact details are as follows:

Data Protection Authority,
Rue de la Presse, 35
1000 Brussels
Belgium

contact@apd-gba.be
+32 2 274 48 00

www.autoritedeprotectiondesdonnees.be

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| Place and date Fill out date and place a second time (as in Q36). | Signature (for minors, signature of parental authority/legal guardian) Sign a second time (as in Q37). |
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¹ Royal Decree of 21 April 2007 settling the period within which the biometric data, taken under Article 30bis of the Law of 15 December 1980 regarding the access to the territory, residence, settlement and removal of aliens, need to be stored.