

## **Checklist for PROFESSIONAL CARD - Article 9 -**

It is essential that your file contain the following:

The original documents, **plus two (2) photocopies of each document.**

The originals will be returned along with the passport.

- A valid passport + copy :
  - should have been issued within the previous 10 years
  - should be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure;
  - should contain at least 2 empty pages when applying for the visa.
- please provide one copy of the passport (the empty pages don't need to be copied).
- for foreigners: copy of temporary residence card (if any) or of your residence permit.

### **Application forms**

- **Two** application forms fully filled in, signed (two times: at the point nr. 37 **AND** on the last page!) and dated by the applicant.

### **Photo**

- Three passport photos not older than 6 months

### **Contribution fees**

- Contribution fees

The proof of payment has to be submitted, **if applicable**, along with the application at the time of the application. If this is not the case, the visa application is not admissible. For details  
For details

For details

<https://dofi.ibz.be/sites/dvzoe/EN/news/Pages/Contribution%20covering%20administrative%20costs%20of%20an%20application.aspx>

### **Professional Card approval**

- The authorization from the Federal Public Service Economy, SMEs, Self-Employed and Energy for an issuance of a Professional Card (mainly sent by e-mail to applicants and Embassy)

### **Medical certificate**

- A medical certificate attesting that you are not carrying any of the diseases which might endanger public health. This certificate must be no older than 6 months from the date of issuance. The

specific form must be signed and stamped by one of the Embassy's agreed physicians :  
<http://egypt.diplomatie.belgium.be/en/travel-to-belgium/visa/general-information/agreed-physicians>

### **Non-criminal record certificate**

- A notarized and legalized certificate attesting to the lack of any convictions for crimes or offences under common law, together with a translation.

This certificate must be no older than 6 months from date of issuance.

In case you resided in a foreign country the months before applying, you should moreover submit a certificate issued by the relevant authorities of that foreign country legalized by the Belgian embassy abroad or with an apostil.

### **Flight reservation**

**Attention:** Only a round-trip flight reservation is required. The ticket should be bought only after the visa has been issued!

When applying for a visa for multiple visits: round-trip reservation of the first visit

### **NOTE**

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in.

Our Consulate may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

The documents drawn up abroad in a language other than Dutch, French or German are to be translated in accordance with the original by a sworn translator :  
<http://egypt.diplomatie.belgium.be/en/consular-services/translators>

The translation must be legalized as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.

Egyptian notarized certificates have to be authenticated by the Ministry of Foreign Affairs before being authenticated by the Embassy/Consulate General of Belgium. They should not be older than six months.