



## **PASSPORT AND VISA SERVICES**

**TEL: 031 564 8222      FAX: 086 756 3166**

**CELL: 083 778 8666 / 083 444 0827**

### **REQUIREMENT:**

Airport transit visa:

1. Original and copy of national passport, foreign passport holders must have a residence permit, both valid at least three months longer than the intended stay.
2. One Schengen visa application form (typewritten or written clearly duly completed and signed.)
3. Two recent photographs passport size (see details in the back).
4. Return flight reservation.
5. Final destination visa.

Transit visa:

1. Original and copy of national passport, foreign passport holders must have a residence permit, both valid at least three months longer than the intended stay.
2. One Schengen visa application form (typewritten or written clearly duly completed and signed.)
3. Two recent photographs passport size (see details in the back).
4. Letter from employer and /or sponsor stating designation, date of employment, salary, period of stay, purpose of visit, financial arrangement.
5. Return flight reservation.
6. Hotel reservation.
7. Final destination visa.

8. Schengen travel medical insurance for the whole period of stay.
9. Bank statement for the last three months.

#### Tourism visa:

1. Original and copy of national passport, foreign passport holders must have a residence permit, both valid at least three months longer than the intended stay.
2. One Schengen visa application form (typewritten or written clearly, duly completed and signed.)
3. Two recent photographs passport size (see details in the back).
4. Return flight reservation.
5. Schengen travel medical insurance for the whole period of stay.
6. Hotel and/or tour reservation for the whole duration of stay.
7. A. Letter from employer and /or sponsor stating designation, date of employment, salary, period of stay, purpose of visit, financial arrangement.  
B. Original Company trade license/CIPRO copy (if applicant is the owner or the partner).
8. Bank statements for the last three months

#### Family/Friends visit

1. Original and copy of national passport with RSA residence permit, foreign passport holders must have a residence permit, both valid at least three months longer than the intended stay.
2. One Schengen visa application form typewritten or written clearly, duly completed and signed.
3. Two recent photographs passport size (see details in the back).
4. Return flight reservation.
5. Schengen travel medical insurance for the whole period of stay.
6. Invitation signed by the host and legalized by the city hall in Belgium + copy of hosts ID card or passport + Hosts salary certificate for the latest 3 months
7. A. Letter from employer and /or sponsor stating designation, date of employment, salary, period of stay, purpose of visit, financial arrangement.  
B. Original Company trade license/CIPRO copy (if applicant is the owner or the partner).
8. Bank statements for the last three months.

## 9. Proof of payment visa fee

### Business visa:

1. Original and copy of national passport, foreign passport holders must have a residence permit, both valid at least three months longer than the intended stay.
2. One Schengen visa application form (typewritten or written clearly, duly completed and signed.)
3. Two recent photographs passport size (see details in the back).
4. Return flight reservation.
5. Schengen travel medical insurance for the whole period of stay.
6. Invitation letter sent by business partner in Schengen state, mentioning duration, purpose and financial arrangement of stay.
7. A. Letter from employer and /or sponsor stating designation, date of employment, salary, period of stay, purpose of visit, financial arrangement.  
B. Original Company trade license/CIPRO copy (if applicant is the owner or the partner).
8. Bank statements for the last three months
9. Hotel reservation for whole duration of stay

### Photo requirements:

Photographs should be portrait-style and the applicant should not, as a rule, be wearing any headgear. Headgear may be permitted for religious or medical reasons provided that the face is completely visible. The forehead, cheeks, eyes, nose and chin should not be obstructed in any way. Preferably, but not necessarily, the hair and ears should also be exposed. On the photograph, the head should occupy a minimum area of 2.5cm and maximum 3.5cm. The background should be light and uniform. The first name and surname of the applicant should be written clearly on the back of the photograph. Photographs must be in color: black-and-white photographs are no longer accepted.

### Remarks:

1. There is no legal right to a visa.
2. The possession of a valid visa does not automatically entitle its bearer to enter the Schengen territory. Immigration authorities could also request that additional probatory documents (ie. hotel reservation, air ticket, sufficient funds, invitation letter, etc.) be produced.

3. The purpose of the proposed visit may not be altered once the visa has been issued (after entering Schengen territory).
4. For special visas (medical treatment, study, long stay,) please ask for more information.
5. If minor, we require an unabridged birth certificate + affidavit legalized by the parents