

**Checklist for a long sojourn visa (A.S.P.) for Belgium for (Chinese) employee/researcher/trainee/trainee taking up employment applications**

长期逗留签证（中国职员/研究人员/受训者/就职受训者）签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)
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	Nr				
VISA Fee (签证费)				NAME OF TRAVEL AGENT 代理名称	
Service Fee (服务费)		180		ADDRESS 地址	
Legalization Fee (公证费)					
Legalization Service Fee (公证服务费)		20		TEL/电话	
Courier Fee (If any) 快递费 (如选)				<b>TOTAL</b>	
Other Fees (其他费用)					

		Yes/ 有?	No/ If not, why not? 没有? 如没 有, 注明原因	Legalization Fee 公证费	Legalization Service Fee 公证服务费	For official use: dox present?
1.	Valid passport with validity of at least 12 months at the time of application and should contain at least 3 empty pages					
2.	Two copies of your passport (the empty pages don't need to be copied)					
3.	Two completed and signed application forms					
4.	On each form, a 2-inch recent passport size photographs should be affixed					
5.	Two copies of your Chinese identity card and temporary residence card (if any) or of your residence permit (for foreigner)					
6.	A medical certificate of the applicant, valid 6 months, to be signed and stamped by one of the approved hospital, together with two copies <u>Exception:</u> If, during the procedure of the issuance of your work permit, you have already submitted a medical certificate, a second medical certificate for your visa is no more required. We recommend you only to provide a photocopy of the fist medical certificate					
7.	Your original Work Permit, with 2 photocopies. Researchers at a Belgian university are exempted of work permit. They must present the "convention d'accueil" – "gastovereenkomst" issued by the university.					
8.	Your original Work Contract, signed by the employer and the employee, with 2 photocopies					

9.	For applicants, older than 18 years, a notarized certificate of good conduct together with a translation. In case you resided in a foreign country during the latest year, you should moreover submit a certificate issued by the relevant authorities of that foreign country.					
10.	Your plane ticket reservation with all flights confirmed + 1 copy					
11.	Two envelopes with family name, first name, address and ZIP code in Chinese and your telephone number.					
12.	One form confirming your preference regarding the language to be used for the answer.					

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province before being authenticated by the Embassy / Consulate General of Belgium. They should not be older than six months.

The applicant acknowledges that he has provided the documents here above marked as submitted and that he has been informed that some other documents might be requested by the Belgian Embassy / Consulate General.

申请人知道他已递交以上标记出的材料并已被通知比利时大使馆或领事馆可能还需要其他材料。

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Name & Signature of Inquiry Officer (资料审核员签名)

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Date/日期:

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Applicant's Signature (申请人签名)